

**Municipality of Trinity Bay North  
Regular Council Meeting Minutes  
Date: November 3, 2025  
Location: Town Hall**

## **1. ATTENDANCE**

**Present:**

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

## **2. CALL TO ORDER**

Mayor Stead called the meeting to order at 4:30 pm, confirming a quorum was present.

## **3. ADOPTION OF AGENDA**

**Motion #2025-11-03-7276 (Rumbolt/Pye)**

**Resolution:**

It was resolved that the agenda be adopted as presented.

**Voting Results:**

- In Favour: 7 (Mayor Stead, Deputy Mayor Rumbolt, Councillors Hogan, Johnson, Pye, Russell and Stagg)
- Opposed 0
- **Motion Carried**

## **4. ADOPTION OF MINUTES**

**Regular Meeting - October 20, 2025**

Mayor Stead called for corrections or omissions.

**Corrections to Previous Minutes**

1. Motion #2025-10-20-7264
  - Change the recorded motion makers from “Stead/Rumbolt” to “Rumbolt/Johnson”.
2. Motion #2025-10-20-7271

- Remove Mayor Stead from the vote count.

#### **Motion #2025-11-03-7277 (Stagg/Russell)**

##### **Resolution:**

It was resolved that the minutes of October 20, 2025, regular council meeting, be adopted with noted corrections.

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

- In Favour: 7 (Mayor Stead, Deputy Mayor Rumbolt, Councillors Hogan, Johnson, Pye, Russell and Stagg}
- Opposed 0
- **Motion Carried**

### **5. BUSINESS ARISING**

#### **Dilapidated House on Coaker Drive**

#### **Motion #2025-11-03-7278 (Johnson/Pye)**

##### **Resolution:**

It was resolved that we amend the deadline for the removal of the dilapidated house on Coaker Drive to November.

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

- In Favour: 7 (Mayor Stead, Deputy Mayor Rumbolt, Councillors Hogan, Johnson, Pye, Russell and Stagg}
- Opposed 0
- **Motion Carried**

### **6. STAFF REPORTS**

#### **a) Town Clerk's Report**

- Bills presented for payment: \$33,920.77

The Town Clerk recommended that payment of invoices from Brenntag Canada Inc. be withheld until invoice #47021311 is corrected.

#### **Motion #2025-11-03-7279 (Rumbolt/Pye)**

##### **Resolution:**

It was resolved that payment for invoice #47021311 from Brenntag Canada Inc. be withheld pending correction, and that the remainder of the bills in the amount of \$10,184.93 be paid.

**Voting Results:**

- In Favour: 7 (Mayor Stead, Deputy Mayor Rumbolt, Councillors Hogan, Johnson, Pye, Russell and Stagg}
- Opposed 0
- **Motion Carried**

**b) Town Manager's Report**

Mayor Stead stepped out of the chair at 4:54 pm. Deputy Mayor Rumbolt assumed the chair.

- **Paving**

**Motion #2025-11-03-7280 (Stead/Johnson)****Resolution:**

It was resolved that The Town Manager direct the Public Works Department to carry out repairs to potholes along Goodyear's Road and on Water Street, specifically in front of the playground in Little Catalina.

**Voting Results:**

- In Favour: 7 (Mayor Stead, Deputy Mayor Rumbolt, Councillors Hogan, Johnson, Pye, Russell and Stagg}
- Opposed 0
- **Motion Carried**

Mayor Stead assumed the chair at 4:55 pm.

- **Tender – Heat Pumps**

**Motion #2025-11-03-7281 (Rumbolt/Pye)****Resolution:**

It was resolved that the tender bid submitted by Bonavista Refrigeration, in the amount of \$16,675 (HST included), for the supply and installation of three mini split heat pumps at the Town Hall be awarded as recommended by the Town Manager.

**Voting Results:**

- In Favour: 7 (Mayor Stead, Deputy Mayor Rumbolt, Councillors Hogan, Johnson, Pye, Russell and Stagg}
- Opposed 0
- **Motion Carried**

- **Annual Site-Specific Safety Plan (SSSP) for Ice Control Materials**

The Town Manager advised that an annual Site-Specific Safety Plan must be prepared for the collection of ice control materials from the Department of Transportation and Infrastructure depot. It is further noted that this plan is required to be formally adopted by council each year.

**Motion #2025-11-03-7282 (Pye/Stagg)**

**Resolution:**

It was resolved that the council formally adopts the Site-Specific Safety Plan for 2025/2026 as required for the collection of ice control materials from the Department of Transportation and Infrastructure as recommended by the Town Manager.

**Voting Results:**

- In Favour: 7 (Mayor Stead, Deputy Mayor Rumbolt, Councillors Hogan, Johnson, Pye, Russell and Stagg}
- Opposed 0
- **Motion Carried**

**7. COMMITTEE REPORTS**

**a) FINANCE**

Mayor Stead stepped out of the chair at 5:56 pm. Deputy Mayor Rumbolt assumed the chair.

• **Laptop Purchase for Finance Committee and Town Manager**

The Town Manager advised that three laptops are required for use by both the Finance Committee and him. Quotations were solicited from Best Buy, Diversions Computer Centre and Boyce Tec Inc. Upon review, Diversions Computer Centre provided the lowest bid at \$3,003.02 (HST included).

**Motion #2025-11-03-7283 (Stead/Stagg)**

**Resolution:**

It was resolved that the Town Manager is authorized to purchase three laptops for the Finance Committee and his own use, accepting the lowest bid from Diversions Computer Centre at a cost of \$3,003.02.

**Voting Results:**

- In Favour: 7 (Mayor Stead, Deputy Mayor Rumbolt, Councillors Hogan, Johnson, Pye, Russell and Stagg}
- Opposed 0
- **Motion Carried**

• **Melrose Chalet Water and Sewer Project**



**Motion #2025-11-03-7284 (Stead/Hogan)****Resolution:**

It was resolved that we open a bank account at the Venture Credit Union for the Melrose Chalet Water & Sewer Project.

**Voting Results:**

- In Favour: 7 (Mayor Stead, Deputy Mayor Rumbolt, Councillors Hogan, Johnson, Pye, Russell and Stagg}
- Opposed 0
- **Motion Carried**
- **Hiring Assistant Town Clerk**

The council discussed the need to complete the uncollected tax arrears list. It was proposed to hire the Assistant Town Clerk for two weeks to address this task.

**Motion #2025-11-03-7285 (Stead/Russell)****Resolution:**

It was resolved that we hire the Acting Town Clerk for two weeks to complete the uncollected tax arrears list.

**Voting Results:**

- In Favour: 7 (Mayor Stead, Deputy Mayor Rumbolt, Councillors Hogan, Johnson, Pye, Russell and Stagg}
- Opposed 0
- **Motion Carried**

Mayor Stead assumed the chair at 6:10 pm.

**b) PUBLIC WORKS/WATER RESOURCES**

Nothing to report

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

Nothing to report

**d) FIRE DEPARTMENT**

The minutes of a meeting held on October 22, 2025, were provided for council's review.

Deputy Mayor Rumbolt declared a conflict of interest at 6:11 pm. due to her son's position as Fire Chief and observed the meeting from the gallery.

- **Fire and Life Safety Bylaw**

Mayor Stead suggested the Town Manager formally engage with Fire and Emergency Services to determine the appropriate course of action because the Fire Chief is presently unable to perform inspections due to constraints on his availability.

Councillor Johnson reported that the Fire Chief will provide a response within the next few days regarding whether the other qualified inspectors will be conducting the inspections.

Deputy Mayor Rumbolt returned to the meeting at 6:20 pm.

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

Nothing to report

**f) HEALTH**

Nothing to report

**g) HUMAN RESOURCES**

Nothing to report

**h) LIAISON REPORTS**

- *Peaches Cove-Green Bay Development Inc.*

Minutes from their October 19, 2025, meeting were provided for council's review.

**8. CORRESPONDENCE**

- Municipal Assessment Agency has advised that assessment services will continue to be provided at a rate of \$26.00 per parcel and per tenant.
- A letter has been received from the Municipal Assessment Agency advising that all municipalities are required to appoint a Commissioner prior to January 31<sup>st</sup> of each year. The Town Clerk will contact Mr. Jeff Green to confirm whether he is willing to continue serving as the town's Assessment Review Commissioner.

- c) An invitation has been received from the Policy and Professional Development Division of the ATIPP Office to attend Module 5: Access to Information and Protection of Privacy as part of the 2025 Mandatory Orientation Training series.

## 9. NEW BUSINESS

### 1. Committee Structure Review

The following committee assignments were confirmed:

- **Finance Committee:**
  - Mayor Stead
  - Councillor Pye
  - Town Manager
  - Town Clerk
- **Human Resources Committee:**
  - Councillor Pye
  - Councillor Russell
- **Public Works/Water Resources Committee:**
  - Councillor Russell
  - Councillor Hogan
  - Town Manager
  - Town Foreman (as required)
- **Tourism/Economic Development/Lands:**
  - Deputy Mayor Rumbolt
  - Councillor Johnson
  - Acting Town Clerk (as required)
- **Fire Department Committee**
  - Councillor Johnson
  - Councillor Stagg
  - Town Manager
- **Recreation/Parks/Playgrounds/Trails/Tidy Towns Committee**
  - Councillor Stagg
  - Deputy Mayor Rumbolt
- **Wharf Committee**
  - Councillor Russell
  - Councillor Hogan

## 2. Liaison Committee Structure

- **Discovery Geopark**
  - Mayor Stead
- **TBN Historical Society**
  - Councillor Johnson
- **Sir William F. Coaker Heritage Foundation**
  - Deputy Mayor Rumbolt
- **Peaches Cove-Green Bay Development Inc.**
  - Councillor Hogan
- **Health**
  - Mayor Stead
  - Alternate: Councillor Pye

### **Motion #2025-11-03-7286 (Stagg/Rumbolt)**

#### **Resolution:**

It was resolved that we move into a closed meeting at 6:45 pm to discuss the Human Resources Committee assignments.

#### **Voting Results:**

- In Favour: 7 (Mayor Stead, Deputy Mayor Rumbolt, Councillors Hogan, Johnson, Pye, Russell and Stagg}
- Opposed 0
- **Motion Carried**

### **Motion #2025-11-03-7287 (Rumbolt/Pye)**

#### **Resolution:**

It was resolved that we move back into the open meeting at 6:53 pm.

#### **Voting Results:**

- In Favour: 7 (Mayor Stead, Deputy Mayor Rumbolt, Councillors Hogan, Johnson, Pye, Russell and Stagg}
- Opposed 0
- **Motion Carried**

Councillor Stagg departed the meeting at 7:02 pm.

## **10. NOTICES OF MOTION**



None

## **11. ADJOURNMENT**

**Motion #2025-11-03-7288 (Russell/Johnson)**

**Resolution:**

It was resolved that the meeting be adjourned.

**Voting Results:**

- In Favour: 6 (Mayor Stead, Deputy Mayor Rumbolt, Councillors Hogan, Johnson, Pye, and Russell}
- Opposed 0
- **Motion Carried**

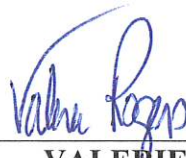
The meeting adjourned at 7:03 pm.

The next regular meeting is scheduled for Monday, November 17, 2025 @ 4:30 pm.



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**TERRY STEAD**  
**MAYOR**



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**VALERIE ROGERS**  
**TOWN CLERK**