



Regular Council Meeting - Minutes

Wednesday, August 12, 2026

Location: Botwood Council Chambers

Meeting No.: 1366

Present: Mayor Myra Budgett
Deputy Mayor Jim Hancock (via Teams)
Councillor Harold Edison
Councillor Michelle Jacobs
Councillor Eric Boone

Staff: CAO Rob Dennison
ACAO Tim Best

Also present: Two town residents

1) CALL TO ORDER

Meeting called to order at 6:30 pm

2) MOTION TO NAME AN ACTING TOWN CLERK

Be it resolved as per Section 66 of the Towns and Local Services District Act that the Town of Botwood, in the absence of the Town Clerk, appoint Tim Best as Acting Town Clerk for the purpose of this Council Meeting for August 12, 2026.

- Moved by Councillor Boone; seconded by Jacobs
- Aye: Myra Budgett, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-164

3) PROCLAMATIONS/PRESENTATIONS/ACKNOWLEDGMENTS

4) APPROVAL OF THE AGENDA

Be it resolved that Council shall approve the agenda for regular council meeting held Wednesday, August 12, 2026 as presented.

- Moved by Councillor Boone; seconded by Edison
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-165

5) APPROVAL OF THE MINUTES

a. Regular Meeting of Council July 8, 2026

Be it resolved that Council shall adopt the minutes for the regular meeting of council held on July 8, 2026 as presented.

- Moved by Councillor Boone; seconded by Councillor Jacobs
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-166

6) BUSINESS ARISING FROM THE MINUTES

7) COMMITTEE REPORTS

a. Mayor's Report

b. Development and Economic Promotion Committee

c. Finance and Human Resources Committee

i. Approval of Routine Expenditures

Be it resolved that Council approve the Routine Expenditures in the amount of \$61, 247.70.

- Moved by Councillor Edison; seconded by Councillor Boone
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-167

ii. Approval of Bills For Payment

Be it resolved that Council approve the bills for payment in the amount of \$56,062.66.

- Moved by Councillor Edison; seconded by Councillor Boone
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-168

iii. Miscellaneous cheques

Be it Resolved that Council ratify payment of miscellaneous cheques issued in the month of July, 2026.

- Moved by Councillor Edison; seconded by Deputy Mayor Hancock
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-169

iv. Finance review / update

- CAO Reports that we have 52% of the annual budget spent to date. \$30,000 for the FD Truck listed under expenses, but not revenue yet so we're a little better than 52%.

d. Municipal Works Committee

i. Union proposal, resolution to ratify

Whereas the Council met on August 4, 2026 in a Committee Meeting of the Whole and voted in favour of the new CUPE Agreement, and whereas the Town of Botwood CUPE members have already voted in favour of the agreement,

Be it resolved that Council ratify their decision to vote to approve the CUPE Union agreement dated July 23, 2026, and this agreement would take effect immediately and remain in place for its 24 month proposed term.

- Moved by Councillor Edison; seconded by Councillor Boone
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-170

ii. Vac Truck Hose, resolution to ratify decision from CMTW

Whereas the Town's Aqua tech B52 vac truck has become a vital piece of equipment for the Town, and

whereas the Town staff have verified with the Ohio based manufacturer that Saunders Equipment Ltd based in Fredericton New Brunswick is the only vendor in Canada for HI-VAC equipment,

Be it resolved that Council ratify the decision they made at the August 4, 2026 Committee Meeting of the Whole to purchase a replacement main suction hose for the Town's VAC TRUCK, for the amount of \$13,902.11, and the Town staff are authorised to proceed with this order.

- Moved by Councillor Edison, seconded by Councillor Boone
- CAO Highlighted that we may have a second option on a "off brand" option that is not a HI-VAC brand.
- Councillor Edison highlighted a concern with the potential quality of a non Hi-Vac brand.
- Council felt we that it was be risk to go with a "off brand" option and go forward with the quote presented.
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-171

iii. Patch paving on Valley Road, Wireless Road, and Baird's Hill.

Be it resolved that Council approve the application for use of the Build Canada Strong Fund (formerly Gas tax) for \$72,956 to complete the repaving of patches in on Valley Road, Wireless Road, and Baird's Hill.

- Moved by Councillor Edison; seconded by Councillor Jacobs
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-172

iv. Resolution to ratify decision of CMTW August 4 meeting to purchase one set of two RRFB (Councillor Boone to present)

Be it resolved that Council ratify their decision made at the August 4, 2026 Committee meeting of the whole, to purchase two Rectangular Rapid Flashing Beacons from Fox Canada at a cost of \$8,128.64 and install these at the crosswalk on Fernwood Drive near Botwood Collegiate.

- Moved by Councillor Boone; seconded by Councillor Edison
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-173

e. Parks and Recreation Committee

i. Replace pressure valves at the arena

Whereas six high pressure valves were identified as due for replacement in December 2026; and

Whereas the shutdown of our ammonia plant at the Harry Ivany Arena during the operating season would result in significant damage to the ice surface;

Be it resolved that Council approve the quote of \$6,610 + HST from Toromont CimCo based in St. John's to replace the six high pressure valves in the Harry Ivany arena ammonia plant.

- Moved by Deputy Mayor Hancock; seconded by Councillor Edison
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-174

ii. Groomed Snowmobile and ATV Trail (Councillor Jacobs to present)

- Councillor Jacobs summarised a correspondence sent to her from an executive from the Exploits Trail Network, highlighting a request to expand the trail system through Botwood, increasing access into Town.
- Councillor Edison provided some background on previous Council not allowing the groomer apass the trusle bridge.
- Deputy Mayor Hancock will follow up with the TRAILNET to get more information and bring back to council.

f. Seniors and Community Services Committee

i. Resolution to utilise Community Garden grant money for 5 new planter boxes

Be it resolved that Council approve the use of the Community Garden Support Program funds to purchase 5, raised planter boxes for the community gardens at a cost of \$824.85 + HST to be placed at the

Botwood Community Garden located at the Dr Hugh Twomey Health Centre.

- Moved by Councillor Jacobs; seconded by Councillor Boone
- Councillor Edison raised a concern that these boxes are not every big, he went on to suggest that for future additions we look at the cost to build something bigger, and build them ourselves for a lower cost.
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-175

g. Public Protection and Emergency Planning Committee

- i. Citizen complaint regarding noise and racing in the community
 - Deputy Mayor Hancock highlighted that this concern aligns with other concerns from residents.
 - Councillor Boone expressed the growing concern of all residents and suggested we setup a community meeting with community groups, schools, and neighbouring communities.
 - ACAO Best to follow on previous communications to ministers office and RCMP to try and coordinate a time to meet.
 - ACAO Best to work with Councillor Boone to setup a Town Hall Meeting.

h. Heritage, Tourism and Special Events Committee

- i. Resolution to ratify decision of CMTW August 4 meeting to donate time at Harry Ivany Arena for Antique Car Show on August 15, from 8:30 AM – 5:30 PM.

Be it resolved that Council ratify their decision made at the Committee Meeting of the Whole on August 4, 2026 to donate the rental cost of the Harry Ivany Arena to the Antique Car Society for the purpose of an Antique Car show to be held on August 15, 2026 between 8:30 AM – 5:30 PM.

- Moved by Councillor Boone; seconded by Councillor Edison

- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-176

ii. Summary to Flying Boat Festival

- Councillor Boone advised that the FBF was a success, and went on to thank all the volunteers, businesses, and community groups for their involvement and contributions.

8) ADMINISTRATIVE ISSUE

a. Arrears Sales By Law

Whereas section 7(1)(a) of the Towns and Local Service District Act requires that every council adopt a by-law on arrears sales and,

Whereas the Town of Botwood recognises the importance of collecting the taxes on assessed property values to use for the betterment of the community, furthermore,

Whereas the Town of Botwood recognises the need to make available unused or abandoned homes and properties,

Be it resolved that the Council for the Town of Botwood adopt the proposed "Arrears Sales By-Law."

- Moved by Councillor Jacobs; seconded by Councillor Edison
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-177

b. Property Standards and Nuisance By-law

Whereas the Towns & Local Service District Act authorizes the Town of Botwood to implement a set of standards for which property owners are expected to maintain their property, and,

Whereas the Botwood Town Council recognises the need for a by-law giving the Town authority to respond to nuisance complaints,

Be it resolved that Council adopt the proposed Property Standards and Nuisance by-law.

- Moved by Councillor Jacobs, seconded by Councillor Boone
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone

- Carried 5-0
- RESOLUTION # 26-178

c. Rules of Procedure By-Law

Be it resolved that Council revoke the Rule of Procedure Governing meetings, which was adopted by motion #26-072 on January 8, 2026 and adopt the new Rules of Procedure, as presented, effective immediately.

- Moved by Councillor Jacobs; seconded by Councillor Boone
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-179

d. CBDC Town Plan review proposal

- i. CAO Dennison advised that CBDC hasn't yet submitted a proposal but summarised that our Town Plan is due to expire in 2029 but if we do this now, CBDC can share a resource across several municipalities, which will keep our cost lower. CAO Dennison will bring the proposal back to Council when its presented to the Town.

e. Nomination Date for By-election

Be it resolved that Council shall, in accordance with subsection 14(2) of the Municipal Elections Act, set a nomination date of Thursday, September 17, 2026 for the Botwood by-election; the date of which is October 20, 2026.

- Moved by Deputy Mayor Hancock , seconded by Councillor Jacobs
- Mayor Budgell asked for clarification on whether it was just one day, ACAO Best informed that it is just one day.
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-180

f. Returning & Alternative Returning Officer

Be It Resolved that in accordance with Section 13(1) and (2) of the Municipal Elections Act the Town Clerk, Audrey Rowsell shall be the Returning Officer and Timothy Best, Assistance CAO shall be appointed as an Alternate Returning Officer for the October 20,2026 by-election.

- Moved by Deputy Mayor Hancock; seconded by Councillor Jacobs

- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-181

g. Pay scale for election employees

Be It Resolved that election officials for the October 20, 2026 by-election shall be paid in accordance with rates approved for the General Election held in 2025.

- Moved by Deputy Mayor Hancock; seconded by Councillor Boone
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-182

h. Health and Safety Policy

- i. CAO Dennison presented the new Health and Safety Policy for the Town of Botwood, explaining that this policy review is past due. Went on to explain the new policy will seek to address all matters relating to a safe workplace including but not limited to hazard identification, identifying & mitigating risk, harassment in the workplace.
- ii. Councillor Edison offered a resolution to adopt the new policy
- iii. Be it resolved that Council adopt the Health and Safety policy as presented
- iv. moved by Councillor Edison; seconded by Councillor Boone,
- v. Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- vi. Carried 5-0
- vii. RESOLUTION # 26-183

One resident left the chambers at 7:33 PM.

i. Survey Monkey

- i. CAO Dennison provided rundown of the survey he assembled on development priorities for the town.
- Be it resolved that the Town Council of the Town of Botwood approve the survey monkey community survey as presented for distribution to the resident of Botwood and further be it resolved that the purpose of the survey is to gather feedback from the residents regarding the municipal services, the community priorities, future development, infrastructure needs, recreation opportunities, and other matters of importance to the

community, and further be it resolved that the information collected through the survey be used to assist council in identifying community priorities, establishing strategic goals to guide future decision making, budgeting, and strategic planning initiatives for the Town of Botwood.

- i. Moved by Councillor Boone; seconded by Councillor Jacobs
- ii. Mayor asked question regarding “question #9” and whether we should ask the question on waterfront development. CAO Dennison clarified the areas the Town of Botwood can develop versus the waterfront development planned by EVPC.
- iii. Councillor Jacobs asked about the structure of the survey, whether some questions can have multiple choices.
- iv. Deputy Mayor suggested paper copies have larger space to write out text.
- v. Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- vi. Carried 5-0
- vii. RESOLUTION # 26-203

9) PERMITS/DEVELOPMENT APPLICATIONS

a. Ratify permits as listed below

Be it resolved to ratify the permits as listed below.

- Moved by Councillor Boone, seconded by Councillor Edison
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-184

b. Resolution to ratify decision of CMTW to approve 7 ft Fence at 33 Church Road

Whereas the Council met on August 4, 2026 in a Committee Meeting of the Whole and voted to approve the 7 foot high fence permit,

Be it resolved that Council ratify their decision and approve the application for a 7 foot high fence permit at 33 Church Road.

- Moved by Councillor Edison, seconded by Councillor Boone
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-185

10) NOTICE OF MOTIONS, RESOLUTIONS QUESTIONS, AND OTHER BUSINESS

a. Correspondence

- i. Resident complaint regarding dog waste **ACAO provided update**
- ii. Encampment complaint **ACAO provided update**
- iii. Emergency Services, Emergency Management Plan **ACAO provided update**
- iv. Enable Canada Day initiative, **ACAO to follow up**
- v. Legion Veterans Service Recognition Book,
 - Council Boone and Deputy Mayor Hancock asked if they were in conflict due to membership in the Legion
 - Mayor Budgell, Councillor Edison, and Councillor Jacobs agreed that Councillor Boone and Deputy Mayor Hancock were not in conflict
 - Moved by Councillor Jacobs, seconded Councillor Boone to buy a ¼ page ad at \$510 /tax
 - Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
 - Carried 5-0
 - RESOLUTION # 26-204
- vi. Resident offer to turn over land to Town of Botwood
 - To be discussed in future meeting
- vii. Request for letter of support from Xplore Inc
 - Moved by Councillor Boone, seconded Councillor Jacobs
Be it resolved to write a letter of support Councillor Boone asked for clarification on the project on what is being proposed, DM Hancock clarified that this is to provide improved home based internet.
 - Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
 - Carried 5-0
 - RESOLUTION # 26-186

Mayor called a rest room break at 8:05 PM.

Mayor called meeting back to order at 8:11 PM.

- viii. Ad in Suicide Prevention Awareness Handbook, from RNC Association
 - Council expressed concern for the cost,
 - Council tabled this and requested ACAO Best validate this against our donation policy and bring it back at the next meeting.

- ix. Letter from Youth PC
 - Staff to respond.

11) Other Business

- a. Mayor called for a resolution to close the meeting to public.
 - Be it resolved that as per subsection 41(1) (a, c, f , & j) of the Towns and Local Service District Act Council close this meeting to the public for the purpose of a discussion multiple topics of a confidential nature.
 - Moved by Councillor Boone; seconded by Councillor Jacobs
 - Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
 - Carried 5-0
 - RESOLUTION # 26-187

Last Resident left chamber.

- b. Mayor called for a resolution to reopen the meeting to public.

Be it resolved that as per subsection 41(2)(b)(v) of the Towns and Local Service District Act Council re-open this meeting to the public.

Moved by Councillor Boone; seconded by Councillor Edison

 - Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
 - Carried 5-0
 - RESOLUTION # 26-188

All residents had left the building; no one re-entered the chambers.

- c. Motion to Table the Report Regarding Municipal Plan Amendment No. 2, 2025 and Development Regulations Amendment No. 2, 2025
 - WHEREAS Council has received the report concerning Municipal Plan Amendment No. 2, 2025 and Development Regulations Amendment No. 2, 2025; and
WHEREAS Council wishes to defer consideration of the report to allow for further review, discussion, and consideration of the information presented;
THEREFORE BE IT RESOLVED THAT the Town Council of the Town of Botwood hereby tables the report regarding Municipal Plan Amendment No. 2, 2025 and Development Regulations Amendment No. 2, 2025 until

a future Council meeting, at which time the matter may be brought forward for further consideration and decision.

- Moved by Councillor Jacobs; seconded by Councillor Boone
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-189

d. Review letter to resident regarding Code of Conduct complaints, discussed in closed portion of the Regular Meeting on August 12, 2026.

- While in closed portion of August 12, 2026 meeting, Council reviewed correspondence to be sent to a resident and agreed in the to send the correspondence.
- Be it resolved that Council ratify the decision made in the closed portion of the regular meeting on August 12, 2026, to approve correspondence to a resident.
- Moved by Councillor Edison; seconded by Councillor Jacobs
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-190

12) ACTION ITEMS REQUIRED

- a. Action Items Required by Council
- b. Action Items Required by Minutes

12) ADJOURNMENT

- Be it resolved to adjourn the meeting.
- Moved by Councillor Boone; seconded by Councillor Jacobs
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-191

Meeting adjourned at 10:00 PM.

X

Myra Budgell
Mayor

X

Tim Best
Acting Town Clerk