

**Municipality of Trinity Bay North  
Regular Council Meeting August 13, 2024**

**Minutes of a regular meeting of the Council of the  
Municipality of Trinity Bay North, held in the  
Town Hall, August 13, 2024**

<i>Members Present</i>	Mayor Councillors	David Bartlett Kayla Hart Albert Johnson Doreen Rumbolt Terence Stead
<i>Absent</i>	Deputy Mayor Councillor	Dean Lodge Pauline Stagg
<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 4:33p.m.

**ADOPTION OF AGENDA**

*Motion #2024-08-13-6722 – Stead/Rumbolt*

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

*In favour 5 {Mayor Bartlett, Councillors Hart, Johnson, Rumbolt & Stead} Opposed 0;  
Motion Carried*

**ADOPTION OF MINUTES**

**Regular Meeting of July 16, 2024**

Mayor Bartlett asked if there were any errors or omissions in the minutes of the regular meeting of July 16, 2024 which had been circulated with the agenda.

- Insert “may have” in the first paragraph before motion #2024-07-16-6702

*Motion #2024-08-13-6723 – Stead/Rumbolt*

*Be it resolved the minutes of July 16, 2024 regular meeting of council be adopted with the above correction.*

*DL*  
*VR*

*In favour 5 {Mayor Bartlett, Councillors Hart, Johnson, Rumbolt & Stead} Opposed 0;  
Motion Carried*

### Special Meeting of July 17, 2024

Mayor Bartlett asked if there were any errors or omissions in the minutes of the special meeting of July 17, 2024 which had been circulated with the agenda.

*Motion #2024-08-13-6724 – Rumbolt/Stead*

*Be it resolved the minutes of July 17, 2024 special meeting of council be adopted as presented.*

*In favour 5 {Mayor Bartlett, Councillors Hart, Johnson, Rumbolt & Stead} Opposed 0;  
Motion Carried*

### Special Meeting of July 23, 2024

Mayor Bartlett asked if there were any errors or omissions in the minutes of the special meeting of July 23, 2024 which had been circulated with the agenda.

*Motion #2024-08-13-6725 – Johnson/Hart*

*Be it resolved the minutes of July 23, 2024 special meeting of council be adopted as presented.*

*In favour 5 {Mayor Bartlett, Councillors Hart, Johnson, Rumbolt & Stead} Opposed 0;  
Motion Carried*

### Special Meeting of July 30, 2024

Mayor Bartlett asked if there were any errors or omissions in the minutes of the special meeting of July 30, 2024 which had been circulated with the agenda.

*Motion #2024-08-13-6726 – Rumbolt/Hart*

*Be it resolved the minutes of July 30, 2024 special meeting of council be adopted as presented.*

*In favour 5 {Mayor Bartlett, Councillors Hart, Johnson, Rumbolt & Stead} Opposed 0;  
Motion Carried*

### **BUSINESS ARISING FROM MINUTES**

Action list updated

### Health

*Motion #2024-08-13-6727 – Rumbolt/Hart*

*VR*  
*DC*

*Be it resolved we move into a privileged meeting at 4:37p.m.  
In favour 5 {Mayor Bartlett, Councillors Hart, Johnson, Rumbolt & Stead} Opposed 0;  
Motion Carried*

*Motion #2024-08-13-6728 – Johnson/Rumbolt*

*Be it resolved we move back into the regular meeting at 4:54p.m.  
In favour 5 {Mayor Bartlett, Councillors Hart, Johnson, Rumbolt & Stead} Opposed 0;  
Motion Carried*

### Asset Management Plan (AIM Network)

Councillor Stead expressed his continued concern that despite his many requests over the past months, there has still been no review of the draft Asset Management Plan. He repeated his strong recommendations from multiple previous meetings that a complete review be completed as soon as possible. He emphasized that it should be done before the Town Manager's scheduled meeting with the company representative contracted to complete the plan on August 21, 2024.

*Motion #2024-08-13-6729 – Stead/Johnson*

*Be it resolved the Town Manager schedule a review of the proposed Asset Management Plan with the Deputy Mayor, Councilor Stead, and the Assistant Town Clerk (if available) before the 16<sup>th</sup> of August, 2024 to help ensure an effective review of the proposed plan.  
In favour 5 {Mayor Bartlett, Councillors Hart, Johnson, Rumbolt & Stead} Opposed 0;  
Motion Carried*

### Land Dispute

*Motion #2024-08-13-6730 – Stead/Rumbolt*

*Be it resolved we move into a privileged meeting at 5:05p.m.  
In favour 5 {Mayor Bartlett, Councillors Hart, Johnson, Rumbolt & Stead} Opposed 0;  
Motion Carried*

*Motion #2024-08-13-6731 – Stead/Johnson*

*Be it resolved we move back into the regular meeting at 5:35p.m.  
In favour 5 {Mayor Bartlett, Councillors Hart, Johnson, Rumbolt & Stead} Opposed 0;  
Motion Carried*

*Motion #2024-08-13-6732 – Johnson/Hart*

*Be it resolved we seek legal advice on how we move forward with the land dispute regarding property ownership on Collin's Lane.  
In favour 5 {Mayor Bartlett, Councillors Hart, Johnson, Rumbolt & Stead} Opposed 0;  
Motion Carried*

DL  
VR

### Geopark

Discussion arose regarding a board position on the Geopark.

**Motion #2024-08-13-6732 – Johnson/Rumbolt**

*Be it resolved we move into a privileged meeting at 5:37p.m*

*In favour 5 {Mayor Bartlett, Councillors Hart, Johnson, Rumbolt & Stead} Opposed 0;  
Motion Carried*

**Motion #2024-08-13-6733 – Johnson/Hart**

*Be it resolved me move back into the regular meeting at 5:46p.m.*

*In favour 5 {Mayor Bartlett, Councillors Hart, Johnson, Rumbolt & Stead} Opposed 0;  
Motion Carried*

### Habitat Stewardship Agreement

Councillor Stead explained that the SAM agreement included an area adjacent to Reid Road Southeast to Melrose that he could see the potential for future development and recommended that it be removed from the draft agreement.

**Motion #2024-08-13-6734 – Stead/Rumbolt**

*Be it resolved with the understanding for potential future housing development the area South and East of Reid Road as far as Melrose (as defined in the Town Manager's email) be removed from the proposed SAM agreement before public discussion as part of a planned Town Hall meeting.*

*In favour 5 {Mayor Bartlett, Councillors Hart, Johnson, Rumbolt & Stead} Opposed 0;  
Motion Carried*

### Historic District By-Law

As per previous meeting discussions, a Heritage District By-Law enacted in 2005 was discovered to have never actually been completed or followed up on by the council at the time or any other council since. It was thereby agreed by the current executive staff and council that the by-law was no longer viable.

**Motion #2024-08-13-6735 – Stead/Hart**

*Be it resolved the Municipality of Trinity Bay North's Heritage District By-Law adopted July 18, 2005, be repealed as of August 13, 2024, as recommended by the Trinity Bay North Historic Society, The Town Manager, and the Town Clerk.*

*In favour 5 {Mayor Bartlett, Councillors Hart, Johnson, Rumbolt & Stead} Opposed 0;  
Motion Carried*

### Irving Oil Wharf

*VR*  
*D*

Councillor Stead provided an update that Irving Oil has responded favorably to Council's and our MHA's request to remove the dilapidated Irving Oil wharf in Port Union. The company has placed it on their demolition list for 2025.

### Former OCI Wharf/Building

*Motion #2024-08-13-6736 – Stead/Johnson*

*Be it resolved we move into a privileged meeting at 5:59p.m.*

*In favour 5 {Mayor Bartlett, Councillors Hart, Johnson, Rumbolt & Stead} Opposed 0;  
Motion Carried*

*Motion #2024-08-13-6737 – Johnson/Hart*

*Be it resolved we move back into the regular meeting at 6:09p.m.*

*In favour 5 {Mayor Bartlett, Councillors Hart, Johnson, Rumbolt & Stead} Opposed 0;  
Motion Carried*

### TOWN CLERK'S REPORT

#### Bills

The Town Clerk presented the bills for payment in the amount of \$43,967.62 and opened the floor for any questions.

*Motion #2024-08-13-6738 – Rumbolt/Johnson*

*Be it resolved the bills submitted for payment in the amount of \$43,967.62 be approved on the recommendation of the Town Clerk.*

*In favour 5 {Mayor Bartlett, Councillors Hart, Johnson, Rumbolt & Stead} Opposed 0;  
Motion Carried*

### TOWN MANAGER'S REPORT

The Town Manager provided a written report on items he's been working on since the last meeting.

#### Municipal Capital Works Projects

Councillor Stead expressed his continued concern with the lack of a response to his repeated requests over many months for the contracted completion dates for all approved town MCW Projects. He explained that his concerns are now compounded by written complaints from residents requesting similar information and that neither council nor residents have been effectively made aware of project timelines and normal completion delays.

***Motion #2024-08-13-6739 – Stead/Hart***

*Be it resolved the Town Manager proactively ensure all ongoing town project contract start and completion dates, progress updates, and details of changes to projected completion dates be made public knowledge with routine updates posted to TBN News and Views.*

*In favour 5 {Mayor Bartlett, Councillors Hart, Johnson, Rumbolt & Stead} Opposed 0;  
Motion Carried*

**Town Hall Renovations – Accessibility Community Grant**

The Town Clerk stated the initial tender for the wicket area renovations consisted of adding tempered glass to the opening. The contractor advised it would take 3-4 weeks for delivery but that the Lexan glass is in stock at the supplier - Craig's Locksmithing & Auto Glass as it is the most popular product. The price difference between the two is \$787.75. As the tempered glass cannot be cut when installed if the need arises the Town Clerk felt the Lexan glass is the best solution to purchase as it can be cut on-site.

***Motion #2024-08-13-6740 – Stead/Johnson***

*Be it resolved we purchase the Lexan glass versus the tempered glass for the new wicket at the Town Hall.*

*In favour 5 {Mayor Bartlett, Councillors Hart, Johnson, Rumbolt & Stead} Opposed 0;  
Motion Carried*

**FINANCE**

An email was included from Councillor Hart with a brief synopsis of a meeting held on August 6, 2024.

**Town Manager's Travel Claim*****Motion #2024-08-13-6741 – Rumbolt/Johnson***

*Be it resolved the Town Manager's travel claim for May 7-August 7, 2024 be approved for payment of \$1,050.22.*

*In favour 5 {Mayor Bartlett, Councillors Hart, Johnson, Rumbolt & Stead} Opposed 0;  
Motion Carried*

**2023 Financial Statement**

To be dealt with at a special meeting of council.

As time does not permit due to Section 10 of the Rules of Procedure the remainder of the meeting with the exception of three complaint letters in correspondence is scheduled for Tuesday, August 20, 2024.

*VR  
JK*

Two letters were received from Mark & Danielle Spurrell regarding a noise complaint and a recent incident in Lookout Park regarding their son on his pedal bike. The other letter was received from Michael Flaherty regarding the Port Union District Water/Sewer Project.

***Motion #2024-08-13-6742 – Rumbolt/Johnson***

***Be it resolved we move into a privileged meeting at 6:31p.m.***

***In favour 5 {Mayor Bartlett, Councillors Hart, Johnson, Rumbolt & Stead} Opposed 0;  
Motion Carried***

***Motion #2024-08-13-6743 – Johnson/Rumbolt***

***Be it resolved we move back into the regular meeting at 6:36p.m.***

***In favour 5 {Mayor Bartlett, Councillors Hart, Johnson, Rumbolt & Stead} Opposed 0;  
Motion Carried***

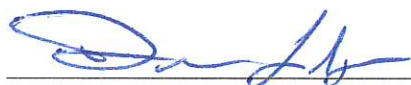
Councillor Stead explained that he believed it is part of the Town Manager's role to deal directly with residents' concerns/complaints and he should be trusted as the first point of contact for routine issues regarding town operations. If a particular issue cannot be resolved at the Town Manager's level, then he should redirect them to council for consideration. In discussion, council and staff supported the understanding that the Town Manager should be trusted to respond in verbal or written form "as necessary" to such concerns and that the Town Manager would provide a written response to each of the resident's letters provided in the meeting agenda.

### **ADJOURNMENT**

***Motion #2024-08-13-6744 – Johnson***

***Be it resolved the meeting adjourn.***

The meeting adjourned at 6:43p.m.




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**DAVID BARTLETT**

**MAYOR**

*DEAN LODGE*




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**VALERIE ROGERS**

**TOWN CLERK**