

**Municipality of Trinity Bay North
Regular Council Meeting Minutes
Date: December 15, 2025
Location: Town Hall**

1. ATTENDANCE

Present:

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

Absent:

- Deputy Mayor: Doreen Rumbolt

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 #2025-12-15-7320 (Stagg/Pye)

Resolution:

Be it resolved that the agenda be adopted as presented.

Voting Results:

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

4. ADOPTION OF MINUTES

Regular Meeting – December 1, 2025

Mayor Stead called for corrections or omissions.

Corrections to Previous Minutes



1. Under the Attendance Category remove Councillor Edmund Hogan from absent to present.
2. In the Town Manager's Report add the following: Mayor Stead explained that the Emergency Plan is currently outdated by a minimum of five years.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.

Motion #2025-12-15-7321 (Johnson/Pye)

Resolution:

Be it resolved that the minutes of December 1, 2025, regular council meeting, be adopted with the above correction and omission.

Voting Results:

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

Special Meeting – December 9, 2025

Mayor Stead called for corrections or omissions.

Motion #2025-12-15-7322 (Russell/Hogan)

Resolution:

Be it resolved that the minutes of December 9, 2025, special council meeting, be adopted as presented.

Voting Results:

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

5. BUSINESS ARISING

Action report was updated.

6. DELEGATION

None

7. STAFF REPORTS

a) Town Clerk's Report

VR 

- **Bills**

Bills presented for payment: \$113,412.42

Motion #2025-12-15-7323 (Hogan/Russell)

Resolution:

Be it resolved that the bills submitted for payment of \$113,412.42 be approved on the recommendation of the Town Clerk.

Voting Results:

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

- **Rules of Procedure**

Motion #2025-12-15-7324 (Stagg/Pye)

Resolution:

Be it resolved that the Council hereby adopts the Rules of Procedure as presented by the Town Clerk, including all revisions necessary to comply with the Town and Local Service Districts Act.

Voting Results:

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

b) Town Manager's Report

- **Main Street Water and Sewer Phase 1**

Mayor Stead stepped out of the chair at 3:22 p.m. Councillor Stagg took the chair.

Mayor Stead expressed significant concern regarding the lack of response to the council's repeated requests for clarification on the delays in obtaining construction permits and comprehensive design plans, as required by the tendered scope of work for the Catalina Main Street Water and Sewer Phase 1 project. The mayor is apprehensive that the timeline for permit requests is excessively prolonged, resulting in no construction activity during the 2025 season – a situation that has incurred considerable costs for the town. The mayor further cautions that, should these delays persist, the upcoming construction season may also be jeopardized, leading to continued and unnecessary financial burdens for the community.

Motion #2025-12-15-7325 (Stead/Johnson)

Resolution:

Be it resolved the Public Works Committee formally requests an urgent meeting with an engineering representative of the Department of Transportation and Infrastructure to obtain responses to council's long-standing inquiries concerning the persistent delays in securing construction permits and receiving comprehensive design plans, as required by the tendered scope of work for the Catalina Main Street Water and Sewer Phase 1 project.

Voting Results:

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

Mayor Stead assumed the chair at 3:34 p.m.

• East Point Storm Sewer & Water and Sewer Upgrades

Councillor Stagg declared herself in a conflict of interest as her nephew was the subcontractor for this project. She removed herself from the council table at 3:35 p.m. and sat in the gallery.

Mayor Stead notified the Town Manager that certain residents continue to express concerns about some issues they are experiencing.

Councillor Stagg returned to the table at 3:38 p.m.

7. COMMITTEE REPORTS

a) FINANCE

• Auditor's Management Letter

Mayor Stead clarified that management letters from auditors, which were addressed to two different Mayors outlining financial administrative concerns over a two-year period, were not presented to council for review due to an administrative oversight. Although both letters were intended to be included in the council agenda, one was omitted and will be made public in the next agenda package.

Mayor Stead and Councillor Pye believe that the issues identified are significant and require prompt attention. Of particular concern is the accumulation of more than \$1,267,215 in uncollected back taxes and the ongoing inability of staff to fulfill the requirements of the town tax arrears by-law.

It was recommended that council seek guidance from Municipal and Community Affairs to assist the Finance Committee and town staff in identifying the most effective solutions to address the concerns raised.

Motion #2025-12-15-7326 (Pye/Russell)

Resolution:

Be it resolved that council seek guidance from Municipal and Community Affairs to assist the Finance Committee and town staff in identifying the most effective solutions to address the accumulation of uncollected back taxes.

b) PUBLIC WORKS/WATER RESOURCES

• **Little Catalina Wharf & Seawall Storm Damage RFP**

The Town Manager has received official correspondence from Jody Soper of the Department of Transportation and Infrastructure. The communication advises the Request for Proposals (RFP) for Consultant Services related to the Little Catalina wharf and seawall storm damage project has been posted. The deadline for submission is January 6, 2026.

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

No report

d) FIRE DEPARTMENT

No report

e) TOURISM/ECONOMIC DEVELOPMENT/LANDS

• **Lookout Park Upgrades Project**

An email from Racheal Fitkowski, Landscape Architect at Mills and Wright, was received as a follow-up regarding the scheduling of the final stakeholder meeting with the council, staff and the Recreation Commission.

• **Request for Meeting**

An email from Christa Edwards, Chief Operations Officer at Solar Winds Energy Inc., was received formally requesting an in-person meeting. The purpose of this meeting is to discuss the potential development of a solar lighting manufacturing facility in the Trinity Bay North area.

Motion #2025-12-15-7327 (Pye/Stagg)

Resolution:

Be it resolved that the Economic Development Committee and the Finance Committees schedule a meeting with Neil Martin and Christa Edwards of Solar Winds Energy for the purpose of discussing the potential establishment of a solar lighting manufacturing facility in the Trinity Bay North area.

Voting Results:

- In Favour: 6 {Mayor Stead, Councillors Hogan, Johnson, Pye, Russell and Stagg}
- Opposed 0

Motion Carried

- **Public Auction of Properties Due to Tax Arrears**

Eight properties were presented to council for tax sale.

Motion #2025-12-15-7328 (Pye/Russell)**Resolution:**

Be it resolved the following properties shall be offered for public auction in accordance with application laws and regulations, for the purpose of satisfying said tax arrears:

- 8A Sailor's Hill
- 10 Hiscocks Lane
- 10A Hiscocks Lane
- 12 Shore Road
- 88 River Road
- 123 Main Street South
- 213 Main Street
- 220 Discovery Trail.

Voting Results:

- In Favour: 6 {Mayor Stead, Councillors Hogan, Johnson, Pye, Russell and Stagg}
- Opposed 0

Motion Carried

- **Second Public Auction (if necessary)**

Motion #2025-12-15-7329 (Stagg/Pye)**Resolution:**

Be it resolved we move into a closed meeting at 4:17 p.m. to discuss matters requiring confidentiality and privacy in accordance with applicable policies and regulations.

Voting Results:

- In Favour: 6 {Mayor Stead, Councillors Hogan, Johnson, Pye, Russell and Stagg}
- Opposed 0

Motion Carried

Motion #2025-12-15-7330 (Johnson/Pye)

Resolution:

Be it resolved we move back to the open meeting at 4:26 p.m.

Voting Results:

- In Favour: 6 {Mayor Stead, Councillors Hogan, Johnson, Pye, Russell and Stagg}
- Opposed 0

Motion Carried

The Town Clerk was directed to consult with our legal counsel, Gregory French to ascertain whether the requirement for a second public auction is mandatory or discretionary. The Town Clerk shall report the findings to the council at its next regular meeting.

f) HUMAN RESOURCES

No report

g) WHARF

No report

h) LIAISON REPORTS

None

8. CORRESPONDENCE

- Correspondence was received from the Bonavista Regional YMCA Advisory Committee, formally requesting the Town Council's assistance in identifying an individual from the community – either a member of council or a local resident – to serve as a representative on their committee. Councillor Pye expressed willingness to sit on the committee.
- An invoice in the amount of \$175.00 was received from the Legendary Coasts Eastern Newfoundland for the 2026 membership fee. It was decided to defer further action on this correspondence until the next scheduled meeting, to obtain additional information regarding the specific benefits associated with the membership.
- The Department of Municipal and Community Affairs submitted the training schedule outlining the modules for the mandatory orientation of council members.

- d) An invitation was received from the Department of Environment, Conservation, & Climate Change Water Resources Management Division to participate in the 2026 Water & Wastewater Workshop, which is scheduled to take place from March 24th-26th in Gander.
- e) A letter was received from the Department of Justice and Public Safety Fire Services Division in response to the recent application for financial assistance under the Provincial Firefighting Equipment Program. The Division advised that, after reviewing the application, the request for funding could not be approved. The reason provided was that all available funds for the current fiscal year have already been allocated to other applicants.
- f) The Department of Justice and Public Safety Fire Services Division has extended an invitation to communities across Newfoundland and Labrador to apply for a \$500 Wildfire Community Preparedness Award. The deadline for applications is January 31, 2026. This award supported by FireSmart Canada - a national initiative committed to enhancing Canadians' understanding and management of wildfire risk – provides \$500 in funding to assist preparedness initiatives. Eligible activities include, but are not limited to, community clean-up events, educational workshops, and FireSmart related programming. Communities are encouraged to apply to strengthen local resilience and promote proactive wildfire risk management.

9. NEW BUSINESS

None

10. NOTICES OF MOTION

None

11. ADJOURNMENT

Motion #2025-12-15-7331 (Stagg/Pye)

Resolution:

Be it resolved that the meeting be adjourned.

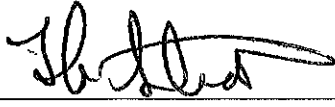
Voting Results:

- In Favour: 6 {Mayor Stead, Councillors Hogan, Johnson, Pye, Russell and Stagg}
- Opposed 0

Motion Carried

The meeting adjourned at 4:34 pm.

The next regular meeting is scheduled for Monday, January 12, 2026 @ 3:00 pm.

A handwritten signature in black ink, appearing to read 'Terry Stead', with a long horizontal flourish extending to the right.

TERRY STEAD
MAYOR

A handwritten signature in black ink, appearing to read 'Valerie Rogers', with a large, looping 'V' and 'R'.

VALERIE ROGERS
TOWN CLERK