

A regular meeting of the Botwood Town Council was held on Wednesday, March 12, 2025 at 7:00 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: C. Freake, CAO
A. Rowsell, Town Clerk
C. Yates, Office Administrator
M. Tremblett, Guest

CALL TO ORDER

PROCLAMATIONS/PRESENTATIONS/ACKNOWLEDGEMENTS

On March 1, 2025 the Town of Botwood presented Harry Parsons with a certificate in recognition of his election as a Life Member of Kin Canada.

H. PARSONS
re: Kin Canada

Mayor Sceviour welcomed C. Freake, CAO.

C. FREAKE
re: New CAO

_____ attended the meeting to present his concerns re surface water collecting on his property at 25 Commonwealth Drive. _____ had submitted a written report regarding the matter to Council. He is requesting Council resolve the drainage problem.

_____ re: Surface Water

Council agree to refer this matter to public works and the committee for review.

APPROVAL OF THE AGENDA

MOTION - 25-027 Moved by Councillor Boone, seconded by Councillor Broderick that Council approve the agenda as presented.
- Motion carried. Votes in favor - 7 Councillors.

APPROVAL OF
AGENDA

ADOPTION OF THE MINUTES

MOTION - Moved by Councillor Sceviour, seconded by Councillor
25-028 Mitchell that Council adopt the minutes of regular meeting held
February 12, 2025 as circulated.
- Motion carried. Votes in favor - 7 Councillors.

ADOPTION OF
MINUTES

COMMITTEE REPORTS

Mayor's Report

Mayor Sceviour noted the following upcoming events:
1 - MNL's Central Regional Meeting - April 4-5, 2025, Twillingate
2 - MNL Symposium Conference - May 1-3, 2025, Gander

MNL'S MEETING
AND SYMPOSIUM

Public Protection and Emergency Planning

Fire Dept - Funding has been received for a Wildfire Community
Preparedness Day.

WILDFIRE
COMMUNITY
PREPAREDNESS
DAY

Temporary repairs have been made to th firehall garage door.

FIREHAL GARAGE
DOOR

The Fire Dept has received a house to be used for training. This property is
scheduled for demolition.

FIRE DEPT HOUSE
FOR TRAINING

Heritage, Tourism and Special Events

Bayside Blizzard. March 10-16, 2025. No snow for Snow Sculptures,
however other events are proceeding as per the schedule.

BAYSIDE
BLIZZARD

Heritage Park Aircraft - An effort is being made to have the maintenance
work done when weather permits.

AIRCRAFT
MAINTENANCE

Killick Marina Association held their AGM. Jim Samson is the new elected president.

KILLICK MARINA
ASSOC. AGM

Directional Street Signs - samples of signs have been obtained from other communities. This work should be done by May, 2025.

DIRECTIONAL
STREET SIGNS

Councillor Shainline has volunteered to be a member on the Exploits Chamber of Commerce Tourism Committee.

EXPLOITS C O C
TOURISM
COMMITTEE

Old Courthouse Disposal - Councillor Sceviour noted the Town was offered ownership of this building by the Provincial Government some years ago. When assessed it was noted the building would require extensive funding for renovations as per the current building codes. Maybe look into Heritage Canada Funding.

OLD
COURTHOUSE

Future greenspace in the downtown area. It was suggested Council consider the Towns property located off Commonwealth Drive.

FUTURE
GREENSPACE

Development and Economic Promotion
Events Attended by Council

EVENTS
ATTENDED BY
COUNCIL

- February 13 - EVREC meeting with Botwood Council in Chamber
 - EVREC meeting with Exploits Town Council associated with Wind/Hydrogen project at EVREC office in Botwood
- February 18 & 19 - Mayor, Deputy Mayor and Staff meet with MAPA to discuss town planning issues Darren Randell and Gov't MNL - S McGrath. Development Regulations
- February 20 - Mayor attended Board of Director meeting of CNWM
- February 26 - EVREC bi-weekly call with Town of Botwood
- February 27 - Councillors volunteered with School Breakfast Program
- March 1 - Deputy Mayor attended Botwood Kinsmen Founders Night
- March 5 - EVREC hosted a virtual meeting with Mayors of Towns associated with Wind/Hydrogen Project
- March 6 - Mayor attended Board of Director meeting of CNWM
- March 10 - Town CAO commenced work today
 - Start of Bayside Blizzard Events
- March 12 - EVREC bi-weekly call with Town of Botwood

Finance and Human Resources

MOTION - Moved by Councillor Sceviour, seconded by Councillor
25-029 Broderick that Council accept Conrad Freake for employment as
CAO with the Town of Botwood.
- Motion carried. Votes in favor - 7 Councillors.

C. FREAKE CAO
TOWN OF
BOTWOOD

MOTION - Moved by Councillor Sceviour, seconded by Councillor Boone
25-030 that Council ratify payment of routine expenditures in
accordance with the Town's Accounts Payable Policy and
Procedure. The amount of \$25,115.00 was paid for February
12-19, 2025.
- Motion carried. Votes in favor - 7 Councillors.

RATIFY
PAYMENT OF
ROUTINE
EXPENDITURES

MOTION - Moved by Councillor Sceviour, seconded by Councillor
25-031 Broderick that Council approve the Accounts Payable
Transaction Journal dated February 12 to March 10, 2025 in the
amount of \$376,447.11.
- Motion carried. Votes in favor - 7 Councillors.

A/P
TRANSACTION
JOURNAL

The following items are referred to the committee for review:

1. Letter from Citizen re Air B&B regulations.
2. Request from Business re Water and Sewer bill.
3. Request for funding and support from a community group.
4. Request from Business re extra water charge.

COMMITTEE
ITEMS

MOTION - Moved by Councillor Sceviour, seconded by Councillor Boone
25-032 that Council rescind Motion #25-009 re Town Clerk spending
authority.
- Motion carried. Votes in favor - 7 Councillors.

RESCIND MOTION
#25-009

MOTION - Moved by Councillor Sceviour, seconded by Councillor Boone
25-033 in accordance with Section 63 of the Towns and Local Services
District Act, Council approve a \$5000.00 spending limit without
Council authorization for the CAO.
- Motion carried. Votes in favor - 7 Councillors.

CAO SPENDING
AUTHORIZATION

Municipal Works

MOTION - Moved by Deputy Mayor Ivany, seconded by Councillor
25-034 Sceviour that due to safety issues, Council will engage Rock to
Top Tree Service to cut down large trees located on Town
Property off Commonwealth Drive for the quoted cost of
\$3,220.00 HST included for tree cutting only.
- Motion carried. Votes in favor - 7 Councillors.

ROCK TO TOP
TREE SERVICE

MOTION - Moved by Deputy Mayor Ivany, seconded by Councillor
25-035 Sceviour that Council approve change order #003 - dated
January 27, 2025 re Project #17-GI-22-00014 Water Main
Replacement and Associated Upgrades - Church Road in the
amount of \$9,080.34 HST included.
- Motion carried. Votes in favor - 7 Councillors.

CHANGE ORDER
#003

Town Map - Council will look at options regarding a Town Map for
Botwood.

TOWN MAP

MOTION - Moved by Deputy Mayor Ivany, seconded by Councillor
25-036 Sceviour that Council sign a Prime Consultant Agreement
(PCA) with Exploits Engineering Consultants Limited for
Project # 17-MCW-25-00005- Commonwealth Drive Phase 2 in
the amount of \$112,067.50 HST included.
- Motion carried. Votes in favor - 7 Councillors.

PCA EXPLOITS
ENGINEERING
CONSULTANTS
LTD

MOTION - Moved by Deputy Mayor Ivany, seconded by Councillor
25-037 Sceviour that Council sign a Prime Consultant Agreement
(PCA) with Allnorth Consultants Limited for Project #17-
MCW-25-00006 Valley Road Upgrades in the amount of
\$74,945.50 HST included.
- Motion carried. Votes in favor - 7 Councillors.

PCA ALLNORTH
CONSULTANTS
LTD

Parks and Recreation

MOTION - Moved by Councillor Boone, seconded by Councillor Sceviour
25-038 that Council give approval to the Botwood Mural Arts Society
for use of the arena for their annual craft show during the 2025
Botwood Flying Boat Festival festivities with the same
conditions as previous year.
- Motion carried. Votes in favor - 7 Councillors.

BOTWOOD
MURAL ARTS
SOCIETY
ANNUAL CRAFT
SHOW

Seniors and Community Services

Public Transportation - Committee is looking into the proposed project.

PUBLIC
TRANSPORTATION

Walk at School - Going well with participants. Funds received from the users are donated to Botwood Collegiate.

WALK AT
SCHOOL

Community Garden - Accepting names for the 2025 Season.

COMMUNITY
GARDEN

ADMINISTRATIVE

MOTION - Moved by Councillor Sceviour, seconded by Deputy Mayor
25-039 Ivany that Council proceed with the Development and Zoning
Change #3 re property located at 37-39 Water Street, Botwood.
- Motion carried. Votes in favor - 7 Councillors.

DEVELOPMENT
AND ZONING
CHANGE #3

MOTION - Moved by Councillor Boone, seconded by Councillor Broderick
25-040 that Council adopt the amended Town of Botwood Code of
Conduct for Councillors.
- Motion carried. Votes in favor - 7 Councillors.

CODE OF
CONDUCT FOR
COUNCILLORS

Councillors were given a copy of the new Towns and Local Service Districts
Act.

TOWNS AND
LOCAL SERVICE
DISTRICTS ACT

PERMITS/DEVELOPMENT APPLICATIONS

MOTION - Moved by Councillor Sceviour, seconded by Deputy Mayor
25-041 Ivany that Council ratify permit #'s 25-003 - 25-005 issued to
March 11, 2025.
- Motion carried. Votes in favor - 7 Councillors.

RATIFY PERMITS

Application from _____ to build house.

MOTION - Moved by Councillor Sceviour, seconded by Councillor Boone
25-042 that Council deny the building permit as the development does
not meet the required minimum residential development
standards.
- Motion carried. Votes in favor - 7 Councillors.

re: Denial of
Building Permit

MOTION - Moved by Deputy Mayor Ivany, seconded by Councillor
25-043 Sceviour that Council give approval for the Crown Lands
referral application # 163685 re property at 34-39 Water Street,
Botwood.
- Motion carried. Votes in favor - 7 Councillors.

CROWN LANDS
REFERRAL
APPLICATION

MOTION - Moved by Deputy Mayor Ivany, seconded by Councillor
25-044 Broderick the meeting adjourn at 8:10 p.m.
- Motion carried. Votes in favor - 7 Councillors.

ADJOURNMENT

MAYOR



SECRETARY

