



COPY

## MINUTES OF MEETING

March 10, 2025 – 4:00 PM

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

A regular meeting of the Bonavista Town Council was held on Monday, March 10, 2025, at 4:00 p.m. in the Council Chambers. There were seven members present; Mayor John Norman, Deputy Mayor Reg Butler, and Councillors Nicole Abbott, David Hiscock, Lindsay Phillips, Barry Randell, and Colleen Tinkham were present in the Chambers. CAO Stephanie Lodge, and ECHO Crystal Fudge were also present.

The meeting was presided over by the Mayor.

It was moved by Deputy Mayor Butler and seconded by Councillor Abbott that the agenda of the meeting held on March 10, 2025, be adopted as read. Motion carried unanimously.

### Delegations/Proclamations/Presentations: - None

### Adoption of minutes: -

It was moved by Councillor Randell and seconded by Councillor Phillips that the minutes of the meeting held on February 3, 2025 be adopted as read. Motion carried unanimously.

### Business arising from the minutes: - None

### Committee Reports: -

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

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

*Tourism Committee Meeting– Presented by Councillor Tinkham (see attached minutes)*

It was moved by Councillor Tinkham and seconded by Councillor Randell to contact the Town's legal counsel to proceed with drafting a by-law for tourism tax. Motion carried unanimously.

It was decided to hold a separate meeting once the by-law is drafted to discuss the Tourism & Communications Coordinator position.

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

### Administrative Notes: -

- Deputy Mayor Butler left the meeting at 4:57 p.m.
- Diesel Generator (Water Tower) – Tender results came in higher than was originally estimated when applying for the approval to borrow. It was moved by Councillor Hiscock and seconded by Councillor Tinkham to submit a Capital Investment Plan to the Department of Municipal and



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Provincial Affairs for Canada Community-Building Funds in the amount of \$43,193.00 (Includes H.S.T. and rebate) to purchase a diesel generator. Motion carried unanimously.

- Natural Infrastructure Fund – It was moved by Councillor Hiscock and seconded by Councillor Randell to contribute \$50,000.00 as the Town's portion of the funding agreement. Motion carried unanimously.
- Deputy Mayor Butler returned to the meeting at 5:05 p.m.
- Cell Phone Policy: It was moved by Councillor Tinkham and seconded by Councillor Randell to adopt the Town of Bonavista Cell Phone Usage and Handling Policy. Motion carried unanimously.
- Schedule of Meetings: A schedule of regular meetings for 2025 was reviewed and will be posted to the Town webpage.
- Transfer of Public Building Ownership: It was moved by Councillor Randell and seconded by Councillor Tinkham to transfer legal ownership of the Public Building to the Bonavista Historic Townscape Foundation. Motion carried unanimously.

## Finances: -

1. Councillor Hiscock presented the Town of Bonavista Annual Expenditure Report for Year Ended December 31, 2024. The Town is compliant with the specified requirements established in the Ultimate Recipient Canada Community Building Fund Agreement. It was moved by Councillor Randell and seconded by Deputy Mayor Butler to accept the Annual Expenditure Report for Year Ended December 31, 2024, as prepared by the independent auditor Jordan Penney CPA Professional Corp. (Formerly Richard Power LLP). Motion carried unanimously.
2. A list of bills for approval to pay was presented. A copy of this list of bills is attached. It was moved by Deputy Mayor Butler and seconded by Councillor Abbott that these bills in the amount of \$91,416.63 be paid. Motion carried unanimously.
3. The Cabot Stadium Statements of Income and Expenses for February 2025 were reviewed, and no issues were noted.
4. Business Tax write-off: It was moved by Councillor Hiscock and seconded by Councillor Philips to write-off 2018-2023 business taxes owing on the account of WSPL Moto Sales & Services in the amount of \$900.00 as the business was closed during these years and did not re-open. Motion carried unanimously.
5. Poll Tax write-off: It was moved by Councillor Tinkham and seconded by Deputy Mayor Butler to write-off 2021-2023 poll taxes owing on the account of Allison Hiscock in the amount of \$900.00 as she did not reside in Bonavista during this time. Motion carried unanimously.

## Permits:- None



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## Correspondence:-

From	Date	Regarding	Action/Resolution
Matthew Legacy Grant	Feb. 24, 2025	Matthew Legacy Grant	It was moved by Councillor Randell and seconded by Councillor Tinkham to issue a \$40,000.00 operating grant for 2024 to the Matthew Legacy Inc. Motion carried Unanimously.
Bonavista Trinity Bays Trail Riders	Feb. 20, 2025	Support Letter	It was moved by Deputy Mayor Butler and seconded by Councillor Hiscock to provide a letter of support for the Bonavista Trinity Bays Trail Riders. Motion carried unanimously.
Harbour Fall Fest	Feb 2025	Thank you letter	N/A
Church Street Festival	March 7, 2025	Donation for festivals	Councillor Tinkham and Mayor Norman asked if they are in conflict since they volunteer on the Church Street Festival Committee. Council agreed that a conflict does not exist. It was moved by Councillor Hiscock and seconded by Councillor Abbott to donate \$5,000.00 to the Church Street Festival Committee for 2025 festivals - Church Street Festival and The Month of Merry. Motion carried Unanimously.

## Notice of Motions:

➤ None

## Councillors' Concerns: -

Councillor Hiscock's concerns: -

1. Town Plan – The completion of the Town Plan will be important for the upcoming construction season.

Councillor Tinkham - None

Councillor Abbotts' concerns: -

1. Removal of water tower – waiting on the capital works announcement this Spring.

Deputy Mayor Butler's concerns: -

1. Condition of cribbing down red point – This will be passed to the DEO.
2. Trail association – Deputy Mayor Butler attended the public meetings in Bonavista and Port Rexton regarding the development of the trailway on the Bonavista Peninsula.
3. Municipal Park donations – Signage will be ready to install for the upcoming tourism season.
4. Fire Department training grounds need to be cleared. This will be passed to the DEO.

Councillor Randell's concerns: -

1. Car wrecks (White's Lane) – DEO will contact owner for removal.





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2. Permit (Kevin Durdle) – The permit will be ready to issue within the next couple of days. Mr. Durdle will be contacted when it is ready.
3. Scotiabank building – Councillor Randell asked if the Town had any interest in buying the building. It was stated that recruitment of a financial institution has been difficult, and a purchase cannot be made without a commitment from a bank. It was suggested the CAO reach out to Scotiabank regarding the technical issues with the ATM located at the Pharmacy.

**Councillor Phillips' Concerns:-**

1. Vacant land – Councillor Phillips asked about the process of a tax sale on vacant land. It was stated the land must be on the assessment roll and there must be taxes owing on the property.

**Mayor Norman's concerns: -**

1. Mayor Norman delivered thank you cards and treats to NL Health Doctors, Nurses and Staff on behalf of the Town. This gesture was very well received and served as a positive message to health care professionals in our community.

Since there was no further business to be discussed, it was moved by Councillor Randell that the meeting be adjourned at 5:38 p.m.

Stephanie Lodge, CAO/Clerk



# MINUTES OF MEETING

## RECREATION

**February 24, 2025 – 2:00 PM**

A meeting of the Bonavista Town Council Recreation Committee was held on Monday, February 24, 2025, at 2:00 p.m. in the Council Chambers. Councillor Abbott and Councillor Tinkham were in attendance. Also present at the meeting was Lloyd Stagg, Director of Recreation and Community Services and Crystal Fudge, Economic, Culture and Heritage Officer.

Councillor Abbott called the meeting to order at 2:11 p.m.

**Active NL** – The Recreation Committee has been awarded an Active NL grant of \$9, 509.00 to use toward the new Stadium score board.

**Badminton/Pickleball** – Badminton and Pickleball is now being held on Tuesdays and Thursdays at Matthew Elementary. The Recreation Committee will seek funding to further support these sports.

**Summer Student Update** – The Recreation Committee applied to the Canada Summer Job (CSJ) Program for summer students to support the summer youth soccer program. No word on approval of this funding. The Committee agreed to apply for the Summer Employment Program (SEP) for additional summer students to help with softball program.

**Stadium Signs (inside/outside)** – Some of the inside signs depicting local hockey players are damaged. Director of Recreation and Community Services will obtain a quote to repair and/or replace.

**Winter Activities** – BAYNet is interested in partnering with the Recreation Committee during the winter to increase the number of winter activities in the community. The Committee agreed this would be a good idea. The DRCS or Chair of the Committee will reach out to BAYNet to discuss further.

**Walking Track Around Playground** – The Recreation Committee has been awarded funding to complete a walking track around the playground. Town work crews were delayed in completing the work this past fall and therefore it will be made a priority to complete this spring.

### Other Concerns

- Director of Recreation and Community Services is concerned over the condition of the Stadium roof. Councillor Tinkham would like to explore options now before the roof condition further deteriorates. CAO/DRCS will explore possible funding options and engineering costs.
- The Committee agreed there is a need for a Community Recreation Centre which would cater to different needs than what the Wellness Centre/YMCA will be providing. The Committee will



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explore the option of repurposing a building in town or look into the Hedley Butler Grounds as an option. The Committee feels the Hedley Butler Grounds would be a good option because of its close proximity to the stadium and a new rec centre could be named, The Hedley Butler Recreation Centre.

- Director of Recreation and Community Services is concerned over future stadium parking needs. With the new town garage being located adjacent the Ground Search and Rescue building, parking will be reduced. DRCS will work with DEO to explore the best options for increasing parking around the stadium grounds.
- Councillor Tinkham suggested to have extra benches along the walking track behind the stadium. DRCS will work with DEO to have these constructed over the winter in preparation for spring/summer install.

Since there was no further business to be discussed, the meeting was adjourned at 3:22 pm



# MINUTES OF MEETING

TOURISM & CULTURE COMMITTEE

**MARCH 6, 2025 – 3:00 PM**

A meeting of the Bonavista Tourism and Culture Committee was held on Thursday, March 5th, at 3:00 p.m. in the Council Chambers. Mayor John Norman, Councillor Colleen Tinkham, and Councillor Barry Randell were in attendance. Crystal Fudge, Economic, Cultural and Heritage Officer (ECHO), was also present at the meeting.

Councillor Tinkham called the meeting to order at 3:05 PM.

**Tourism Levy** – The province has released some information on the Tourism Levy. ECHO reached out to Municipal Affairs for further clarification but has not heard back and no new information has been released to date.

*RECOMMENDATION: ECHO will contact the town lawyer to create a draft of the new by-law for the tourism Levy, including the town's current STR Regulations and complimenting the new Municipal Plan and Development Regulations.*

**Tourism & Communication Coordinator (TCC)** – The Tourism Levy will require a dedicated staff person to implement and carry out the new Tourism Levy. Current staff are not able to take on the implementation, enforcement and public outreach required.

*RECOMMENDATION: Once the Tourism Levy moves forward, hire a Tourism & Communication Officer to implement and collect the Tourism Levy, as well as other duties based on the draft job description presented.*

**Cruise Ships** – Since no new progress has been made to work with the Harbour Authority to become Transport Canada compliant, the town may have an opportunity to utilize a private water lot for cruise ships to tender into Bonavista harbour. This would allow the town to work with the cruise industry and not involve the Harbour Authority.

*RECOMMENDATION: ECHO to pursue the private water lot option for cruise ship compliance. CAO to investigate if a new floating wharf cost could be covered by capital works or gas tax.*





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TOURISM & CULTURE COMMITTEE

**MARCH 6, 2025 – 3:00 PM**

**Community Survey** – To further invest in the 2026 Tourism season, the committee would like to poll visitors and locals in the area on what they feel is needed, missing or could be enhanced within the community.

*RECOMMENDATION: ECHO to create a survey for distribution at the VIC, local accommodations, public areas to collect visitor responses.*

**Bonavista Museum Season Opening for 2025** – The museum staff are expected to return to work on May 12<sup>th</sup> and open to the public for Victoria Day weekend. The museum will close for the season around Thanksgiving.

**Councillor Concerns:** *No Concerns*

Since there was no further business to discuss, the meeting adjourned at 3:52 p.m.