

**Municipality of Trinity Bay North  
Special Council Meeting Minutes  
Date: February 9, 2026  
Location: Town Hall**

**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

**CALL TO ORDER**

Mayor Stead called the meeting to order at 2:05 pm, confirming a quorum was present.

The meeting was convened to address the following agenda items: Collective Agreement, Fire Truck Procurement, and the Catalina Main Street Phase 1 Project.

**Collective Agreement**

Deputy Mayor Rumbolt declared a conflict of interest as her son is employed by the town. She departed the meeting at 2:07 p.m.

The Town Manager and Town Clerk excused themselves from the meeting due to the conflicting nature of the discussion.

**Motion #2026-02-09-7369 (Pye/Johnson)**

**Resolution:**

It was resolved that we move into a closed meeting at 2:08 p.m. to discuss matter 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**

Town Clerk Valerie Rogers and Town Manager Darryl Johnson returned to the meeting at 3:20 p.m.

VR 

**Motion #2026-02-09-7370 (Johnson/Russell)****Resolution:**

It was resolved that we move back to the open meeting at 3:20 p.m.

**Voting Results:**

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

Deputy Mayor Rumbolt returned to the meeting at 3:21 p.m.

**Fire Truck Procurement****Conflict of Interest Inquiry – Fire Truck Purchase**

Deputy Mayor Rumbolt raised a question regarding whether she would be in a conflict of interest in relation to participating in discussion and voting on the proposed purchase of a new fire truck. She requested clarification to ensure compliance with the Town and Local Service District Act and Council's obligations regarding conflict of interest.

Council discussed the matter, including reference to the conflict-of-interest training materials previously provided during Council's governance training session. During the discussion, questions were raised about the impartiality and clarity of the section of the training materials that addressed potential conflicts related to procurement decisions.

Mayor Stead advised that this matter has been ongoing for approximately four years and recommended that it be formally presented as a motion for Council's consideration and vote.

Deputy Mayor Rumbolt requested that this topic be brought to a vote, noting that on previous occasions when the matter was raised, she sought clarification from prior council, but no vote was held to provide clarification or address the issue.

**Motion #2026-02-09-7371 (Rumbolt/Johnson)****Resolution:**

Be it resolved that a vote be cast to determine whether Deputy Mayor Rumbolt is *not* in a conflict of interest with respect to voting on the purchase of the fire truck

**Voting Results:**

- In Favour: 3 {Councillors Hogan, Johnson and Stagg}
- Opposed: 3 (Mayor Stead, Councillors Pye and Russell)
- Abstained: 1 {Deputy Mayor Rumbolt}

VR JL

- **Motion Defeated**

Deputy Mayor Rumbolt declared a conflict of interest at 3:39 pm. due to her son's position as Fire Chief and observed the meeting from the gallery.

A detailed discussion was held regarding the procurement process under Options 1, 2 and 3. Council members reviewed the implications, requirements, and potential outcomes associated with each option. Clarifications were provided where necessary, and key considerations were noted.

**Motion #2026-02-09-7372 (Johnson/Stagg)**

**Resolution:**

Be it resolved we proceed with Option 3.

**Voting Results:**

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

Deputy Mayor Rumbolt returned to the meeting at 3:51 p.m.

**Catalina Main Street Water & Sewer Upgrades Phase 1**

**Formal Summary of Discussion – Project Design Plan**

A comprehensive discussion was held concerning the project's design plan, with emphasis on clarifying the reporting structure, decision-making responsibilities, and overall project governance.

**Project Governance and Reporting Structure**

The mayor outlined the formal hierarchy for the project to address ongoing confusion—particularly with Englobe—regarding authority and direction. The established order is as follows:

1. **Town Manager**
2. **Department of Transportation and Infrastructure (T&I)**
3. **Project Manager for the successful contractor**

The mayor noted that uncertainty was demonstrated regarding who provides direction and who holds final decision-making authority.

**Contractor Scope and Design Concerns**

*VR JP*

The mayor advised that Englobe's original proposal clearly stated the work they intended to complete for the Town if awarded the contract. Since that time, Englobe has challenged the scope of work, asserting that certain elements were not part of their agreement. Their correspondence indicated that a scope of work for Phase 1 and Phase 2 would be provided, followed by a change order.

The mayor further stated that he has been requesting a complete design plan—divided into Phase 1(a) and Phase 1(b)—since June.

He recommended that the Town Manager forward the full email chain regarding the proposed change order to T&I so that the department has the necessary documentation to address the matter with Englobe.

### **Deficiencies in the Current Design Plan**

The mayor noted several deficiencies in the design plan submitted in June, specifically highlighting that the plan fails to incorporate the requirement for replacement of all existing subsurface infrastructure.

The Town Manager and Town Foreman strongly recommended that the project **not proceed** unless lateral waterlines are included in the scope of work.

Additionally, it was noted that the current design proposes the installation of a sidewalk and gutter directly over sewer infrastructure that is not scheduled for replacement, which was identified as a significant concern.

### **Risks and Concerns Identified**

The mayor expressed several risks associated with the current situation:

- Potential delays to the project
- Increased financial burden on the Town
- Possible loss of project funding due to timeline impacts

### **Mayor's Recommendations to the Town Manager**

The mayor provided the following formal recommendations:

- That the Town Manager work with the T&I engineer to have Englobe **revise the design plan** to align with the original project intent.
- That the Town Manager and T&I prioritize completion of the design plan to ensure a tender can be issued in time for construction to commence this year.
- That **no additional 100% cost** be imposed on the Town.
- That the project starting point be located **adjacent to Mackey's Independent**.
- That the sidewalk **not be constructed over any water or sewer lines**.

VR



**Motion #2026-02-09-7373 (Stagg/Johnson)****Resolution:**

Be it resolved that the Town Manager shall review all future tenders, design plans, construction contracts, and related documents in consultation with the Town's Public Works Department and T&I engineers to ensure alignment with Council's original intent. Upon verification, the Town Manager shall provide written recommendations, supported by T&I engineers, to Council for consideration.

**Voting Results:**

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

**Motion #2026-02-09-7374 (Stagg/Hogan)****Resolution:**

It was resolved that we move into a closed meeting at 4:35 p.m. in reference to a legal concern.

**Voting Results:**

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

**Motion #2026-02-09-7375 (Stagg/Pye)****Resolution:**

It was resolved that we move back to the open meeting at 4:40 p.m.

**Voting Results:**

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

**Motion Carried**

**ADJOURNMENT****Motion #2026-02-09-7376 (Pye/Rumbolt)****Resolution:**

It was resolved that the meeting be adjourned.

VR JH

**Voting Results:**

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

The meeting adjourned at 4:40 pm.



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**TERRY STEAD  
MAYOR**



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**VALERIE ROGERS  
TOWN CLERK**