

A regular meeting of the Botwood Town Council was held on Wednesday, January 8, 2025 at 7:30 p.m. in the Council Chamber.

Members present: Mayor J. Sceviour, presided
Deputy Mayor C. Ivany
Councillors: S. Sceviour
W. Broderick
M. Shainline
J. Mitchell
G. Boone

Also Attending: A. Rowsell, Town Clerk
C. Yates, Office Administrator
M. Tremblett, Guest

CALL TO ORDER

APPROVAL OF THE AGENDA

MOTION - Moved by Councillor Sceviour, seconded by Councillor 25-001 Broderick that Council approve the agenda as presented.
- Motion carried. Votes in favor - 7 Councillors.

APPROVAL OF AGENDA

APPROVAL OF THE MINUTES

MOTION - Moved by Deputy Mayor Ivany, seconded by Councillor 25-002 Mitchell that Council adopt the minutes of special meeting held November 12, 2024 as circulated.
- Motion carried. Votes in favor - 7 Councillors.

ADOPTION OF SPECIAL MEETING MINUTES

MOTION - Moved by Councillor Broderick, seconded by Councillor 25-003 Sceviour that Council adopt minutes of regular meeting held December 11, 2024 as circulated.
- Motion carried. Votes in favor - 7 Councillors.

ADOPTION OF MINUTES

MOTION - Moved by Councillor Sceviour, seconded by Councillor 25-004 Shainline that Council adopt the minutes of special meeting held December 19, 2024 as circulated.
- Motion carried. Votes in favor - 7 Councillors.

ADOPTION OF SPECIAL MEETING MINUTES

COMMITTEE REPORTS

Mayor's Report

Events attended by Council members:

- December 14th - Christmas Parade and Tree Lighting
- December 18th - EVREC biweekly update
- December 18th - EVREC Exploits Valley Mayors Update
- December 19th - Town Manager's last working day
- January 6, 2025 - Chief Administrative Officer and Assistant Chief Administrative Officer position advertised
- January 7th - Canadian Army veterans donates to BGC at Creed Clubhouse. Mayor in attendance to speak
- January 8th - Botwood Senior Citizens Housing Committee meeting to discuss bussing - Exploits Mayor and Larry Reid of Clarendville in Attendance
- January 8th - EVREC Exploits Valley Mayors Update

EVENTS
ATTENDED BY
COUNCIL
MEMBERS

Parks and Recreation

System maintenance at the arena requires a person with a refrigeration course and certification. Agreed to have the former certified employee perform this maintenance once a month.

ARENA
MAINTENANCE

The hiring of a stadium attendant will be referred to the HR Committee.

STADIUM
ATTENDANT

Request from Ryan Cooke for use of ballfields August 9, 2025. Council approves this request subject to same conditions as 2024.

BALLFIELD
USAGE

Senior's and Community Services

Seniors Bussing. Meeting today with operators of Seniors transportation in the Clarendville Region and Mayors in this area.

This service would be a major undertaking. It would be very intensive and require numerous volunteers and cooperation from service groups. The committee will get further information to determine if the bussing service would be feasible for the area.

SENIORS
BUSSING

Public Protection and Emergency Planning

The Fire Department requires extensive repairs to a vehicle. Councillor Broderick will discuss with the Fire Chief re cost and their budget.

FIRE VEHICLE
REPAIRS

The committee will discuss the issue of ATV using town roads and bring the matter back to Council.

ATV ISSUES

Heritage, Tourism and Special Events

Christmas Light-Up winners have been posted on the Town's Web Page.

CHRISTMAS
LIGHT-UP

Bayside Blizzard - Dates March 10-16, 2025. Letters re community involvement have been sent to local businesses and service clubs.

BAYSIDE
BLIZZARD

Directional Signs - In process.

Finance and Human Resources

MOTION - Moved by Councillor Sceviour, seconded by Councillor Boone 25-005 that Council ratify payment of routine expenditures in accordance with the Town's Accounts Payable Policy and Procedure. The amount of \$20,725.27 was paid for December 11-17, 2024.

RATIFY
PAYMENT OF
ROUTINE
EXPENDITURES

- Motion carried. Votes in favor - 7 Councillors.

MOTION - Moved by Councillor Sceviour, seconded by Deputy Mayor 25-006 Ivany that Council approve the Accounts Payable Transaction Journal dated December 11, 2024 to January 31, 2025 in the amount of \$48,462.30.

A/P
TRANSACTION
JOURNAL

- Motion carried. Votes in favor - 7 Councillors.

MOTION - Moved by Councillor Sceviour, seconded by Councillor 25-007 Broderick that Council approve the Accounts Payable Transaction Journal dated January 1-8, 2025 in the amount of \$10,813.07.

A/P
TRANSACTION
JOURNAL

- Motion carried. Votes in favor - 7 Councillors.

MOTION - Moved by Councillor Sceviour, seconded by Councillor Boone 25-008 that Council set up an Operating Line of Credit in the amount of \$250,000.00 with the Bank of Montreal for year 2025.

LINE OF CREDIT

- Motion carried. Votes in favor - 7 Councillors.

MOTION - Moved by Councillor Sceviour, seconded by Deputy Mayor
25-009 Ivany, in accordance with Section 63 of the Towns and Local
Service Districts Act, Council approves a \$5000.00 spending
limit without Council Authorization for the Town Clerk. This
authorization is temporary for the Town Clerk until such time as
a CAO is hired by Council.
- Motion carried. Votes in favor - 7 Councillors.

TOWN CLERK
SPENDING
AUTHORITY

Councillor Sceviour noted that 2 positions with the Town have been placed
with Jump Recruit and posted on the Town's Website.

TOWN POSITIONS

MOTION - Moved by Councillor Sceviour, seconded by Councillor
25-010 Broderick that Council ratify payment of miscellaneous cheques
issued October, November and December.
- Motion carried. Votes in faovr 7 Councillors.

RATIFY
PAYMENT OF
MISC CHEQUES

Municipal Works

Request for a crosswalk at the intersection between Botwood and Peterview.
Council will respond advising this is a Provincial Department of
Transportation Road.

CROSSWALK

Capital Works Project - re engineering firm. Council will consider.

ENGINEERING
FIRM

ADMINISTRATIVE

MOTION - Moved by Deputy Mayor Ivany, seconded by Councillor
25-011 Sceviour that Council Adopt the Records Retention Policy dated
January 8, 2025 as presented.
- Motion carried. Votes in favor - 7 Councillors.

RECORDS
RETENTION
POLICY

A draft Council meeting schedule for 2025 was presented. Some changes
may be required. A final copy will be presented at the next Council Meeting.

COUNCIL
MEETING DRAFT
SCHEDULE

PERMITS

Application for permit to change 1 Kings Road into two residential apartments. The application has been reviewed in consultation with the Town's planner. This development does not meet the required minimum development standards. Agreed to request an alternate building layout for consideration.

RESIDENTIAL
APARTMENTS

MOTION - Moved by Councillor Sceviour, seconded by Councillor Boone
25-012 that Council approve a Quarry Permit for Mr. Jody Hemeon at Flower's Hill subject to all government conditions and regulations.
- Motion carried. Votes in favor - 7 Councillors.

QUARRY PERMIT

MOTION - Moved by Councillor Sceviour, seconded by Councillor Boone
25-013 that Council give Botwood Irving approval to apply for a Business Firearms License through the RCMP.
- Motion carried. Votes in favor - 7 Councillors.

BUSINESS
FIREARMS
LICENSE

CORRESPONDENCE

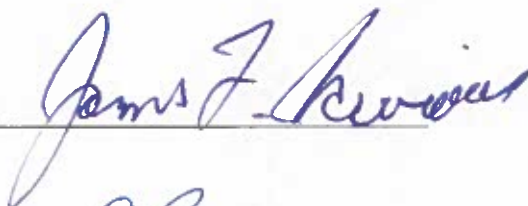
Information only.

1. Exploits Chamber of Commerce - re Priority List 2025.
2. Dept of Municipal and Provincial Affairs - re Tourist Accommodations Tax Circular.
3. Municipal Assessment Agency - Update dated December 19, 2024.
4. Dept of Transportation and Infrastructure - Circular on Rural Transit Solutions Funds Capital Project Stream.

MOTION - Moved by Councillor Sceviour, seconded by Deputy Mayor
25-014 Ivany the meeting adjourn at 8:20 p.m.
- Motion carried. Votes in favor - 7 Councillors.

ADJOURNMENT

MAYOR



SECRETARY

