



Special Meeting of Council - Minutes

Thursday, September 24, 2026 at 10:03 am

Botwood Council Chambers

Present: Mayor Myra Budgell (Presiding)
Deputy Mayor Jim Hancock
Councillor Harold Edison (via phone call)
Councillor Michelle Jacobs
Councillor Eric Boone
CAO Rob Dennison
ACAO Tim Best

Also present: Four residents

1) 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 Special Meeting of Council for September 24, 2026.

- Moved by Councillor Boone, seconded by Deputy Mayor Hancock
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried: 5 – 0
- Resolution # 26-223

2) Approval of the agenda

Be it resolved to approve the agenda 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 # 26-224



3) Accept lease renewal request

Whereas the Town of Botwood entered into a Lease agreement on September 19th, 2024 with the Exploits Valley Port Corporation (EVPC), for lands described as parcel A and parcel B, as show in schedule B and C of the agreement; and

Whereas section 32. (1) of said agreement states “Both Parties agree to provide the option to extend, renew, terminate or renegotiate at any time during the rental term, subject to:

a. providing at least thirty (30) days advance written notice;”and

Whereas notice was provided to the Town of Botwood on August 10, 2026 by EVPC of their intension to extend the lease beyond the expiration date of September 18, 2026; therefore

Be it resolved that the Town of Botwood offer extension of 24 months, of said lease to the Exploits Valley Port Corporation, which would expire on Spetember 18, 2028 or upon announcement of the Final Investment Decision from EVREC, whichever comes first and all other terms of the existing lease remain as is.

- Moved by Deputy Mayor Hancock, seconded by Councillor Jacobs
- Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
- Carried: 5 - 0
- Resolution # 26-225

4) Old timers hockey rate for tournament

Whereas the Old Timers Hockey League announced their dates and rates to the participant during last years tournaments,

Be it resolved that the Town of Botwood agree to the following:

- I. Old Timers regular Sunday evening booking will be charged at the new rate, \$170 /hr
 - II. Old Timers April 2027 tournament will be charged based on last years rate of \$155 /hr with additional \$30 /hr for tournaments and special events, \$185 /hr total (HST Included)
 - III. Future tournaments will be charged the current rate at the time of the tournament
- Moved by Deputy Mayor Hancock, seconded by Councillor Boone
 - Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
 - Carried: 5 - 0
 - Resolution # 26-226



5) Municipal Capital Works Project applications

Be it resolved that Council approval Town management to engagement the appropriate engineering firm(s) to development application for the 2027 – 2028 Municipal Capital Works (MCW) provincial funding program, and the joint federal provincial Canadian Housing Infrastructure Fund (CHIF). The project application list is as follows:

- I. New Botwood Firehall
- II. Waterline pressure booster station
- III. Fraser Road waterline replacement
 - Moved by Councillor Boone, seconded by Deputy Mayor Hancock
 - Aye: Myra Budgell, Jim Hancock, Harold Edison, Michelle Jacobs, Eric Boone
 - Carried: 5 - 0
 - Resolution # 26-227

Councillor Edison had to leave the meeting at 10:08 am, dropped off the phone

6) Resolution to close meeting

Be it resolved that as per subsection 41 (1) (a) (b) (c) of the Towns and Local Service District Act, Council close this meeting to the public for the purpose of a discussion related to a resident complaint, and a discussion related to a land lease renewal.

- Moved by Councillor Boone, seconded by Councillor Jacobs
- Aye: Myra Budgell, Jim Hancock, Michelle Jacobs, Eric Boone
- Carried: 4 - 0
- Resolution # 26-228

All residents left the chambers.

7) Resolution to re-open the meeting

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 Jacobs, seconded by Councillor Boone
- Aye: Myra Budgell, Jim Hancock, Michelle Jacobs, Eric Boone
- Carried: 4 - 0
- Resolution # 26-229

All residents had left Town Hall and no one re-entered chambers.



- 8) Resident Complaint related to Kings Road property and Council to stop non-conforming work, Mayor Budgell called for a motion to ratify decision of the closed portion of the meeting.

WHEREAS Administration conducted a municipal inspection of the property located at 8 King's Road, Botwood, NL on September 4, 2026, and documented observations indicating potential non-conforming land use activity, structural alterations inconsistent with approved development permits, and multiple health and safety concerns;

AND WHEREAS the inspection identified evidence consistent with commercial or quasi-commercial automotive repair activity within a residential zone, including the presence of vehicle hoists, compressors, welders, grinders, tire service equipment, fuel storage, automotive parts, and multiple vehicles awaiting or undergoing repair;

AND WHEREAS the inspection further documented discrepancies between the structure, as approved under Development Permits issued by the Town of Botwood on June 20, 2017 and September 17, 2019 and the structure presently existing on site, including additions and structural alterations not appearing to be consistent with the approved drawings and permits;

AND WHEREAS the inspection noted concerns respecting structural integrity, electrical deficiencies, unsafe fuel storage, fire safety risks, obstructed access, and conditions that may constitute a risk to public safety;

AND WHEREAS Section 102 of the Urban and Rural Planning Act, 2000 authorizes Council to require the discontinuance, removal, demolition, or restoration of a development that is undertaken or maintained contrary to the Act, regulations, a municipal plan, development regulations, or conditions of approval;

THEREFORE BE IT RESOLVED THAT Council directs Administration to issue an Order pursuant to Section 102 of the Urban and Rural Planning Act, 2000 requiring the owner(s) and/or occupier(s) of the property located at 8 King's Road, Botwood, NL, identified in the September 4, 2026 Inspection Report, to:

- I. Immediately cease any automotive repair, vehicle servicing, storage, dismantling, welding, fabrication, or other activities that are not permitted within the applicable residential land use zone;
- II. Remove all non-compliant materials, equipment, vehicles, and associated commercial or quasi-commercial repair operations from the property;
- III. Restore the property and all structures to compliance with the Town of Botwood Municipal Plan, Development Regulations, approved development permits issued in 2017 and 2019, and all applicable municipal regulations;



- IV. Where compliance cannot be achieved through restoration, remove or demolish any structure, addition, alteration, or development determined to be non-compliant or unsafe; and
- V. Complete all required corrective actions within the timeframe specified in the Order issued by Administration.

BE IT FURTHER RESOLVED THAT should the owner fail to comply with the Order within the prescribed timeframe, Administration is authorized to take such further enforcement action as permitted under the Urban and Rural Planning Act, 2000, including seeking legal remedies and recovery of costs incurred by the Town.

- Moved by Deputy Mayor Hancock, seconded by Councillor Jacobs
- Aye: Myra Budgell, Jim Hancock, Michelle Jacobs, Eric Boone
- Carried: 4 - 0
- Resolution # 26-230

- 9) Accept Development Proposal for Hillview Road, Mayor Budgell called for motion to ratify decision made in closed portion of meeting.

Be it resolved that the Town Council of Botwood accept the proposal submitted by D. S. Building Contractor Limited for the Hillview Road residential development, including the construction of ten affordable rental housing units and an associated garage facility; and further, that Council authorise the Chief Administrative Officer along with Council to negotiate and enter into a formal Development Agreement with the developer, subject to the terms of the proposal, the conditions established by the Town, all required municipal and regulatory approvals, and final legal

- Moved by Councillor Jacobs, seconded by Councillor Boone
- Aye: Myra Budgell, Jim Hancock, Michelle Jacobs, Eric Boone
- Carried: 4 - 0
- Resolution # 26-231

- 10) Mayor Budgell called for a motion to adjourn.

Be it resolved to adjourn the meeting.

- Moved by Councillor Jacobs, seconded by Councillor Boone
- Aye: Myra Budgell, Jim Hancock, Michelle Jacobs, Eric Boone
- Carried: 4 - 0
- Resolution # 26-232
- Meeting adjourned at 10:49 am.



X

Myra Budgell
Mayor

X

Tim Best
Acting Town Clerk