

**Town Council MEETING**  
**Town Hall – 7:00 p.m.**  
**October 8, 2025**  
Minutes

**IN ATTENDANCE**

Elaine Nash, Donna Power, Shane McEvoy, David Butland, Kevin McDonald, Nina Goudie

**REGRETS**

None

**MEETING CHAIR**

Nina Goudie, Elaine Nash

**GUESTS**

None

**1. Call to Order**

The Town Clerk called the meeting to order at 7:00 p.m.

**2. Election of Officers**

Per Section 28 of the TLSDA, the Town Clerk held an election of officers – for Mayor and Deputy Mayor.

Position of Mayor: Elaine Nash

Nominated by: Dave Butland; Seconded by Kevin McDonald

Result: ACCLAIMED

Position of Deputy Mayor: Donna Power

Nominated by: Shane McEvoy; Seconded by David Butland

Result: ACCLAIMED

**3. Adoption of Agenda**

Motion #2025-10-08-761: Kevin McDonald; Donna Power

Motion to adopt the agenda for October 8, 2025

All in favour; none opposed.

Motion Carried.

#### **4. Adoption of Minutes**

##### **a) September 17, 2025**

Motion #2025-10-08-762: Shane McEvoy; Donna Power.

Motion to adopt the minutes dated September 17, 2025.

All in favour; none opposed.

Motion Carried.

#### **5. Finance**

##### **a) Financial Report – September 2025**

The Financial Report for September 30, 2025

Motion #2025-10-08-763: Kevin McDonald; Donna Power

Motion to approve the Financial Report for the month ending September 31, 2025.

All in favour; none opposed.

Motion Carried.

#### **6. New Business**

##### **a) Reports**

##### **a. Infrastructure Committee**

##### **i. Culvert Replacement on Walsh's Hill**

Leo Squires was contracted to replace a culvert on Walsh's Hill, in preparation for the paving contract awarded to H&M Paving. Leo called the Office on September 9<sup>th</sup> when he started the work because the job was bigger than originally anticipated. Councillor Lewis went to the site to review and confirmed with the Town Clerk that the work was required. Leo rescheduled the work and the Clerk agreed to notify residents. The original amount approved was \$1,880.00 (Motion 2025-09-03-743). Actual cost was \$5,380.00.

Motion: 2025-10-08-764: Shane McEvoy; Kevin McDonald

Motion to approve the additional expenditure of \$3,500.00 for prepping Walsh's Hill for the paving contract. Motion 2025-09-03 approved an amount of \$1,880.00. The actual cost was \$5,380.00 (plus HST).

All in favour; none opposed.

Motion Carried.

##### **ii. Ice Control and Snowclearing**

The Snowclearing and Ice Control Tender for 2025-2027 was issued. It was posted on Facebook, advertised in The Shoreline, posted in the Town Hall and in the Post Office. The only bidder was Leo Squires Backhoe Services.

Motion: 2025-10-08-765: David Butland; Kevin McDonald

Motion to accept the snow clearing tender submission from Leo Squires Backhoe Services Limited for \$1700/month from November-April 2025-2027, totalling \$20,400 for the two-year period.

All in favour; none opposed.

Motion Carried.

### **iii. Street Lights**

The Mayor advised that four streetlights are burned out.

1. Kathleen Kelland
2. Mary Linehan
3. MCBS by yard
4. Salmonier Country Manor

Mayor Nash reviewed the process of notifying Newfoundland Power which is to provide the pole number to the Town Clerk.

For the four poles noted, the Mayor will provide the Clerk with the numbers.

### **iv. Remembrance Day**

Concern was expressed over the grass and environment around the cenotaph and the work required to prepare the site for the November 11<sup>th</sup> ceremony. Councillor Butland volunteered to work with the Town Office to plan the event on November 11<sup>th</sup>.

## **b. Policy and Procedures Committee**

### **i. Records**

A copy of the Records Management Policy (dated January 27, 2020) was included in the document package. Council members were advised that all records created in any form during their tenure with the Town are the property of the Town and must be available upon request.

The Clerk referred Council to the *Management of Information Act* (<https://www.assembly.nl.ca/legislation/sr/statutes/m01-01.htm#4>) which applies to all public bodies in Newfoundland and Labrador.

### **ii. Rules of Order**

There was a discussion on the method of distribution of Council meeting documents. It was agreed that the Office would endeavour to make a

paper copy available to Council members by 12:00 noon the day prior to the meeting.

Motion 2025-10-08-766: Donna Power; Kevin McDonald  
Motion to amend Section 1b the Rules of Order and Procedure to have paper documents ready for pickup 24 hours prior to the meeting

All in favour; none opposed.

Motion Carried.

c. Recreation Trails Committee

**i. Request for Proposal for Design Drawings**

The Request for Proposal for Design Drawings was distributed for review. This document was cancelled in May 2025 because it was formatted under Salmonier Trails Inc.; instead, it should be issued from the Town.

The Town Clerk advised of the addition of an option in the RFP, in Section 2.3, for bidders to quote on a simpler trail construction approach (footpath) which could be implemented prior to the full-scale inclusive project. This approach recognizes the time involved in identifying and applying for funding for the inclusive route and provides a way to open a natural trail to hikers in the interim.

Motion #2025-10-08-767: David Butland; Shane McEvoy  
Motion to approve the issue of the Request for Proposal for provision of detailed construction drawings for the inclusive route on the Salmonier River Valley Trails Project as well as drawings for a simpler approach (footpath) to be opened along the same route.

All in favour; none opposed.

Motion Carried.

d. Fire Department Report (for September and October)

**Fire Department Report, September 17, 2025**

- Training this past weekend was successful with a great turn out, great experience, and great lunches.
- We didn't get to burn the training car this weekend; we will be in contact with the Town Clerk about when we will be conducting this training.
- We have identified a couple things from the training weekend that we need to get going on sooner rather than later.
- We need access to a washing machine to clean our gear.

- We need to get the ball rolling on some Standard Operating Procedures (SOPs). Even if we take another department's and just change the name on the letterhead, we need an SOP going forward. I have looked at Placentia's and suggested to Nina about some things we can do to adopt there. It will still need constant updating and adapting as we grow.
- Household Hazardous Waste Day went off great. We collected a lot of material.

#### **Fire Department Report, October 8, 2025**

- The burn car is still at Millers. We are planning to burn it this fall for a training exercise
- Household Hazardous Waste Day went great; we are still waiting to hear back from them about the tools they are buying for the Fire Department
- Second weekend of the Exterior Fire Fighting went great. A lot of good info. We need to plan for next year's refresher training for existing members
- We suggest replacing existing reservoirs within the community with underground tanks.
- We had suggested 4 locations for council to consider for 2 more underground tanks.
  1. McDonald Drive
  2. Grace's Hill
  3. Cec Bennetts
  4. Route 91
- We have received the moose licence for this year. The fire department has agreed to sell the moose to Bidgoods and collect the money.
- We have drafted the first edition for an SOP for MCVFD. Could Council please review and advise which changes it would like to make so we can adopt this document.
- The fire drill at the school was great success. Kids enjoyed it. The new principle inquired about the water supply in the area for fire protection. He sent emails to his superiors and Sherri Gambin-Walsh inquiring about the issue
- We have identified a large bonfire pile at Dunphy's Beach in Mitchell's Brook. We would like to suggest this as a location for Guy Fawkes Night
- We have found someone to finally make the hats for the Fire Department members. 25 hats comes to \$490-ish. They're going to make one as a sample and if we're happy with the design, we will get the 25 made.

## **Additional Fire Department-related Items**

### **Self Contained Breathing Apparatus (SCBA Tanks)**

At the last meeting, Council asked how the expired SCBA tanks will be disposed of. The Fire Chief advised the Clerk that once the air in them is fully used, they can go in regular garbage.

### **Training Report from Jack Gatherall, Lead Instructor**

Jack Gatherall's training report from September was reviewed. The report included a list of recommended equipment including a cordless tool set, tower lights and a booster pack. It was agreed to maintain a wish list which will be considered for the 2026 budget.

The report pointed out a priority need for laundering of bunker gear and suggested that the three towns collaborate to come up with a recommendation. As the town has no space for laundry facilities, the Clerk was directed to consult with Riverhead and St. Joseph's and to touch base with St. Catherine's Academy in case they can lease underutilized space for any such use.

### **Underground Water Storage Tanks**

Council discussed the project for Underground Water Storage Tanks. The Clerk was asked to communicate the following direction to the Fire Department:

"Direction from Council is that Fire Department members have an in-depth discussion and site visits of existing and potential reservoirs to come to a consensus by vote on the number and location – in order of priority – of reservoirs/underground water tanks."

#### **e. Town Clerk Report**

All items were covered in other parts of the meeting.

#### **b) By-election Date and Nomination Day**

The Town Clerk confirmed that the By-election Date is December 2, 2025 and that Nomination Day will be Thursday, November 6, 2025, from 8:00 a.m. to 8:00 p.m.

Motion: 2025-10-08-768: David Butland; Elaine Nash

Motion that the Town will hold a by-election on Tuesday, December 2<sup>nd</sup>, 2025.

All in favour; none opposed.

Motion Carried.

Motion: 2025-10-08-769: David Butland; Elaine Nash

Motion that the alternate returning officer be Brenda Kielley.

All in favour; none opposed.

Motion Carried.

Motion: 2025-10-08-770: David Butland; Elaine Nash

Motion that Nomination Day will be held on Thursday, November 6, 2025 from 8:00 a.m. to 8:00 p.m

All in favour; none opposed.

Motion Carried.

c) Use of Land on Main Road North

The Town received an enquiry about the municipal requirements for renting out their land for a trailer lot – either one or multiple trailers.

Council confirmed that the land is zoned residential and cannot be used for a business. One trailer on the property is treated the same as one house, with development requirements applicable. The Clerk will provide the necessary information to the property owner.

## 7. Round Table

### **Brushcutting on Walsh's Hill**

The recent brushcutting on Walsh's Hill is deemed inadequate as vision is still obstructed when driving the road. The Clerk advised that the contractor was limited in the amount of brushcutting on one side of the road due to a resident who complained; the Clerk met with the resident who confirmed their point of view.

Following a discussion, it was agreed that the Town should engage property owners in coming up with a solution. Also, that in future appropriate flagging of height and depth of brushcutting is needed to guide the contractor

The Clerk will reconfirm the right-of-way distance from the center line applicable to towns. It was agreed to work with the residents to come up with a solution to trim back brush to maximize road safety for drivers.

### **List of additional documents distributed to Councillors:**

- Budget Review to June 30, 2025
- Project log – a list of town projects, their status and funding information as of October 8, 2025.
- Key Registry (Draft) for the Town of Mount Carmel-Mitchell's Brook-St. Catherine's.
- Welcome note from Municipalities Newfoundland and Labrador to Council and to Your Municipal Network, dated October 6, 2025.
- Municipal Assessment Agency – Update on the Municipal Assessment Agency, dated September 22, 2025.

- Municipal Assessment Agency – MAA Board Elections and Call for Nominations, dated October 8, 2025.
- Department of Municipal Affairs and Community Engagement – Memo about first meeting and election of Mayor and Deputy Mayor, dated October 7, 2025,
- Eastern Regional Service Board – Letter to Mayors/Councillors/LSD Representatives, dated October 6, 2025.

## **8. Next Meeting**

Regular Council Meeting, Wednesday, November 12, 2025, 7:00 pm.

## **9. Closed Meeting**

## **10. Adjournment**

Motion #2025-10-08-771: Kevin McDonald; Donna Power  
Motion to adjourn the meeting at 9:35 p.m.

All in favour; none opposed.

Motion Carried.