

**Municipality of Trinity Bay North  
Regular Council Meeting December 13, 2022**

**Minutes of a regular meeting of the Council of the  
Municipality of Trinity Bay North, held in the  
Town Hall, December 13, 2022**

<i>Members Present</i>	Mayor Deputy Mayor Councillors	David Bartlett Dean Lodge Albert Johnson Terence Stead
<i>Absent</i>	Councillors	Doreen Rumbolt Pauline Stagg Jane Tucker (arrived later)
<i>Also Present</i>	Town Clerk Town Manager	Valerie Rogers Darryl Johnson

**CALL TO ORDER**

A quorum being present Mayor Bartlett called the meeting to order at 5:00p.m.

**ADOPTION OF AGENDA**

*Motion #2022-12-13-5894 – Stead/Johnson*

*Be it resolved the agenda be adopted as presented.*

*In favour 4 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson & Stead}  
Opposed 0; Motion Carried*

**ADOPTION OF MINUTES**

**Regular Meeting of November 22<sup>nd</sup>, 2022**

Mayor Bartlett asked if there were any errors or omissions in the minutes of the regular meeting of November 22<sup>nd</sup>, 2022 which had been circulated with the agenda.

*Motion #2022-12-13-5895 – Lodge/Johnson*

*Be it resolved the minutes of the November 22<sup>nd</sup>, 2022 regular meeting of council be adopted as presented.*

*In favour 4 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson & Stead}  
Opposed 0; Motion Carried*

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### Special Meeting of November 29<sup>th</sup>, 2022

Mayor Bartlett asked if there were any errors or omissions in the minutes of the special meeting of November 29<sup>th</sup>, 2022 which had been circulated with the agenda.

Councillor Tucker arrived at 5:05p.m.

#### *Motion #2022-12-13-5896 – Lodge/Stead*

*Be it resolved the minutes of the November 29<sup>th</sup>, 2022 special meeting of council be adopted as presented.*

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

### Special Meeting of December 6<sup>th</sup>, 2022

Mayor Bartlett asked if there were any errors or omissions in the minutes of the special meeting of December 6<sup>th</sup>, 2022 which had been circulated with the agenda.

#### *Motion #2022-12-13-5897 – Johnson/Stead*

*Be it resolved the minutes of the December 6<sup>th</sup>, 2022 special meeting of council be adopted as presented.*

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

### Special Meeting of December 8<sup>th</sup>, 2022

Mayor Bartlett asked if there were any errors or omissions in the minutes of the special meeting of December 8<sup>th</sup>, 2022 which had been circulated with the agenda.

- In the absent column change Doreen Rumbolt to Pauline Stagg.

#### *Motion #2022-12-13-5898 – Stead/Tucker*

*Be it resolved the minutes of the December 8<sup>th</sup>, 2022 special meeting of council be adopted with the above correction.*

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

### **BUSINESS ARISING FROM MINUTES**

#### **Asset Management Policy**

The Asset Management Policy was put forth for council's consideration for adoption.

#### *Motion #2022-12-13-5899 – Lodge/Stead*

*Be it resolved the Asset Management Policy be adopted as presented.*

VR WB

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

### **Municipal Plan**

*Motion #2022-12-13-5900 – Johnson/Lodge*

*Be it resolved we review Little Catalina and Melrose for the possible changes of mixed and commercial developments as well as the cost associated with the amendments.*

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

### **Tender - 2022-2024 Audit**

We received two tenders for the 2022-2024 Audit but unfortunately, the one received from Byron Smith was received after the tender deadline date. The other tender received from Richard Power is as follows:

#### Audit of Financial Statements

2022 - \$12,000

2023 - \$12,500

2024 - \$13,000

#### Audit of Gas Tax Expenditures and report on compliance

2022 - \$1,000

2023 - \$1,100

2024 - \$1,200

All excluding HST. Any additional fees for services are based on the following charge rates – Richard Power - \$150 per hour, Other Staff - \$50 to \$100 per hour.

*Motion #2022-12-13-5901 – Stead/Johnson*

*Be it resolved the tender received from Richard Power for the 2022-2024 Audit be accepted as stipulated in his tender.*

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

Councillor Stead suggested that maybe we can change our meetings from 2 a month to 1 a month to allow staff enough time to catch up on the work that needs to be done after each meeting. It was decided to defer this to the next meeting in January for consideration after providing the pros and cons of this change.

### **Tax Arrears Sales**

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Mayor Bartlett stepped out of the chair @ 5:32p.m. Deputy Mayor Lodge assumed the chair.

**Motion #2022-12-13-5902 – Bartlett/Stead**

*Be it resolved the Town Clerk accept Gregory French's proposal based on a fair and reasonable evaluation and the in-depth knowledge he's provided to our town.*

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

**Motion #2022-12-13-5903 – Bartlett/Tucker**

*Be it resolved we investigate the tax roll by the Finance Committee and Town Clerk and coordinate with legal all properties which have not been on our tax roll and back date all properties within the town's boundaries that can be taxed.*

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

Mayor Bartlett resumed the chair at 5:50p.m.

### Garbage Collection

**Motion #2022-12-13-5904 – Stead/Johnson**

*Be it resolved the Town Manager initiate an open call bid process for a garbage collection contract for 2023 and 2024.*

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

**Motion #2022-12-13-5905 – Stead/Tucker**

*Be it resolved the following actions be completed based on the Town Manager and the Public Procurement department:*

- *Cancel the current contract, and*
- *Request a quote from the current supplier for a short-term contract to allow time to complete an Open Call for Bid process,*
- *If the quote is determined as a fair and reasonable cost, accept the current contractor as a successful bid due to the urgent requirement for continued garbage collection.*

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

### Budget Deficiencies Response Letter

**Motion #2022-12-13-5906 – Stead/Tucker**

*VR WB*

*Be it resolved the Town Manager draft a response to the Municipal Affairs letter on budget deficiencies for council review before the next regular council meeting.*

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

*Motion #2022-12-13-5907 – Tucker/Stead*

*Be it resolved we contact David Clarke to have him give us a statement in writing that no previous letters of budget deficiencies have been received in the past 5 years.*

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

*Motion #2022-12-13-5908 – Stead/Lodge*

*Be it resolved the Town Manager request from the Minister of Municipal and Provincial Affairs an extension on the adoption and submission of the 2023 operational budget to January 31, 2023.*

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

### **TOWN CLERK'S REPORT**

#### **Bills**

The Town Clerk presented the bills for payment in the amount of \$45,763.70 and opened the floor for any questions.

*Motion #2022-12-13-5909 – Stead/Tucker*

*Be it resolved the bills submitted for payment in the amount of \$45,763.70 be approved for payment.*

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

#### **Quick Statistics Summary (Accounts Receivable)**

The Quick Statistics Summary up to December 9, 2022 consisting of a breakdown of accounts receivable, collections for December, collections this year, adjustments and discounts for December, adjustments and discounts this year, and the percentage of taxes collected to date were enclosed for council's perusal.

#### **Bank Balance**

Balance as of November 30, 2022 - \$453,803.48

### **TOWN MANAGER'S REPORT**

VR      WB

The Town Manager provided a written report with the following topics:

- Inspection of washrooms completed in Lookout Park
- A handicap sign and parking spot has to be painted at the Community Garden
- CEEP has started
- Waste Collection
- **Request for approval for personal sawmill**

The Town Manager advised that he received a request from Grant and April Lodge to set up a personal sawmill on 30 River Road.

***Motion #2022-12-13-5910 – Lodge/Stead***

*Be it resolved we give tentative approval to Grant and April Lodge for a personal sawmill operation on 30 River Road pending approval from their neighbours.*

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

- **Municipal Capital Work Projects**

Mayor Bartlett stepped out of the chair @ 5:32p.m. Deputy Mayor Lodge assumed the chair.

***Motion #2022-12-13-5911 – Bartlett/Johnson***

*Be it resolved we write Meridian Engineering Inc. voicing our displeasure with not meeting the deadline as promised regarding the Water System Improvements Project tender.*

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

***Motion #2022-12-13-5912 – Bartlett/Stead***

*Be it resolved the Town Manager write Meridian Engineering Inc. requesting they provide the town in writing the time deadline the tenders for the Historical District Water/Sewer project will be available to the town for review.*

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

Mayor Bartlett resumed the chair at 6:39p.m.

**FINANCE**

VR JB

## Land - Gullage Drive

*Motion #2022-12-13-5913 – Stead/Lodge*

*Be it resolved a letter be written to Mr. Faulkner as recommended by the Town Manager and Town Clerk informing him the town has no authority over the title to the land in question and it is a civil matter between the buyer and seller.*

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

## Approval to Borrow for Dump Truck

*Motion #2022-12-13-5914 – Stead/Tucker*

*Be it resolved the Town Manager draft a letter to the Minister of Municipal and Provincial Affairs requesting approval to borrow \$225,000 in accordance with the resolution of council as soon as possible.*

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

## Sole Source Identification - Atlantic Technical Services

*Motion #2022-12-13-5915 – Stead/Lodge*

*Be it resolved the invoices received from Atlantic Technical Services in the amount of \$18,421.39 be paid in full for work performed to our pumphouse and chlorine house as they have been identified as the sole source provider for the work carried out on the equipment.*

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

## Donation Limit

*Motion #2022-12-13-5916 – Stead/Tucker*

*Be it resolved \$5,000 be allocated as part of the operating budget for charitable donations for 2023.*

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

## 2021 Audit

*Motion #2022-12-13-5917 – Stead/Johnson*

*Be it resolved the Town Manager request from the Minister of Municipal and Provincial Affairs an extension for the submission of our 2021 audit to January 31, 2023.*

VR WB

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

### **PUBLIC WORKS/WATER RESOURCES**

The minutes of a meeting held on November 29, 2022 were enclosed for council's perusal with the following topics discussed:

- 1) Municipal Infrastructure Projects
- 2) Insurance on town buildings
- 3) Tenders for town equipment and services
- 4) Department of Transportation and Infrastructure
- 8) Ability Employment Corporation
- 9) Dilapidated properties and dumped vehicles
- 10) Public Works Budget
- 11) Waste Management

*Motion #2022-12-13-5918 – Lodge/Stead*

*Be it resolved we order 40 of the larger composters supplied by MMSB.*

*In favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

Councillor Stead expressed his concern that our town workers cannot perform the brush clearance necessary to maintain the safety of our public road.

*Motion #2022-12-13-5919 – Stead/Johnson*

*Be it resolved the Town Manager provide a written report to the council through the Public Works Committee outlining the reasons why routine grounds/roads maintenance cannot be completed by the existing maintenance team with recommendations to resolve the issue in the immediate future.*

*n favour 5 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Johnson, Stead & Tucker} Opposed 0; Motion Carried*

The minutes of a meeting held on November 30, 2022 with the Coaker Foundation regarding the Historic District Water/Sewer Project were enclosed for council's perusal.

### **RECREATION - PARKS/PLAYGROUNDS/TRAILS**

Nothing to report

### **FIRE DEPARTMENT**

VR AB



Nothing to report.

### TIDY TOWNS

Nothing to report.

### TOURISM/ECONOMIC DEVELOPMENT/LANDS

Councillor Johnson excused himself and departed the meeting at 7:05p.m.

The minutes of a meeting held on December 9, 2022 were enclosed for council's perusal with the following topics discussed:

- Changes to Committee
- Thompson Pond Park Development
- ACOA Application
- Lands Auction
- Manuel's Island tender (defer to the next meeting as Councillor Rumbolt is not in attendance)
- Promotion of Businesses in area
- Advertising on OZFM and NL Tourism portal
- SAM
- Cannabis Plant

#### *Motion #2022-12-13-5920 – Lodge/Stead*

*Be it resolved we move into a privileged meeting at 7:07p.m*

*In favour 4 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Stead & Tucker}  
Opposed 0; Motion Carried*

#### *Motion #2022-12-13-5921 – Stead/Tucker*

*Be it resolved we move back into the regular meeting at 7:14p.m.*

*In favour 4 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Stead & Tucker}  
Opposed 0; Motion Carried*

Item deferred to next meeting

### HEALTH

A written update was provided on the Regional meeting held on November 28, 2022.

### HUMAN RESOURCES

VR WB

The minutes of a meeting held on December 8, 2022 were enclosed for council's perusal with the following topic discussed: Town Manager's Employment Contract. *It was decided to table for later in the meeting.*

### **LIAISON REPORTS**

#### **Sir William F. Coaker Heritage Foundation**

Nothing to report.

#### **Wharf Committee**

Nothing to report.

#### **Peaches Cove-Green Bay Development Inc.**

Councillor Stead enclosed written updates on the development and the following requests from the committee: 1) A loan of \$5,000 to be paid back by March 31, 2023, as was provided last year; 2) A letter of support for the continued development of the multipurpose trail to the Departments of Environment and Tourism; and 3) the liaison be permitted to attend a meeting with Paul Carter to provide comment or respond to questions on the public discussions of council where necessary.

#### ***Motion #2022-12-13-5922 – Stead/Lodge***

***Be it resolved the request from the Peaches Cove-Green Bay Development Inc. for a temporary loan of \$5,000 be approved.***

***In favour 4 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Stead & Tucker} Opposed 0; Motion Carried***

Mayor Bartlett stepped out of the chair @ 7:50p.m. Deputy Mayor Lodge assumed the chair.

#### ***Motion #2022-12-13-5923 – Bartlett/Tucker***

***Be it resolved we allow Councillors Stead and Tucker to facilitate and mediate meetings between Hike Discovery, Discovery Geopark, and the Peaches Cove Committee to address and coordinate recommendations from all parties.***

***In favour 4 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Stead & Tucker} Opposed 0; Motion Carried***

Mayor Bartlett resumed the chair at 7:55p.m.

#### ***Motion #2022-12-13-5924 –Stead/Lodge***

***Be it resolved the Peaches Cove liaison be permitted to attend a meeting with Paul Carter and members of the Peaches Cove Committee and***

*VR* *WB*

*be permitted to provide comment or respond to questions on the public discussions of council where necessary.*

*In favour 4 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Stead & Tucker}  
Opposed 0; Motion Carried*

#### **Bonavista Peninsula Branch Line Association**

Nothing to report.

#### **Hike Discovery**

Nothing to report.

#### **Discovery Geopark**

Nothing to report.

#### **Crime Prevention**

Nothing to report.

### **CORRESPONDENCE**

1. A letter was received from the Peaches Cove-Green Bay Development Inc seeking a temporary loan of \$5,000 to be paid back by March 31, 2023. *Already dealt with under Liaison Reports.*

2. A letter was received from Discovery Collegiate seeking a donation for the 2020/21 Scholarship Ceremony.

#### ***Motion #2022-12-13-5925 – Lodge/Stead***

*Be it resolved we donate \$250.00 to the Discovery Collegiate's 2020/21 Scholarship Ceremony.*

*In favour 4 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Stead & Tucker}  
Opposed 0; Motion Carried*

3. A letter was received from the Discovery Global Geopark seeking a monetary donation from incorporated municipalities within the Discovery Geopark region for their initiative in developing an internationally recognized UNESCO Global Geopark on the upper half of the Bonavista Peninsula. Their board is responsible to provide 10% matched funds toward the current phase of this initiative, to include site enhancement - with the installation of interpretative panels, brand development and marketing, public outreach, educational programming, and tangible interpretation along select Geosites.

#### ***Motion #2022-12-13-5926 – Stead/Lodge***

*VR WB*

*Be it resolved we defer the request from Discovery Global Geopark to seek answers to our questions.*

*In favour 4 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Stead & Tucker}  
Opposed 0; Motion Carried*

4. A letter was received from Harold Duffett, a member of the Anglican Parish of Catalina requesting the town to not park heavy equipment on their grounds which includes Arch's Dream Museum. *The Town Manager will deal with this issue.*

### **NEW BUSINESS**

#### **Outdoor Rink**

There has been a request from Catalina Elementary to place the outdoor rink that was purchased by the town a couple of years ago on their grounds with the knowledge it is to be used by everyone. They stated they are willing to look after the maintenance of the rink in the wintertime.

*Motion #2022-12-13-5927 – Stead/Lodge*

*Be it resolved the outdoor rink be set up at the Catalina Elementary School provided the Recreation Committee supports the idea.*

*In favour 4 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Stead & Tucker}  
Opposed 0; Motion Carried*

### **HUMAN RESOURCES**

The Town Manager departed the meeting.

*Motion #2022-12-13-5928 – Lodge/Stead*

*Be it resolved we allow the Town Manager to remain on his old contract until the end of 2022 and for a log of all overtime incurred and vacation this year to be provided to the Human Resources Committee.*

*In favour 4 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Stead & Tucker}  
Opposed 0; Motion Carried*

*Motion #2022-12-13-5929 – Lodge/Tucker*

*Be it resolved the recommended salary and edits by the Human Resources Committee be the final offer of the Town Manager's employment agreement.*

*In favour 4 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Stead & Tucker}  
Opposed 0; Motion Carried*

### **NOTICES OF MOTION**

VR WB


None

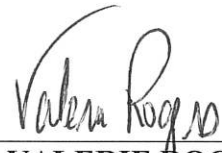
**ADJOURNMENT**

***Motion #2022-12-13-5930 – Tucker***

***Be it resolved the meeting adjourn and be continued on Tuesday, January 10, 2023.***

The meeting adjourned at 8:25p.m.

  
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**DAVID BARTLETT**  
**MAYOR**

  
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**VALERIE ROGERS**  
**TOWN CLERK**