

A regular meeting of the Botwood Town Council was held on Wednesday, January 14, 2026 at 7:00 p.m. in the Council Chamber.

Members present: Deputy Mayor J. Hancock, presided

Councillors: W. Broderick

J. Jeans

H. Edison

M. Jacobs

E. Boone

Absent: Mayor M. Budgell

Also present: R. Dennison, CAO/Town Manager

T. Best, Assistant CAO

C. Yates, Office Administrator (Acting Town Clerk)

Resident Attending: M. Tremblett

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CALL TO ORDER

MOTION - 26-009 Moved by Councillor Broderick, seconded by Councillor Edison that Be it resolved as per Section 66 of the Town and Local Service District Act that the Town of Botwood, in the absence of the Town Clerk, appoint Office Administrator Carolyn Yates as Acting Town Clerk for the purpose of this Council meeting for January 14, 2026.

ACTING TOWN  
CLERK

- Motion carried.

Votes in favor – 6 Councillors (J. Hancock, W. Broderick, J. Jeans, H. Edison, M. Jacobs and E. Boone)

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PROCLAMATIONS/PRESENTATIONS/ACKNOWLEDGMENTS

Deputy Mayor read a proclamation received from Crime Stoppers. It was agreed that the Town sign the proclamation declaring January as Crime Stoppers Month. A picture was taken and it will be placed on social media.

PROCLAMATION –  
CRIME STOPPERS

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APPROVAL OF AGENDA

MOTION -            Moved by Councillor Jacobs, seconded by Councillor Jeans that we            AGENDA  
26-010            approve the agenda as presented.            APPROVAL

-    Motion carried.

Votes in favor – 6 Councillors (J. Hancock, W. Broderick, J. Jeans, H. Edison, M. Jacobs and E. Boone)

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ADOPTION OF THE MINUTES

MOTION -            Moved by Councillor Broderick, seconded by Councillor Edison that            ADOPTION OF  
26-011            we adopt the minutes of December 10, 2025 with one change:            MINUTES  
remove the word 'minor' from the reference to Motion #25-179 on  
page one.

-    Motion carried.

Votes in favor – 6 Councillors (J. Hancock, W. Broderick, J. Jeans, H. Edison, M. Jacobs and E. Boone)

MOTION -            Moved by Councillor Broderick, seconded by Councillor Jacobs that  
26-012            we adopt the minutes of December 12 2025 with the rescinded  
motion # 25-190 being written out.

-    Motion carried.

Votes in favor – 6 Councillors (J. Hancock, W. Broderick, J. Jeans, H. Edison, M. Jacobs and E. Boone)

MOTION -            Moved by Councillor Jacobs, seconded by Councillor Boone that we  
26-013            adopt the minutes of January 8, 2026 as presented.

-    Motion carried.

Votes in favor – 6 Councillors (J. Hancock, W. Broderick, J. Jeans, H. Edison, M. Jacobs and E. Boone)

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BUSINESS ARISING FROM THE MINUTES

The Deputy Mayor has received correspondence from the Parent Grad Committee. They estimate needing eight hours for two days each for decorating plus grad day and cleanup. We will look after the details with staff.

2026 GRAD CLASS

COMMITTEE REPORTS

Finance and Human Resources Committee

- MOTION - 26-014      Moved by Councillor Jeans, seconded by Councillor Broderick  
Be it resolved we ratify the routine expenditures in accordance with the Town's Accounts Payable Policy and Procedure. The amount of \$31,046.87 was paid for December 10-17,2025.      A/P ROUTINE EXPENDITURES
- Motion carried.
- Votes in favor – 6 Councillors (J. Hancock, W. Broderick, J. Jeans, H. Edison, M. Jacobs and E. Boone)
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- MOTION - 26-015      Moved by Councillor Jeans, seconded by Councillor Edison  
Be it resolved that Council pay the Accounts Payable Transaction Journal dated December 10-31, 2025 in the amount of \$69,659.94.      A/P TRANSACTION JOURNAL
- Motion carried.
- Votes in favor – 6 Councillors (J. Hancock, W. Broderick, J. Jeans, H. Edison, M. Jacobs and E. Boone)
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- MOTION - 26-016      Moved by Councillor Jeans, seconded by Councillor Jacobs be  
it resolved that Council pay the Accounts Payable Transaction Journal dated January 1-9, 2026 in the amount of \$18,610.81.      A/P TRANSACTION JOURNAL
- Motion carried.
- Votes in favor – 6 Councillors (J. Hancock, W. Broderick, J. Jeans, H. Edison, M. Jacobs and E. Boone)
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- MOTION - 26-017      Moved by Councillor Jeans, seconded by Councillor Boone be  
it resolved that Council pay the Accounts Payable Transaction Journal dated January 14, 2026 in the amount of \$16,163.77.      A/P TRANSACTION JOURNAL
- Motion carried.
- Votes in favor – 6 Councillors (J. Hancock, W. Broderick, J. Jeans, H. Edison, M. Jacobs and E. Boone)

MOTION - 26-018 Moved by Councillor Jeans, seconded by Councillor Broderick that Be it resolved that Council request approval from the Department of Municipal Affairs and Community Engagement to borrow the amount of \$196,716.00 from the Bank of Montreal at a fixed interest rate with a repayment term of 10 years and amortization period of 10 years. This amount represents the Municipal Contribution for Project #17 MCW-25-00005 – Commonwealth Drive Watermain Replacement -PH2.

- Motion carried.

Votes in favor – 6 Councillors (J. Hancock, W. Broderick, J. Jeans, H. Edison, M. Jacobs and E. Boone)

COMMONWEALTH  
DRIVE WATERMAIN  
PROJECT PHASE 2

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MOTION - 26-019 Moved by Councillor Jeans, seconded by Councillor Edison that Council remove the Municipal Capital Works Application for a new Fire Hall project submitted to Municipal Infrastructure Division of the Department of Transportation and Infrastructure to be submitted at a later date.

- Motion carried.

Votes in favor – 6 Councillors (J. Hancock, W. Broderick, J. Jeans, H. Edison, M. Jacobs and E. Boone)

FIREHALL PROJECT

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The matter of vehicle allowance is being referred back to the Finance and Human Resources Committee for further discussion.

VEHICLE  
ALLOWANCE

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MOTION - 26-020 Moved by Councillor Jeans, seconded by Councillor Broderick that if we do work for EVREC and they are to reimburse the Town, we invoice them in amounts of \$5,000 or monthly if more than \$5,000.

- Motion carried.

Votes in favor – 6 Councillors (J. Hancock, W. Broderick, J. Jeans, H. Edison, M. Jacobs and E. Boone)

EVREC

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A request was received from the Grand Falls-Windsor Fire Department requesting a donation to the annual curling charity funspiel.

MOTION - Moved by Councillor Edison, seconded by Councillor Jeans that we  
defeated not donate to the Grand Falls-Windsor curling spiel.

GFW FIRE DEPT  
re curling spiel

- Motion defeated
- 3 votes in favor (Jeans, Edison, Hancock)
- 3 votes against (Broderick, Boone and Jacobs)

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MUNICIPAL WORKS COMMITTEE

Councillor Edison advised that he has had a discussion concerning the tank removal with someone from Quebec and waiting on a response. Hopefully we can arrange a meeting to discuss.

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PARKS AND RECREATION COMMITTEE

Deputy Mayor Hancock advised that the committee has met and drafted a strategic plan and vision statement. Once the committee reviews the document again the committee will present to Council.

COMMITTEE  
PLAN

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MOTION - Moved by Councillor Jeans, seconded by Councillor Edison that we  
26-021 give Botwood Collegiate Grad Class the use of the arena for  
graduation for 30.5 hours.

BOTWOOD  
COLLEGIATE  
GRAD CLASS

- Motion carried.
- Votes in favor – 6 Councillors (J. Hancock, W. Broderick, J. Jeans, H. Edison, M. Jacobs and E. Boone)

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SENIORS AND COMMUNITY SERVICES COMMITTEE

Councillor Jacobs reported that the following items were done since the last meeting:

- Scheduled to serve two breakfast programs
- She was Mrs. Claus at Lane's Christmas Party
- Walk for Seniors is arranged for Monday evenings. It is posted on social media.

- Waiting to have a meeting with the new Operational Manager, Graham Freake at the Dr. Hugh Twomey Centre
- Trying to arrange for the program Sit and Fit. Speaking to H. Burse on this.
- Councillor Jacobs has registered for a two day "Assist Program" workshop concerning mental health assistance and outreach support.

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PUBLIC PROTECTION COMMITTEE

Councillor Broderick spoke to Fire Chief Callahan and the truck specs have been readjusted as of December 22 to meet the FES and MetalFab specs.

FIRE TRUCK

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Congratulations to Fire Chief Callahan on being asked to serve on the Newfoundland and Labrador Association of Fire Services Recruitment and Retention Committee.

FIRE CHIEF re  
committee

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It was noted that the new fire truck we will receive is a rescue truck not a pumper truck. It will be used to carry equipment and allow the members to change when they are on the route to an ice rescue or a car accident for example.

NEW FIRE TRUCK

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The Town has applied for an equipment grant through Fire and Emergency Services. Globalmedic, Ontario has offered to donate a 1000 gal tank fire skid unit and wildland coveralls to a number of departments in Newfoundland. It is at no cost to the successful departments, we should know in March if we are successful.

FIRE EQUIPMENT  
Re funding applied

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HERITAGE, TOURISM AND SPECIAL EVENTS COMMITTEE

Councillor Boone advised that the Community Christmas Tree light-up was a success. There were some issues but they have already been discussed and solutions found for next year.

CHRISTMAS TREE  
LIGHT-UP

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The Bayside Blizzard has been tentatively scheduled for March 9-15, 2026. Letters have been sent out to businesses and organizations. The committee will be meeting in a couple of weeks to begin planning.

BAYSIDE BLIZZARD

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ADMINISTRATION

CAO briefed Council on the addition of orthophosphate to our water system. It will take approximately six months to saturate the system. This work should begin in late January. The Town will be publishing information on social media concerning this water treatment.

WATER  
TREATMENT

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PERMITS

MOTION - 26-022 Moved by Councillor Broderick, seconded by Councillor Boone that we ratify permit #25-095 as presented.  
- Motion carried.  
Votes in favor – 6 Councillors (J. Hancock, W. Broderick, J. Jeans, H. Edison, M. Jacobs and E. Boone)

PERMITS

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OTHER BUSINESS

Councillor Broderick requested to bring up an issue. All members were in agreement of hearing the item.

Councillor Broderick expressed his concern on the procedure used for closed meetings. He quoted section 41 of the Towns and Local Service District Act and that only certain topics shall be discussed at closed meetings.

CLOSED MEETING

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Councillor Jacobs requested to bring up an issue. All members were in agreement of hearing the item.

MOTION - 26-023 Moved by Councillor Jacobs and seconded by Councillor Boone that as Chair of Seniors and Community Services Committee that we approve the mandate of the committee as previously presented to Council.

SENIORS AND  
COMMUNITY  
SERVICES COMM re  
mandate

- Motion carried.

Votes in favor – 6 Councillors (J. Hancock, W. Broderick, J. Jeans, H. Edison, M. Jacobs and E. Boone)

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Councillor Boone requested to bring up an issue. All members were in agreement of hearing the item.

Councillor Boone expressed, on behalf of residents, concern over the number of potholes in the Shoppers Drug Mart parking lot and alley way. He advised that this is not town property and it should be the owners responsibility to repair.

SHOPPERS DRUG  
MART re potholes

MOTION - 26-024 Moved by Councillor Edison, seconded by Councillor Jacobs that we send the property owner a letter requesting that the potholes be repaired.

- Motion carried.

Votes in favor – 6 Councillors (J. Hancock, W. Broderick, J. Jeans, H. Edison, M. Jacobs and E. Boone)

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Councillor Broderick requested to bring up an issue. All members were in agreement of hearing the item.

Councillor Broderick noted that we discussed building another bus shelter as he has received calls from parents. He noted that we could build a temporary one until the spring.

BUS SHELTER

It was felt that this bus shelter needs to be done now for user safety and built according to the last couple constructed by the town.

MOTION - 26-025 Moved by Councillor Edison, seconded by Councillor Broderick that we start a bus shelter expediently and that it be constructed out of tin and fiberglass.  
- Motion carried.  
Votes in favor – 6 Councillors (J. Hancock, W. Broderick, J. Jeans, H. Edison, M. Jacobs and E. Boone)

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Councillor Jeans requested to bring up an issue. All members were in agreement of hearing the item.

MOTION - 26-026 Moved by Councillor Jeans, seconded by Councillor Broderick that we approve the 2026 Tax Structure and Rates as presented.  
- Motion carried.  
Votes in favor – 6 Councillors (J. Hancock, W. Broderick, J. Jeans, H. Edison, M. Jacobs and E. Boone)

2026 TAX  
STRUCTURE

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Councillor Edison advised he has been approached by a developer concerning a possible land development. The CAO advised the Economic and Development Committee is working on this possible project.

LAND  
DEVELOPMENT

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MOTION - 26-027 Moved by Councillor Edison, seconded by Councillor Jacobs that the meeting adjourn at 8:05 p.m.  
- Motion carried.  
Votes in favor – 6 Councillors (J. Hancock, W. Broderick, J. Jeans, H. Edison, M. Jacobs and E. Boone)

MAYOR

  
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SECRETARY

  
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