



COPY

MINUTES OF MEETING

November 25, 2024 – 6:00 PM

Call meeting to order/adoption of agenda: -

A regular meeting of the Bonavista Town Council was held on Monday, November 25, 2024, at 6:00 p.m. in the Council Chambers. There were seven members present; Deputy Mayor Reg Butler, and Councillors Nicole Abbott, David Hiscock, Lindsay Phillips, Barry Randell and Colleen Tinkham were present in the Chambers. Mayor John Norman joined the meeting via teleconference. CAO Stephanie Lodge, and ECHO Crystal Fudge, were also present.

The meeting was presided over by the Mayor.

It was moved by Councillor Randell and seconded by Deputy Mayor Butler that the agenda of the meeting held on November 25, 2024, be adopted as read. Motion carried unanimously.

Delegations/Proclamations/Presentations: - None

Adoption of minutes: -

It was moved by Deputy Mayor Butler and seconded by Councillor Tinkham that the minutes of the meeting held on October 7, 2024, be adopted as read. Motion carried unanimously.

Business arising from the minutes: -

- A conversation at the MNL Conference with the RCMP Commanding Officer confirmed that the Bonavista Detachment is not closing. CAO and Councillor Tinkham will prepare a social media post to address RCMP enhancements and additional resources that are now in place.

Committee Reports:

Finance Committee Meeting– Presented by Councillor Hiscock (see attached minutes)

The Finance Committee of Council presented a balanced budget for the Town of Bonavista for 2025 with the recommendation that it be approved. After discussion and review, it was moved by Councillor Hiscock and seconded by Councillor Randell to approve the balanced Budget for the Town of Bonavista for 2025 as presented. Motion carried unanimously. There were no tax increases for 2025.

All recommendations presented in the report were agreed upon by Council.

Administrative Notes: -

- 2024 Capital Works: It was moved by Councillor Hiscock and seconded by Councillor Tinkham to apply for cost-shared funding through the Municipal Capital Works Call for Applications with the Municipal Infrastructure Division of the Department of Transportation and Infrastructure for the following project scopes and values:

1. Removal of Existing Water Tower	\$941,240.51
2. New Maintenance Depot Phase 1	\$2,119,921.62



MINUTES OF MEETING

November 25, 2024 – 6:00 PM

- 3. Sharpe’s Lane W/S Upgrades \$403,755.03

The Town of Bonavista agrees to provide its share of the cost-shared funding for this project should it be selected for funding and acknowledges that project costs above the approved project total cost will be the sole responsibility of the Town. The Town’s share of the funding for the projects are as follows:

- 1. Removal of Existing Water Tower \$365,390.00
- 2. New Maintenance Depot Phase 1 \$658,364.00
- 3. Sharpe’s Lane W/S Upgrades \$62,695.00

Motion carried unanimously.

- Virtual Training opportunity: Any Councillor wishing to attend this session should advise the CAO as soon as possible.
- Tax sales summary: a summary of the results of the recent tax sale was presented for information purposes.
- CEEP project 2024 has started with 4 employees repairing sections of the pasture fence.
- Christmas 2024: The Council/Staff supper is scheduled for December 9th. The last regular meeting will take place at 4:00 before supper at 6:00.
- Staff retirement: Tony White has presented a letter of retirement effective November 18, 2024.

Finances:-

- 1. A list of bills for approval to pay was presented. A copy of this list of bills is attached. It was moved by Councillor Randell and seconded by Councillor Tinkham that these bills in the amount of \$1,000,771.89 be paid. Motion carried unanimously.
- 2. The Cabot Stadium Statements of Income and Expenses for October 2024 were reviewed, and no issues were noted.
- 3. Tax write-off: It was moved by Deputy Mayor Butler and seconded by Councillor Abbott to write-off 2018-2024 poll taxes owing on the account of the Daphne (Harris) Goodyear in the amount of \$1,750.00. Motion carried unanimously.

Permits:-

- A summary of permits was presented for information/review purposes.

Correspondence:-

From	Date	Regarding	Action/Resolution
Discovery Collegiate	Nov. 12, 2024	Contribution	It was moved by Councillor Randell and seconded by Councillor Hiscock to donate \$1,000.00 to the Discovery Collegiate Scholarship Fund. Motion carried unanimously.



MINUTES OF MEETING

November 25, 2024 – 6:00 PM

Make a Wish	N/A	Donation – RCMP wish tree	It was moved by Deputy Mayor Butler and seconded by Councillor Abbott to donate \$250.00 to the RCMP wish tree. Motion carried unanimously
Eliza Swyers	Nov. 13, 2024	Parade Sensory Areas	It was decided to purchase sidewalk signs for local Committees to borrow during parades to designate a sensory-friendly area along their parade route.

Notice of Motions:

- None

Councillors’ Concerns: -

Mayor Norman’s concerns: -

1. Significant flood at food bank – CAO to set up a meeting with volunteers to discuss a long-term plan for the new food bank.
2. Gym funding – Mayor Norman commented on the positive investment from the town in the 2025 budget to support the new gym.
3. Water treatment study – CAO stated the evaluation of proposals was completed and the project will be awarded to the successful proponent.
4. Progress of Childcare at Discovery Collegiate – Councillor Randell to discuss the issue with MHA Craig Pardy and arrange a meeting with the required government departments.
5. Private skate sessions with physicians – It was agreed that the town would donate ice time for this.

Councillor Hiscock’s concerns:

1. New town plan – A private/public session will be held after Christmas.

Councillor Tinkham’s concerns: -

1. Food Bank Insurance – CAO to check if insurance would cover the cost of the damaged food.
2. Drain behind Riffs – Drainage area is completely grown in and full of garbage. This will be passed to the DEO.
3. Cell phone service on the Bonavista Peninsula – Councillor Randell to discuss with MHA Craig Pardy. This is a bigger issue that will require government funding/support.
4. Remembrance Day Ceremony – As there is no longer a Royal Canadian Legion Bonavista Branch, the Town will organize and deliver the Remembrance Day assembly at Memorial United Church going forward. The wreaths will be brought to the cenotaph after the ceremony.

Deputy Mayor Butler’s concerns: -

1. Remembrance Day Ceremony – Deputy Mayor Butler commended Councillor Tinkham for organizing the Remembrance Day Ceremony on behalf of the Town.



MINUTES OF MEETING

November 25, 2024 – 6:00 PM

2. Remembrance Day Flags – A reminder to ensure the poppy flag is at the cenotaph, and that the flag is removed on November 12th.
3. Meetings at MNL – Attendees of the conference were disappointed in the agenda. There were no sessions regarding the new upcoming legislation.
4. Birthday certificates – These should be updated with the Bonavista logo.

Councillor Randell's concerns: -

1. Scotiabank building – Councillor Randell gave a summary of his discussions with the Chair of the Banking Committee, as well as a representative of Community Credit Union. The challenges of recruiting another financial institution for the Town were discussed. The Committee will continue its efforts. CAO to discuss providing an update to the public with the Chair of the Committee.

Councillor Phillips' Concerns:-

1. Groves Lane – Councillor Phillips asked for an update on the curb and gutter to be installed on Groves Lane. This will be passed to the DEO.
2. Abbotts Lane – Councillor Phillips asked why the DEO would turn a streetlight that has been pointed in the same direction for years. CAO stated this light was pointed towards private property and served no purpose with regards to lighting the street. DEO confirmed it was a streetlight for the Town and therefore it was requested NL Power turn the light towards the road.
3. Public works issues – Councillor Phillips asked who he should call if there is a public works issue. It was stated the DEO's phone number is available to all Councillors.
4. Red Cove Road – Complaints received about a tent set up on Red Cove Road that needs to be cleaned up. This will be passed to the DEO.

Councillor Abbott's concerns: -

1. Permission to use soccer field – It was stated Council will require more information before granting permission for use of its soccer field.

Since there was no further business to be discussed, it was moved by Deputy Mayor Butler that the meeting be adjourned at 5:50 p.m.

Stephanie Lodge, CAO/Clerk



MINUTES OF MEETING

FINANCE

November 22, 2024 – 1:00 PM

A meeting of the Bonavista Town Council Finance Committee was held on Friday, November 22, 2024, at 1:00 p.m. in the Council Chambers. Councillor Hiscock, and Councillor Randell were present in the Chambers. Mayor Norman and Councillor Tinkham joined the meeting by telephone. Also present at the meeting was Stephanie Lodge (CAO/Clerk).

Councillor Hiscock called the meeting to order.

The following items were discussed, and recommendations were made to present to Council as a whole:

CAO presented the 2025 budget to members of the Finance Committee. Overall, there was an increase of approximately \$250,000 in revenue due to an increase in property values, and the introduction of Tourist Accommodations Tax. The increase was allocated among the various expense categories of the budget. A discussion arose regarding priorities for 2025. No increases in taxes are proposed.

Recommendation: To approve the 2025 budget as presented.

Since there was no further business to be discussed, the meeting adjourned at 2:15 p.m.

**Town of Bonavista
Bills Presented for Approval
Council Meeting
November 25, 2024**

	Vendor	Department	Description	Amount
1	Bonavista Cabs Ltd	W/S	Pick up of parts	57.50
2	Mills, Pittman & Twyne	Office other	Tax Sale	2,610.69
3	Mills, Pittman & Twyne	Office other	Tax Sale	2,610.70
4	Mills, Pittman & Twyne	Office other	Tax Sale	2,663.70
5	Mills, Pittman & Twyne	Office other	Tax Sale	2,376.18
6	Mills, Pittman & Twyne	Office other	Tax Sale	2,376.19
7	Mills, Pittman & Twyne	Office other	Tax Sale	2,663.69
8	Mills, Pittman & Twyne	Office other	Tax Sale	2,610.69
9	Cal Legrow	Fire	Insurance	1,427.00
10	Cal Legrow	Rds	Insurance Credit- disposal of old trucks	- 648.00
11	R&J Advertising	Office other	Advertising - Auction	61.00
12	Raymond Guy & Sons Ltd	W/S	Delivery fees	179.64
13	Raymond Guy & Sons Ltd	Fire	Delivery fees	171.00
14	Bonavista Flowers & Gifts	Office other	Annual Planting	16,675.41
15	Bell Aliant	Fire	Phone Bill	100.71
16	Bell Aliant	Fire	Phone Bill	110.44
17	Bell Aliant	Museum	Phone Bill	109.79
18	Bell Aliant	Office	Phone Bill	376.59
19	Municipal Assessment Agency	Office other	Assessment fees	17,706.00
20	Tormont Cat	Roads	Parts	1,426.68
21	Tormont Cat	Roads	Parts	296.33
22	Kirk Way	Roads	Reimbursement - Conf.	417.60
23	Brenntag Canada Inc.	W/S	Credit	- 5,520.00
24	Municipalities NL	Office other	Conference - Registration	2,337.50
25	Municipalities NL	Office other	Conference - Registration	406.25
26	Mercer's Marine Equipment Ltd.	Roads	Gloves	105.00
27	Bishop's Paving	CCBF	Paving - Gas tax	294,943.95
28	Bishop's Paving	Stadium	Paving for zamboni	4,025.00
29	Bishop's Paving	Rds	Paving - extras	24,099.17
30	Bishop's Paving	Rds	Paving (prov. Rds) - to be reimbursed by gov't	23,000.00
31	Kathy Roberts	Museum	Reimbursement - Supplies	142.68
32	Amazon	Office other	Membership fee	11.49
33	Amazon	Office other	Projector stand	73.58
34	Xplore	Fire	Internet	133.39
35	Amazon	Roads	Toolbag	103.48
36	Comfort Inn	Office other	Conference	514.05
37	GoDaddy	Office	Email renewals for 2 years	2,234.77
38	Big Erics	Office other	Supplies	560.71
39	Greenwood Inn and Suites	Public Works	CRWA Conference	952.32
40	Canva	Office other	Adding teams	12.58
41	WIX	Office other	2 Year Renewal	71.44
42	Steele Clarenville	Roads	Down payment	1,000.00
43	Trinity Historical Society	Museum	Cancellation - Credit	- 230.00
44	Telus Mobility	Misc.	Cell phones	1,839.15
45	Telus	Office other	Phone	409.58
46	Eastlink	Office other	Internet	356.39
47	Amazon	Office other	Membership fee	11.49

48	Amazon	Office	Computer Supplies	34.94
49	Amazon	Office	Desk pads for chamber	147.12
50	Xplore	Fire	Internet	133.39
51	Amazon	Office	Supplies	34.43
52	Talk2M	W/S	Software updates	309.38
53	Tdot	W/S	Tool Boxes	3,451.68
54	Amazon	Rec	Outhouse supplies	137.99
55	Amazon	Rec	Supplies	164.99
56	TDot	W/S	Tool Box Legs	199.53
57	WIX	Office	2 Year Renewal	938.40
58	Amazon	Fire	Gloves	32.19
59	Apple	Museum	Ipad	574.37
60	Edispatches	Fire	Pagers	1,367.12
61	Amazon	Museum	Portable Fans	172.46
62	Amazon	Roads	Supplies	25.56
63	Princess Auto	Roads	Tires & Wheels	489.78
64	Amazon	Office other	Membership fee	11.49
65	Xplore	Fire	Internet	133.39
66	Amazon		Solar Lights	230.42
67	Great Canadian Dollar Store	Office other	Canada Day Celebrations	149.79
68	Foodland	Office other	Canada Day Celebrations	56.87
69	Amazon	Roads	Safety Glasses	45.77
70	Amazon	Roads	Ear plugs	41.39
71	Brokerlink	Misc.	Foodbank Insurance	1,488.10
72	Province of Newfoundland	Roads	Registration	25.00
72	Insurance Payment System	Misc.	Foodbank Insurance	44.20
73	The Rooms	Museum	Lost Places Maps	338.10
74	Best Buy	Office	Laptop for chamber/Amy	920.51
75	Amazon	Office other	Membership fee	11.49
76	Square Technologies Inc.	Museum	Square Reader	79.35
77	Big Erics	Public Works	Soap & Dispenser	173.98
78	Xplore	Fire	Internet	133.39
79	Big Erics	Office	Garbage Bags	148.21
80	Wix	Office	Website Renewal	372.60
81	Big Erics	Office	Garbage Bags	59.73
82	Amazon	W/S	Weather Forecaster	84.88
83	Vistaprint	Misc.	RCMP Phamplet	314.62
84	Amazon	Museum	Poster Hanger	44.84
85	Canva	Office	Yearly Subscription	199.90
86	Vistaprint	Office	Town Stickers	190.33
87	Amazon	Office	Computer Supplies	40.81
88	Amazon	Office	Computer Supplies	18.85
89	Big Erics	Public Works	Toilet Paper - Municipal Park	404.28
90	Amazon	Office other	Membership fee	11.49
91	GoDaddy	Office	Email addition	165.46
92	Xplore	Fire	Internet	126.49
93	Amazon	Office	Computer Supplies	45.28
94	Air Canada	Fire	Flights	3,350.22
95	AirBNB	Office other	Conference accomodations	328.08
96	Holiday Inn Express	Fire	Accomodations	782.32
97	Amazon	Public Works	Dog Waste Station	339.31
98	Telus	Misc.	Cell Phones	1,286.15
99	Telus	Office	Phones	457.18

100	Eastlink	Office	Internet	356.39
101	Foodland	Office other	Monthly statement	463.95
102	Foodland	Fire	Monthly statement	71.52
103	Dicks & Co.	Office	Toner & envelopes	472.01
104	Vardy Villa Limited	Dump	Garbage Collection	21,160.00
105	Orkin	Office	Monthly aire	23.00
106	HiTech	Fire	Radio for trucks	2,406.61
107	Wolseley	W/S	Manhole covers	7,274.88
108	Orkin	Dump	Monthly Pest control	643.66
109	Orkin	Matthew	Monthly Pest control	217.97
110	Mills, Pittman & Twyne	Office other	Tax Sale	2,961.45
111	Mills, Pittman & Twyne	Office other	Tax Sale	2,961.44
112	Mills, Pittman & Twyne	Office other	Tax Sale	2,961.45
113	Mills, Pittman & Twyne	Office other	Tax Sale	2,855.44
114	Sandra O'Connor	Museum	Supplies for summer program	149.25
115	Mitchell Russell	Misc.	Supplies for Fire Dept & Office	274.88
116	Amy Ricketts	Fire	Supplies for Fire Dept - New Fire truck event	47.44
117	Orkin	Matthew	Monthly Pest control	217.97
118	K&D Pratt	W/S	Supplies	1,035.00
119	Telus	Misc.	Cell Phones	1,258.47
120	Telus	Office	Phones	422.05
121	Eastlink	Office	Internet	356.39
122	NL Power	Misc.	Light Bills	6,284.13
123	Telus	Misc.	Cell Phones	1,224.91
124	Telus	Office	Phones	420.52
125	Eastlink	Office	Internet	356.39
126	Aguathuna Drafting & Consulting	Seawall	Warranty - to be reimbursed	1,858.03
127	Aguathuna Drafting & Consulting	Seawall	Project completion - to be reimbursed	1,897.50
128	Electronic Centre Limited	Stadium	Scoreboard	12,707.50
129	Paint Shop	Recreation	Paint supplies	38.12
130	Newfoundland Power	Street Lights	Street Lights	9,919.13
131	Day & Ross	Roads	Delivery fees	75.46
132	Western Star	Roads	Filters	345.46
133	Raymond Guy & Sons Ltd	W/S	Delivery fees	725.06
134	Raymond Guy & Sons Ltd	Roads	Delivery fees	153.12
135	Irving	W/S	Fuel	398.04
136	Tormont Cat	Roads	Parts	712.74
137	Tormont Cat	Roads	Parts	6.90
138	Parts for Trucks	Roads	Parts	68.91
139	Dicks & Co.	Office	Office Supplies	456.94
140	Xylem Canada LP	W/S	Pump repair	5,804.27
141	Battlefield	Roads	Hoses	390.43
142	R&J Advertising	Office	Advertising - CEEP	37.00
143	Credit Recovery Ltd.	Office	Statement	299.00
144	Wolseley	W/S	Service box rod	2,056.20
145	Wolseley	Roads	Culverts	2,801.40
146	Construction Signs Limited	Roads	Sandbags	139.16
147	Ellis Gas & Convenience Ltd	Fire	Fuel	161.88
148	Chandler	Fire	Crests	402.50
149	Safety Source	Fire	Rope Rescue gear	1,414.50
150	Thomas Coffey Technical Services	Fire	Pump test servicing	1,437.49
151	Technical Rope & Rescue Inc.	Fire	Rope Rescue equipment	3,548.90
152	GB Signs	Fire	Crests	186.30

153	Glen Keel	Office other	Reimbursement	92.07
154	Amy Ricketts	Office other	Reimbursement	25.00
155	PMI Industries	Roads	Parts	2,277.00
156	Amy Ricketts	Office other	Halloween treats	24.71
157	Dooley's Trucking	Office other	Delivery fees	90.36
158	Mercer's Marine Equipment Ltd.	Roads	Winter gloves	227.47
159	Bell Aliant	Fire	Phone	100.71
160	Bell Aliant	Fire	Phone	110.44
161	Bell Aliant	Museum	Phone	110.25
162	Bell Aliant	Office	Phone & Internet	376.59
163	First Stop Auto Ltd.	Roads	2024 statement - misc. parts	2,166.59
164	Crewe's Garage Ltd.	Roads	July, August & September Gas Bill	4,683.14
165	C&C Distributors Limited	Misc.	Oil bill	2,677.41
166	Parts Place Limited	Fire	Pins	22.90
167	Parts Place Limited	Misc.	Statement - June to September 2024	672.07
168	Brenntag Canada Inc.	W/S	Chlorine & Cylinders	11,229.22
169	Brenntag Canada Inc.	W/S	W/S Treatment Supplies	7,391.63
170	Mercer's Marine Equipment Ltd.	Roads	Jacket	178.84
171	K&D Pratt	Fire	Foam	1,276.50
172	Orkin	Dump	Pest Control	643.66
173	GJM Enterprises	Office other	Fort Gary Event	98.00
174	Avalon Hydraulics Limited	Dump	Parts for excavator	256.95
175	Craig's Locksmithing	W/S	Locks	310.39
176	Shirran's Taxi	Roads	Delivery fees	25.00
177	JT Swyers	Misc.	October statement	1,440.56
178	NL Breathing Air Inc.	Fire	Service to equipment	1,034.73
179	EMCO Waterworks	W/S	Parts	687.52
180	Colton Concrete	Roads	Catch basin & frame	2,403.50
181	Bulldog Contracting	Roads	Rental of equipment	684.25
182	Bulldog Contracting	Roads	Rental of equipment	586.50
183	Bulldog Contracting	Roads	Parts & Maintenance	571.96
184	Tormont Cat	Rds	New loader	272,079.09
185	NL Power	Misc.	Power Bills	8,019.28
186	JCL Investments Inc.	Roads	Catch basin & frame	2,403.50
187	K&D Pratt	Fire	SCBA Upgrades	45,057.00
188	Mercer's Marine Equipment Ltd.	W/S	Jacket	321.94
189	Sansom Equipment Limited	Roads	Annual Maintenance	1,131.12
190	Sansom Equipment Limited	Roads	Repair on equipment	1,031.45
191	Vardy Villa Limited	Dump	Garbage Collection - October	21,160.00
192	C&E Automotive	Fire	Equipment Repair	275.99
193	Boyce Tec Inc.	Fire	Cameras	2,183.84
194	K&D Pratt	Fire	SCBA Upgrades	65,550.00
195	Toromont Cat	Roads	Cutting Edge & Parts	2,112.69
196	Toromont Cat	Roads	Servicing	316.25
197	JT Swyers	Misc.	October statement	1,379.73
198	Marsh's Taxi	Roads	Delivery fees	23.00
199	Toromont Cat	Roads	Parts	331.68
200	BioMaxx	W/S	Annual Fee	1,159.20
206				

1,000,771.89