

A regular meeting of the Botwood Town Council was held on Wednesday, May 28, 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

Also attending: R. Dennison, CAO  
T. Best, Assistant CAO  
A. Rowsell, Town Clerk  
C. Yates, Office Administrator  
  
M. Tremblett, Guest  
E. Peddle, Guest

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CALL TO ORDER

PROCLAMATIONS/PRESENTATIONS/ACKNOWLEDGMENTS

Proclamation - The Town of Botwood does hereby proclaim the month of June to be RECREATION MONTH.

RECREATION MONTH

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Acknowledgment - Council acknowledges C. Yates on her 45 years of service with the Town of Botwood as of May 26, 2025 - Congratulations.

C. YATES  
45 YEARS OF SERVICE

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APPROVAL OF THE AGENDA

MOTION - Moved by Councillor Sceviour, seconded by Councillor 25-063 Broderick that Council approve the agenda as presented.  
- Motion carried. Votes in favor - 6 Councillors.

APPROVAL OF AGENDA

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ADOPTION OF THE MINUTES

MOTION - Moved by Deputy Mayor Ivany, seconded by Councillor 25-064 Broderick that Council adopt the minutes of regular meeting held April 9, 2025 as circulated.  
- Motion carried. Votes in favor - 6 Councillors.

ADOPTION OF MINUTES

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COMMITTEE REPORTS

Mayor's Report

Mayor Sceviour had an interview today with NTV concerning the EVREC Project in the Central Area. EVREC

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Finance and Human Resources

MOTION - 25-065 Moved by Councillor Sceviour, seconded by Councillor Mitchell that Council ratify payment of routine expenditures in accordance with the Town's Accounts Payable Policy and Procedure. The amount of \$20,906.46 was paid for April 9-21, 2025. A/P ROUTINE EXPENDITURES  
- Motion carried. Votes in favor - 6 Councillors.

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MOTION - 25-066 Moved by Councillor Sceviour, seconded by Deputy Mayor Ivany that Council ratify payment of routine expenditures in accordance with the Town's Accounts Payable Policy and Procedure. The amount of \$3,220.00 was paid for April 9 - May 8, 2025. A/P ROUTINE EXPENDITURES  
- Motion carried. Votes in favor - 6 Councillors.

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MOTION - 25-067 Moved by Councillor Sceviour, seconded by Councillor Broderick that Council ratify payment of routine expenditures in accordance with the Town's Accounts Payable Policy and Procedure. The amount of \$105,093.79 was paid for April 9 - May 13, 2025. A/P ROUTINE EXPENDITURES  
- Motion carried. Votes in favor - 6 Councillors.

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MOTION - 25-068 Moved by Councillor Sceviour, seconded by Councillor Broderick that Council approve the Accounts Payable Transaction Journal dated April 9 - May 27, 2025 in the amount of \$105,517.32. A/P TRANSACTION JOURNAL  
- Motion carried. Votes in favor - 6 Councillors.

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MOTION - 25-069 Moved by Councillor Sceviour, seconded by Councillor Mitchell that Council accept Tim Best for employment as Assistant CAO with the Town of Botwood. T. BEST ASSISTANT CAO  
- Motion carried. Votes in favor - 6 Councillors.

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MOTION - Moved by Councillor Sceviour, seconded by Councillor  
25-070 Broderick that Council accept Rob Dennison for employment as  
CAO with the Town of Botwood.  
- Motion carried. Votes in favor - 6 Councillors.

R. DENNISON  
CAO

Council welcomed the new employees to our Town.

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MOTION - Moved by Councillor Sceviour, seconded by Deputy Mayor  
25-071 Ivany - BE IT RESOLVED, work for replacement of upper roof  
on the Exploits Regional Water Treatment Plant - Project # 17-  
MCW-25-00007 be awarded to the lowest bidder R&D  
Construction Ltd. for the amount of \$322,000.00 plus HST  
\$48,300.00 for a total of \$370,300.00.  
- Motion carried. Votes in favor - 6 Councillors.

R&D  
CONSTRUCTION  
LTD  
WATER  
TREATMENT  
PLANT ROOF

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MOTION - Moved by Councillor Sceviour, seconded by Councillor  
25-072 Broderick - BE IT RESOLVED, the agreement funding shortfall  
of \$35,000.00 for Project # 17-MCW-25-00007 Exploits  
Regional Water Treatment Plant will be funded by the Town of  
Botwood.  
- Motion carried. Votes in favor - 6 Councillors.

WATER  
TREATMENT  
PLANT

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Request for donation from M. Dover. This request is not within the Town's  
adopted donation policy.

DONATIONS

Request for donation from St. John's Run the Rock. This request is not  
within the Town's adopted donation policy.

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Heritage, Tourism and Special Events

Request from Botwood Heritage to use one of the ammunition bunkers on  
Killick Island to store some existing artifacts. Public Works will look into  
this request.

BOTWOOD  
HERITAGE USE  
OF BUNKERS

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The Heritage Society has received approval for employment of four students  
for the Summer Season.

HERITAGE  
SOCIETY  
SUMMER  
STUDENTS

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A work order will be issued for repairs to the flagpoles at the Heritage Building.

HERITAGE  
BUILDING  
FLAGPOLES

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Maintenance to the Airplane and painting of the Airplane should be done this year.

AIRPLANE  
MAINTENANCE

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Flying Boat Festival - Entertainment arranged. Programs and Events are being put in place.

FLYING BOAT  
FESTIVAL

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Gateway and Way finding Signs - The Town's Asst CAO will assist in getting information and contacts to have these signs put in place.

GATEWAY AND  
WAY FINDING  
SIGNS

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Kiosks on the Killick Island Road - Use of these units started several weeks ago. Trinity United will keep in contact with Council regarding this project.

KIOSKS

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Statue and Healing Garden - There has been a positive response concerning assistance for development of the healing grounds at this site. Council will be informed when a proposal is received.

STATUE AND  
HEALING  
GARDEN

Story boards for this Demasduit Site - Craig Goudie is in the process of having this work done.

STORY BOARDS

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Development and Economic Promotion

Representatives of the EVPC, including Mayor Sceviour and Councillor Sceviour attended the 2025 World Energy Congress held in Rotterdam in April.

2025 WORLD  
ENERGY  
CONGRESS

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EVENTS ATTENDED BY COUNCIL MEMBERS

- ▶ April 10<sup>th</sup> - Mayor, W. Broderick, J. Mitchell attended Exploits Community Advisory Committee meeting at DHTHCC.
- ▶ April 10<sup>th</sup> - S. Sceviour attended Exploits Regional Services Water Board meeting in GFW
- ▶ April 11<sup>th</sup> - Councillors served breakfast at Botwood Collegiate
- ▶ April 14<sup>th</sup> - Mayor attended CNWM Board meeting
- ▶ April 15<sup>th</sup> - Councillor served breakfast at Memorial Academy

EVENTS  
ATTENDED BY  
COUNCIL  
MEMBERS

- ▶ April 16<sup>th</sup> - Minister Hogan, Premier elect visited Council in Botwood Chambers
- ▶ April 21<sup>st</sup> - Mayor, Deputy Mayor, J. Mitchell visited Minister Abbott, Liberal Leadership Candidate at Mount Peyton Hotel.
- ▶ April 23<sup>rd</sup> - EVREC bi-weekly meeting
- ▶ May 1<sup>st</sup> - 2nd, Mayor attended MNL Symposium in Gander
- ▶ May 26<sup>th</sup> - CAO Rob Dennison started
- ▶ May 27<sup>th</sup> - Mayor attended Botwood Collegiate Graduation Cap and Gown ceremony to present Drama Award

EVENTS  
ATTENDED BY  
COUNCIL  
MEMBERS  
CONTINUED

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Municipal Works

Council will look into the process of a recycle water system for operation of the ice plant at the arena.

ICE PLANT

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Town Clean-Up for 2025 is nearing completion. A date for a one day Community Clean-Up has not been selected.

TOWN AND  
COMMUNITY  
CLEAN-UP

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Airbase RV Park. Council will consider an overnight parking area at the Heritage Park.

AIRBASE RV  
PARK

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Waterline flushing will take place June 2-20, 2025.

WATERLINE  
FLUSHING

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Parks and Recreation

MOTION - 25-073 Moved by Deputy Mayor Ivany, seconded by Councillor Sceviour that Council have the named signage replaced at the Bill Roberts and Ross Paul Memorial Softball fields.  
- Motion carried. Votes in favor - 6 Councillors.

SIGNAGE FOR  
SOFTBALL FIELDS

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A copy of arena rates for the 2024-2025 Season was given to Council for consideration of the 2025-2026 Season. This matter will be referred to the committee.

ARENA RATES

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MOTION - 25-074 Moved by Deputy Mayor Ivany, seconded by Councillor Shainline that Council approve the installation of an automatic locking system for the Airbase Heritage Park Washrooms at a cost of \$1800.00 plus HST.  
- Motion carried. Votes in favor - 6 Councillors.

HERITAGE PARK  
WASHROOMS  
LOCKING  
SYSTEM

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It was noted one washroom will be ready for use for next weekend's softball tournament. Temporary dugout benches will be put in place at the Ross Paul ballfield.

WASHROOM FOR  
SOFTBALL  
TOURNAMENT

A Provincial Tournament is scheduled for July 17, 2025.

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Seniors and Community Services

Wheelchair accessibility gate at lower ballfield. There are gates at both fields. The softball organization will have keys to open the gates during games.

WHEELCHAIR  
ACCESSIBILITY  
FOR SOFTBALL  
FIELDS

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The School Walking program is finished for 2025. The amount of \$171.00 was donated to Botwood Collegiate.

SCHOOL  
WALKING  
PROGRAM

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Community Garden - Nine persons have requested use of the garden boxes.

COMMUNITY  
GARDEN

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A new Senior's Horizon Grant has been approved for 2025. The grant is awarded to the Lions Club to administer and run the program. The Town is listed as a partner for the program.

SENIOR'S  
HORIZON GRANT

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Recognizing our Seniors. The Town has in the past recognized seniors birthdays and anniversaries when asked by a family member or organization. It was suggested a notice be placed on the Town Website giving direction to acquire a Town Certificate of recognition.

RECOGNIZING  
OUR SENIORS

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Community Transportation Grant. Information has been collected concerning this service and some contacts made. However, completion of a feasibility study is a main requirement for consideration of the funding.

COMMUNITY  
TRANSPORTATION  
GRANT

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Disclosure Statements as per section 4 (3) of the Municipal Conduct Act. This matter will be reviewed by town employees when Municipal Training is done in the coming months.

DISCLOSURE  
STATEMENTS

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Public Protection and Emergency Planning

A complaint was received from a resident concerning nuisance noise from a neighbouring property.

NUISANCE NOISE

MOTION - Moved by Councillor Sceviour, seconded by Deputy Mayor 25-075 that a letter be forwarded to the resident in question noting applicable town regulations.  
- Motion carried. Votes in favor - 6 Councillors.

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Fire Hall Garage Door.

MOTION - Moved by Councillor Broderick, seconded by Councillor 25-076 Sceviour that Council accept the lowest bid received from Botwood Home Hardware for supply of garage door panels for the amount of \$2,846.83 including HST.  
- Motion carried. Votes in favor - 6 Councillors.

GARAGE DOOR  
PANELS FOR FIRE  
HALL

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Community Advisory Committee Meeting. Councillor Broderick attended a meeting today. He noted the Veterans Unit at the Twomey Centre will be updated.

VETERANS UNIT  
AT TWOMEY  
CENTRE

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Councillor Broderick met with the Mayor of Deer Lake to discuss ATV's being allowed use on some roadways in that Town. Some information obtained will be brought back to the committee for discussion.

ATV USAGE ON  
ROADWAYS

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The Fire Dept has requested the Town issue a Clean-Up order for property located on Route 350. Town staff will follow up on this matter.

CLEAN-UP ORDER

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Councillor Broderick informed Council the Botwood Fire Department and the Botwood Lions Club are looking into obtaining a pick-up truck for the Fire Dept. Agreed the CAO should be involved with the process.

PICK-UP TRUCK  
FOR FIRE DEPT

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MOTION - Moved by Councillor Broderick, seconded by Deputy Mayor 25-077 that Council paint two rainbow crosswalks on Fernwood Drive and one rainbow crosswalk on Water Street.  
- Motion carried. Votes in favor - 6 Councillors.

RAINBOW  
CROSSWALKS

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ADMINISTRATIVE

New Solution for Town Email. Refer to Finance Committee for information.

TOWN EMAIL

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Council has obtained a quote for security and protection of staff at the Town Hall.

TOWN HALL  
DOORBELL  
ENTRY SYSTEM

MOTION - Moved by Deputy Mayor Ivany, seconded by Councillor  
25-078 Sceviour that Council install a Town Hall Doorbell Entry  
System at a cost of \$2,550.00 plus HST.  
- Motion carried. Votes in favor - 6 Councillors.

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PERMITS/DEVELOPMENT APPLICATIONS

MOTION - Moved by Councillor Sceviour, seconded by Councillor  
25-079 Broderick that Council approve a permit to subdivide property  
at 192 Commonwealth Drive and build house. The permit is  
subject to the Town receiving a deed of conveyance regarding  
subdivision of the property and location of the building on the  
property showing required easements. The permit will be  
subject to the National Building Code and all Municipal  
Development Regulations.  
- Motion carried. Votes in favor - 6 Councillors.

SUBDIVIDE  
PROPERTY

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MOTION - Moved by Councillor Sceviour, seconded by Councillor  
25-080 Mitchell that Council approve a permit to erect a 6-ft fence, as  
per permit application for property located at 69 Wireless Road.  
- Motion carried. Votes in favor - 6 Councillors.

FENCE PERMIT

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MOTION - Moved by Councillor Sceviour, seconded by Councillor  
25-081 Broderick that Council give Municipal Approval for the transfer  
of brewer agent license to the new retailer for Botwood  
Ultramar.  
- Motion carried. Votes in favor - 6 Councillors.

BOTWOOD  
ULTRAMAR  
BREWER AGENT  
LICENSE

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Councillor Mitchell left the meeting at 8:35 p.m. due to a conflict of interest.

MOTION - Moved by Councillor Sceviour, seconded by Councillor Broderick that Council approve a permit for property at 20 Vinehams Lane to change building use from business to residential, subject to the following conditions:  
- the town receives a copy of the land deed  
- the development is advertised as a discretionary use in accordance with the towns development regulations.  
- Motion carried. Votes in favor - 5 Councillors.

BUILDING USE  
FROM BUSINESS  
TO RESIDENTIAL

Councillor Mitchell returned to the meeting at 8:40 p.m.

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MOTION - Moved by Councillor Sceviour, seconded by Deputy Mayor Ivany that Council ratify permit #'s 25-006 to 25-018 issued to May 27, 2025.  
- Motion carried. Votes in favor - 6 Councillors.

RATIFY PERMITS

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CORRESPONDENCE

1. Dept of Fisheries, Forestry and Agriculture re New Forest Management District five year plan. - Information.
2. Letter from Resident - concerns about various items
3. Letter from Resident - re painting of crosswalks
4. Municipal Assessment Agency - re March 28<sup>th</sup> update
5. Water Street resident - re speeding on Water Street
6. Dept of Municipal Affairs and Community Engagement - message from Minister Pike

CORRESPONDENCE

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OTHER BUSINESS

Councillor Broderick informed Council government has approved road paving for sections of Route 350.

ROUTE 350 ROAD  
PAVING

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Councillor Shainline brought a request from the Marina Association for Council to provide a source of water supply for boats at the Marina. This request is being considered.

MARINA  
ASSOCIATION

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MOTION - Moved by Councillor Sceviour, seconded by Deputy Mayor  
25-084 Ivany the meeting adjourn at 9:40 p.m.  
- Motion carried. Votes in favor - 6 Councillors.

ADJOURNMENT

MAYOR

A handwritten signature in blue ink, appearing to be 'J. F. ...', written over a horizontal line.

SECRETARY

A handwritten signature in blue ink, appearing to be 'A. Rowse', written over a horizontal line.