

# COPY

## MINUTES OF MEETING, MARCH 15, 2022

### Call meeting to order/adoption of agenda:-

A regular meeting of the Bonavista Town Council was held on Tuesday, March 15, 2022, at 6:05 p.m. in the Council Chambers and via teleconference. There were seven members present, Mayor John Norman, Councillors Nicole Abbott and David Hiscock joined by telephone and Deputy Mayor Reg Butler, Councillors Calvin Rolls, Lindsay Phillips and Colleen Tinkham were present in the Chambers. Also present at the meeting was the CAO/Clerk, Stephanie Lodge.

The meeting was presided over by the Mayor and opened with a prayer.

It was moved by Deputy Mayor Butler and seconded by Councillor Phillips the agenda of the meeting held March 15, 2022 be adopted as read. Motion carried unanimously.

### Delegations/Proclamations/Presentations:-

None

### Adoption of minutes:-

It was moved by Councillor Rolls and seconded by Councillor Tinkham the minutes of the meeting held on February 28, 2022 be adopted as read. Motion carried unanimously.

### Business arising from the minutes:- None

Community Bulk Garbage Cleanup – It was decided to hold bulk garbage collections beginning April 4, 2022. This will be organized by electoral divisions and residents will be required to phone the Town Hall to register.

### Committee Reports:-

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

2021 Ultimate Recipient Annual Expenditure Report – It was moved by Councillor Hiscock and seconded by Councillor Tinkham to approve the Town of Bonavista's Annual Expenditure Report for the Ultimate Recipient Gas Tax Agreement for the year ended December 31, 2021, as prepared by the independent auditor, Richard Power. Motion carried unanimously.

Accommodations sector business tax - It was agreed to accept the recommendation presented by the Finance Committee.

#### Public Works Committee – Presented by Councillor Phillips (see attached minutes)

It was moved by Councillor Phillips and seconded by Councillor Rolls that the second lowest bid from the limited call be accepted and to purchase the GMC truck for \$67,864. Motion carried unanimously.

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

### Administrative Notes:-

1. COVID 19 update – It was decided that due to the changes in provincial government COVID 19 guidelines, mask wearing inside town facilities will be strongly recommended but not required.
2. Dump hours – It was decided to keep the dump open during lunch and to put a sign up with hours of operation and use at own risk.

Mayor Norman left the meeting at 7:22 and Deputy Mayor Butler then presided over the meeting.

#### Finances:-

1. The CAO/Clerk presented a list of bills for approval to pay. A copy of this list of bills is attached. It was moved by Councillor Tinkham and seconded by Councillor Phillips that these bills in the amount of \$83,155.78 be paid. Motion carried unanimously.
2. The Cabot Stadium Statement of Income and Expenses was reviewed, and no issues were noted.

#### Permits:-

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

**New development permit request for 45-47 John Cabot Drive-** A discussion around building regulations arose as well as the former heritage home that was demolished on the property. It was moved by Councillor Phillips and seconded by Councillor Hiscock to approve the request once a permit application is received. Motion carried unanimously.

#### Correspondence:

From	Date	Regarding	Action/Resolution
RNC Anniversary Community Guide	March, 2022	Advertisement space	It was decided not to purchase since the town supports its local RCMP
Red Cross Ukraine emergency appeal	March 1, 2022	Red Cross Ukraine Emergency Appeal	It was moved by Councillor Rolls and seconded by Councillor Tinkham to donate \$500 to the Red Cross Ukraine Emergency Appeal. Motion carried unanimously.
Saltwater Community Association	March 10, 2022	Affordable housing development	It was decided the Association should contact Department of Fisheries, Forestry and Agriculture – Water Resources Management division to see if an environmental assessment or permit will be required. A meeting will be required before supporting this project.
MAA	March 9, 2022	Online course	Councillors may sign up if they wish to learn about the assessment process
TBN	March, 2022	Meeting re: regional waste management	Register for March 21, 2022 meeting

#### Notices of Motions:-

1. Fireworks 2022 - It was moved by Councillor Tinkham and seconded by Councillor Phillips to order fireworks in the amount of \$20,000 for July 31, 2021. Motion carried unanimously.

#### Councillors Concerns:-

1. Deputy Mayor Butler asked for an update on the new firetruck. It was stated that Management is currently working on procurement and ensuring all legislation is being followed. CAO provided a brief synopsis of Canoe Procurement Group of Canada. It was agreed that since this program has been approved by the Government of NL and it will save the municipality time, money and will limit risk, the town should avail of this service for procurement of the new truck.
2. 57 Canaille Road – Complaints from neighbors regarding unstable condition of home, particularly during high winds. It was stated that management has contacted the owner several times regarding this issue and will continue to do so.

Councillor Phillips' Concerns:-

1. Questioned if there has been any correspondence regarding the most recent capital works application (paving, water tower). It was stated that there has been none.

Councillor Tinkhams's Concerns:- None

Councillor Rolls' Concerns:-

1. Paving: Councillor Rolls suggested reaching out to government to request paving from Canaille down to Swyers' if Newman's Cove to Canaille is being done this year.

Councillor Hiscock's Concerns:-

1. Issues raised by Dene Holmes of Mifflin's Tea Room – brought to the Public Works Committee.

Councillor Abbott's Concerns:-

1. Councillor Abbot stated that the Active NL funding application has been submitted.

Since there was no further business to be discussed, it was moved by Councillor Rolls that the meeting be adjourned at 8:17 p.m.

  
\_\_\_\_\_

Stephanie Lodge, CAO/Clerk

**FINANCE COMMITTEE**

**MINUTES OF MEETING**

**MARCH 8, 2022**

A meeting of the Bonavista Town Council Finance Committee was held on Tuesday, March 8, 2022, at 10:05 a.m. in the Council Chambers. Councillors Rolls and Tinkham were in attendance and Mayor John Norman and Councillor Hiscock 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:

**2021 Ultimate Recipient Annual Expenditure Report** – The results of operations in respect to the receipt and disbursement of Gas Tax funding for the year ended December 31, 2021 was reviewed. No issues were noted.

*Recommendation: To approve the Town of Bonavista's Annual Expenditure Report for the Ultimate Recipient Gas Tax Agreement for the year ended December 31, 2021, as prepared by the independent auditor, Richard Power.*

**Business tax**– A discussion arose regarding several letters that have been received with respect to various business tax issues in the accommodations sector:

- a. Proration of tax for new businesses – it was stated that in the year a new business opens, business tax is prorated from the opening date to the end of the year. New businesses are not subject to a full year of tax.
- b. Permanent alteration of businesses – should a structural change in a business occur, the property should be re-assessed so the tax accurately represents the revised business portion (ex. B&B with multiple rooms being converted to a one room vacation rental).
- c. Business tax reductions – Councillor Tinkham left the meeting at 10:20 due to a conflict of interest. Due to the negative impacts of the Pandemic on the tourism industry, several accommodations have requested business tax reductions. These requests were discussed in detail.

*Recommendation: There will be no reductions in 2021 business taxes due to losses incurred because of the COVID-19 Pandemic. However, if a business in the accommodations sector would like to be considered for a tax reduction, financial statements prepared by an independent auditor must be submitted to Council for review. Alternatively, a T2125 Statement of Business or Professional Activities will also be accepted. Reductions will then be considered on a case-by-case basis. Revisions based on a permanent alteration of a business will be made after on a re-assessment of the property.*

Since there was no further business to be discussed, the meeting adjourned at 11:10 a.m.

**PUBLIC WORKS COMMITTEE**

**MINUTES OF MEETING**

**MARCH 9, 2022**

A meeting of the Bonavista Town Council Public Works Committee was held on Wednesday, March 9, 2022, at 10:30 a.m. in the Council Chambers. Councillors Lindsay Phillips and Calvin Rolls were in attendance. Mayor John Norman joined the meeting by telephone. Also present at the meeting was Kirk Way, Director of External Operations (DEO) and Stephanie Lodge, CAO/Clerk.

Councillor Phillips called the meeting to order.

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

**New public works truck** –A motion was passed at the last Regular meeting to purchase the Ford pickup truck for \$63,082.10. However, that truck has since been sold. Councillor Phillips questioned the possibility of purchasing a used truck. Availability and high prices were discussed.

**RECOMMENDATION:** *To be compliant with the Public Procurement Act, the second lowest bid should be awarded- GMC for \$67,864.*

**137A Red Point Road**– A development proposal has been brought forth for Council’s consideration.

**RECOMMENDATION:** *To discuss at the next Regular Meeting of Council and to suggest a meeting with the proposer.*

**Correspondence**– The following letters from Mifflin’s Tea Room were discussed:

- a. Condition of fencing on Church Street: This is a priority for the upcoming tourist season/Come Home Year. Issues with securing funding were discussed.

**RECOMMENDATION:** *To apply for gas tax funding to complete this project.*

- b. Missing survey pin 21 Church Street: It was stated that this request cannot be fulfilled by the Town and should be directed to a land surveyor.

**GPS for equipment** – it was stated we have a contract signed until 2024.

**RECOMMENDATION:** *To continue to avail of this equipment/service until the term has expired.*

**Councillor Concerns –**

Councillor Phillips:

- Discussed concerns over the weekend regarding the break in the main water line (Station Rd/OCI). This affected snow clearing on Tuesday as all employees (including part-time) were working on the repair. Ownership and replacement of this line was then discussed. It was stated this is a very important issue.

**RECOMMENDATION:** *To continue this discussion at the next Regular Meeting of Council. To suggest including line replacement in upcoming Capital Works projects.*

Councillor Rolls: None

Mayor Norman:

- Church Street – Suggested employees check all trash bins, benches, etc. to ensure they are in good condition for Come Home Year.

Since there was no further business to be discussed, the meeting adjourned at 11:16 a.m.

## PASTURE SUB-COMMITTEE OF COUNCIL

### MINUTES OF MEETING

MARCH 23, 2022

A meeting of the Bonavista Town Council Pasture Sub-Committee was held on Wednesday, March 23, 2022, at 7:30 p.m. in the Council Chambers. Councillor Rolls, CAO Stephanie Lodge, ECHO Crystal Fudge, Amanda Cull, Payton Brine and Jonathan Pike were in attendance in the Chambers.

**Pasture Committee Structure** – It was stated that the not-for-profit organization has been created however is still in its initial stage. The Chair is currently Amanda Cull and other positions will be filled. As an organized committee, it is able to apply for federal funding (up to \$30,000) which can be used to remediate the land (lime, fertilizer, seed, fencing, brush cutting, etc.). Main goals for the Committee are Pasture maintenance and regulation.

The Committee recognizes the unique nature of the Pasture and wishes to work closely with the Town to ensure it runs smoothly and safely for livestock owners, visitors, and anyone else who has interest in the area.

Councillor Rolls spoke about the history of the Pasture.

**Land Lease Application** – In order to apply for federal funding, the Pasture Committee or the Town needs to obtain a 5-year license to occupy. However, the issue is the many parcels of private land on the Pasture and the difficulty and cost of having the land surveyed. Ms. Cull is currently trying to work through this issue with the appropriate government officials. If the license is approved, it is likely the Town would be the leaseholder and the Committee would act as a sub-committee on behalf of Council. If not approved, the Town and Committee will have to work together to seek alternate funding options.

**Roles and Responsibilities /MOU Development** – This will be discussed and developed once a solution is found regarding the land lease.

Meeting adjourned at 8:38 p.m.

**Town of Bonavista  
Bills Presented for Approval  
Council Meeting  
March 28, 2022**

Vendor	Department	Description	Amount
1 Cal LeGrow	Office other	Insurance renewal	65,777.85
2 Meridian Engineering	Capital	Lift Station Upgrades Feb Engineering	1,538.70
3 Parts for Trucks	Snowclearing	Emergency light	431.25
4 Telus	Office	Phones	552.09
5 A.Squires	Office other	CEEP bookeeping	1,000.00
6 Dicks & Co.	Office other	Supplies	383.97
7 Parts for Trucks	Snowclearing	Parts	557.77
8 J.T. Swyers	Various	supplies	886.19
9 Action Car & Truck	Rds	Backrack - truck	338.64
10 Lodge's Plumbing & Electrical	Office - other	Electrical - chambers	614.74
11 Lodge's Plumbing & Electrical	Gas Tax	Roper Street lights - materials	49,974.40
12 Lodge's Plumbing & Electrical	Playground	Splash pad - July	558.90
13 Brenntag	W/S	Cylinder return	- 5,520.00
14 NL Power	Various	Heat/light Febraury	10,920.53
15 Telus Mobility	Office other	Cell phones	838.33
16 Credit recovery	Office other	Collection	69.00
17 Xylem	W/S	Parts	1,353.06
18 Xylem	W/S	Parts	700.79
19 Steers Insurance	Fire	Travel accident policy renewal	750.00
20 Orkin	Office other	Monthly orkin aire	19.55
21 Orkin	Legacy	Pest control	170.20
22 Crewe's Garage	Snowclearing	Parts	726.69
23 Xylem	W/S	Materials	8,336.93
24 Brenntag	W/S	Chlorine/cylinders	9,990.53
25 Meridian Engineering	Gas Tax	Pumphouse generator	1,380.00
26 Brandt	Snowclearing	Parts	1,861.17
			<b>154,211.28</b>