

**Town Council MEETING**

**Town Hall – 7:00 p.m.**

**September 17, 2025**

Minutes

**IN ATTENDANCE**

Elaine Nash, Kevin McDonald, Doug Dean, Roy Lewis, Ian Goudie

**REGRETS**

Brenda Young

**MEETING CHAIR**

Elaine Nash

**GUESTS**

Dave Butland, Donna Power, Shane McEvoy

**1. Call to Order**

The meeting was called to order at 7:06 p.m.

Welcome new council members for 2025 to 2029.

The Mayor explained that this will be the last meeting of the current Council. New members attend as observers and be sworn-in at the end of the meeting.

**2. Adoption of Agenda**

Motion #2025-09-17-752: Roy Lewis; Doug Dean

Motion to adopt the agenda for September 17, 2025

All in favour; none opposed.

Motion Carried.

**3. Adoption of Minutes**

a) September 3, 2025

Motion #2025-09-17-753: Doug Dean; Kevin McDonald.

Motion to adopt the minutes dated September 03, 2025 with amendments noted below.

Addition of wording under Section 7, Round Table, Town Name: Councillor Goudie asked to add the following points he raised on September 3<sup>rd</sup>:

- That the area was historically called Salmonier.
- That the name was generated through the Christianisation of the area.

All in favour; none opposed.

Motion Carried.

#### **4. Finance**

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

The Mayor noted the purchase of new self-contained breathing apparatus (SCBA) tanks for the Fire Department and asked the Clerk to find out how the expired tanks will be disposed of.

The Mayor asked the Clerk to ask the auditor about the \$3,878.00 remaining in the Gas Tax Account and the process for utilizing those funds.

Motion #2025-09-17-754: Kevin McDonald; Ian Goudie

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

All in favour; none opposed.

Motion Carried.

##### **b) Audited Financial Statements for 2024**

The Audited Financial Statements for 2024 were circulated to Council members last week and were included in the document package for today's meeting. The Mayor recommended that Council approve the statements and arrange for the auditor to review the statements with Council in November.

The Clerk was directed to arrange a Zoom meeting in November with the auditor for them to review the Audited Financial Statements.

Motion #2025-09-17-755: Roy Lewis; Doug Dean

Motion to approve the 2024 Financial Statements as circulated.

All in favour; none opposed.

Motion Carried.

#### **5. New Business**

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

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

The Mayor advised the guests that the Town has awarded a contract for repair and paving of town roads. the funding for which has been applied for through the Community Building Fund.

With respect to committees, the Mayor explained that originally Towns were mandated to have committees; the new legislation says towns "may" form Committee for certain tasks, policies and procedures, etc. This will be discussed further with the new Council.

- b. Policy and Procedures Committee
  - i. Bylaws: Proceedings of Council

Motion #2025-09-17-756: Roy Lewis; Kevin McDonald  
Motion to adopt Bylaw #2025-004 Proceedings of Council, subject to standardization in terms of format and proofreading for typos etc.

It was noted that all four bylaws ratified to date are subject to standardization in terms of format and proofreading.

All in favour; none opposed. Motion Carried.

- c. Recreation Trails Committee

The Partnership Agreement with the Nature Conservancy of Canada (NCC).  
The third and final draft of the partnership agreement with NCC was distributed.

Motion #2025-09-17-757: Roy Lewis; Kevin McDonald  
Motion to approve the final draft of the partnership agreement with NCC.

All in favour; none opposed. Motion Carried.

- d. Fire Department Report

Only time sensitive items were reported.

#### **Fire Prevention Week**

Annually, the Town posts an ad in the Shoreline recognizing Fire Prevention Week which is October 5 to 11 this year.

Motion #2025-09-17-758: Roy Lewis; Kevin McDonald  
Motion to approve placement of an ad in the Shoreline in recognition of Fire Prevention Week for a cost of \$60.00 plus tax.

All in favour; none opposed. Motion Carried.

#### **Reservoir Cleaning**

The Parrott reservoir has been cleaned. The estimated cost was \$2,400 plus HST. The actual cost was \$2,975.32 plus HST.

Motion #2025-09-17-759: Roy Lewis; Kevin McDonald  
Motion to approve the additional cost of \$575.32 plus HST for reservoir cleaning.

Motion #2025-09-03-749 approved \$2,400 plus HST. The actual cost was \$2,975.32 plus HST.

All in favour; none opposed.

Motion Carried.

e. Town Clerk Report

Only time sensitive items were reported.

**Thank you note from the Stitching Buddies**

The Clerk read out a thank you note from the Tuesday craft group, The Stitching Buddies, for Council's donation towards the Quilts of Valour project. Quilts were presented to five veterans on Sunday, September 14<sup>th</sup>.

b) Municipal Election, October 2, 2025

a. Results of Nomination Day, September 10, 2025

The Clerk reported results of Nomination Day on Wednesday, September 10<sup>th</sup>. Five individuals were nominated:

1. Kevin McDonald (Mitchell's Brook)
2. Elaine Nash (Mount Carmel)
3. Shane McEvoy (St. Catherine's)
4. Donna Power (Mount Carmel)
5. Dave Butland (Mount Carmel)

Council should be comprised of seven (7) councillors. Two (2) seats remain vacant. A byelection must be held before December 31, 2025.

The Mayor explained that, ideally, there should be two candidates to represent each district ie. Mount Carmel, Mitchell's Brook and St. Catherine's, and one at-large councillor.

**6. Round Table**

No items were raised.

**7. Next Meeting**

Regular Council Meeting, Wednesday, October 8, 2025, 7:00 pm.

**8. Closed Meeting**

## **9. Swearing-in of New Members**

The following individuals were sworn as a Councillors:

1. Kevin McDonald (Mitchell's Brook)
2. Elaine Nash (Mount Carmel)
3. Shane McEvoy (St. Catherine's)
4. Donna Power (Mount Carmel)
5. Dave Butland (Mount Carmel)

The new Councillors read and signed Form MEF-18 Oath of Office and completed Disclosure Statements. Each Councillor was provided with a copy of the Code of Conduct and Rules of Order and Procedure.

## **10. Adjournment**

Motion #2025-09-17-760: Roy Lewis; Doug Dean  
Motion to adjourn the meeting at 9:32 p.m.

All in favour; none opposed.

Motion Carried.