

Town Council MEETING
Town Hall – 7:00 p.m.
September 3, 2025
MINUTES

IN ATTENDANCE

Elaine Nash, Kevin McDonald, Ian Goudie, Doug Dean, Brenda Young, Nina Goudie
Roy Lewis (Left meeting at 8:35 p.m.)

REGRETS

None

MEETING CHAIR

Elaine Nash

GUESTS

None

1. Call to Order

The meeting was called to order 7:11 p.m.

2. Adoption of Agenda

Motion #2025-09-03-737: Ian Goudie; Kevin McDonald

Motion to adopt the agenda for September 3, 2025.

All in favour; none opposed.

Motion Carried.

3. Presentation

a. Darrell Searle and Nancy White (Tails, Trails and Tranquility)

The presentation was cancelled by the presenters.

4. Adoption of Minutes

a) May 14, 2025 (revisit)

Motion #2025-09-03-738: Brenda Young; Ian Goudie

Motion to amend minutes for May 14, 2025, page 7, to remove personal and private information related to the Easter Seals Wage Subsidy Program.

All in favour; none opposed.

Motion Carried.

b) July 9, 2025

Motion #2025-09-03-739: Brenda Young; Doug Dean

Motion to adopt the minutes dated July 9, 2025.

All in favour; none opposed.

Motion Carried.

c) **Wildfire Response Planning Meeting, August 13, 2025**

The regular Council Meeting scheduled for August 13, 2025, was postponed due to the urgent need to have a Wildfire Response Planning Meeting. The meeting notes were reviewed by Council.

Motion #2025-09-03-740: Brenda Young; Doug Dean

Motion to adopt the meeting notes of the Wildfire Response Planning Meeting on August 13, 2025. The notes will be attached to the minutes of this meeting.

All in favour; none opposed.

Motion Carried.

d) **E-Motions**

Clerk Note related to August 13, 2025

In lieu of the regular Council Meeting on August 13, 2025, motions related to time-sensitive matters such as paving and refinishing of floors in Town Hall were approved by email on August 22, 2025. These motions were read into the Minutes of this meeting (see attached in Appendix A).

5. Finance

a) Financial Report – July 2025

Motion #2025-09-03-741: Kevin McDonald; Ian Goudie.

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

All in favour; none opposed.

Motion Carried.

6. New Business

a) Reports

a. Infrastructure Committee

Council directed the Clerk to ensure the following maintenance issues were addressed:

- Fix front step of emergency exit.
- Fix lattice around base of emergency exit.
- Upgrade fans as previously agreed.

- Baseboard heaters in the hall; one has been disconnected completely; the other two are each missing a plate behind the heater. Clerk to obtain quotes on heaters.
- Decks to be touched up and bridge painted.
- Whippersnipping by septic, rake gravel, weeds need to be whippersnipped; clean up by the sign, etc.
- The Hall has been closed to allow time for the floors to cure. Starting Monday the Maintenance Worker is permitted to start cleaning on the hall which will reopen for normal activities starting Sunday September 14th.
- Cleaning of mini-splits: (a maintenance plan through the installer, Heat Pump Solutions was recommended).

It was noted that, when installed during renovations to add a Spiritual Centre on the ground floor, the smoke alarm was not interconnected with alarms upstairs due to the prohibitive cost and major tear-up required.

Council discussed options for topping up of the septic field e.g. gravel, timber strips across to put planters on etc.

b. Policy and Procedures Committee

i. By-Laws (Derelict Properties and Rules of Order and Procedure)

Motion #2025-09-03-742: Ian Goudie; Roy Lewis

Motion to adopt the bylaw to regulate derelict properties including attachment 1.

All in favour; none opposed.

Motion Carried.

c. Recreation Trails Committee

Council is working with the NCC on a partnership agreement.

d. Fire Department Report

The Clerk read the Fire Department reports submitted for the August 13th meeting and this meeting:

- Three (3) new SCBA Tanks have been received
- Traffic control at the Cemetery Mass was a great success, thanks to Dave Butland and Dave Parrott.
- Still waiting on confirmation for water tanks for reservoirs.
- A firefighter was injured at fire practice Aug 17. Nothing major just some minor bruises.

- Got quotes on Portable Fire Monitors from Safety Source and K&D.
- Picked up megaphones.
- Picked up sandbags - placed to increase reservoir levels in rattling Brook.
- There needs to be a discussion about the existing reservoirs. There seems to be some confusing between Council and the Fire Department about the plan going forward.
 - It was the understanding of the Fire Department that the current reservoirs were going to be replaced with underground tanks.
 - If Council wishes to have any input from the Fire Department regarding the condition and functionality of these existing reservoirs, please don't hesitate to ask.
- Council confirmed that the plan is to replace the reservoirs to make them functional in the short term.
- Update August 29, 2025 – Parrott's reservoir has been cleaned out.

e. Town Clerk Report

Quilts of Valour, September 14, 2025, 2:00 pm

- There will be a presentation of the Quilts of Valour on Sunday, September 14, 2025, at 2:00 p.m.
- Council is invited to attend the ceremony.

Funding Applications

The following funding applications have been successful:

- Age Friendly Newfoundland and Labrador Communities Program: Contract Signed August 6th to complete an Age-Friendly plan for our Town, value \$10,000.
- ActiveNL Project: Contract signed July 23rd for Design Drawings for Trails (\$10,000) and Social Wellness Program (\$1,000).

Culvert Replacement on Walsh's Hill

Prior to start of the paving work, a culvert must be replaced on Walsh's Hill.

Motion: #2025-09-03-743: Kevin McDonald; Doug Dean

Motion related to road work to approve the replacement of a culvert on Walsh's Hill by Leo Squires Backhoe Services Limited for a cost of \$1,880 plus HST.

All in favour; none opposed.

Motion Carried.

IT Services for the Town Office

The Clerk reported that two office computers have been upgraded with extra memory. A third computer was set up and a shared file network established including the ability for two staff to access the accounting software simultaneously. These steps will greatly enhance efficiency in the office.

The final cost was \$227.96 more than originally anticipated.

Motion #2025-09-03-744: Brenda Young; Ian Goudie

Motion to approve the additional cost of \$227.96 for IT services to modernize the office. Motion # 2025-07-09-733 approved IT Services to approximately \$500. The actual cost was \$827.96.

All in favour; none opposed.

Motion Carried.

Underground Water Storage Tanks

Motion #2025-09-03-745: Roy Lewis; Kevin McDonald

Motion to approve the purchase of four (4) underground water storage tanks from GFI Composites Inc based on bid information provided by the Clerk and the perspective that obtaining one direct quotation and determining that the price is fair and reasonable as a result of a limited supplier base in the area and considering the additional direct and administrative costs associated with acquiring the goods or services in another area. The underground water storage tanks will replace the existing water reservoirs.

All in favour; none opposed.

Motion Carried.

Municipal Capital Works

Motion #2025-09-03-746: Brenda Young; Kevin McDonald

Motion to direct the Town Clerk to complete an application to the Municipal Capital Works (MCW) program to have a preliminary/feasibility study completed on the proposed new Fire Hall/Paramedicine Centre.

All in favour; none opposed.

Motion Carried.

Development Application from Andree Thoms, 193 Main Road North

Council reviewed the development application related to rebuilding at 193 Main Road North which was destroyed by fire on May 11, 2025.

Motion #2025-09-03-747: Roy Lewis; Brenda Young

Motion to approve the application from Andree Thoms to rebuild her house at 193 Main Road North.

All in favour; none opposed.

Motion Carried.

Bluetooth Speaker with two microphones

Motion #2025-09-03-748; Roy Lewis; Doug Dean

Motion to approve the purchase of a Bluetooth speaker with two microphones for an approximate cost of \$500.00 to accommodate public consultation sessions and community development activities.

All in favour; none opposed.

Motion Carried.

Expenses Resulting from Wilfdire Planning Meeting on August 13, 2025

Motion #2025-09-03-749: Roy Lewis, Kevin McDonald

Motion to approve purchases identified at the Wildfire Response Planning meeting on August 13, 2025

1. 6 – Gas Cans \$98.97 plus HST
2. 300 – sandbags \$255.00 plus HST
3. 2 – Megaphones \$219.98 plus HST
4. Reservoir cleaning approximately \$2,400 plus HST
5. N95 Masks approximately \$59.95 plus HST

All in favour; none opposed.

Motion Carried.

Bennett Reservoir – The Clerk has emailed Danny Power to enquire about their role, if any, in the reservoirs located on or near ditches on Route 93.

Firefighting Training, September 13/14

Firefighting training is going ahead on Saturday/Sunday, September 13th and 14th.

Household Hazardous Waste (HHW), September 13, 9:00 a.m. to 1:00 p.m.

The Mount Carmel Volunteer Fire Department is hosting HHW day on Saturday, September 13, 2025 from 9:00 a.m. to 1:00 p.m.

Sandbags in Rattling Brook

The Clerk reported that due to increased flow of water in Rattling Brook, it appears that some sandbags may be moved out of place. Councillor Dean will pass the message along to the Fire Department to investigate this.

Fans in Town Hall

The Clerk reported that 36" fans are not available from McLoughlin Supplies, that they stock 48" and 56" which are considered commercial size. Council directed the Clerk to liaise with Frank Young when he returns and has time to investigate electrical matters at the Hall.

b) Municipal Election, October 2, 2025

- a. Voters List – the voters' list provided by Municipal Affairs was updated and submitted to them on August 26, 2025.
- b. Posting of Notices in the Shoreline – the Notice of Nomination Day was posted in the August 28th edition of the Shoreline.
- c. Nomination Day, September 10, 2025 – Notices of the upcoming Nomination Day have been posted in The Shoreline, on Facebook as well as in the Post Office, Town Council Office, Spiritual Centre and Town Hall.

c) National Seniors Day, October 1, 2025

Council discussed and agreed to celebrate National Seniors Day on Wednesday October 1, 2025, during our regular age-friendly event on that day. The Clerk was directed to arrange entertainment and a hot meal such as turkey sandwiches.

7. Round Table

Town Name

Councillor Goudie proposed changing the community's name to Salmonier, pointing out that historically the area has always been referred to as Salmonier and that the current, hyphenated name is cumbersome. Furthermore, that the area was historically called Salmonier and his opinion that the name was generated through the Christianisation of the area.

There was some discussion including that in the past, towns in the region have been referred to by name, followed by "a Town of Salmonier".

It was agreed to solicit feedback from residents through the Fall Newsletter.

Councillor Not Running

Councillor Young advised that she will not be running for office for the next term.

Town Logo

The Clerk has been working with MUN's Rural Outreach Program to develop a Town logo, the most recent version of which was reviewed by Council.

Motion #2025-09-03-750: Roy Lewis; Brenda Young

Motion to approve the Town logo with agreement that the fish image will be updated to better reflect salmon. The motion was passed without prejudice to the discussion about consulting with residents about the town name.

All in favour; none opposed.

Motion Carried.

8. Next Meeting

Regular Council Meeting, Wednesday, September 17, 2025, 7:00 pm.

9. Closed Meeting**10. Adjournment**

Motion #2025-09-03-751: Kevin McDonald; Doug Dean

Motion to adjourn the meeting at 9:25 p.m.

All in favour; none opposed.

Motion Carried.

Wildfire Response Planning
Wednesday, August 13, 2025

Meeting Notes

In attendance:

1. Dave Butland, Firefighter
2. Brandon Dean, Fire Chief
3. Nina Goudie, Clerk
4. Robyn Hickey, Office Assistant
5. Brenda Kielley, Accounting Clerk
6. Kevin McDonald, Deputy Mayor
7. Elaine Nash, Mayor
8. Katelynn Noble, Maintenance Worker
9. Dave Parrott, Firefighter
10. Brenda Young, Councillor

Meeting Chair

Elaine Nash, Mayor

Key points and Action Items

Reciprocal Firefighting Agreements with Other Communities

The Fire Chief has been in touch with the Town of Colinet. In case of emergency firefighters for both fire departments will report to their respective Fire Halls and remain there on stand-by notice.

Action: Brandon will contact St. Joseph's to review arrangements with them as well.

Water in Rattling Brook River

Rattling Brook River used to be a reliable source of water for firefighters. However, since the bridgework water no longer pools there. Sandbags are needed to develop a water reservoir.

Action: The Clerk will purchase three hundred (300) sandbags with a minimum 25 lb capacity.

Water Reservoir in Mitchell's Brook (near 730 Main Road North, Route 93-10)

The reservoir is full of sludge and needs to be cleared out plus a backhoe is needed to clear up around the area. It is important to have this reservoir accessible as it contains approximately 700 gallons of water.

Action: Clerk to arrange for a Vac Truck to clean out sludge/mud and backhoe contractor to clear the area.

Action: Depending on availability, Kevin, Dave or Brandon can be point-of-contact for Vac Truck Company about this work.

Fuel

Fire Trucks are fully loaded up on fuel but could use extra gas cans for backup. Also need to identify volunteers who could look after fill-ups, for example if R&B Convenience is closed, travel to Holyrood or Colinet for gas. The Fire Chief noted that they are in the process of picking up protein bars and gatorade and will submit a receipt for reimbursement. Everyone agreed we need to compile a list of volunteers who can help with such things as picking up supplies.

Action: The Mayor will purchase six (6) gas cans.

Signage/Blockades

The Fire Chief confirmed that they had enough signage and blockades on hand.

Portable Monitors/Water Cannons

The Fire Chief noted one challenge is lack of volunteer firefighters available to respond to emergencies. An efficient way to work with a small manpower is to have portable water cannons which can be setup up to spray water automatically thus freeing up the firefighter for another task.

Action: The Fire Chief will provide the Clerk with specifications for a portable monitor/water cannon. The Clerk will obtain quotes from KD Pratt, Martins etc.

Megaphone

The need for a megaphone was identified to help communicate information to groups of people or for issuing directives throughout the community.

Action: The Clerk will purchase two (2) megaphones.

Respirators

The Fire Chief indicated a need for a stock of N95 Masks.

Action: The Clerk will purchase two (2) cases of N95 Masks.

Tow Trucks

As there is no towing service in the community, a list of Towing companies needs to be identified.

Boat Launch Sites

If the road to Mitchell's Brook was cut off, the only access would be by water. Potential boat launch sites include:

- Forest Field
- Mitchell's Brook, near Dave Parrott's
- New Bridge
- Andrew Daley's Wharf

The response plan will include a list of boat owners, some of which were provided to the Clerk during the meeting.

Helicopter - Suitable Landing Sites

The following potential landing sites were identified:

1. Miller's Pit (Quarry) on Harricott Road

2. Community Garden
3. St. Catherine's Academy
4. Midnight Marine Scrap Yard/Wharf
5. Church Parking Lot

When a FIRE call comes in:

- The Fire Chief will notify the Clerk.
- The Clerk will notify Council who will enact emergency response.
- The Command Centre would be at the Town Hall. Incident command would be provided by Fire and Emergency Services.

It was noted that should there be an evacuation alert or actual evacuation, Fire and Emergency Services are the body to make that determination.

Volunteers

The importance of identifying willing volunteers throughout the community cannot be understated.

Action: The Clerk will compile a list of volunteers who can drive or lend a vehicle, bus etc. Also, the office will issue a call for individuals who have equipment such as quads and generators that would be available to the Town in the event of an emergency.

Action: Councillor Young will review the listing of seniors and/or individuals who need assistance in an emergency and provide additions and updates to the Office.

Scenario Planning

In the event of an evacuation and where a resident refuses to leave their home, the RCMP will be notified.

Communications

Action: The Mayor will issue a communication from the Town and the Volunteer Fire Department.

For Follow-up Next Year

- Underground water storage tank on Nine Mile Road, up by Junior Linehan's.

Summary List of Action Items:

Mayor

- Purchase six (6) gas cans.
- Issue a communication from the Town and the Volunteer Fire Department

Clerk:

- Contact waste management companies for a price on cleaning water reservoir near Titterton's in Mitchell's Brook.
- Contact NL Schools to obtain emergency contact information for St. Catherine's Academy.
- Purchase 300, 25 lb sandbags
- Purchase two (2) megaphones
- Purchase two (2) cases of N95 masks
- Obtain quotes for a brush cutter
- Obtain quotes for a water cannon
- Post notice on FB to identify those who are willing to share equipment in the case of an emergency e.g. Health professionals, First Responders, Law Enforcement, Generators
- Compile a list of volunteers who can drive or lend a vehicle, bus etc.
- Issue a call for individuals who have equipment such as quads and generators that would be available to the Town in the event of an emergency.

Fire Chief:

- Call St. Joseph's Fire Department to review shared resources and communication process in case of an emergency.
- Provide Clerk with specifications for portable monitor/water cannon.

Councillor Young

- Review the listing of seniors and/or individuals who need assistance in an emergency and provide additions and updates to the Office.

Other

- Depending on availability, Kevin, Dave or Brandon can be point-of-contact for Vac Truck Company about the work.

Appendix A: MOTIONS APPROVED BY EMAIL, August 22, 2025

1. ROAD REPAIR AND PAVING

Motion #2025-08-22-735: Moved by Roy Lewis; Seconded by Ian Goudie

Motion to award the contract for road repair and paving work to be conducted by the low bidder, H&M Paving for a cost of \$28,000 plus HST.

All in favour; none opposed.

Motion Carried.

2. REFINISHING HARDWOOD FLOOR

Motion #2025-08-22-736: Moved by Roy Lewis; Seconded by Ian Goudie

Motion to award the contract for refinishing of the hardwood floors in the Town Hall to the low bidder, Junior Linehan.

All in favour; none opposed.

Motion Carried.