

COPY

MINUTES OF MEETING, JANUARY 24, 2022

Call meeting to order/adoption of agenda:-

A regular meeting of the Bonavista Town Council was held on Monday, January 24, 2022, at 6:00 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 Lindsay Phillips, Calvin Rolls, 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.

It was moved by Councillor Tinkham and seconded by Deputy Mayor Butler the agenda of the meeting held January 24, 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 Phillips the minutes of the meeting held on January 10, 2022 be adopted as read. Motion carried unanimously.

Business arising from the minutes:-

Mayor Norman provided a staffing update for the Bonavista Hospital. Nurses have been recruited however, they cannot relocate until they have a place to live. It was decided to arrange a meeting with the Townscape Foundation to discuss viable options for professional housing.

Councillor Abbott joined the meeting at 6:15.

Committee Reports:-

Recreation Committee – Presented by Councillor Abbott (See attached minutes)

It was moved by Councillor Abbott and seconded by Councillor Tinkham that the Recreation Committee report given on the meeting held on January 13, 2022 be adopted and the recommendations therein be approved. Motion carried unanimously.

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

It was moved by Councillor Phillips and seconded by Deputy Mayor Butler that the Public Works Committee report given on the meeting held on January 20, 2022 be adopted and the recommendations therein be approved. Motion carried unanimously.

Administrative Notes:-

1. Request for an updated letter to Craig Stagg permitting use of a band saw in his shed for personal use – this was approved.

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 Rolls and seconded by Councillor Phillips that these bills in the amount of \$71,504.58 be paid. Motion carried unanimously.

Permits:-

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

Correspondence:

From	Date	Regarding	Action/Resolution
Municipal Assessment Agency	January, 2022	Municipal representatives to Board of Directors Elected	N/A
Municipal & Provincial Affairs	January, 2022	Code of Conduct Information Session	Councillors to inform CAO if they wish to attend.
Marlene Butler	January 12, 2022	Old Days Pond Boardwalk – no pets reconsideration	It was decided to leave the “no pets” rule at the Old Days Pond boardwalk.
Saltwater Community Association	January 17, 2022	Letter of support/zoning for women’s shelter – Confederation Dr.	It was moved by Councillor Rolls and seconded by Councillor Hiscock to support the effort to create a shelter for women and children who suffer from domestic violence in addition to waiving property taxes for two years. Motion carried unanimously.
Saltwater Community Association	January 19, 2022	Permission for use of Old Days Pond Boardwalk for a Walk-a-thon	No issues. Permission is not needed to use the boardwalk.

A discussion arose with regards to the recent ad on cable regarding 2022 tax structure. There has been some confusion with regards to dog licenses. The town does not currently enforce dog regulations however the fee remains in our tax structure in case we have to enforce it as we did in the past. Once the budget is passed, all tax rates must be published.

Notices of Motions:-

1. Terms of Reference: It was moved by Deputy Mayor Butler and seconded by Councillor Tinkham to adopt the Terms of Reference for the Town of Bonavista Committees of Council. Motion carried unanimously.
 - Committee Chairs: It was moved by Deputy Mayor Butler and seconded by Councillor Rolls to approve the following Chairs of Committees as appointed by the Mayor;
 - Executive – Mayor Norman

- Finance – Councillor Hiscock
- Fisheries – Deputy Mayor Butler
- Public Works – Councillor Phillips
- Tourism & Culture – Councillor Tinkham
- Negotiating – Councillor Hiscock
- Health Care – Mayor Norman
- Recreation – Councillor Abbott
- Emergency Executive – Mayor Norman

Motion carried unanimously.

Councillors Concerns:-

Councillor Rolls' Concerns:-

1. Councillor Rolls suggested Mayor Norman reach out to Martin Sullivan, CEO of OCI and arrange a meeting to discuss plans for upcoming season.

Councillor Abbott's Concerns:-

1. Ads on community channel – Councillor Abbott suggested any ads that are placed on cable also be posted in other places as not all residents have cable. It was decided all ads on cable will also be posted to our webpage, facebook and at the public building.
2. Dump fees – Councillor Abbott asked for clarification on this fee that was posted as part of our tax structure – this fee relates to municipalities who use our dump and is not applicable to individuals/businesses.
3. Debris from unstable properties– Councillor Abbott questioned if there is anything Council can do if this issue poses a safety issue. It was stated the DEO will inspect the property and a letter will be written to the owner under the Town's Occupancy and Maintenance Regulation.

Deputy Mayor Butlers' Concerns:-

1. CEEP – Deputy Mayor Butler suggested we write the Minister of Municipal Affairs and our MHA and MP with regards to the number of people in the area that need employment and request additional CEEP funding. It was agreed to write a letter as soon as possible as CEEP ends March 31.
2. BBQ hut use – Deputy Mayor Butler received a request for use of the BBQ hut for a wedding ceremony on August 20, 2022. There were no issues with this request and Council encourages use of this public space.

Councillor Phillips' Concerns:-

1. Snow bucket – Councillor Phillips questioned if we will be purchasing a snow bucket this year since Council had previously committed to it. It was stated the DEO suggested we will include the bucket as part of the tender for the new loader.
2. New positions – Councillor Phillips received questions as to why management positions were not posted for the public to apply. It was stated that these were formally union positions and therefore had to be posted within the union first.

3. Snowclearing – Councillor Phillips questioned if we are plowing private driveways. This will be followed up by the DEO.

Councillor Tinkhams's Concerns:- None

Councillor Hiscock's Concerns:-None

Mayor Norman Concerns:-

1. Matthew Legacy - Mayor Norman suggested we check with the Legacy Board to get an update on their opening plan as a chemical cleanup may be required to prepare and clear out pigeons/wildlife in the building.

Since there was no further business to be discussed, the meeting closed with a prayer. It was moved by Deputy Mayor Butler that the meeting be adjourned at 7:27 p.m.

A handwritten signature in cursive script that reads "Stephanie Lodge". The signature is written over a horizontal line.

Stephanie Lodge, CAO/Clerk

Town of Bonavista
 Bills Presented for Approval
 Council Meeting
 January 24, 2022

Vendor	Department	Description	Amount
1 GB Signs	Roads	Signs - no hunting, trapping, snaring.	220.80
2 Crystal Fudge (Purch. on Amazon)	W/S	Insulation resistance tester, screwdriver set	302.58
3 Crystal Fudge (Purch. on Amazon)	Office (other)	Cell phone screen protectors	51.59
4 Mills, Pittman Twyne	Office (other)	Legal fee - Vaccine mandate	402.50
5 Ricoh	Office	Copier	777.11
6 JT Swyers	Various	Lock, key, turkeys	1,468.63
7 JT Swyers	Roads	Delivery charge	5.00
8 Toromont	Roads	Parts	73.14
9 Toromont	Roads	Parts	367.71
10 NL Power	Various	Light bill - December	10,801.33
11 Durdles Home Hardware	Office	Cleaning supplies	114.78
12 Orkin	Office Other	Orkin Aire	19.55
13 R&J Advertising	Office Other	Boil order lifted ad	25.00
14 R&J Advertising	Office Other	Civic address on property ad	50.00
15 R&J Advertising	Office Other	Feeding wildlife ad	50.00
16 Toromont	Roads	Freight	34.50
17 Toromont	Roads	Parts	64.56
18 GB Signs	Roads	Welcome to Bonavista signs	8,969.98
19 Telus	Office	Phones	548.45
20 Dicks & Co.	Office	Toner	225.38
21 Dicks & Co.	Office	Supplies	454.27
22 Telus Mobility	Office (other)	Cell phones	828.96
23 Eastlink	Office	Internet	319.98
24 Boyce Tech	Office	Computer/network yearly support	5,175.00
25 Boyce Tech	Playground	Hardware yearly support	2,300.00
26 Bonavista Cabs	Roads	Delivery of signs	46.00
27 Vardy Villa	Sanitation	December Garbage Collection	24,265.00
28 R&J Advertising	Office (other)	Heavy Equipment Operator post	98.00
29 R&J Advertising	Office (other)	Boil water ad	50.00
30 R&J Advertising	Office (other)	Christmas Hours	50.00
31 R&J Advertising	Office (other)	Christmas Greeting	25.00
32 Brenntag Canada	W/S	Chlorine, soda ash	14,522.68
33 Brenntag Canada	W/S	Cylinder - return	5,520.00
34 Rebuilt Pumps & Motors Limited	W/S	Repair 2 pumps	3,056.69
35 Crewe's Garage	Rds	Gas - November and December	1,260.41
			71,504.58

RECREATION COMMITTEE

MINUTES OF MEETING

JANUARY 13, 2022

A meeting of the Bonavista Town Council Recreation Committee was held on Thursday, January 13, 2022, at 3:15 p.m. in the Bonavista Stadium Dean Little Room. Councillor Colleen Tinkham was in attendance. Councillor Nicole Abbott joined the meeting by telephone. Also present at the meeting was Stephanie Lodge, CAO/Clerk, Lloyd Stagg, Recreation Director and Crystal Fudge, ECHO.

Mayor John Norman joined by telephone at 3:15p.m. to call the meeting to order and to appoint Councillor Nicole Abbott as Chairperson of the Recreation Committee. Councillor Abbott accepted and Mayor Norman left the meeting at 3:17 p.m.

Terms of Reference – Councillors and staff reviewed the Terms of Reference for the Recreation Committee.

RECOMMENDATION: to adopt Terms of Reference.

Community Revitalization Fund Update – Crystal Fudge, ECHO provided a summary of the projects that were applied for under CCRF in August 2021 (Playground walking trail, beach volleyball, soccer pitch upgrades, community park/dog park). A discussion regarding the dog park and the soccer pitch arose. Councillor Abbott will check with previous soccer organization to see if there was a formal agreement in place with the Town before proceeding with upgrades. Ms. Fudge highlighted the fact that the recreation area is next to the Town's Public Works area, and this will need to be kept in mind during planning/development.

Hike Discovery –

Cape Shore Road Trail: Ms. Fudge gave an update on the Cape Shore Road trail extension. This has been approved and we have obtained the lease. An annual fee is paid to Hike Discovery for maintenance. There will be new mapping and trail markers.

Lance Cove to Spillars Cove: This trail extension was applied for in 2012. The lease was obtained but now needs to be renewed at a fee of \$300. Hike Discovery is interested in development; however the Town needs to hold the lease for legal purposes.

RECOMMENDATION: Renew the lease for trail development.

The Recreation Director left the meeting at 3:38 and returned at 3:41.

Old Catalina Road trail – In order to preserve a portion of the trail, The town requires a Licence to Occupy. The fee is \$300 to be renewed every 5 years. Additional work/clean-up can be done to the trail for users to enjoy.

RECOMMENDATION: Apply for a license to occupy.

Future Recreation Programming – Cabot Loop – the idea of setting up the perimeter of the ballfield as a skating loop was discussed. It was decided to discuss further at the next meeting along with other future recreation ideas.

Canada Summer Jobs – Councillor Abbott suggested we try to include students in our sports programming. The number of students needed, and their duties were discussed. It was decided to set up a meeting with the recreation sub-committee to determine the requirements and decide on the details for the application so we can meet the January 24th application deadline.

Swimming Pool – Recreation Director Lloyd Stagg will contact Marystown and Placentia to obtain some information on first steps (feasibility study).

Councillor Concerns – None.

Meeting adjourned at 4:08 p.m.

PUBLIC WORKS COMMITTEE

MINUTES OF MEETING

JANUARY 20, 2022

A meeting of the Bonavista Town Council Public Works Committee was held on Wednesday, January 20, 2022, at 1:00 p.m. in the Council Chambers. Deputy Mayor Butler and Councillors Lindsay Phillips and Calvin Rolls were in attendance. Mayor John Norman joined the meeting by telephone. Also present at the meeting was Stephanie Lodge, CAO/Clerk, and Kirk Way, Director of External Operations (DEO).

Mayor Norman called the meeting to order and appointed Councillor Phillips as Chairperson of the Public Works Committee. Councillor Phillips accepted.

Terms of Reference – Councillors and staff reviewed the Terms of Reference for the Public Works Committee.

RECOMMENDATION: to adopt Terms of Reference.

Heavy Equipment Operator Position – The CAO and DEO went through the interview process with the Committee. 2 candidates were chosen and will be presented to Council at the next regular meeting on January 24, 2022.

COVID 19 policy – All employees have been reminded to wear masks when physical distancing cannot be maintained and when in common areas of the town hall. Any accommodations given for exemptions to the policy is being monitored by CAO and DEO.

Pigeons at Sweetland's Bank – A "birth control" option for pigeons was discussed. This would significantly reduce the population over a number of years. However, we are unsure if this is approved in Canada. This seems to be a viable option that the DEO will continue to work on and research.

Streetlight Review – The list of requests for streetlights was reviewed and discussed. Councillors requested some time to do specific inspections. It was decided that a major area of concern is on Old Day's Pond Road by Rick Snooks however this area needs a new pole installed. CAO will find out the cost before recommending to Council. Another area of concern is Marine Centre Drive and there is already a pole there.

RECOMMENDATION: to install streetlight at the following location: Marine Centre Drive.

Seawall cribbing – A discussion regarding the suggestion of using pressure treated round sticks as opposed to Spruce sticks arose. It was agreed that pressure treated sticks are more durable and effective and will eventually wear to present a similar 'heritage' look.

RECOMMENDATION: to proceed with using pressure treated round sticks for seawall.

Old Days Pond flooding – A discussion regarding the need for a solution to this issue arose. It was agreed to contact Meridian Engineering to do a site visit so budgeting, planning and procurement processes can begin.

***RECOMMENDATION:** To contact Meridian Engineering and request a site visit to develop a plan to correct water issue at Old Day's Pond.*

Dump Issues – Issues/complaints regarding the dump was discussed. It was agreed to develop policies which would address the concerns.

Councillor Concerns –

Councillor Phillips:

- Councillor Phillips requested a list be made of items that are brought up at meetings so that Councillors are aware of progress. It was stated this is currently being done and can be shared with Council.

Calvin Rolls:

- Trestle: Councillor Rolls brought up concerns regarding the dangerous state of the trestle and how it needs to be removed. It was agreed to write the appropriate government department, the MHA, and our MP, Churence Rogers.
- Retaining wall near Alex Goodlands: It was stated there is a section of the wall that is tipped and we should get an estimate of the cost to repair that section.

Mayor Norman:

- Lights on Roper: It was stated the 8 lights for Roper are ordered, the remaining older lights will be removed due to safety concerns and CIP funds will be applied for to replace these once a quote is received.

Deputy Mayor Butler:

- CEEP: Deputy Mayor questioned if there was any additional funding for CEEP projects. It was stated we are waiting on a response from the MHA.

Meeting adjourned at 2:25 p.m.