

**Municipality of Trinity Bay North  
Regular Council Meeting Minutes  
Date: December 1, 2025  
Location: Town Hall**

## **1. ATTENDANCE**

**Present:**

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

**Absent:**

- Councillors: Pauline Stagg

## **2. CALL TO ORDER**

Mayor Stead called the meeting to order at 3:05 pm, confirming a quorum was present.

## **3. ADOPTION OF AGENDA**

**Motion #2025-12-01-7309 (Rumbolt/Pye)**

**Resolution:**

Be it resolved that the agenda be adopted as presented.

**Voting Results:**

- In Favour: 5 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Johnson, Pye and Russell}
- Opposed 0
- **Motion Carried**

## **4. ADOPTION OF MINUTES**

**Regular Meeting – November 17, 2025**

Mayor Stead called for corrections or omissions.

**Motion #2025-12-01-7310 (Pye/Russell)**

*Handwritten signature/initials in blue ink.*

**Resolution:**

Be it resolved that the minutes of November 17, 2025, regular council meeting, be adopted as presented.

**Voting Results:**

- In Favour: 5 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Johnson, Pye and Russell}
- Opposed 0
- **Motion Carried**

**5. BUSINESS ARISING****Request for Property Tax & Business Tax Exemption – Coaker Foundation**

The Town Clerk is requested to prepare and present a comprehensive list categorizing all properties as buildings, rentals, or vacant land at the next scheduled meeting.

**6. DELEGATION**

None

**7. STAFF REPORTS****a) Town Clerk's Report**

- Bills presented for payment: \$12,743.53

**Motion #2025-12-01-7311 (Pye/Rumbolt)****Resolution:**

Be it resolved that the bills submitted for payment of \$12,743.53 be approved on the recommendation of the Town Clerk.

**Voting Results:**

- In Favour: 5 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Johnson, Pye and Russell}
- Opposed 0
- **Motion Carried**

**b) Town Manager's Report**

Mayor Stead has shared an email received from the Provincial Emergency Operations Centre concerning Emergency Preparedness Week 2025. The correspondence highlights the importance of community awareness and readiness in the face of potential emergencies and disasters.

Mayor Stead explained that the Emergency Plan is currently outdated by a minimum of five years. He emphasized the necessity for its prompt thorough completion.

## **7. COMMITTEE REPORTS**

### **a) FINANCE**

Notes from the meeting conducted on November 25, 2025, were submitted for council's consideration.

- **Unpaid Business Taxes**

#### **Motion #2025-12-01-7312 (Johnson/Russell)**

##### **Resolution:**

Be it resolved that we move into a closed meeting at 3:46pm. to address matters requiring confidentiality and privacy in accordance with applicable policies and regulations.

##### **Voting Results:**

- In Favour: 5 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Johnson, Pye and Russell}
- Opposed 0
- **Motion Carried**

#### **Motion #2025-12-01-7313 (Johnson/Rumbolt)**

##### **Resolution:**

Be it resolved that we move back to the open meeting at 3:56 p.m.

##### **Voting Results:**

- In Favour: 5 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Johnson, Pye and Russell}
- Opposed 0
- **Motion Carried**

- **2025 Revised Budget**

#### **Motion #2025-12-01-7314 (Pye/Rumbolt)**

##### **Resolution:**

Be it resolved that the revised budget for the fiscal year 2025, as presented, is hereby formally adopted and approved.

##### **Voting Results:**

- In Favour: 5 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Johnson, Pye and Russell}
- Opposed 0

*VR* *JD*

- **Motion Carried**

- **Town Manager's Travel Claim**

**Motion #2025-12-01-7315 (Pye/Johnson)**

**Resolution:**

Be it resolved the travel claim submitted by the Town Manager, in the amount of \$1,210.30 covering the period from August 14-November 21, 2025, be approved for payment.

**Voting Results:**

- In Favour: 5 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Johnson, Pye and Russell}
- Opposed 0
- **Motion Carried**

- **Domain email System**

**Motion #2025-12-01-7316 (Pye/Rumbolt)**

**Resolution:**

Be it resolved that all councillors and staff of Trinity Bay North shall transition to the use of the "trinitybaynorth" domain email system. Councillors are required to complete this transition by December 15, 2025, and staff by March 31, 2026.

**b) PUBLIC WORKS/WATER RESOURCES**

- **TBN East Point Storm Sewer and Water/Sewer Project**

Mayor Stead has provided correspondence received from Meridian Engineering Inc., which contains detailed responses to the inquiries raised concerning the TBN East Point Storm Sewer and Water/Sewer Project.

- **Regional Waste Management Forum**

The Town Manager received an email from the Multi-Materials Stewardship Board (MMSB) inviting two representatives from the Town to attend the upcoming Regional Waste Management Forum. The event is scheduled to take place in Gander on May 21 and May 22, 2025. The invitation highlights the importance of regional collaboration and encourages participation to discuss waste management strategies and initiatives. The Town Manager will advise that two representatives will be attending the Forum.

- **Letter to Department of Transportation & Infrastructure**



Mayor Stead is seeking council's permission to proceed with forwarding the letter to the Minister of the Department of Transportation and Infrastructure that he had included in the package for council's review.

**Motion #2025-12-01-7317 (Rumbolt/Pye)**

**Resolution:**

Be it resolved that Council authorizes Mayor Stead to submit the letter, as distributed in the council package, to the Minister of the Department of Transportation and Infrastructure on behalf of the municipality.

**Voting Results:**

- In Favour: 5 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Johnson, Pye and Russell}
- Opposed 0
- **Motion Carried**

**c) RECREATION/PARKS/PLAYGROUNDS/TRAILS/TIDY TOWNS**

Nothing to report

**d) FIRE DEPARTMENT**

Nothing to report

**e) TOURISM/ECONOMIC DEVELOPMENT/LANDS**

Minutes from the November 18, 2025, meeting were enclosed for council's review.

**f) HUMAN RESOURCES**

Nothing to report

**g) WHARF**


Nothing to report.

**h) LIAISON REPORTS**

None

**8. CORRESPONDENCE**

- a) The Planning Committee Bonavista and Area Fundraiser for Daffodil Place 2025 has formally expressed their gratitude for our contribution to their initiative. They have acknowledged

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receipt of our donation and extended their sincere appreciation for our support of this important cause.

## 9. NEW BUSINESS

None

## 10. NOTICES OF MOTION

None

## 11. ADJOURNMENT

**Motion #2025-12-01-7318 (Rumbolt/Russell)**

### **Resolution:**

Be it resolved that the meeting be adjourned.

### **Voting Results:**

- In Favour: 5 {Mayor Stead, Deputy Mayor Rumbolt, Councillors Johnson, Pye and Russell}
- Opposed 0
- **Motion Carried**

The meeting adjourned at 5:14 pm.

The next regular meeting is scheduled for Monday, December 15, 2025 @ 3:00 pm.



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**TERRY STEAD**  
MAYOR



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**VALERIE ROGERS**  
TOWN CLERK