

Town Council MEETING
Town Hall – 7:00 p.m.
July 9, 2025

IN ATTENDANCE

Elaine Nash, Kevin McDonald, Ian Goudie, Roy Lewis, Doug Dean, Nina Goudie
Brenda Young (left meeting at 10:00 p.m.)

REGRETS

None

MEETING CHAIR

Elaine Nash

GUESTS

None

1. Call to Order

The meeting was called to order 7:00 p.m.

2. Adoption of Agenda

Motion #2025-07-09-723: Brenda Young; Kevin McDonald

Motion to adopt the agenda for July 9, 2025, with the change that the Closed Meeting should not indicate the subject matter. Contract Negotiations and Human Resources are examples of topics discussed in closed meetings.

Council also requested that should anyone request an agenda in advance it would be labelled as a "conditional" agenda because agenda items can change prior to formal adoption.

All in favour; none opposed.

Motion Carried.

3. Adoption of Minutes

a) May 14, 2025

Motion #2025-07-09-724: Brenda Young; Ian Goudie

Motion to adopt the minutes of the meeting dated May 14, 2025 with the following changes:

- Page 5, Injury, remove name and insert "a volunteer firefighter".

All in favour; none opposed.

Motion Carried.

b) Clerk Note related to June 11, 2025

The Motions approved by email were read into the Minutes of this meeting (see attached in Appendix A).

4. Finance

a) Financial Report – May 2025

Motion #2025-07-09-725: Ian Goudie, Doug Dean.

Motion to adopt the Financial Report for May 2025 with the following change:

- Redact individual names on supporting documentation.
- When a copy of the Financial Report is requested by a member of the public, the two-page Report will be released.

All in favour; none opposed.

Motion Carried.

b) Financial Report – June 2025

Motion #2025-07-09-726: Brenda Young; Ian Goudie

Motion to adopt the Financial Report for June 2025.

All in favour; none opposed.

Motion Carried.

5. New Business

a) Reports

a. Infrastructure Committee

- i. Road Repair: Council reviewed a bid for road repair on Community Hall Road, Marrie's Road and McDonald Drive. The Clerk was asked to add repair of pavement on Walsh's Hill. Councillors Dean and Lewis will identify location on Walsh's Hill and provide an overall description of the road repairs.
- ii. Culvert replacement: Council directed the Clerk to obtain bids to replace a culvert on Walsh's Hill.
- iii. The purchase of a 10'x12' shed were discussed. It was noted that quotes for a shed should include that it is mounted on concrete blocks.
- iv. Council recommended to the Clerk that, in order to beautify the boundary near the septic system that several trees be planted there.

b. Policy and Procedures Committee

- i. The Mayor acknowledged the time commitment Councillor Lewis has spent developing Bylaws for the Town and thanked him for his work.

Motion #2025-07-09-727: Roy Lewis; Brenda Young

Motion that Council adopt By-law 2025-001 to regulate the issue of permits licenses and approvals.

All in favour; none opposed.

Motion Carried.

Motion #2025-07-09-728: Roy Lewis; Brenda Young

Motion that Council adopt By-law 2025-003 to regulate the control and collection of arrears and sales.

All in favour; none opposed.

Motion Carried.

Rules of order and delapidated properties will be dealt with next month.

c. Recreation Trails Committee

There was nothing on the regular agenda for this meeting.

d. Fire Department Report

- i. Paramedicine Base and Fire Hall - Professional Services for Capital Works Application

The Clerk reviewed quotes obtained from contractors for (a) developing an estimated cost for the Paramedicine Base and Fire Hall and (b) facilitating the Municipal Infrastructure Application process this Fall.

Councillor Lewis will review the quotes, follow-up as required and report back at the August meeting.

- ii. Training for new Fire Department members will be completed Sept 13-14 in Mount Carmel (First part of the training was completed on April 12/13, 2025).
- iii. Household Hazardous Waste collection will take place on Sept 13th in Mount Carmel.

- iv. Fans for Town Hall: Fans in the Town Hall work ok however are old, bent and wobbly.

Motion: 2025-07-09-729: Doug Dean; Kevin McDonald

Motion to purchase three (3) replacement ceiling fans for Town Hall at a total cost of approximately \$600.00 plus labour.

All in favour; none opposed.

Motion Carried.

- v. SCBA Tanks

Three SCBA Tanks are expired and are required to be replaced.

Motion: 2025-07-09-730: Doug Dean; Kevin McDonald

Motion to purchase three (3) SCBA Tanks at a total cost of \$6,832.73.

All in favour; none opposed.

Motion Carried.

- vi. Purchase of Underground Water Storage Tanks:

Council reviewed the cost options to purchase 2,000 or 3,000 gallon underground water storage tanks on Parrott's Hill and by Bennett's.

Motion: 2025-07-09-731: Doug Dean; Kevin McDonald

Motion to approve the purchase and installation of four (4) - 2,000 Gallon underground water storage tanks to a maximum of \$30,000 to be covered by funds available to us through the Community Building Fund.

All in favour; none opposed.

Motion Carried.

Follow-up is required on an agreement for the Bennett reservoir and Transportation and Works on.

e. Town Clerk Report

Road Repair and Paving

The Clerk reviewed a quote for asphalt repair and paving for Community Hall Road, Marrie's Road and McDonald Road. Councillor Dean advised of repair work needed on Walsh's Hill as well as culvert replacement.

Councillor Lewis and Dean will review and provide the Clerk with specifications for the road repair and paving work.

Resurfacing and coating hardwood floor in Town Hall

The Clerk reviewed quotes for refinishing floors in Town Hall. The low bid was acceptable. Mayor Nash will look into Worker's Compensation requirements for this work and report back at the August meeting.

Purchase of computer for Office

Motion: 2025-07-09-732: Brenda Young; Kevin McDonald

Motion to approve the purchase of a Windows computer for the Town Office at an approximate cost of \$1,300 (plus HST).

All in favour; none opposed.

Motion Carried.

IT Services for the Town Office

Motion: 2025-07-09-733: Brenda Young; Kevin McDonald

Motion for the Clerk to purchase IT services for \$50 an hour, estimated to total \$500.00, to update three computers, establish a shared file network and share the SAGE accounting program.

All in favour; none opposed.

Motion Carried.

b) Municipal Election, October 2, 2025

- a. Voters list – The Clerk confirmed that she is working on updating the Voter's List.
- b. Newsletter/flyer – a flyer will be issued in early September.

c) Emergency Management Plan

The Town's Emergency Management Plan will be a priority for the next Council once the election is over.

d) MUN Rural Outreach Program – Town Website and Logo

Due to time constraints this was deferred to the August meeting.

6. Round Table

WorkplaceNL

The Clerk was asked to follow-up with WorkplaceNL about a claim.

7. Next Meeting

Regular Council Meeting, Wednesday, August 13, 2025, 7:00 pm.

8. Closed Meeting

This is a recurring agenda to facilitate discussion of confidential topics.

9. Adjournment

Motion #2025-07-09-734: Ian Goudie; Roy Lewis

Motion to adjourn the meeting at 10:17 p.m.

All in favour; none opposed.

Motion Carried.

Appendix A: MOTIONS APPROVED BY EMAIL, JUNE 12, 2025

1. ELECTION

Motion #1

Motion #2025-06-12-717: Moved by Brenda Young; Seconded by Ian Goudie

Motion that, if required, the Town will hold an election on Thursday, October 2, 2025.

All in favour; none opposed.

Motion Carried.

Motion #2

Motion #2025-06-12-718: Moved by Brenda Young; Seconded by Ian Goudie

Motion that the Alternate Returning Officer is Ms. Brenda Kielley.

All in favour; none opposed.

Motion Carried.

Motion #3

Motion #2025-06-12-719: Moved by Brenda Young; Seconded by Ian Goudie

Motion that Nomination Day will be held on Wednesday, September 10, 2025 from 8:00 a.m. to 8:00 p.m.

All in favour; none opposed.

Motion Carried.

Motion #4

Motion #2025-06-12-720: Moved by Brenda Young; Seconded by Ian Goudie

Motion to change September meeting from Wednesday September 10 to Wednesday September 17, 2025.

All in favour; none opposed.

Motion Carried.

2. Rural Transit Solutions Fund

Motion #1

Motion #2025-06-12-721: Moved by Brenda Young; Seconded by Ian Goudie

Motion to confirm that the Town of Mount Carmel-Mitchell's Brook-St. Catherine's has the capacity and authority to undertake the project and enter into and execute an agreement for Rural Transit Solutions Fund funding.

All in favour; none opposed.

Motion Carried.

Motion #2

Motion #2025-06-12-722: Moved by Brenda Young; Seconded by Ian Goudie

Motion to confirm that the following individuals have the authority to sign the agreement, payment claims, reports and other documents related to the project on behalf of the Town of Mount Carmel-Mitchell's Brook-St. Catherine's.

Two signatures are required as follows:

One of the following

- Elaine Nash, Mayor
- Kevin McDonald, Deputy Mayor

Plus one of the Following

- Nina Goudie, Chief Administrative Officer/Town Clerk
- Brenda Kielley, Recreation Director/Finance Clerk

All in favour; none opposed.

Motion Carried.