

Town Council MEETING
Town Hall – 7:30 p.m.
January 21, 2026
Minutes

In attendance:

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

REGRETS

Donna Power

MEETING CHAIR

Elaine Nash

1. Call to Order

The Mayor called the meeting to order at 7:30 p.m.

2. Adoption of Agenda

Councillors reviewed the agenda.

Motion 2026-01-21-804: David Butland; David Hearn.

Motion to adopt the agenda for January 21, 2026 as distributed.

All in favour; none opposed. Motion Carried.

3. Adoption of Minutes

a) November 12, 2025

Councillors reviewed the minutes from the Council meeting on December 10, 2025.

Motion 2026-01-21-805: Bruce Hickey; Shane McEvoy

Motion to adopt the minutes dated December 10, 2025.

All in favour; none opposed. Motion Carried.

4. Finance

a) Fee Structure

The 2026 Fee Structure was presented by the Clerk with mil rates and fees as directed by Council.

Motion # 2026-01-21-806: David Butland; David Hearn

Motion to approve the Fee Structure for 2026 with the following changes:

Renovation - \$50; Repair - Check with Office.

All in favour; none opposed.

Motion Carried.

a) Budget 2026

The Clerk read out the amounts of all categories of the 2026 Budget and provided detail as required.

Motion # 2026-01-21-807: David Butland; David Hearn

Motion to approve the Town Budget for 2026.

All in favour; none opposed.

Motion Carried.

b) Financial Report, December 2025

Councillors reviewed the Financial Report for December 2025.

The Financial Report for December 31, 2025

Motion # 2026-01-21-808: Shane McEvoy; Bruce Hickey

Motion to approve the Financial Report for the month ending December 31, 2025, as distributed.

All in favour; none opposed.

Motion Carried.

Councillors questioned the need for multiple bank accounts with respect to the additional administrative oversight required and extra bank fees. It was determined that two bank accounts could be closed and included in the General Account (1) Recreation and (2) Community Garden. These expenses are processed through the Office's General Business Account and tracked and reconciled in the Accounting System. Therefore, there is no need to have separate bank accounts. The Firefighting and Gax Tax Accounts would remain.

Motion # 2026-01-21-809: Shane McEvoy; Cecile Marrie
Motion to close the bank accounts for Recreation and Community Garden accounts
because they will be tracked under the General account.
All in favour; none opposed. Motion Carried.

c) Tax Recovery Plan and Tax Receivable Summary, 2024

The Clerk presented the Tax Recovery Plan and Tax Receivable Summary for 2024 to Council. As the documents do not require Council ratification, both have already been submitted to Municipal Affairs and confirmed by the Department as acceptable.

d) Audit Services for Fiscal Years 2025 and 2026

The Clerk presented the results of a Request for Quote that was issued to accountants on December 15, 2025, for audit services for the fiscal years 2025 and 2026. Bids were requested from Byron Smith, CPA; Brian Scammell, CPA; Renee Hussey, CPA; and Richard Power, CPA. One bid was received by the January 7th, 2026 deadline: Byron Smith, CPA.

The Clerk recommended that the contract be awarded to Byron Smith at the following rates: Audit Services for the year ended December 31, 2025: \$6,950 + HST; Audit Services for the year ended December 31, 2026: \$7,950 + HST; Audit Report for the Gas Tax Account each year \$750 + HST; and Accounting assistance: \$95.00/hour + HST

Motion # 2026-01-21-810: Cecile Marrie; Elaine Nash

To approve the quote from Byron Smith, CPA for audit services for the fiscal years 2025 and 2026 at the quote costs of:

1. Audit Services for the year ended December 31, 2025: \$6,950 + HST
2. Audit Services for the year ended December 31, 2026: \$7,950 + HST
3. Audit Report for the Gas Tax Account each year: \$750 + HST
4. Accounting assistance: \$95.00/hour + HST

All in favour; none opposed. Motion Carried.

e) Investment

The Clerk reviewed the GIC Rates from three banking institutions (TD, BMO and RBC) and recommended purchasing a GIC from RBC at a rate of 2%.

Motion # 2026-01-21-811: Cecile Marrie; Shane McEvoy
Motion to approve the purchase of a one-Year Cashable GIC with RBC at a rate of 2% in the amount of \$370,000.

All in favour; none opposed. Motion Carried.

f) Water Cannon

Councillors discussed the importance of preparing the Town for emergency situations such as wildfires. It was agreed that purchase of a water cannon would significantly improve the Town's ability to respond to fires.

Motion #2026-01-21-812: David Butland; David Hearn

To approve to use \$10,000 held back from our investment funds to purchase a water cannon.

All in favour; none opposed.

Motion Carried.

g) Other points raised

The Clerk was directed to consult with the auditor about options to implement electronic deposits and report back to Council.

b) New Business

a) Reports

a. Infrastructure Committee

i. Establish Committee Members and dates

- Committee Members Appointed: David Butland, Shane McEvoy, Bruce Hickey, David Hearn
- Meetings will be scheduled on an as and when required basis. Notices of meeting dates/times will be posted on Facebook, in the Town Hall and the Post Office. Notes must be taken at public meetings.
- Range of topics this committee will consider include: Streetlights, Buildings, Paving/Roads, Computers, Emergency Response, etc.

Computer Equipment: Council members discussed the need for computers for review of Council documents. Currently most of the review is on personal cell phones which is not ideal.

The Clerk was directed to look into laptop options for Council members.

ii. Streetlight Review (20 extra lights)

- The Clerk was directed to submit a work order to Newfoundland Power to add ten streetlights in the community based on feedback from residents. The Infrastructure Committee will investigate appropriate locations for the remaining ten streetlights that have been budgeted for 2026.

b. Policy and Procedures Committee

i. Establish Committee Members and dates

- Committee Members Appointed: Cecile Marrie, Donna Power and Elaine Nash
- Meetings will be scheduled on an as and when required basis. Notices of meeting dates/times will be posted on Facebook, in the Town Hall and the Post Office. Notes must be taken at public meetings.
- Range of topics this committee will consider include: By-Laws, Standard Operating Procedures for the Fire Department, Emergency Management Plan, etc.

ii. List of Council Meeting Dates

Councillors reviewed the meeting dates for 2026.

Motion #2026-01-26-813: Shane McEvoy; Bruce Hickey
To approve the Council meeting dates for 2026 as circulated.
All in favour; none opposed. Motion Carried.

iii. Facility Usage

The finalized Facility Usage policy was circulated.

c. Recreation Trails Committee

i. Professional Services Agreement

The contract for the detailed construction drawings was awarded to Murray's Landscape Architectural Consulting Services (Reference Motions 2025-12-10-801). Council reviewed a professional services agreement that was discussed at a meeting with Murray's and the Nature Conservancy of Canada at their kick-off meeting on Tuesday, January 20, 2026. The Clerk recommended approval of the agreement which is consistent with conditions in the Request for Proposal.

Motion #2026-01-26-814: David Butland; David Hearn
To approve signing of the PROFESSIONAL SERVICES AGREEMENT from Murray's Landscape Architectural Consulting Services to provide detailed construction drawings for accessible route of the Salmonier River Valley Trail.
All in favour; none opposed. Motion Carried.

d. Fire Department Report

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

- The fire department was unsuccessful in harvesting a moose this year.
- Still in contact with Household Hazardous Waste group with ERSB for the tools. We are very close to receiving them.
- The fire department is going to have a conversation about the Fire Equipment Funding Program on what we think is best for us to apply for.
- We have ordered and installed the steps on Unit 1.
- Upon inspection of the chainsaws, it was observed we needed new chains. We have upgraded the chains to a more robust chain for Fire Operations.
- We had a great training exercise burning the car at Millers wharf, with excellent turn out.

e. Town Clerk Report

b) Correspondence to Council from Former Councillor

A letter from former Councillor Ian Goudie was circulated to Council members. Council agreed that it will continue to contemplate ways to include the Salmonier reference into its identity.

c) Memorandum of Understanding - Irish Loop Tourism Project

The Mayor provided an overview of the Irish Loop Tourism Project which is a citizen-led pilot project funded in part by the Atlantic Canada Opportunities Agency (ACOA). The initiative is led by Genevieve McCorquodale of the Community Business Development Corporation. The purpose of the Memorandum of Understanding is to agree to work together to identify and possibly develop tourism points of interest in the region.

Motion #2026-01-26-815: Shane McEvoy; Bruce Hickey

To approve the signing of the Memorandum of Understanding for the Irish Loop Tourism Project to work collaboratively with the working group for that project.

All in favour; none opposed.

Motion Carried.

d) Appointment of Assessment Review Commissioner

As required by the Municipal Assessment Act, municipalities must appoint an Assessment Review Commissioner by January 31, 2026. The Clerk solicited bids from three consultants and received responses from two. The preferred bid was from Mr.

Mitchell Moran of MJM Property Consulting at the rate of \$125 per hour and \$0.50 per kilometer travelled.

Motion #2026-01-26-816: David Butland; Bruce Hickey.

To approve the appointment of Mr. Mitchell Moran of MJM Property Consulting as the Assessment Review Commissioner for the Town of Mount Carmel-Mitchell's Brook-St. Catherine's at the rate of \$125 per hour and \$0.50 per kilometer travelled.

All in favour; none opposed.

Motion Carried.

e) Election Results Board of Directors, Municipal Assessment Agency

The election results for the Board of Directors of the Municipal Assessment Agency were distributed as required.

c) Round Table

List of Compromised Residents

It was agreed that each member should have a list of residents who should have a safety check during a power outage, extreme weather event, etc. The Clerk was directed to circulate the list of residents compiled to date.

Heritage

Councillor Butland has a document that establishes the first settler in Mount Carmel. He will bring the document to the Office for scanning.

New Web Site

The Clerk will circulate a link to the new web site to Council members for their review.

d) Next Meeting

Regular Council Meeting, Wednesday, February 11, 2026, 7:00 pm.

e) **Adjournment**

Motion #2026-01-26-817: David Butland; David Hearn.

Motion to adjourn the meeting at 10:52 p.m.

All in favour; none opposed.

Motion Carried.