



TOWN OF MAIN BROOK

P.O. Box 130

Main Brook, NL A0K 3N0

Phone: 709-865-6561 Fax: 709-865-3279

Email: townofmainbrook@nf.aibn.com

1. CALL TO ORDER

Minutes for the regular public meeting of council held on October 20th, 2025 @ 6:03pm at the Town Office Chambers Room

2. ROLL CALL

Presiding:

Mayor Ian Brenton

Members of the Council:

Deputy Mayor Danielle Smith

Councilor Ben Wiper (By phone)

Councilor Donna Gibbons Caines

Councilor Kayla Pilgrim

Councilor Teresa Noble

Councilor Troy Rumbolt

Members of the Council Absent with Regrets: N/A

Staff Members:

Town Clerk – Sandra Soman

1. ADDITIONS AND ADOPTIONS OF AGENDA

- Letter from Resident
- Nomination form for the MNL

Resolution #2025-0116

Councilor Donna Gibbons Caines/ Councilor Kayla Pilgrim

Be it resolved to adopt the agenda with additions.

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

Against: 0

Abstain: 0

Resolution #2025-0116 CARRIED

2. ADOPTION OF MINUTES/SIGNATURES

Signing of Minutes from October 6th, 2025

Resolution #2025-0117

Councilor Donna Gibbons Caines/ Councilor Teresa Noble

Be it resolved to adopt the 2 sets of minutes from October 6th, 2025

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

Against: 0

Abstain: 0

Resolution #2025-0117 CARRIED

Resolution #2025-0117A

Councilor Troy Rumbolt/ Councilor Teresa Noble

Be it resolved to move into a Closed Session for the purpose of discussing a Code of Conduct complaint.

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

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 #2025-0117A CARRIED

Council ended the Closed Session and resumed the regular Council Meeting.

3. BUSINESS ARISING

Code of Conduct issue

Resolution #2025-0118

Councilor Donna Gibbons Caines/ Councilor Ben Wiper

Be it resolved to Censure Mayor Ian Brenton for violating the Code of Conduct sessions 4.1.2 and 4.1.6

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

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 #2025-0118 CARRIED

Resolution #2025-0119

Councilor Ben Wiper/ Donna Gibbons Caines

Be it resolved to enact a 3-month cooling off period whereby the Chairperson of the Human Resources Committee shall act as a buffer between Miss Sandra Soman and Mayor Ian Brenton and allow the policy changes to be enacted. Mayor Ian Brenton and Sandra Soman shall be permitted to interact directly where necessary for both parties to fulfill their legislated duties to the residents of Main Brook.

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

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 #2025-0119 CARRIED

Mayor Ian Brenton apologized to the Town Clerk Sandra Soman.

-Update of funds coming in for Loader Invoice rental to MBRD

Councilor Donna Gibbons Caines asked whether payment for the loader invoice had been received from Main Brook Research and Development. Town Clerk Sandra Soman advised that the invoice has already been sent and that payment is expected shortly.

- Update on permits issued & funds coming in from permits issued in 2025

Town Clerk Sandra Soman mentioned that the town has collected a revenue of \$985 for the permits issued up to this date.

-Solution for shared curb stop

Councilor Troy Rumbolt mentioned that he will talk with Jason on ordering the curb stops and then will take care of it.

- Municipal Capital Works

Town Clerk Sandra Soman mentioned that the Municipal Capital Works Application for this year has been submitted.

4. NEW BUSINESS

-Snow Clearing Contract for 2025-26

Councilor Troy Rumbolt mentioned that David Smith mentioned to him that he would like to get every second weekend off. Troy Rumbolt was wondering how far the Operations Manager has been doing on attaining his license and then Town Clerk Sandra Soman mentioned that he is going to do it again once he comes back from the training. Councilor Troy Rumbolt mentioned that the road going to the pumphouse needs to be cleared of snow as well. He also mentioned

that 1/3rd of the snow needs to be left for the snow mobiles. The council decided to advertise for a casual call in snow clearing contractor. Councilor Ben Wiper suggested that the contract needs to be updated to add snow clearing up to the pump house. Councilor Troy requested that the contract would start from Dec 15th, 2025, to April 10th, 2025.

Resolution #2025-0120

Councilor Kayla Pilgrim/ Councilor Troy Rumbolt

Be it resolved to give Snow Clearing Contractor Dave Smith an increase of pay from \$24/hr. to \$25/hr.

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

Against: 0

Abstain: 1 -Deputy Mayor Danielle Smith (Conflict of interest)
Deputy Mayor Danielle Smith abstained due to potential financial gain.

Resolution #2025-0120 CARRIED

Resolution #2025-0121

Councilor Ben Wiper/ Councilor Kayla Pilgrim

Be it resolved to advertise for a casual call-in snow clearing contractor.

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

Against: 0

Abstain: 1 - Deputy Mayor Danielle Smith (Conflict of interest)
Deputy Mayor Danielle Smith abstained due to potential financial gain.

Resolution #2025-0121 CARRIED

Mayor Ian Brenton also mentioned that the Town should look into increasing the snow clearing contract for the school and was wondering if the council was okay with a 10% increase from last year. Councilor Troy Rumbolt also agrees to the 10% increase.

-Tender for Salt and Sand Delivery

Town Clerk Sandra Soman mentioned that the Town needs to advertise a tender for the sand and salt delivery as it is mandatory for the Transport Department.

Resolution #2025-0122

Councilor Kayla Pilgrim/ Councilor Troy Rumbolt

Be it resolved to advertise the tender to pick up salt and sand from the Highway Depot

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

Caines

Against: 0

Abstain: 0

Resolution #2025-0122 CARRIED

-Recreation Committee Application for an IGA grant for an outdoor skating Rink

Resolution #2025-0123

Councilor Ben Wiper/ Mayor Ian Brenton

Be it resolved to sign the letter of support for the Rec Committee for the IGA Grant Application
2026

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

Against: 0

Abstain: 0

Resolution #2025-0123 CARRIED

- Letter of support for IGA application

Resolution #2025-0124

Councilor Kayla Pilgrim/ Councilor Teresa Noble

Be it resolved for the Town to apply to the IGA for Grenfell Trail funding in collaboration with
MBRD, Intervale, and GCTA.

In favor: 3- Deputy Mayor Danielle Smith, Councilor Kayla Pilgrim, Councilor Teresa Noble,
Against: 1 – Councilor Donna Gibbons Caines

Abstain: 3 - Mayor Ian Brenton (Conflict of interest), Councilor Ben Wiper (Conflict of
interest), Councilor Troy Rumbolt (Conflict of interest)

Mayor Ian Brenton, Councilor Ben Wiper, Councilor Troy Rumbolt abstained because they
are the directors or employees of MBRD.

Resolution #2025-0124 CARRIED

- Town Manager Position

Councilor Kayla Pilgrim mentioned that if it's within budget, the town should advertise for a
temporary full-time position as it would be helpful to release the workload from the town clerk.
However, Mayor Ian Brenton mentioned that it would be hard to get the position filled if it was
advertised as temporary. Councilor Ben Wiper made it clear that it was discussed to hire
somebody with a 90-day probation period with the condition that they can be dismissed from the
job without cause. So, within these 90 days if the council finds out that there are not enough
funds then, the council will terminate that person within the 90 days without any consequences
for the Town.

Resolution #2025-0125

Councilor Kayla Pilgrim/ Councilor Donna Gibbons Caines

Be it resolved to advertise for a Town Manager
In favor: 7- Mayor Ian Brenton, Deputy Mayor Danielle Smith, Councilor Ben Wiper, Councilor Kayla Pilgrim, Councilor Teresa Noble, Councilor Troy Rumbolt, Councilor Donna Gibbons Caines

Against: 0

Abstain: 0

Resolution #2025-0125 CARRIED

- Letter of support for Zamboni Funding from Town of RBA

Councilor Ben Wiper suggested that the last line needs to be removed from the letter.

Resolution #2025-0126

Councilor Troy Rumbolt/ Councilor Donna Gibbons Caines

Be it resolved to sign the letter of support for the Town of Roddickton for Zamboni funding, with the amendment to remove the last line of the letter provided to the Town of Main Brook by the Town of Roddickton–Bide Arm.

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

Against: 0

Abstain: 0

Resolution #2025-0126 CARRIED

- Approval to declare the emails to FCM

Town Clerk Sandra Soman asked if the council was okay with disclosing their emails to FCM. All the Councilors were okay with disclosing their emails.

- Materials for Potholes

Town Clerk Sandra Soman mentioned that the Operation Manager, Jason Noseworthy needs 15 bags of cold patch to fix potholes. Mayor Ian Brenton asked if there were funds in the budget for this.

Resolution #2025-0127

Mayor Ian Brenton/ Councilor Troy Rumbolt

Be it resolved to purchase 15 bags of cold patches for fixing potholes

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

Caines

Against: 0

Abstain: 0

Resolution #2025-0127 CARRIED

- Update on Back Tax Arrears

Town Clerk Sandra Soman reported that there are three properties currently without established payment plans. She noted that one of the residents had indicated they would make a payment the following Friday. Councilor Kayla Pilgrim stated that water service should have been

disconnected earlier and emphasized that residents without payment plans should not be granted further extensions. Council unanimously agreed that water service should be disconnected for all residents who do not have payment arrangements in place, with no additional time granted. Mayor Ian Brenton added that multiple letters and warnings have already been issued, and that no further excuses should be accepted. Council concluded that once Operations Manager Jason Noseworthy returns, water service to the affected properties should be disconnected first thing on Monday.

- Budget 2026 Training

Resolution #2025-0128

Mayor Ian Brenton/ Councilor Troy Rumbolt

Be it resolved to send Councilor Teresa Noble as well as Town Clerk Sandra Soman to Corner brook on the 18th to the 20th for budget training.

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

Against: 0

Abstain: 0

Resolution #2025-0128 CARRIED

- MNL Resolution

Resolution #2025-0129

Councilor Ben Wiper/ Councilor Troy Rumbolt

Be it resolved to put forth the resolution submitted before the council to the MNL AGM 2025

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

Against: 0

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

Mayor Ian Brenton abstained as he is one of the nominees for the MNL candidacy.

Resolution #2025-0129 CARRIED

-Signed Consent from Town of Main Brook

Town Clerk Sandra Soman informed Council that the Income Support Department requires a signed consent form from the Town of Main Brook in order to issue payments by direct deposit rather than by cheque. Council reviewed the request and agreed that they have no concerns with signing the required document.

Conflict of Interest

Councilor Ben Wiper mentioned that he already found the answer for the query that he was looking for regarding the conflict of interest.

Bonfire Night

Resolution #2025-0130

Councilor Kayla Pilgrim/ Councilor Donna Gibbons Caines

Be it resolved to spend up to \$ 200 if no donations are received for the bonfire

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

Against: 0

Abstain: 0

Resolution #2025-0130 CARRIED

-JCP 2025

Town Clerk Sandra Soman mentioned that the JCP application was returned as Crown Lands did not approve the LTO application for the trail around Georges Pond in time. Town Clerk Sandra Soman mentioned that we could reapply for the JCP with a new set of activities which includes completing the ballpark as well as the dog park. She also mentioned that the ramp in the front of the council building needs to be fixed so it would be nice if that activity is put in the amended JCP. Council instructed the Town Clerk to revise the application with those changes.

- Error & Omission Insurance Renewal

Resolution #2025-0131

Mayor Ian Brenton/ Councilor Troy Rumbolt

Be it resolved to renew the Errors and Omission insurance for the year 2026

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

Against: 0

Abstain: 0

Resolution #2025-0131 CARRIED

- NLC Regulatory Services Fall Training Sessions

Town Clerk Sandra Soman was wondering if anyone else was interested in the council to attend the training sessions. Councilor Teresa Noble and Deputy Mayor Danielle Smith would be attending the training sessions.

- Gym Equipment Donation

Town Clerk Sandra Soman mentioned that a resident is willing to donate equipment to the Town Gym and was wondering if the council was okay with it. The council unanimously agreed that they are okay with it.

- New Committees

Resolution #2025-0132

Councilor Kayla Pilgrim/ Councilor Donna Gibbons Caines

Be it resolved to form committees within the council.

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

Against: 0

Abstain: 0

Resolution #2025-0132 CARRIED

- Travel Claims

Town Clerk Sandra Soman mentioned that no resolution has been made before, regarding reimbursing travel. Councilor Troy Rumbolt mentioned that it would be better to discuss more about travel once the budget time comes up.

New Chain Saw

Town Clerk Sandra Soman reported that Operations Manager Jason Noseworthy was unable to obtain replacement parts for the chainsaw because it had been purchased online. She further noted that he informed her a new chainsaw is available at Home Hardware for \$269 plus tax and includes a two-year warranty.

Resolution #2025-0133

Councilor Kayla Pilgrim/ Councilor Donna Gibbons

Be it resolved to purchase a new chain saw with a new Jerry can.

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

Against: 0

Abstain: 0

Resolution #2025-0133 CARRIED

MNL Nomination

Resolution #2025-0134

Councilor Kayla Pilgrim/ Councilor Donna Gibbons Caines

Be it resolved to nominate Mayor Ian Brenton to run for the MNL Vice President position

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

Against: 0

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

Mayor Ian Brenton abstained as he is one of the nominees for the MNL candidacy.

Resolution #2025-0134 CARRIED

CORRESPONDENCE SESSION

- Introduction to Municipalities Newfoundland and Labrador

Town clerk Sandra Soman mentioned that this is just a letter of introduction given to all new Councilors just to get familiarise with Municipalities Newfoundland and Labrador.

-Correspondence from Stewardship Association of Municipalities

Town Clerk Sandra Soman mentioned that if any Councilors are interested in volunteering their time for SAM, she would send their name and details. Councilor Ben Wiper said he was interested in it.

-Rental Agreement Proposal

Resolution #2025-0135

Councilor Donna Gibbons/ Councilor Kayla Pilgrim

Be it resolved to charge MBRD \$475 /month for rent internet and printing services up to 400 pages and any number of copies above the 400 limits will be charged 0.30 cents a copy

In favor: 4- Deputy Mayor Danielle Smith, Councilor Kayla Pilgrim, Councilor Teresa Noble, Councilor Donna Gibbons Caines

Against: 0

Abstain: 3 - Mayor Ian Brenton (Conflict of interest), Councilor Ben Wiper (Conflict of interest), Councilor Troy Rumbolt (Conflict of interest)

Mayor Ian Brenton, Councilor Ben Wiper, Councilor Troy Rumbolt abstained because they are the directors or employees of MBRD.

Resolution #2025-0135 CARRIED

-Letter from Resident

The Council requested Town Clerk Sandra Soman to draft the letter to the resident replying that the Town Operations Manager will be happy to fix the issue.

TOWN'S FINANCE REPORT

-Bills to be paid

Resolution #2025-0136

Mayor Ian Brenton/Councilor Troy Rumbolt

Be it resolved to pay all the bills.

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

Against: 0

Abstain: 0

Resolution #2025-0136 CARRIED

Letter to Randy Strangemore

Mayor Ian Brenton instructed Town Clerk Sandra Soman to write a kindly worded letter to Randy, thanking him for his long-time service, but as a resident he needs to follow proper procedures before using the Town's property. There was a discussion amongst council about the use of gravel by former Councilor Strangemore without asking or informing Council beforehand. Councilors indicated that several residents have since reached out to the Town asking if they could have gravel to fix the roads near their homes.

CALL TO CLOSE

Resolution #2025-0137

Councilor Donna Gibbons/Councilor Kayla Pilgrim

Be it resolved to close the meeting

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

Caines

Against: 0

Abstain: 0

Resolution #2025-0137 CARRIED



Mayor



Town Clerk