



TOWN OF MAIN BROOK

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1. CALL TO ORDER

Minutes for the regular public meeting of council held on **November 17th, 2025 @ 6:01pm** at the Town Office Chambers Room

2. ROLL CALL

Presiding:

Mayor Ian Brenton

Members of the Council:

Deputy Mayor Danielle Smith

Councilor Ben Wiper

Councilor Donna Gibbons Caines

Councilor Kayla Pilgrim

Councilor Troy Rumbolt

Councilor Teresa Noble

Staff Members:

Town Clerk – Sandra Soman

3. ADDITIONS AND ADOPTIONS OF AGENDA

Resolution #2025-0143

Councilor Ben Wiper/ Councilor Donna Gibbons Caines

Be it resolved to adopt the agenda as presented

In favor: 7- Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor Ben Wiper, Councilor Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Donna Gibbons Caines, Councilor Teresa Noble

Against: 0

Abstain: 0

Resolution #2025-0143 CARRIED

4. BUSINESS ARISING

Tender for Salt and Sand

Town Clerk Sandra Soman advised that the Town has placed an order for 80 tonnes of salt and sand. Councilor Troy Rumbolt noted that this would amount to approximately five loads and that a fair transportation cost would be \$200.00. He also suggested that Council should be more proactive next year. Additionally, he mentioned that with earlier communication between departments next year, arrangements could be made for the salt to be delivered directly to the site instead of first being taken to the depot.

Resolution #2025-0144

Councilor Kayla Pilgrim/ Councilor Teresa Noble

Be it resolved to accept the quote put in by CKC Constructions for Salt and Sand delivery for \$300.00/load +HST

In favor: 7- Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor Ben Wiper, Councilor Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Donna Gibbons Caines, Councilor Teresa Noble

Against: 0

Abstain: 0

Resolution #2025-0144 CARRIED

-Updated Snow Clearing Contract

Mayor Ian Brenton was wondering if the Town had heard anything from the school. But Town Clerk Sandra Soman mentioned that she has not heard anything from the school Board regarding the snow clearing contract. Councilor Teresa Noble mentioned that she has heard that there are other bids that have gone in for the school snow clearing. Town Clerk Sandra Soman mentioned that she has amended the snow clearing contract as per the request from the last meeting. She mentioned that the following changes were made on the starting and the ending date from Dec 15th to April 10th 2025 and she also mentioned that she added the statement on removing the snow on the road up to the pumphouse.

Resolution #2025-0145

Councilor Kayla Pilgrim/ Councilor Kayla Pilgrim

Be it resolved to accept the snow clearing contract with one revision: removing the statement regarding the removal of snow from the entrance of the municipal building and keeping the bridge free from ice and snow.

In favor: 6- Mayor Ian Brenton, Councilor Ben Wiper, Councilor Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Donna Gibbons Caines, Councilor Teresa Noble

Against: 0

Abstain: 1 - Deputy Mayor Danielle Smith (Conflict of interest)

Deputy Mayor Danielle Smith abstained due to potential financial gain

Resolution #2025-0145 CARRIED

-GICB

Councilor Kayla Pilgrim raised a question regarding how there are two garages planned within the building. Mayor Ian Brenton stated that, based on what he has heard and the suggestions put forward, there will not be enough room, as the space measures approximately 20 by 11.5. Councilor Ben Wiper commented that there needs to be at least one space within the building designated for community activities or services. Councilor Troy Rumbolt advised that he and Dave Smith would review and evaluate the ambulance requirements and bring their findings back to Council. Mayor Ian Brenton noted that the building contractor, Gerard Chaytor, typically requires 50% upfront of the total cost. He also stated that Council has already approved \$20,000 for groundwork. He further mentioned that the interior would need to be moved back a significant amount and that bedrock behind the building would need to be removed. Deputy Mayor Danielle Smith expressed concern that, if the building proceeds as currently squared, there could be significant issues with water and snow. Mayor Ian Brenton added that Gerard Chaytor was supposed to provide a quote for the groundwork only; however, Town Clerk

Sandra Soman advised that the quote received was for the full building and not a separate groundwork quote. Mayor Ian Brenton requested that Town Clerk Sandra Soman obtain a separate quote for the groundwork.

Councilor Troy Rumbolt also mentioned that he and Dave Smith plan to take an excavator to the site to dig test holes to determine the depth of loose ground and the location of bedrock. He added that, if the building does proceed, it would be beneficial to have it enclosed and made weather tight. Councilor Ben Wiper noted that maintaining a good working relationship with the contractor is very important at this stage. He also suggested that asking Gerard Chaytor an updated quote as well as to break the project into several stages to align with cash flow should be a priority, and that it may be beneficial for the Town to release Gerard from the current timeline.

Resolution #2025-0146

Councilor Teresa Noble/ Councilor Ben Wiper

Be it resolved to release contractor Gerard Chaytor from the renovation of the new multi purpose building until the funding is secured from the government.

In favor: 7- Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor Ben Wiper, Councilor Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Donna Gibbons Caines, Councilor Teresa

Noble

Against: 0

Abstain: 0

Resolution #2025-0146 CARRIED

Resolution #2025-0142

Councilor Ben Wiper/ Councilor Donna Gibbons

Be it resolved to remove William Baldwin from the signing authority and add Danielle Smith to both the Atlantic Edge Credit Union and Scotia Bank Accounts.

In favor: 7- Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor Ben Wiper, Councilor Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Donna Gibbons Caines, Councilor Teresa

Noble

Against: 0

Abstain: 0

Resolution #2025-0142 CARRIED

Resolution #2025-0147

Councilor Ben Wiper/ Councilor Donna Gibbons

Be it resolved to remove William Baldwin from the signing authority of the GICB Grant and add Deputy Mayor Danielle Smith.

In favor: 7- Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor Ben Wiper, Councilor Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Donna Gibbons Caines, Councilor Teresa

Noble

Against: 0

Abstain: 0

Resolution #2025-0147 CARRIED

-Shared Curb Stops

Councilor Troy Rumbolt mentioned that over this winter time the maintenance committee should sit together and look at the whole town's water system with locations, curb stops and fire hydrants. He also mentioned that the town should have to set up a plan during the winter for all these issues so that the town will get the confidence that this will get done. The council has in short agreed to wait till the spring to get the curb stops all fixed.

Resolution #2025-0148

Councilor Donna Gibbons Caines / Councilor Troy Rumbolt

Be it resolved to spend \$2000.00 pretax on curb stop materials.

In favor: 7- Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor Ben Wiper, Councilor Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Donna Gibbons Caines, Councilor Teresa

Noble

Against: 0

Abstain: 0

Resolution #2025-0148 CARRIED

-Town Manager

Resolution #2025-0149

Councilor Teresa Noble/ Councilor Kayla Pilgrim

Be it resolved to pay to advertise for the Town Manager Job in Indeed

In favor: 7- Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor Ben Wiper, Councilor Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Donna Gibbons Caines, Councilor Teresa

Noble

Against: 0

Abstain: 0

Resolution #2025-0149 CARRIED

-Sewer Pipeline

Mayor Ian Brenton stated that there were discussions in the previous meetings regarding the sewer outfall, where divers had previously entered the harbour and anchored the outfall to the bottom. He also requested Town Clerk Sandra Soman to get a quote from Sparkes Subsea for 10 sets of weights.

5. NEW BUSINESS

-Community Sport Fund

Town Clerk Sandra Soman advised that the Town has received a \$1,000 CAD grant from the Community Sport Fund, and that the final report must be submitted before the end of January 2026. She also noted that the grant is very specific, and according to the guidelines, the funds must be used only for the activities outlined in the application.

Resolution #2025-0150

Councilor Kayla Pilgrim/ Councilor Donna Gibbons

Be it resolved to use Community Sport Fund grant funding for the event of Christmas Sports Day Funding

In favor: 7- Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor Ben Wiper, Councilor Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Donna Gibbons, Councilor Teresa Noble

Against: 0

Abstain: 0

Resolution #2025-0150 CARRIED

Deputy Mayor Danielle Smith stated that if the Town Council is planning to hold Christmas events, the Recreation Committee would require support and commitment from Councilors to help ensure the success of the event.

-Canada Summer Jobs

Town Clerk Sandra Soman mentioned that the applications have been opened for Canada Summer Jobs for 2026. Town Clerk Sandra Soman mentioned that she does not want any students for the office work.

Resolution #2025-0151

Mayor Ian Brenton/ Councilor Kayla Pilgrim

Be it resolved to apply for 4 positions for outside work to help Town Operations Manager Jason Noseworthy.

In favor: 7- Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor Ben Wiper, Councilor Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Donna Gibbons Caines, Councilor Teresa Noble

Against: 0

Abstain: 0

Resolution #2025-0151 CARRIED

-Fire Department

Deputy Mayor Danielle Smith advised that training sessions are available for the Fire Department and noted that the firefighters' first aid certification has expired. Councilor Ben Wiper requested that the Town Clerk forward any existing emergency management plan to all Councilors. Council agreed that a Fire Department report should be presented at monthly meetings.

-Public Relations and Social Media

Mayor Ian Brenton stated that Councilors are responsible for complying with the TLSD Act and the Code of Conduct Act and are expected to always conduct themselves professionally. This includes activity on social media, and Councilors are expected to be cautious about what they post. He noted that two social media posts made by Councilor Donna Gibbons Caines had raised concerns several times and that concerns about her communications with the MP. Mayor Ian Brenton requested Councilor Donna Gibbons Caines remove the posts from Facebook. Councilor Donna Gibbons Caines agreed to remove the post from Facebook. Councilor Donna Gibbons Caines was asked if she had posted publicly about Randy Strangemore's use of Town gravel. She said she did not.

-Tickle Lane Road

Mayor Ian Brenton noted that increased tides and frequent flooding are becoming a growing concern for the Town. He stated that it would be beneficial to repair the road and that the Town should investigate available grants to secure funding for the work. He also suggested exploring an application under the Capital Works program to repair the road near Tickle Lane.

-Council Building Supplies

Councilor Ben Wiper mentioned the Town Clerk should oversee maintaining adequate cleaning supplies in the office.

- Code of Conduct Complaint

Councilor Ben Wiper noted that the second Code of Conduct complaint submitted by a resident was not addressed by Council, and he advised that he has drafted a response on behalf of Council. He also stated that when the draft letter was circulated, there was general agreement among Council members, except for those in a conflict of interest. He added that there was one request to remove or revise a section of the letter, after which all members could sign, and the letter could be issued. He also mentioned that once the draft is done, he will do a copy for all Councilors to sign.

Resolution #2025-0152

Councilor Ben Wiper/ Councilor Kayla Pilgrim

Be it resolved to send the response regarding code of conduct complaint to the resident with the one change as suggested.

In favor: 6- Deputy Mayor Danielle Smith, Councilor Ben Wiper, Councilor Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Donna Gibbons Caines, Councilor Teresa Noble

Against: 0

Abstain: 1- Mayor Ian Brenton (Conflict of interest)

Mayor Ian Brenton abstained as he is one of the subjects of the Code of Conduct Complaint

Resolution #2025-0152 CARRIED

6.CORRESPONDENCE SESSION

-Letter of Support – Small Town Director Lynn Decker Ellsworth

Resolution #2025-0153

Councilor Donna Gibbons Caines/ Councilor Kayla Pilgrim

Be it resolved to send the letter of support to Lynn Decker Ellsworth for the candidacy as the Small Town Director.

In favor: 6-Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Donna Gibbons Caines, Councilor Teresa Noble

Against: 1 - Councilor Ben Wiper

Abstain: 0

Resolution #2025-0153 CARRIED

-Letter of Support – WBCDA

Resolution #2025-0154

Councilor Ben Wiper/ Councilor Donna Gibbons Caines

Be it resolved to send the letter of support for WBCDA to build a rest stop at the Roddickton Branch

In favor: 6- Deputy Mayor Danielle Smith, Councilor Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Donna Gibbons Caines, Councilor Teresa Noble, Councilor Ben Wiper

Against: 0

Abstain: 1 – Mayor Ian Brenton (Conflict of interest)

Mayor Ian Brenton declared a conflict of interest as he is one of the directors of WBCDA.

Resolution #2025-0154 CARRIED

-Letter from MBRD

Councilors Troy Rumbolt, Ben Wiper, and Mayor Ian Brenton left the room declaring a conflict of interest as directors or employees of MBRD.

Councilor Donna Gibbons Caines stated that she intends to contact Municipal Affairs regarding the matter, noting that two Councilors who voted were also members of Main Brook Research and Development (MBRD). Councilor Kayla Pilgrim advised that the item on the agenda should be deferred to the next meeting.

Councilor Teresa Noble commented that the rent was not the issue, but rather the photocopier rate. Councilor Donna Gibbons Caines added that if a regular taxpaying resident pays \$0.30 per copy, then MBRD should be paying the same rate. Councilor Teresa Noble further stated that MBRD has indicated it has funds to invest in the Town, but at this point the Town is not currently benefiting.

Councilor Donna Gibbons Caines suggested that it might be better for MBRD to purchase its own printer. Councilor Donna Gibbons Caines and Councilor Kayla Pilgrim indicated that they would proceed with the same motion previously agreed upon regarding the photocopier. Councilor Donna Gibbons also stated that she would contact Municipal Affairs regarding the rent issue and bring the matter back to Council at the next meeting.

Councilor Teresa Noble noted that the letter was presented as a proposal, which Council then countered. She stated that she asked twice what the purpose of the letter was, what MBRD disagreed with, and what Council should have considered differently, but those questions were not answered.

Councilor Donna Gibbons Caines concluded by stating that she would speak with Holly Scott to explain the situation and would bring forward a decision once more information is available.

The conflicted parties returned at the end of the discussion.

-Letter from Resident 1

Mayor Ian Brenton stated that the second operator should receive eight hours of work per day, if necessary, for two days every two weeks. Councilor Ben Wiper noted that the issue stemmed

from a misunderstanding between “week” and “weekend.” Council clarified that the second operator would be working on weekends and would also be available in case Dave calls in sick.

Council further noted that every second week the second operator would make themselves available and work as required, while Dave would continue to be paid for 40 hours over a 12-day period. Councilor Donna Gibbons Caines added that the second operator would be paid regardless of whether they are called in to work.

Council requested that Town Clerk Sandra Soman write a letter to the resident clarifying that the second operator would only be working on Saturdays and Sundays and would be paid only for weekend work—two days, twice a month, at eight hours per day. The letter should also state that even if there is no snow, the operator would still be paid at the same rate.

-Letter from Resident 2

Mayor Ian Brenton mentioned that the Town's responsibility is to the curb stop after that it is the responsibility of the property owner. Town Clerk Sandra Soman mentioned that after speaking with Municipal Affairs they said that it's up to the council to decide on who to fix the water box. Mayor Ian Brenton mentioned that a polite letter needs to be written to the resident stating that the water line after the valve is the resident's responsibility and the water line to the valve is the responsibility of the Town.

Resolution #2025-0155

Councilor Donna Gibbons Caines/ Councilor Teresa Noble

Be it resolved that the water box needs to be fixed by the resident

In favor: 7-Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Donna Gibbons Caines, Councilor Teresa Noble, Councilor Ben Wiper

Against: 0

Abstain: 0

Resolution #2025-0155 CARRIED

-Letter from Resident 3

Council in general agreed that the potholes in the roads need to be fixed. Councilor Troy Rumbolt mentioned that would be addressed on Wednesday. Mayor Ian Brenton requested Town Clerk Sandra Soman to let the resident know it would be done on next coming Wednesday.

7. FINANCE REPORT

Resolution #2025-0156

Councilor Kayla Pilgrim/ Councilor Donna Gibbons Caines

Be it resolved to pay all the Bills.

In favor: 7-Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Donna Gibbons Caines, Councilor Teresa Noble, Councilor Ben Wiper

Against: 0

Abstain: 0

Resolution #2025-0156 CARRIED

8. CALL TO CLOSE

Resolution #2025-0156A

Mayor Ian Brenton

Be it resolved to call the meeting to close at 9:52pm.

In favor: 7-Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor Kayla Pilgrim, Councilor Troy Rumbolt, Councilor Donna Gibbons Caines, Councilor Teresa Noble, Councilor Ben Wiper

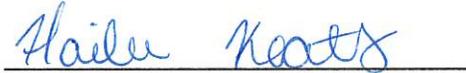
Against: 0

Abstain: 0

Resolution #2025-0156A CARRIED



Mayor



Town Clerk

