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MINUTES OF MEETING, FEBRUARY 28, 2022

Call meeting to order/adoption of agenda:-

A regular meeting of the Bonavista Town Council was held on Monday, February 28, 2022, at 6:08 p.m. in the Council Chambers and via teleconference. There were six members present, Councillors Colleen Tinkham and David Hiscock joined by telephone and Mayor John Norman, Deputy Mayor Reg Butler, and Councillors Nicole Abbott, and Calvin Rolls 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 Rolls and seconded by Deputy Mayor Butler the agenda of the meeting held February 28, 2022 be adopted as read with an amendment to include a recreation committee report and correspondence from the Bonavista Days Committee. Motion carried unanimously.

Delegations/Proclamations/Presentations:-

None

Adoption of minutes:-

It was moved by Deputy Mayor Butler and seconded by Councillor Tinkham the minutes of the meeting held on February 7, 2022 be adopted as read with an amendment to the members present. Motion carried unanimously.

Business arising from the minutes:- None

Councillor Abbott joined the meeting at 6:15 p.m.

Committee Reports:-

Executive Committee – Presented by Mayor Norman (see attached minutes)

It was moved by Councillor Hiscock and seconded by Deputy Mayor Butler that the Executive Committee report given on the meeting held on February 15, 2022 be adopted and the recommendations therein be approved. Motion carried unanimously.

Tourism & Culture Committee – Presented by CAO for Councillor Tinkham (see attached minutes)

It was moved by Councillor Tinkham and seconded by Councillor Abbott that the Tourism & Culture Committee report given on the meeting held on February 21, 2022 be adopted and the recommendations therein be approved. Motion carried unanimously.

Public Works Committee – Presented by Councillor Rolls for Councillor Phillips (See attached minutes)

It was moved by Councillor Rolls and seconded by Deputy Mayor Butler to accept the trade of the 2019 926M loader with Toromont as recommended by the Public Works Committee. Motion carried unanimously.

It was moved by Deputy Mayor Butler and seconded by Councillor Rolls to remove the GPS hardware on the vehicles and cancel the monthly subscription with Skyhawk as recommended by the Public Works Committee. Motion carried unanimously.

It was moved by Councillor Rolls and seconded by Deputy Mayor Butler to purchase the Ford truck for \$63,082.10. Motion carried unanimously.

It was moved by Councillor Rolls and seconded by Deputy Mayor Butler that the Public Works Committee report given on the meeting held on February 22, 2022 be adopted and the recommendations therein be approved. Motion carried unanimously.

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

It was moved by Councillor Abbott and seconded by Deputy Mayor Butler that the Recreation Committee report given on the meeting held on February 28, 2022 be adopted and the recommendations therein be approved. Motion carried unanimously.

Administrative Notes:-

1. 2021 B&B tax break requests – It was decided to hold a finance committee meeting to discuss in detail.
2. DEO mileage reimbursement – It was decided to reimburse the DEO for mileage based on km’s driven per month.

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 Hiscock and seconded by Councillor Tinkham that these bills in the amount of \$56,027.97 be paid. Motion carried unanimously.

Permits:-

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

A discussion arose concerning a new development permit application for 27-29 Church Street. It was decided not to allow the development over existing infrastructure.

Correspondence:

From	Date	Regarding	Action/Resolution
Saltwater Community Association	February 18, 2022	Change in theme for walk-a-thon	N/A
Lora Swyers	February 17, 2022	Restoration of property on Cape Shore Road	It was moved by Councillor Hiscock and seconded by Deputy Mayor Butler to allow this proposal subject to approval of government services regarding water and sewer services and restoration to circa 1920. Motion carried unanimously.
Municipal Assessment Agency	February 24, 2022	Update on MAA	N/A

Bonavista Days Committee	February 22, 2022	Dissolution of Committee	It was agreed to accept the dissolution of the Bonavista Days Committee and to agree to their requests (no name change of festival grounds and remaining funds to be used towards purchase of fireworks). Council acknowledged the past community contributions of the Committee.
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Notices of Motions:-

1. CIP – Lights on Swyers’ boardwalk/OCI – It was moved by Councillor Rolls and seconded by Councillor Abbott to submit a Capital Investment Plan to the Department of Municipal and Provincial Affairs for Canada Community Building Funding in the amount of \$109,300.20 for the replacement of 15 lights along the boardwalk by Harbour Quarters Inn and OCI (Campbell Street). Motion carried unanimously.
2. Change order - It was moved by Councillor Hiscock and seconded by Deputy Mayor Butler to approve the change order notice of \$14,927.02 from the Department of Transportation and Infrastructure for the Bonavista Storm Damage Project #BLZ20-M000001. Motion carried unanimously.

Councillors Concerns:-

Councillor Rolls’ Concerns:-

1. Community Cleanup – Councillor Rolls stated the Lions Club is applying for funding. It was decided the town truck will be available to help transport garbage on that day.

Councillor Abbott’s Concerns:- None

Deputy Mayor Butlers’ Concerns:-

1. Eastern Health Bookings – Due to an overload of calls at the hospital, the booking line has been re-directed to St. John’s. Deputy Mayor Butler questioned why more staff couldn’t be hired to answer the phone. Mayor Norman will ask the question in an upcoming meeting.
2. Seafence – Deputy Mayor Butler asked for an update. It was stated the tender closed today, but no information has been provided yet.
3. Deputy Mayor Butler questioned if there are any more project hours available. It was stated CEEP is finished, and we are not aware of any additional projects.
4. Deputy Mayor Butler stated the rain gutter on town hall needs repair.

Councillor Tinkhams’s Concerns:-

1. Snowmobile use inside our protected public water supply area – It was agreed to erect more signage in the area and put a notice on the community channel and on Facebook.
2. Trees being cut illegally– CAO will report to Department of Fisheries, Forestry and Agriculture.
3. Adam Pardy sign – It was stated this sign has fallen due to damages and there is a new design currently in place. Recreation Committee to follow-up.

4. Lance Cove Stairs – Councillor Tinkham received a question if these stairs can be put back. The challenges with regards to strong sea surges and vandalism were discussed.
5. Church Street road conditions – It was stated the MHA has reached out several times to government contacts regarding this issue.

Councillor Hiscock's Concerns:-

1. Re-zoning issue with crown lands – CAO stated this has been rectified.
2. Councillor Hiscock gave a brief summary of the Municipal Assessment Agency meeting held on February 18, 2022.
3. Councillor Hiscock gave a summary of the Urban Municipalities meeting he attended on February 19, 2022. Main topics discussed were regionalization, waste water and cost of ferry services. It was decided to write a support letter to the province regarding the high cost of ferry services.

Mayor Norman Concerns:-

1. Stated the committee structure is alleviating councillors' concerns at regular meetings.

Since there was no further business to be discussed, it was moved by Deputy Mayor Butler that the meeting be adjourned at 8:20 p.m.

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Stephanie Lodge, CAO/Clerk

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

Vendor	Department	Description	Amount
1 Amazon	Office other	Phone chargers, 2 ipad cases	88.51
2 Norton	Office other	Antivirus software renewal	143.74
3 Xplornet	Fire	Internet	121.89
4 Albatross Hotel	Office other	Councillor training (November) Accomodations	113.85
5 JD Irving	W/S	Propane	370.23
6 Credit Recovery	Office other	Collections	46.00
7 Chamber of Commerce	Office other	2022 Membership	75.00
8 NL Association of Fire Services	Fire	Membership	402.50
9 Western Hydraulic	Snowclearing	Parts	523.25
10 K&D Pratt	Fire	Return of parts	304.75
11 Brenntag	W/S	Soda Ash	5,839.13
12 Economic Developers Association NL	Office other	Membership	100.00
13 K&D Pratt	Fire	2 Breathing Apparatus	20,153.75
14 K&D Pratt	Fire	Parts	46.00
15 R&J Advertising	Office other	Re-open to public ad	37.00
16 Toromont	Snowclearing	Parts	101.53
17 Toromont	Snowclearing	Parts	95.86
18 Hospitality NL	Office other	Membership	386.40
19 Toromont	Snowclearing	Parts	20.79
20 NL Power	Various	Light Bill	10,916.71
21 Raymond Guy	Various	Delivery	692.11
22 JT Swyers	Various	Parts, supplies	1,474.19
23 JT Swyers	Fire	Parts, supplies	33.28
24 Parts Place Ltd.	Fire	Parts	25.29
25 Parts Place Ltd.	Snowclearing	Parts	572.04
26 Quadient	Office other	Lease - Postage Meter	563.50
27 R&J Advertising	Office other	Closed to public ad	125.00
28 Meridian Engineering	Capital wrks	Road Upgrades	1,945.80
29 Craig Clarke	Fire	Reimburse insurance	79.35
30 Eastlink	Office	Internet	310.39
31 Foodland	Office	Supplies	229.48
32 Marsh's Taxi	Snowclearing	Delivery	92.00
33 Orkin	Office other	Orkin Aire	19.55
34 Orkin	Office other	Pest control	170.20
35 Western Hydraulic	Snowclearing	Parts	523.25
36 Craig's Locksmithing	Rds	Doorknobs, locks	1,057.54
37 Telus	Office	Office phones	559.72
38 Crewe's Garage	Various	Parts, supplies, labour, inspections (Nov-Jan)	7,869.42
39 RFS Canada	Office	Copier lease	408.47
			56,027.97

EXECUTIVE COMMITTEE

MINUTES OF MEETING

FEBRUARY 15, 2022

A meeting of the Bonavista Town Council Executive Committee was held on Tuesday, February 15, 2022, at 1:00 p.m. in the Council Chambers. Deputy Mayor Butler was in attendance and Mayor John Norman and Councillor Hiscock joined the meeting by telephone. Also present at the meeting was Stephanie Lodge, CAO/Clerk.

Mayor Norman called the meeting to order.

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

Staffing of front office – Due to recent changes within the organizational structure of the Town, it was noted that on occasion, there is a shortage of staff in the front office.

Recommendation: For unexpected shortages, and on a case-by-case basis, ECHO will act as a backup for the front office to ensure there is always a minimum of 2 staff. Vacation schedules should be planned so that ECHO is not needed in the front office for consecutive days. ECHO office work should be kept at a minimum and only when necessary.

Employee Vacation – A discussion arose concerning employee vacation and banked time.

Recommendation: Banked time should not exceed 80 hours. Carry-over of annual leave is not permitted. Vacation should be tracked to ensure even distribution and adequate staffing throughout the year.

Recommendation: Seniority for vacation entitlement for ECHO will include the 3 years (2009-2012) of part-time work with the Town.

Increase in tax agreement – It was stated that questions regarding the increase in the commercial/non-residential tax agreement were addressed with the Manager of the Company on a recent phone call. It was agreed that it was a fair increase, and the tax agreement competitively reflects rising costs of services provided.

Recommendation: No change in the tax agreement increase. If necessary, this can be further discussed with the Company at the annual meeting tentatively scheduled for February 24th, 2022.

Since there was no further business to be discussed, the meeting adjourned at 2:05 p.m.

TOURISM & CULTURE COMMITTEE

MINUTES OF MEETING

FEBRUARY 21, 2022

A meeting of the Bonavista Tourism and Culture Committee was held on Monday, February 21, 2022, at 3:30 p.m. in the Council Chambers. Councillors Nicole Abbott, Lindsay Phillips and Colleen Tinkham were in attendance. Mayor John Norman joined the meeting by telephone. Also present at the meeting was Crystal Fudge, Economic, Cultural and Heritage Officer (ECHO) and Stephanie Lodge, CAO/Clerk.

Councillor Tinkham called the meeting to order.

Come Home Year/Church Street Festival 2022 – Bonavista Days Committee will be forwarding a letter to Council stating the dissolution of the committee. Church Street Festival Committee has applied for Come Home Year funding for various events and will encourage other businesses and organizations to participate. The festival is tentatively set for the week of July 25th – 31st. The opening day will be determined based on funding and local engagement. It will end with a fireworks show on the 31st. Various activities were discussed and it was stated that Bonavista Day should still be recognized.

RECOMMENDATION: Come Home Year/Church Street Festival will be held during the week of July 25th – 31st. Bonavista Day will be a municipal holiday recognized on July 29, 2022. Fireworks will end the events on July 31st.

Community Clean-Up – Come Home Year Community Cleanup Project Funding Initiative is available for application. A discussion arose concerning the upkeep/exterior of bathrooms at the Municipal Park. Several ideas regarding collection/recycling of Robins coffee cups were discussed. The challenges with bulk items cleanup were discussed and it was suggested this be attempted again.

RECOMMENDATION: To partner with a local organization and host a community clean-up day and a bulk item garbage day to be held before Come Home Year. To reach out to the Recycling Depot to discuss the possibility of a recycling program for Robins coffee cups.

Visitor Information Office – Various concerns (location, staffing, training, delivery, etc.) regarding the current visitor information office was discussed.

RECOMMENDATION: To schedule a meeting with the Townscape to discuss how the Visitor Information Office is going to be managed and delivered going forward.

Town Maps – Negative feedback regarding town map has been received from visitors and business owners.

RECOMMENDATION: To schedule a meeting with the Townscape to discuss a new/revised map to be ready for distribution for 2023 tourist season.

Public Washrooms – The issue with the absence of public washrooms for visitors during tourist season was discussed.

RECOMMENDATION: To schedule a meeting with the Townscape to determine if the barn is included in the Bridgehouse project and if it can be used for public washrooms. To investigate other viable options on or around Church Street.

Heritage Restoration Grant – In 2018 the Town committed to a \$25,000 heritage restoration grant. The possibility of revisiting a similar grant was discussed.

RECOMMENDATION: To discuss during 2023 budget.

Yachts Visit – Royal Newfoundland Yacht Club will be kicking off their opening event in Bonavista on July 24th (approx. 30-40 boats). They are planning to tour the Matthew and have a dinner with local music at the Legacy wharf.

Classic Cars Visit – On June 6-8 approximately 150 people from BC will be arriving in Bonavista with their classic cars. They will be renting stadium to utilize showers. They are planning to do things around the community and have reached out to the Matthew Legacy and the Garrick for specific events.

Tax Reduction for Seasonal Businesses – Several B&B's have requested 2021 business tax breaks due to a shortened season and therefore a loss in revenues.

RECOMMENDATION: To discuss and make a decision at the next regular meeting of council.

Matthew Building – Councillor Phillips discussed the current state of the Matthew and he questioned what the plan was for the boat. It was stated that the Board is working on a long-term, viable solution for the Matthew.

Accommodations tax – Councillor Abbott questioned if the Town would be implementing a tourism levy. Mayor Norman stated the Chamber of Commerce is currently developing a regional tourism levy but no decision has been made yet. If it does not go ahead, the town can consider a municipal town levy.

Since there was no further business to discuss, the meeting adjourned at 5:15 p.m.

PUBLIC WORKS COMMITTEE

MINUTES OF MEETING

FEBRUARY 22, 2022

A meeting of the Bonavista Town Council Public Works Committee was held on Tuesday, February 22, 2022, at 2:30 p.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.

2019 926M Loader –Toromont has offered a trade on the 2019 loader which is currently under repair, for a similar piece of equipment which we are now using as a loaner. The loaner is a bigger machine, with less hours on it. It would come with warranty (an extra year than current) however, the technical warranty is non-transferrable and would not be included in the trade. There would be no exchange of money on the trade.

RECOMMENDATION: *To accept the trade with Toromont.*

Skyhawk GPS system – Discussed the history of this system and why it was first installed. Discussed the costs outweighing the benefits.

RECOMMENDATION: *It was suggested to remove the hardware and cancel the subscription.*

Pigeon control – Ovo control was ruled out as the initial cost was significant and negative feedback regarding the method was received. Discussed locations where pigeons are nesting. It was decided that we have exhausted all options for pigeon control. Implementing and enforcing a regulation against feeding wildlife was discussed. This may help, but will not solve the problem.

RECOMMENDATION: *To continue to remind the public to refrain from feeding wildlife.*

New pickup truck– Three quotes were received for the purchase of a new pickup truck:

- Ford \$63,082.10
- GMC \$67,864.00
- Dodge \$79,759.45

RECOMMENDATION: *To purchase the Ford truck.*

Response from NL Power – A letter from NL Power regarding their response time was reviewed. The response was deemed satisfactory.

174-176 Cape Shore Road – The situation with debris, wrecks and other material on the property was discussed.

RECOMMENDATION: *Contact the property owner to discuss and enforce cleanup under the Occupancy and Maintenance Regulation. It was agreed to pursue legal action if needed.*

Water and Sewer extension – Sharpe's Lane: This area is planned to be the next phase of water and sewer.

RECOMMENDATION: *To discuss during planning for capital works 2023.*

Streetlight Review –Marine Centre Drive streetlight was installed. Streetlight list was reviewed.

RECOMMENDATION: To install one streetlight at the intersection of Crewe's Garage. To install one streetlight on Davis's Lane after meeting with NL Power to look at the height of the pole/placement of light. To meet with NL Power and get a cost estimate of installing a pole on Old Day's Road.

Councillor Concerns –

Councillor Phillips:

- Questioned if we are able to start doing some work on the roads on days where the temperatures are mild. DEO discussed the difficulty of doing this during the winter season but may be able to start early as spring approaches.

This led to a discussion regarding the condition of Church Street. It was decided Mayor Norman would reach out to his contacts regarding this issue.

Councillor Rolls:

- Stated we have more than enough salt and sand to last this winter and perhaps next winter. Costs savings were discussed.

RECOMMENDATION: To purchase ½ of our normal order this year.

Mayor Norman:

- Questioned the status of Roper Street and boardwalk/OCI lights – it was stated the Roper Street lights are ready for installation and the application for CIP funding for the boardwalk/OCI lights is in progress.

Meeting adjourned at 3:40 p.m.

RECREATION COMMITTEE

MINUTES OF MEETING

FEBRUARY 28, 2022

A meeting of the Bonavista Town Council Recreation Committee was held on Monday February 28, 2022, at 3:00 p.m. in the Council Chambers and via teleconference. Deputy Mayor Butler, and Councillor Abbott were in attendance in the Chambers and Mayor Norman and Councillor Tinkham were in attendance via teleconference. Also present at the meeting was Stephanie Lodge, CAO/Clerk

Mayor John Norman called the meeting to order at 3:00p.m.

Active NL Fund – Various ideas were discussed for application under this \$15,000 grant to support the development or upgrade of trails, outdoor recreation spaces and infrastructure and active street initiatives. Mayor Norman suggested using our recreation/playground budget to contribute to this fund for maximum benefit.

RECOMMENDATION: To combine the Town's recreation budget with the funding and apply for the following projects: beach volleyball court, playground walking loop and Church Street Festival street hockey tournament. To apply for picnic tables, benches, etc. for use on municipal trails if any remaining funding available.

Meeting adjourned at 3:20 p.m.