

**Municipality of Trinity Bay North
Special Council Meeting Minutes
Date: July 23, 2026
Location: Town Hall**

1. ATTENDANCE

Present:

- Mayor: Terence Stead
- Deputy Mayor: Doreen Rumbolt
- Councillors: Albert Johnson, Harvey Pye
- Town Clerk: Valerie Rogers
- Town Manager: Darryl Johnson

Absent:

- Councillors: Edmund Hogan, Kevin Russell, Pauline Stagg

2. CALL TO ORDER

Mayor Stead called the meeting to order at 2:14 pm, confirming a quorum was present.

3. ADOPTION OF AGENDA

Motion #2026-07-23-7492 (Pye/Rumbolt)

Resolution:

Be it resolved that the agenda be adopted as presented.

Voting Results:

- In Favour: 4 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Johnson, and Pye}
- Opposed: 0
- **Motion Carried**

4. AGENDA ITEMS

(a) Letter from Dunfield to Bonaventure Waste Collections Committee



Motion #2026-07-23-7493 (Pye/Rumbolt)

Resolution:

Be it resolved that the letter prepared and presented by the Town Clerk be forwarded to the Dunfield to Bonaventure Waste Collections Committee, advising of Council's decision to reduce

their monthly arrears payment from **\$300** to **\$200**. This adjustment is conditional upon the Committee continuing to pay its current monthly landfill fees in full and on time.

Council is of the opinion that this revised payment arrangement will provide the Committee with greater financial flexibility while ensuring that the outstanding arrears continue to be reduced in a responsible and sustainable manner.

Voting Results:

- In Favour: 4 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Johnson, and Pye}
- Opposed: 0
- **Motion Carried**

(b) Tax Arrears Sale

The administrative staff presented a list of ten municipal accounts identified as potential candidates for inclusion in a tax arrears sale to be scheduled for the upcoming Fall/Winter period, subject to the applicable legislative requirements and Council's approval.

Motion #2026-07-23-7494 (Rumbolt/Pye)

Resolution:

Be it resolved that Council proceed into a closed session at 2:35 p.m. for the purpose of addressing privacy matters, in accordance with applicable legislation and established municipal procedure.

Voting Results:

- In Favour: 4 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Johnson, and Pye}
- Opposed: 0

Motion Carried

Motion #2026-07-23-7495 (Johnson/Pye)

Resolution:

Be it resolved Council move back to the open meeting at 2:46 p.m.

Voting Results:

- In Favour: 4 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Johnson, and Pye}
- Opposed: 0

Motion Carried

Motion #2026-07-23-7496 (Pye/Johnson)

Resolution:

Be it resolved Council refer the identified tax arrears sale list to the Economic Development/Lands Committee for their review and recommendation to Council regarding the proceeding of the proposed tax arrears sale.

Voting Results:

- In Favour: 4 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Johnson, and Pye}
- Opposed: 0

Motion Carried

(c) 220 Discovery Trail – Dilapidated Structure

The Town Clerk presented a draft *Notice of Violation* prepared for issuance to the owner(s) of 220 Discovery Trail. Council undertook a detailed review of the document. During discussion, members recommended that the Town Clerk, working jointly with the Town Manager, incorporate explicit citations to the relevant provisions of the *Towns and Local Service Districts Act*, the Town's *By-Law*, and any other applicable statutory or regulatory authorities to strengthen the formal basis of the Notice. Clarification was also requested regarding whether the Fire Chief's endorsement was required in addition to that of the Town Manager.

Deputy Mayor Rumbolt asked whether Council would be required to vote on the issuance of the Notice. The mayor confirmed that a vote would be necessary. At 2:57 p.m., Deputy Mayor Rumbolt declared a conflict of interest, noting that her son serves as the Fire Chief. Council proceeded with further discussion on the fire protection matters referenced in the draft Notice and the remaining content of the letter. It was subsequently noted that the Fire Chief is not required to sign the Notice, and therefore Deputy Mayor Rumbolt may not be in a conflict of interest. Council agreed that a formal vote would be required to determine whether a conflict of interest existed in this circumstance.

Motion #2026-07-23-7497 (Pye/Johnson)

Resolution:

Be it resolved that Deputy Mayor Rumbolt is hereby determined not to be in a conflict of interest in relation to the issuance of the formal correspondence to the owner(s) of 220 Discovery Trail.

Voting Results:

- In Favour: 3 {Mayor Stead, Councillors Johnson, and Pye}
- Opposed: 0

Motion Carried

Deputy Mayor Rumbolt returned to the meeting at 3:08 p.m.

Motion #2026-07-23-7498 (Johnson/Pye)

Resolution:

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Be it resolved on the recommendation of the Town Manager that Council hereby approves the issuance of a formal *Notice of Violation* to the owner(s) of 220 Discovery Trail.

Voting Results:

- In Favour: 4 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Johnson, and Pye}
- Opposed: 0

Motion Carried

(d) Water System Improvements Project – Holdback Payment

The Town Manager reported that, during the final review of the Water System Improvements Project, it was discovered that a contract holdback in the amount of \$5,750 had not been released to the contractor. He advised that he had been unaware the holdback remained outstanding, as he believed the project had been fully completed and, accordingly, closed the dedicated project bank account.

The Manager further noted that the outstanding holdback must now be paid from the Town's operational account, unless Council wishes to re-establish the former project account, which would incur an estimated banking cost of \$200–\$300.

Motion #2026-07-23-7499 (Pye/Rumbolt)

Resolution:

Be it resolved on the recommendation of the Town Manager that the Town of Trinity Bay North hereby authorizes the payment of the outstanding \$5,750 holdback to the contractor.

Voting Results:

- In Favour: 4 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Johnson, and Pye}
- Opposed: 0

Motion Carried

(e) Alleged Property Damage – Mackey's Independent

The Town Clerk reported that a draft letter addressed to Glenn and Judy Mackey had been prepared regarding their alleged property damage on the advice received from the Town's insurance company. The Clerk presented the draft correspondence for Council's review and consideration and requested Council's approval to issue the letter as presented.

Motion #2026-07-23-7500 (Pye/Johnson)

Resolution:

Be it resolved Council authorizes the Town Clerk to issue the draft letter to Glenn and Judy Mackey concerning their alleged property damage, in accordance with the advice provided by the Town's insurance company.

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Voting Results:

- In Favour: 4 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Johnson, and Pye}
- Opposed: 0

Motion Carried**(f) Terms of Reference – Finance Committee****Motion #2026-07-23-7501 (Pye/Johnson)****Resolution:**

Be it resolved that Council hereby approves the Terms of Reference for the Finance Committee, as prepared, presented, and duly submitted by the Town Clerk, and that said Terms of Reference shall be adopted as the governing framework for the Committee's mandate, authority, operational procedures, and reporting obligations.

Voting Results:

- In Favour: 4 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Johnson, and Pye}
- Opposed: 0

Motion Carried**(g) 2026 Councillor Remuneration Policy****Motion #2026-07-23-7502 (Rumbolt/Johnson)****Resolution:**

Be it resolved that Council hereby adopts the 2026 Councillor Remuneration Policy as prepared, presented and duly submitted by the Town Clerk.

Voting Results:

- In Favour: 4 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Johnson, and Pye}
- Opposed: 0

Motion Carried**(h) Emergency Plan**

The Town Manager advised that the Manager of Plans and Operations within the Emergency Services Division has completed a formal review of the Municipal Emergency Management Plan (MEMP) and has confirmed that the Plan may now proceed to the next stage of the approval process.

Council has reviewed the MEMP and indicated that the document is acceptable in its current form.

Accordingly, the Town is required to complete the "Approved in Principle" section of the MEMP and return the signed document to the Emergency Services Division. Upon receipt, the Plan will

undergo final review and endorsement by the Division's Director. If approved, the fully endorsed MEMP will be returned to the Town for formal adoption by Council.

Motion #2026-07-23-7503 (Pye/Rumbolt)

Resolution:

Be it resolved that the Municipal Emergency Management Plan (MEMP), having been reviewed by Council and found acceptable in its present form, be hereby approved in principle.

Voting Results:

- In Favour: 4 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Johnson, and Pye}
- Opposed: 0

Motion Carried

(i) Pest Control Tender

Motion #2026-07-23-7504 (Pye/Rumbolt)

Resolution:

Be it resolved that, based on the recommendation of the Town Manager, Council hereby authorizes the issuance of a formal invitation to tender to Orkin Canada, identified as the sole supplier, for the provision of services in accordance with the established scope of work for a two-year term.

Voting Results:

- In Favour: 4 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Johnson, and Pye}
- Opposed: 0

Motion Carried

(j) Recreation – Tender Results

The Town Manager reported that two (2) tenders were received for the following scope of work:

- Installation of two (2) new seesaws at designated recreation sites;
- Site preparation and placement of sand on the warning track at the Port Union Ball Field;
- Relocation of the existing volleyball court at Lookout Park, Catalina;
- Removal of alder bushes surrounding the Catalina tennis court area and resurfacing with Class A material to support the future development of a walking track.

Tender submissions were as follows:

- CT Excavating – \$10,758.25
- Spurrell's Heavy Equipment Construction – \$21,694.75

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Motion #2026-07-23-7505 (Rumbolt/Pye)

Resolution:

Be it resolved that the tender for the recreation-related works—namely the installation of two (2) new seesaws, site preparation and sand placement on the Port Union Ball Field warning track, relocation of the volleyball court at Lookout Park, Catalina, and the removal of alder bushes and resurfacing with Class A material at the Catalina tennis court area—be awarded to CT Excavating in the amount of \$10,758.25, being the lowest compliant bid received.

Voting Results:

- In Favour: 4 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Johnson, and Pye}
- Opposed: 0

Motion Carried

5. ADJOURNMENT

Motion #2026-07-23-7506 (Rumbolt/Pye)

Resolution:

Be it resolved that the meeting be adjourned.

Voting Results:

- In Favour: 4 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Johnson, and Pye}
- Opposed: 0

Motion Carried

The meeting adjourned at 3:46 pm.



TERRY STEAD
MAYOR



VALERIE ROGERS
TOWN CLERK