

Town Council MEETING
Town Hall – 7:00 p.m.
February 11, 2026
MINUTES

In attendance:

Elaine Nash, Shane McEvoy, David Butland, Cecile Marrie, David Hearn, Nina Goudie

REGRETS

Donna Power, Bruce Hickey

MEETING CHAIR

Elaine Nash

1. Call to Order

The Mayor called the meeting to order at 7:04 p.m.

2. Adoption of Agenda

Councillors reviewed the agenda for February 11, 2026.

Motion #2026-02-11-818: Dave Butland; Shane McEvoy

Motion to adopt the agenda for February 11, 2026

All in favour; none opposed. Motion Carried.

3. Adoption of Minutes

a) January 21, 2026

Councillors reviewed the minutes from the Council meeting on January 21, 2026.

Motion #2026-02-11-819: Dave Butland; Cecile Marrie

Motion to adopt the minutes dated January 21, 2026.

All in favour; none opposed. Motion Carried.

4. Finance

a) Financial Report, January 2026

Councillors reviewed the Financial Report for January 2026.

Motion # 2026-02-11-820: Shane McEvoy; David Hearn

Motion to approve the Financial Report for the month ending January 31, 2026, as distributed.

All in favour; none opposed. Motion Carried.

5. New Business

a) Reports

a. Infrastructure Committee

- i. GNL call for suggestions for Road Construction Projects 2026-2027

Included in review of Infrastructure Topics in (ii) below.

- ii. Review of Infrastructure Topics

Council reviewed a list of Infrastructure Topics which is updated with notes and action items and attached to these minutes as Appendix A.

- iii. A sample Terms of Reference for the Infrastructure Committee was distributed for Committee review and feedback at the next meeting.

b. Policy and Procedures Committee

- i. A sample Terms of Reference for the Policy and Procedures Committee was distributed for Committee review and feedback at the next meeting.

c. Recreation Trails Committee

The Clerk reported that the contractor, Murray's Landscaping, had performed some trail cutting on January 29 and 30th.

d. Fire Department Report

The following report was submitted to the Office by Fire Chief, Brandon Dean.

- The Fire Department are in the process of choosing what equipment we will apply for under the funding application

The Clerk was directed to apply for funds from the provincial government Fire Equipment Program for a compressor. It was suggested that letters of support from Colinet, St. Joseph's and Admiral's Beach would be helpful.

- The Fire Department received a saw and batteries for hosting the 2025 Household Hazardous Waste Day. They are waiting on the remaining tools.

The Fire Chief will provide equipment details to the Clerk which will be added to our asset list.

- The Self-Contained Breathing Apparatus (SCBA) sets need to be inspected.

The Clerk will work on this.

- The Fire Hall experienced some damage during the recent wind storms. The downspout for the eavestrough was ripped off, disconnecting the Christmas lights. This will need to be repaired when the weather cooperates.

Repair will be investigated in the Spring.

Other Items:

Mutual aid Agreement

The Clerk advised that the Office is in communication with the Town of Holyrood to sign a Mutual Aid Agreement for fire emergency services. Council is fully supportive of this initiative.

Fire Smart

Councillor Butland reported that a four-Hour Inspection Course is available through FireSmart Canada. The Clerk will circulate details.

Underground Water Storage Tanks

The underground water storage tanks are in the process of being fabricated.

e. Town Clerk Report

WorkplaceNL

The Clerk was directed to contact WorkplaceNL for options for on-site safety training.

Occupational Health and Safety Training

The Clerk reported that the Maintenance Worker has recently successfully completed the following training through WorkplaceNL: (a) WHMIS, and (b) Introduction to Managing Hazards in the Workplace.

Heritage Week

The Mayor signed a proclamation recognizing Heritage Week, February 16, 2026.

Wear Red Canada Day

The Mayor signed a proclamation recognizing Wear Red Canada Day on February 13, 2026.

Jamboree

The Clerk updated Council on the Town's first Jamboree which will be held the last Sunday of every month from 2:00 p.m. to 4:30 p.m.

Emergency Management Plan

The Clerk circulated a letter from Emergency Services Division of the Department of Justice and Public Safety reminding municipalities of the requirement to have an emergency management plan. The Clerk advised that a draft is underway and will become available to everyone soon for review.

Storage Space

The Clerk advised that due to the increased amount of activity in the Town Hall, additional storage space is needed. It was suggested that the 50+ storage be moved to the maintenance closet and that maintenance supplies be moved to the basement. The 50+ Club group will review this at an upcoming meeting.

b) Rural Transit Initiative

Council reviewed evaluation scores for six respondents to the Request for Proposal for the RURAL TRANSIT INITIATIVE: FEASIBILITY STUDY AND PLAN FOR ST. MARY'S BAY, NL. All towns were invited to participate in the evaluation process; five towns responded and independently evaluated three aspects of the proposals as follows:

1. Technical proposal, methodology, project management and understanding
2. Overall quality of the proposal response of Statement of Work
3. Qualifications and experience relating to the execution of the projects

The evaluation criteria was as outlined in the RFP. Scores from each town were combined to reach the overall totals in the final evaluation.

Scores for the financial component were calculated according to a formula provided by the Procurement Division of the Government of Newfoundland and Labrador and circulated to proponents in Amendment #1.

Dillon Consulting was the top ranked firm. The Clerk reviewed the scores for each respondent.

Motion #2026-02-11-821: Shane McEvoy; David Hearn

Motion that the Town of Mount Carmel-Mitchell's Brook-St. Catherine's, in its role as lead applicant on the Rural Transit Initiative Project, approve the award of the Request for Proposal for the RURAL TRANSIT INITIATIVE: FEASIBILITY STUDY AND PLAN FOR ST. MARY'S BAY which closed on December 10, 2025, to Dillon Consulting Limited, the top-scoring respondent.

All in favour; none opposed.

Motion Carried.

c) Adoption of 2025 National Codes

Updates to the the National Building Code and National Fire Code will come into effect on July 12, 2026.

Motion #2026-02-11-822; Cecile Marrie; Shane McEvoy
Motion to adopt the 2025 editions of the National Building Code and National Fire Codes which come into effect on July 12, 2026.

All in favour; none opposed. Motion Carried.

d) ERSB – Renewal of Waste Management Services

Council discussed renewal of waste management services through the Eastern Regional Service Board. It was agreed to endorse extension of this contract.

Motion #2026-02-11-823; Dave Butland; Dave Hearn
Motion to approve that Eastern Regional Service Board continue with waste management services for the Town of Mount Carmel-Mitchell’s Brook-St. Catherine’s for a one-year extension from May 31, 2026 to May 31, 2027.

All in favour; none opposed. Motion Carried.

e) Summer Employment Program for Students

Council members reviewed the application notes for the Summer Employment Program for Students (SEPs) and agreed that hiring several students over the summer would help move along several projects e.g. upgrades in the Fire Hall, enhance activities available to residents e.g. Children’s Day Camp, and increase our presence in the community e.g assisting in the Community Garden.

Motion #2026-02-11-824; Shane McEvoy; Elaine Nash.
Motion that the Town of Mount Carmel-Mitchell’s Brook-St. Catherine’s apply to the Summer Employment Program for up to three (3) students.
All in favour; none opposed. Motion Carried.

f) Update from the Municipal Assessment Agency

An update from the Municipal Assessment Agency was circulated to Councillors for their review.

6. Round Table

Civic Number Signs

The Mayor referenced a recent post on Facebook about the availability of large reflective signs with civic numbers. The Clerk was directed to add this to the Newsletter.

Parking around the Town Hall

Concern was expressed about people parking along side the Town Hall Building, near the main entrance on the back of the building. There have been several instances where the one way road leading away from the back of the building has been blocked, creating an unsafe situation with multiple vehicles turning around to go the other way, against the correct flow of traffic. The Clerk was directed to post two (2) reflective “No Parking” Signs on the Building.

Emergency Response

Council members discussed the need to establish an emergency response team and coordinator. Any member of the community could volunteer for these roles. The Clerk was directed to include in the upcoming Newsletter.

7. Next Meeting

The next Regular Council Meeting will be held on Wednesday, March 18, 2026, 7:00 pm.

8. Adjournment

The meeting was adjourned at 10:08 p.m.

Motion #2026-02-11-825. Dave Butland; Shane McEvoy

Motion to adjourn the meeting at 10:08 p.m.

All in favour; none opposed.

Motion Carried.