



## Regular Council Meeting - Minutes

Wednesday, September 9, 2026

Location: Botwood Council Chambers

Meeting No.: 1367

Present: Mayor Myra Budgell (Presiding)

Deputy Mayor Jim Hancock

Councillor Harold Edison

Councillor Michelle Jacobs

Councillor Eric Boone

Staff: CAO Rob Dennison

ACAO Tim Best

Also Present: One resident

### 1) Call to Order

- a. Meeting called to order at 7:03pm.

### 2) Motion to name 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 September 9, 2026.

- Moved by Deputy Mayor Hancock; seconded by Councillor Edison
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-205

### 3) Proclamations

- a. Seniors Day in Botwood and National Seniors Day, October 1, 2026
  - i. Mayor Budgell signed the proclamation

4) Approval of agenda

Be it resolved that Council shall approve the agenda for regular council meeting held Wednesday, September 9, 2026 as presented.

- Moved by Councillor Edison; seconded by Councillor Jacobs
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-206

5) Approval of Minutes

a. August 12, 2026 Regular Meeting of Council

Be it resolved that Council shall adopt the minutes for the regular meeting of council held on August 12, 2026 as presented.

- Moved by Councillor Jacobs; seconded by Councillor Boone
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-207

b. August 25, 2026 Special Meeting of Council

Be it resolved that Council shall adopt the minutes for the regular meeting of council held on August 25, 2026 as presented.

- Moved by Councillor Boone; seconded by Councillor Edison
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-208

6) Business Arising from the Minutes

a.

7) Committee Reports

a. Mayor's report

i.

b. Development and Economic Promotion Committee

i. Update added to agenda and captured under "Other business."

c. Finance Committee

i. Resolution to approve the Bills for Payment

Be it resolved that Council approve the bills for payment in the amount of \$155,089.96.

- Moved by Deputy Mayor Hancock; seconded by Councillor Boone
- Mayor Budgell asked for a breakdown of the bills for payment, some sort of report that can provide a little more detail than is available just in the listing.
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-209

ii. Resolution to approve the Routine Expenditures

Be it resolved that Council approve the Routine Expenditures in the amount of \$35,221.10.

- Moved by Councillor Edison; seconded by Deputy Mayor Hancock
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-210

iii. Resolution to approve the Miscellaneous Cheques

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

- Moved by Councillor Boone; seconded by Councillor Jacobs
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-211

d. Municipal Works Committee

- i. Resolution to award paving contract to Baker's paving added to agenda and captured under "Other Business."

e. Parks, Recreation, and Youth Committee

- i.

f. Seniors and Community Services Committee

- i. Resolution for Town Staff to promote Seniors Day, Michelle to present  
Whereas the Town of Botwood has recognised the vital role played by its Seniors through leadership, mentorship and their unwavering commitment to the future of our Town; and  
Whereas local service organisations and community groups have begun playing events to recognise National Seniors Day;

Be it resolved that the Town of Botwood staff make every effort to assist these community groups by promoting their events through the Town's online platforms and where possible, provide logistical support to ensure the success of these events.

- Moved by Councillor Jacobs; seconded by Councillor Boone
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-212

g. Heritage, Tourism, and Special Events Committee

i.

8) Administrative

a. Option to secure [www.botwood.ca](http://www.botwood.ca)

- i. ACAO Best provide a rundown of the option to secure [www.botwood.ca](http://www.botwood.ca).

b. Revisit Vac truck main suction hose option

CAO Dennison reviewed an alternative option from a NS based vendor for a 3<sup>rd</sup> party brand hose, that would ship out of Montreal.

Whereas Council had voted in favour RESOLUTION 26-171 for the purchase of a replacement main suction hose for the trucks vac truck at a cost \$13,902.11; and Whereas Council knew that the HI-VAC brand hose is proprietary to the manufacturer of the vac truck, as such Council believed this was the appropriate choice, however with the new information provided by CAO Dennison that the 3rd party brand hose is believed to be comparable in quality to the proprietary option but for roughly a third of the price;

Be it resolved that Council rescind resolution 26-171 and approve CAO Dennison to move forward with the alternative option presented.

- Moved by Councillor Edison; seconded by Deputy Mayor Hancock
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-213

c. Ratify decision from September 1, 2026 CMTW regarding offer to turn land on Vinehams Lane back to the Town of Botwood

Whereas the Council has been presented with an offer to surrender land owned by a resident back to the Town of Botwood in lieu of taxes owed on the land; and Whereas this has been an acceptable practice for the Town and previous Councils;

Be it resolved Council ratify their decision made in the September 1, 2026 committee meeting of the whole to accept the offer of land on Vinehams Lane in lieu of taxes under the conditions that the a) resident has a survey of the land or

is willing to have the land surveyed at their own cost, and b) the resident has a copy of the deed to the property.

- Moved by Councillor Boone; seconded by Councillor Jacobs
- Aye: Myra Budgett, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-214

d. Correspondence to resident

WHEREAS Council has previously considered and rendered its final decision regarding the complaints submitted by A Resident; and

WHEREAS Council has determined that its role in relation to those matters is complete and that no further action is authorized or required under the applicable legislation; and

WHEREAS Additional correspondence concerning these closed matters has been directed to individual members of Council notwithstanding the communication restrictions previously imposed;

BE IT RESOLVED THAT Council reaffirms that these matters are closed and that no further action will be taken by Council with respect to the complaints;

AND FURTHER BE IT RESOLVED THAT the Chief Administrative Officer be authorized and directed to issue correspondence to The Resident confirming Council's position, advising that all communications regarding Town business must continue to be directed through the one administrative channel outlined within the restrictions currently in place, and reminding him that direct communications with individual members of Council are not permitted under those restrictions.

- Moved by Deputy Mayor Hancock; seconded by Councillor Boone
- Aye: Myra Budgett, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-215

e. Request to purchase land on Hillview Road

- CAO Dennison provided details of a request from a citizen to purchase a piece of land that is included in the RFP we are currently running on Hillview Road. The request will be considered with other responses to the RFP.

9) Permits / Development Application

a. Ratify permits as listed below, Harold to present resolution

Be it resolved that Council ratify the list of permits as presented.

- Moved by Councillor Edison; seconded by Deputy Mayor Hancock

- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-216

b. Ratify decision of CMTW August 18, 2026 to approve 4 foot fence at [REDACTED]

Be it resolved that Council ratify their decision made in the August 18, 2026 committee meeting of the whole to approve the permit request to build a 4 foot high front fence at [REDACTED]

- Moved by Councillor Jacobs; seconded by Councillor Boone
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-217

c. Quarry permit application

Whereas the Town of Botwood has been notified of a quarry application submitted by ACDC Excavation Inc. for a 4 hectare quarry located 4 KMs from route 350 along Northern Arm Brook road; and

Whereas this notification was submitted by the Mineral Lands Division of the provincial Department of Energy and Mines; and

Whereas the Town staff have visited the site and did not observe any reason to object to the application;

Be it resolved that Council does not object to the issuance of this quarry application and directs Town staff to reply accordingly to the Government of Newfoundland and Labrador.

- Moved by Councillor Boone; seconded by Councillor Edison
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-218

10) Other Business

a. Reschedule October 14 Regular meeting and October 13 CMTW

Council agreed to hear this matter. Deputy Mayor Hanock provided a rundown of why the change is needed.

Whereas the Town staff will be unavailable on October 14, 2026 to attend the regular meeting of council; and

Whereas a Committee Meeting of the Whole has been scheduled for 1:30 pm of October 13, 2026;

Be it resolved that Council reschedule the October 14, 2026 regular meeting of council to Tuesday, October 13, 2026 at 7:00 pm and reschedule the Committee

meeting of the Whole scheduled for October 13th to Friday, October 9th at 1:30 pm.

- Moved by Deputy Mayor Hancock; seconded by Councillor Boone
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-219

b. Emergency Management Plan

CAO Dennison request to add this item to the agenda, council agreed to hear the issue. CAO Dennison explained that this is just approval in principle of the EMP and a resolution is required to approve the draft to send to Emergency Services Division of the provincial government.

Be it Resolved that the Town of Botwood approve in principle the Emergency Management Plan dated September 2026.

- Moved by Deputy Mayor Hancock; seconded by Councillor Boone
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-220

c. Award Bakers paving contract for paving

Council agreed

Whereas the Build Canada Strong Fund (Gas Tax) application was approved for via resolution 26-172 for the amount of \$ 72,956.00; and Whereas the application for funds was granted in the amount of \$66,159.00;

Be it resolved the Council award the contract for paving patches on Valley Road, Wireless Road, and Bairds Hill in the amount of \$72,956.00 to Baker's Paving.

- Moved by Councillor Edison; seconded by Councillor Jacobs
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-221

d. Development and Economic Promotion meeting.

Council agree to hear an update from Deputy Mayor Hancock regarding the Economic Promotion and Development meeting. Deputy Mayor provided a rundown of Economic and Development meeting held on Tuesday, September 8, 2026. Discussed an early look at the results of out development survey. Also discussed redevelopment options that can be considered around number 9 shed, ball fields, and machine shop. Meeting also discussed potential priorities for the Town of Botwood municipal capital works project. Priorities may include

a new firehall project, and several water service projects (ex. Smith Drive pressure issue, Phaser Road waterline replace). Also discussed potential to look at better use of space on the airbase.

e. Capital Works Project

Council agreed to hear an upgrade on capital works projects from CAO Dennison. CAO Dennison did a warranty work walk on the Commonwealth Drive project with MA ENG on Wednesday, September 9, 2026 where they identified some issues largely around driveways. Contract may want some funds for some issues that was not identified in the original post project walk through and some issues will be covered by the contractor under the warranty.

CAO Dennison provided update on the status of the Valley Road project; right now CAO Dennison is expecting a \$10k - \$12k overrun on this project due to an unbudgeted valve and some gabions that were not included in the scope of work.

11) Correspondence

a. Letter from NL Government Services

- i. Council reviewed and acknowledged the letter.

b. Letter from MNL

- i. The Town of Botwood reserved 6 seats / hotel rooms for the MNL Conference in St. John's. The attendees will be the 5 current council members as well as CAO Dennison.

c. Kids Eat Smart Radiothon

- i. ACAO notified the council that this request fell outside the Town of Botwood donation policy.

12) Action Items required

a. Action Items required by Council

b. Action items required by minutes

13) Adjournment

Mayor Budgell called for a motion to adjourn the meeting

Be it resolved to adjourn the meeting at 825: pm.

- Moved by Deputy Mayor Hancock; seconded by Councillor Jacobs
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried 5-0
- RESOLUTION # 26-222

X

Myra Budgell  
Mayor

X

Tim Best  
Acting Town Clerk

Permits to be ratified on Wednesday, September 9, 2026

- 26-049, [REDACTED], Build Garage 18'x32'
- 26-050, [REDACTED], Replace patio & shed doors
- 26-051, [REDACTED], Build garage 22'x24'
- 26-052, [REDACTED], Vendor permit, Softball field & Legion
- 26-053, [REDACTED], Extension on house, 25'x20'
- 26-054, [REDACTED], Vendor permit, operate at Legion on August 22
- 26-055, [REDACTED], Replace Existing front bridge 7'x5'
- 26-056, [REDACTED], Backfilling, replacing shingles, & Floor in shed
- 26-057, [REDACTED], Replace boards on deck
- 26-058, [REDACTED], Chain Link Fence 4' front 6' back
- 26-059, [REDACTED], Siding replacement
- 26-060, [REDACTED], Permit to operate AirBnB [REDACTED]
- 26-061, [REDACTED], To Build a residence