

Town Council MEETING
Town Hall – 7:00 p.m.
December 10, 2025
Minutes

In attendance:

- Elaine Nash, Donna Power, Shane McEvoy, David Butland, Cecile Marrie, David Hearn, Nina Goudie
- Shane McEvoy (via Zoom and Telephone)

REGRETS

- Bruce Hickey

MEETING CHAIR

Elaine Nash

1. Call to Order

The Mayor called the meeting to order at 7:03 p.m.

2. Adoption of Agenda

Councillor Butland requested the addition of Employee Safety to the Policy and Procedures Section.

Motion #2025-12-10-793: Donna Power; David Butland

Motion to adopt the agenda for December 10, 2025 with addition of the topic of Employee Safety to Agenda item 5b.

All in favour; none opposed.

Motion Carried.

3. Adoption of Minutes

a) November 12, 2025

Motion #2025-12-10-794: Cecile Marrie; Donna Power

Motion to adopt the minutes dated November 12, 2025.

All in favour; none opposed.

Motion Carried.

4. Finance

a) Financial Report – November 2025

The Financial Report for November 30, 2025

Motion #2025-12-10-795: Donna Power; David Hearn

Motion to approve the Financial Report for the month ending November 30, 2025.

All in favour; none opposed. Motion Carried.

Other Items Discussed:

During their review of Office Records, Municipal Affairs recommended that the monthly Financial Report (Summary Pages) be posted on the Town Website with the Minutes.

Salary, vacation and payroll burden amounts should be combined into one figure for the month. Council directed the Clerk to move forward with this.

At the November meeting several motions were passed to reconcile amounts remaining on old Gas Tax projects. Now that Municipal Affairs have confirmed those instructions the Clerk was directed to transfer remaining funds of \$3,878.00 in the Gas Tax Account to the General Account.

The Town's GIC matures on December 23rd. The Clerk will arrange for the funds to be deposited to our General Account. The Clerk will cash it out until the New Year at which time Council will motion on reinvestment.

b) Other Motions Needed

Donation to St. Catherine's Academy

The Clerk read out a request from St. Catherine's Academy for a donation toward the Davis Didham Memorial Basketball Tournament. Last year the Town donated \$100.

Motion #2025-12-10-796: David Butland; Donna Power

Motion to approve a donation of \$100 to the Davis Didham Memorial Basketball Tournament.

All in favour; none opposed. Motion Carried.

[Councillor Marrie abstained with permission due to her position at St. Catherine's Academy.]

Property Tax Reduction Due to Hardship

Motion #2025-12-10-797: Donna Power; Cecile Marrie

Motion to approve the reduction of Property Tax Fees for 2023, 2024 and 2025 to the minimum due to hardship.

All in favour; none opposed.

Motion Carried.

5. New Business

a) Reports

a. Infrastructure Committee

i. Formalize Boundary Agreement

The Mayor advised Council of the need to formalize the agreement with the neighbours at 410 Main Road North. There is a word-of-mouth agreement in place regarding the easement which allows a driveway to exit on the Town parking lot. A formal boundary agreement needs to be signed by all parties.

It was agreed to allow for legal costs in the 2026 budget to formalize the agreement.

ii. Facility Usage Policy

The Clerk circulated an updated Facility Usage Policy which was updated to include any part of the Town Council Community Building (ie the Town Hall, Richard T. Fowler Spiritual Centre, Community Garden and Playground). The policy will be integrated into a bylaw which will be developed by the Policy and Procedures Committee.

Motion #2025-12-10-798: David Butland; David Hearn

Motion to approve the Facility Usage Policy as distributed, effective December 10, 2025.

All in favour; none opposed.

Motion Carried.

The Clerk was directed to provide a copy of the policy to Eugene McDonald and Bertha Fowler, along with a cover letter.

iii. Mr. Rooter

The Clerk circulated a report from the recent inspection of our water filtration system by Mr. Rooter. This topic will be added to items for the Infrastructure Committee to consider in the New Year.

iv. Brushcutting on Walsh's Hill

The Clerk requested feedback from all residents of Walsh's Hill. The one response received was read out to Council. There was discussion around making the road a one-way street. This topic will be added to items for the Infrastructure Committee to consider in the New Year.

b. Policy and Procedures Committee

i. Employee Safety

Councillor Butland expressed concern for employees' safety and that we should all know our responsibilities under the Occupational Health and Safety Act.

The Clerk was directed to find out what courses they need to do.

c. Age-Friendly Project

i. Terms of Reference and Position Descriptions

In May 2025, Council committed to the Age-Friendly Project and to actively support, promote and work toward becoming an age-friendly community where policies, services, and infrastructure are designed to support people of all ages and abilities in living safely, maintaining good health, and actively participating in society [Ref Motion#2025-05-14-704].

In August we were granted \$10,000 to support completion of an Age-Friendly Assessment and Action Plan for the Town. The Clerk advised Council of the need to launch this project early in 2026 and start planning. She circulated draft position descriptions and Terms of Reference for a Community Advisory Committee

Motion #2025-12-10-799: Donna Power; David Butland.

Motion to approve the Terms of Reference for the Advisory Committee and Position Descriptions for the Age-Friendly Project.

All in favour; none opposed.

Motion Carried.

d. Recreation Trails Committee

i. Auction Proposal – Salmonier River Valley Trails

Council reviewed the Auction Fundraising Proposal submitted by the Recreation Trails Committee.

Motion #2025-12-10-800: Cecile Marrie; David Butland

Motion to approve the Auction Proposal submitted by the Recreation Trails Committee.

All in favour; none opposed.

Motion Carried.

ii. Award of RFP for Design Drawings

Council reviewed the recommendation from the Recreation Trails Committee to award the Request for Proposal (RFP) for Detailed Design Drawings to Murray's Landscape Services.

Motion #2025-12-10-801: David Butland; Donna Power
Motion to approve the award of the RFP for Design Drawings to Murray's Landscape Services for the quoted amount of \$12,450.00 (before HST).
All in favour; none opposed. Motion Carried.

e. Fire Department Report

- Unfortunately, the fire department was unsuccessful in obtaining funding for fire suits.
- Signing of Codes of Conduct documents are still in progress.
- The new hats have started to roll out to the guys.
- SCBA sets need inspection in the new year – the Fire Chief will contact the Town Clerk with more information.
- We will try and get a list of all Fire Hall Assets in the new year.
- Christmas lights were installed on the fire hall; there are two extra sets on hand.

f. Town Clerk Report

Streetlights

The Clerk circulated the results of the Streetlight Review to date. Some residents submitted requests and other streetlight requirements were identified by the Clerk.

The Clerk was directed to provide them with a list of current streetlights. Council members will review and discuss further at the next meeting.

Joint Council

The Clerk advised Council of a Joint Council meeting of four communities that was held in St. Mary's recently and included mayors and other representatives of St. Vincent's-St. Stephen's-Peter's River, Gaskier's Point LeHaye, St. Mary's and Riverhead. This is the second such meeting the purpose of which is to share information and economize on time for presentations such as from ACOA's Irish Loop Tourism Project led by Genevieve McCorquodale. Also in attendance to discuss local issues and answer questions was MHA Sherry Gambin-Walsh and MP Paul Connors.

The Clerk provided this update for Council's information in case a similar joint Council meeting from Admiral's Beach to Colinet was something of interest in the future.

Asset-Based Community Development Training

The Clerk provided information about community development training that occurred in Trepassey from November 17-20, 2025. The purpose of the training was to equip participants with the skills to form local working groups that will strengthen community-led capacity in tourism and regional development. Attendance was open to Council and town members as well as residents. While no one was available to attend from the Town, one resident from the Town did attend.

5b) Crown Lands Application

Council reviewed the Crown Lands Application for
Motion #2025-12-10-802: David Hearn; Elaine Nash

Motion to approve the Crown Land Application from Richard McCarthy for property on Nine Mile Road as indicated in the documents provided by Eastern Lands Office, GNL.
All in favour; none opposed. Motion Carried.

5c. Application from Property Owner, 31 Marrie's Road

Council reviewed the email from the property owner. The Clerk was directed to respond to the property owner that the bylaw they referred to is not a Town bylaw. It is provincial government legislation over which we have no control.

6. Round Table

Roads

Council discussed the condition of the roads, particularly Route 93-10 to Mitchell's Brook.

Flag Protocol

A policy is needed for flag protocols. This topic will be reviewed at the next meeting of the Policy and Procedures Committee.

Dumping in Bon Fire Areas

Concern was expressed for dumping on Bon Fire Areas.

7. Next Meeting

Regular Council Meeting, Wednesday, January 14, 2026, 7:00 pm.

8. Closed Meeting

9. Adjournment

Motion #2025-12-10-803: Donna Power; Cecile Marrie

Motion to adjourn the meeting at 10:23 p.m.

All in favour; none opposed.

Motion Carried.