

**Municipality of Trinity Bay North
Regular Council Meeting May 7, 2024**

**Minutes of a regular meeting of the Council of the
Municipality of Trinity Bay North, held in the
Town Hall, May 7, 2024**

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|-------------------------|----------------|--------------------|
| <i>Members Present</i> | Mayor | David Bartlett |
| | Deputy Mayor | Dean Lodge |
| | Councillors | Kayla Hart |
| | | Albert Johnson |
| | | Doreen Rumbolt |
| | | Terence Stead |
| <i>Absent</i> | Councillor | Pauline Stagg |
| <i>Also Present</i> | Town Clerk | Valerie Rogers |
| | Town Manager | Darryl Johnson |

CALL TO ORDER

A quorum being present Mayor Bartlett called the meeting to order at 4:35p.m.

ADOPTION OF AGENDA

Motion #2024-05-07-6562 – Stead/Rumbolt

Be it resolved the agenda be adopted as presented.

In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Hart, Johnson, Rumbolt, & Stead} Opposed 0; Motion Carried

ADOPTION OF MINUTES

Regular Meeting of April 9, 2024

Mayor Bartlett asked if there were any errors or omissions in the minutes of the regular meeting of April 9, 2024 which had been circulated with the agenda.

Motion #2024-05-07-6563 – Lodge/Johnson

Be it resolved the minutes of April 9, 2024 regular meeting of council be adopted as presented.

In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Hart, Johnson, Rumbolt, & Stead} Opposed 0; Motion Carried

VR
WB

Regular Meeting of April 16, 2024 (continuation of regular meeting on April 9, 2024)

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

Motion #2024-05-07-6564 – Johnson/Rumbolt

Be it resolved the minutes of April 16, 2024 regular meeting of council be adopted as presented.

In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Hart, Johnson, Rumbolt, & Stead} Opposed 0; Motion Carried

Special Meeting of April 19, 2024

Mayor Bartlett asked if there were any errors or omissions in the minutes of the special meeting of April 19, 2024 which had been circulated with the agenda.

Motion #2024-05-07-6565 – Lodge/Stead

Be it resolved the minutes of April 19, 2024 special meeting of council be adopted as presented.

In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Hart, Johnson, Rumbolt, & Stead} Opposed 0; Motion Carried

Special Meeting of April 29, 2024

Mayor Bartlett asked if there were any errors or omissions in the minutes of the special meeting of April 29, 2024 which had been circulated with the agenda.

Motion #2024-05-07-6566 – Lodge/Rumbolt

Be it resolved the minutes of April 29, 2024 special meeting of council be adopted as presented.

In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Hart, Johnson, Rumbolt, & Stead} Opposed 0; Motion Carried

BUSINESS ARISING FROM MINUTES

Action list updated

Aim Network

Motion #2024-05-07-6567 – Stead/Rumbolt

Be it resolved the Town Manager schedule a formal meeting with AIM Network to discuss issues that council has with the Asset Management Plan.

VR
wb

In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Hart, Johnson, Rumbolt, & Stead} Opposed 0; Motion Carried

Crown Lands (LTO)

Mayor Bartlett stepped out of the chair at 5:02p.m. Deputy Mayor Lodge assumed the chair.

Mayor Bartlett relayed a comment regarding a parcel of crown land on Park Road.

Mayor Bartlett resumed the chair at 5:03p.m.

Mayor Bartlett stepped out of the chair at 5:06p.m. Deputy Mayor Lodge assumed the chair.

Motion #2024-05-07-6568 – Bartlett/Stead

Be it resolved we move into a privileged meeting at 5:06p.m.

In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Hart, Johnson, Rumbolt, & Stead} Opposed 0; Motion Carried

Motion #2024-05-07-6569 – Bartlett/Johnson

Be it resolved we move back into the regular meeting at 5:13p.m.

In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Hart, Johnson, Rumbolt, & Stead} Opposed 0; Motion Carried

Mayor Bartlett resumed the chair at 5:13p.m.

Airstrip (Route 230)

Mayor Bartlett stepped out of the chair at 5:18p.m. Deputy Mayor Lodge assumed the chair.

Motion #2024-05-07-6570 – Bartlett/Rumbolt

Be it resolved we move into a privileged meeting at 5:18p.m.

In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Hart, Johnson, Rumbolt, & Stead} Opposed 0; Motion Carried

Motion #2024-05-07-6571 – Bartlett/Rumbolt

Be it resolved we move back into the regular meeting at 5:27p.m.

In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Hart, Johnson, Rumbolt, & Stead} Opposed 0; Motion Carried

Motion #2024-05-07-6572 – Bartlett/Hart

VR
WLB

Be it resolved the Town Manager create a file with all documentation on the airstrip on Route 230.

In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Hart, Johnson, Rumbolt, & Stead} Opposed 0; Motion Carried

Mayor Bartlett resumed the chair at 5:28p.m.

DELEGATIONS

Claude Stagg and Jack Carpenter were supposed to attend on behalf of the Trinity North 50+ club to discuss the high heating cost for the building but must have been told the incorrect date for the meeting. *The Town Clerk is to reach out to extend apologies*

TOWN CLERK'S REPORT

Bills

The Town Clerk presented the bills for payment in the amount of \$24,219.87 and opened the floor for any questions.

Motion #2024-05-07-6573 – Stead/Rumbolt

Be it resolved the Town Manager investigate the cost per year for the purchase of salt/sand mixture from the Provincial Government.

In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Hart, Johnson, Rumbolt, & Stead} Opposed 0; Motion Carried

Motion #2024-05-07-6574 – Stead/Rumbolt

Be it resolved the bills submitted for payment in the amount of \$24,219.87 be approved on the recommendation of the Town Clerk and Town Manager.

In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, 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.

MCW Projects

Mayor Bartlett stepped out of the chair at 5:41p.m. Deputy Mayor Lodge assumed the chair.

Motion #2024-05-07-6575 – Stead/Johnson

*VR
WB*

Be it resolved the Mayor work with the Town Manager to review two project files (Water System Improvements and the Port Union Historic District W/S) on behalf of council.

In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Hart, Johnson, Rumbolt, & Stead} Opposed 0; Motion Carried

Mayor Bartlett resumed the chair at 5:45p.m.

Town Emergency Plan

Councillor Stead reported that after a discussion of emergency services requirements at a recent Municipal Affairs training symposium, the Trinity Bay North Council is responsible for having an updated Emergency Disaster Plan submitted to the provincial Emergency Services department every 3 years and may be responsible for having a formal and written call-in procedure as part of our town Emergency Disaster Plan. He further believes that a formal “on-call system” may be a public safety requirement. Unfortunately, Town Manager reports indicate that despite resolutions of council to complete an updated Emergency Disaster Plan, it has never been submitted to the responsible government department and there has never been a formal on-call policy in place.

Motion #2024-05-07-6576 – Stead/Rumbolt

Be it resolved the Town Manager confirms with the regional emergency services representative, the Occupational Health and Safety department, and the relevant Public Safety advisor whether or not our Town Emergency Disaster Plan is completed and up to date and whether or not an on-call system is a public safety requirement or not.

In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Hart, Johnson, Rumbolt, & Stead} Opposed 0; Motion Carried

FINANCE

Town Budget/Tax Structure

Councillor Stead explained the Town Manager reported that council has no approved Municipal Budget or Tax Structure. He also reported that the town's Gas Tax account could be frozen due to delays in getting responses to questions on suspected issues with information provided to the auditor. Councillor Stead is concerned that these financial management requirements remain incomplete despite council and staff being aware of the need for an amended budget since February of 2024, which was confirmed by Municipal Affairs advisors in March. There are also concerns that financial management training indicates that in some cases council is not authorized to expend funding without the prior approval of the Minister of Municipal Affairs, through a published operational budget.

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Motion #2024-05-07-6577 – Stead/Rumbolt

Be it resolved the Human Resources Committee verifies through Municipal Affairs if council is in breach of either the Municipalities Act or the Municipal Councillors Code of Conduct, for not having either an up-to-date operational budget submission or approved Tax Structure.

In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Hart, Johnson, Rumbolt, & Stead} Opposed 0; Motion Carried

Tax Arrears Write-Offs**Motion #2024-05-07-6578 – Stead/Lodge**

Be it resolved the Town Clerk present the staff's proposed tax write-off material at the next Council meeting.

In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Hart, Johnson, Rumbolt, & Stead} Opposed 0; Motion Carried

PUBLIC WORKS/WATER RESOURCES

Deputy Mayor Lodge included notes for council's perusal.

Provincial Roads

Mayor Bartlett stepped out of the chair at 6:22p.m. Deputy Mayor Lodge assumed the chair.

Mayor Bartlett resumed the chair at 6:27p.m.

Councillor Stead expressed great concern that two-thirds of the provincial government road in the area of the Post Office in Little Catalina is unsafe for public transit. He explained that there is not enough road left for a single vehicle to safely remain on the existing pavement. This unsafe condition has existed for years and has worsened in recent months to cause great concern for the safety of routine traffic like school buses and other physically injured and vulnerable users. The Mayor supported by Councillor Stead informed the Minister of Transportation of this concern many months ago and the Deputy Mayor supported by the Public Works Committee has informed executive staff of the Department of Transportation and Infrastructure of the deplorable condition of this section of road on multiple occasions over the past year without effect. Recently Councillor Johnson reinforced this concern and addressed it directly to the MHA through public media. Unfortunately, all of these efforts seem to have fallen on deaf ears and no effective repair has been completed.

Motion #2024-05-07-6579 – Stead/Johnson

VR
AB

Be it resolved the Town Manager send an email to the Regional Transportation Representative “carbon copy” the MHA and the Minister of Transportation and Infrastructure’s Executive Assistant. The email must emphasize the obvious public safety concerns and the fact that the Department of Transportation and Infrastructure has failed to correct this situation despite the repeated requests for corrective action by this municipality. The Town Manager should make a clear and urgent request as one executive staff member to another for immediate action to resurface the pavement in the area. It is further required that the email be reinforced with pictures indicating the depth and breadth of the damage to the existing road surface.

In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Hart, Johnson, Rumbolt, & Stead} Opposed 0; Motion Carried

RECREATION - PARKS/PLAYGROUNDS/TRAILS

Minutes of a meeting held on April 16, 2024 and April 30, 2024 (AGM) were enclosed for council’s perusal.

Financial Administration

Motion #2024-05-07-6580 – Lodge/Rumbolt

Be it resolved as per recommendations of Municipal Affairs, the town’s Auditor, supported by the Town Manager and Town Clerk, and as agreed to by the Recreation Committee; the town is to assume financial administration and signing authority for the Recreation Committee’s account.

In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Hart, Johnson, Rumbolt, & Stead} Opposed 0; Motion Carried

Well-Being Week Grant

Motion #2024-05-07-6581 – Lodge/Stead

Be it resolved the town supports the Recreation Commission’s application for a well-being grant for funding to be used for a hiking challenge, during well-being week in September.

In favour 6 {Mayor Bartlett, Deputy Mayor Lodge, Councillors Hart, Johnson, Rumbolt, & Stead} Opposed 0; Motion Carried

FIRE DEPARTMENT

Councillor Stagg included notes from a meeting held on April 21, 2024

Councillor Johnson departed the meeting at 6:45p.m.

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Vehicle Equipment Assessment

Councillor Rumbolt declared herself in conflict as her son is the Fire Chief and excused herself @ 6:50p.m. to sit in the gallery.

Mayor Bartlett stepped out of the chair at 6:51p.m. Deputy Mayor Lodge assumed the chair.

Motion #2024-05-07-6582 – Bartlett/Stead

Be it resolved we move into a privileged meeting at 6:51p.m.

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

Councillor Rumbolt left the council chambers as per the Rules of Procedure at 6:51p.m.

Motion #2024-05-07-6583 – Bartlett/Stead

Be it resolved we move back into the regular meeting at 6:56p.m.

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

Councillor Rumbolt returned to the meeting at 6:57p.m.

TIDY TOWNS

Nothing to report

TOURISM/ECONOMIC DEVELOPMENT/LANDS

Minutes of a meeting held on April 11, 2024 were enclosed for council's perusal.

Motion #2024-05-07-6584 – Stead/Rumbolt

Be it resolved we move into a privileged meeting at 6:59p.m.

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

Motion #2024-05-07-6585 – Stead/Rumbolt

Be it resolved we move back into the regular meeting at 7:05p.m.

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

Motion #2024-05-07-6586 – Stead/Rumbolt

VR WB

Be it resolved the Economic Development Committee touch base with the Thompsons Pond Park project developer with an intent to gain awareness or an update on their plan for development of this project.

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

HEALTH

Nothing to report

HUMAN RESOURCES

Nothing to report

LIAISON REPORTS

Sir William F. Coaker Heritage Foundation

Nothing to report

Wharf Committee

Nothing to report

Peaches Cove-Green Bay Development Inc.

Nothing to report

Bonavista Peninsula Branch Line Association

Nothing to report

Hike Discovery

Nothing to report

Discovery Geopark

Deputy Mayor Lodge enclosed minutes of a virtual meeting held on April 25, 2024 for council's perusal.

Councillor Hart departed the meeting at 7:18p.m

Councillor Hart returned at 7:21p.m.

Board Representative

Motion #2024-05-07-6587 – Lodge/Rumbolt

VR *WB*

Be it resolved we appoint Councillor Stead to sit on the Geopark Board as a representative for the town.

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

Motion #2024-05-07-6588 – Lodge/Stead

Be it resolved we move into a privileged meeting at 7:23p.m.

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

Motion #2024-05-07-6589 – Stead/Rumbolt

Be it resolved we move back into the regular meeting at 7:32p.m.

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

Crime Prevention

Nothing to report

Trinity Bay North Historical Society

Deputy Mayor Lodge enclosed minutes of a meeting held on April 16, 2024 for council’s perusal.

CORRESPONDENCE

1. A letter was received from the Sir William Ford Coaker Heritage Foundation in response to a registered letter they received on April 17, 2024. *Deputy Mayor Lodge, Councillor Rumbolt, and the Town Manager will meet with the Foundation to discuss the letter. Mayor Bartlett will respond to Robert Cotter and will include the letter received from the Foundation.*

NEW BUSINESS

None

NOTICES OF MOTION

None

ADJOURNMENT

Motion #2024-05-07-6590 – Stead

Be it resolved the meeting adjourn.

The meeting adjourned at 7:45p.m.

The next regular meeting is scheduled for Tuesday, May 21, 2024 @ 4:30p.m.



DAVID BARTLETT
MAYOR



VALERIE ROGERS
TOWN CLERK