

CORPORATION OF THE TOWN OF LATCHFORD
MINUTES OF THE REGULAR MEETING OF COUNCIL
TUESDAY OCTOBER 14TH 2025
HELD AT THE LATCHFORD MUNICIPAL OFFICE
COUNCIL CHAMBERS

PRESENT:

Council: Mayor Sharon Gadoury-East, Councilors Trudy McDonald, Pam Newell
Mike Cole and Shelly Church. (**Councilor Olsen and Councilor Carner**
VIA ZOOM)

Regrets: NIL

Staff: Malorie Robinson, CAO, Clerk-Treasurer.
Jaime Allen.

Public: nil

Press: nil

1. **Call to order and mayoral comments.**

2. **Adoption of the agenda as circulated**
Resolution No.: 25/142

Moved By: Trudy McDonald

Seconded By: Shelly Church

Be it resolved that the October 14th 2025 Agenda be adopted as circulated.

CARRIED

3. **DECLARATION OF PECUNIARY INTEREST/CONFLICT OF INTEREST**

Councilor McDonald on Action item #2 Survey on spouses' property

4. **Adoption of the Minutes**

Resolution No.: 25/143

Moved By: Shelly Church

Seconded By: Trudy McDonald.

Be it resolved that the Minutes of the regular council meeting held September 16th 2025
Be adopted as circulated by the Clerk.

CARRIED

5. **DELEGATIONS / PRESENTATIONS:**

None

6. **REPORTS:**

Public Works, and Finance report. see attached

7. CORRESPONDENCE

A. Action Items

1. Accounts

Resolution No. 25/144

Moved By: Pam Newell

Seconded By: Mike Cole

Be it resolved that the Corporation of the Town of Latchford approves attached payroll In the amount of \$47,054.28 and accounts payable in the amount of \$177,761.80.

CARRIED

2. Survey Quote

Resolution No. 25/145

Moved By: Pam Newell

Seconded By: Mike Cole

Be it resolved that Council of the Corporation of the Town of Latchford approves quote from SOS in the amount of \$6140.00 plus hst

TABLED

3. Chip Stand Lease.

Resolution No. 25/146

Moved By: Shelly Church

Seconded By: Trudy McDonald

Be it resolved that Council of the Corporation of the Town of Latchford approves termination of lease with Beach house chip Stand (Brad Cote). With no exceptions other then what is in the agreed lease.

CARRIED

4. Complaint Policy

Resolution No. 25/147

Moved By: Trudy McDonald

Seconded By: Ken Olson

Be it resolved that Council of the Corporation of the Town of Latchford approves complaint policy as amended.

CARRIED

B. Information Items

Resolution No. 25/148

Moved By: Shelly Church

Seconded By: Pam Newell

Be it resolved that the following Information Items be noted and filed:

1. North Eastern Public Health. Board minutes June 12th 2025.
2. TMSA annual general meeting
3. DTSSAB second quarter report

CARRIED

8. ONGOING BUSINESS;

1. Fire fighter training, Mayor Gadoury- East presented to Council the options for fighter training so they are qualified for the deadline set by the province next year.

09. BY-LAWS

By-Law No. 2025/026

Resolution No. 25/149

Moved By: Pam Newell

Seconded By: Shelly Church

Be it resolved that By-law No. 2025-026 being a by-law to enter into an agreement with MEPS advisor Services for bylaw enforcement be taken as read a first, second and third time and finally passed by the Council of the Corporation of the Town of Latchford.

CARRIED

By-Law No. 2025-027

Resolution No. 25/150

Moved By: Pam Newell

Seconded By: Trudy McDonald

Be it resolved that By-law No.2025-027 being a by-law to appoint Malorie Robinson as CEMC Community emergency management coordinator and Shelly Maurice as the alternate CEMC Community management coordinator. Be taken as read a first, second and third time and finally passed by the Council of the Corporation of the Town of Latchford.

CARRIED

By-Law No. 2025-028

Resolution No. 25/151

Moved By: Shelly Church

Seconded By: Jo-Anne Cartner

Be it resolved that By-law No.2025-028 being a by-law to confirm certain proceedings of Council of the Corporation of the Town of Latchford for the Council Meeting held October 14th 2025. be taken as read a first, second and third time and finally passed by the Council of the Corporation of the Town of Latchford.

CARRIED

By-Law No. 2025-029

Resolution No. 25/152

Moved By: Trudy McDonald

Seconded By: Shelly Church

Be it resolved that By-law No.2025-029 being a by-law to appoint ADR Chambers as integrity commissioner for the Town of Latchford be taken as read a first, second and third time and finally passed by the Council of the Corporation of the Town of Latchford.

CARRIED

By-Law No. 2025-030

Resolution No. 25/152

Moved By: Trudy McDonald

Seconded By: Shelly Church

Be it resolved that By-law No.2025-030 being a by-law to enter A Library Services agreement with the Cobalt library board be taken as read a first, second and third time and finally passed by the Council of the Corporation of the Town of Latchford.

CARRIED

10. ADJOURNMENT

Resolution No. 25/154

Moved By: Trudy McDonald

Seconded By:: Shelly Church

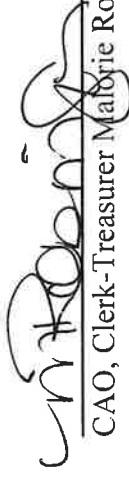
Be it resolved that Council now adjourn at 7:10 p.m. until the next regular meeting or call from the mayor.

CARRIED

Dated at Latchford this 14th day
of October 2025.



Mayor, Sharon Gadoury East



CAO, Clerk-Treasurer Malorie Robinson



Staff Report to the Mayor and Members of Council

Prepared By	Malorie Robinson, CAO/Clerk-Treasurer
Approved & Submitted By	Malorie Robinson, CAO/Clerk-Treasurer
Title/Subject	Budget Variance Update
Date of Report	October 9 th , 2025
Date of Meeting	October 14 th , 2025
Report No.	CAO-2025-01

Recommendation:

That Council receive Staff Report No. CAO-2025-01 entitled "Budget Variance Update";

Overview:

As of October 6th, 2025, the Town has collected \$2,179,206 in revenue, compared to the budgeted amount of \$1,779,505. The increase in revenue is primarily attributed to the inclusion of school board taxes in the Tax Revenue category, the NORDS transfer received for the paving project, and fundraising efforts related to the new playground equipment.

Year-to-date expenses total \$1,976,230, compared to the budgeted amount of \$1,724,143. Several key factors have contributed to the higher expenditures:

- The Fire Department addition was completed early in the year, with related expenses reflected in the current totals.
- The paving project was finalized at a cost of \$203,000.
- Building and equipment maintenance at the Water Treatment Plant is currently \$16,596 over budget due to necessary flushing and line surveying under the highway.
- Parks & Recreation expenses increased by approximately \$30,000 with the completion of the Recreation Centre's new floor installation and geo-thermal furnace.
- School Board expenses, totaling \$326,514, were not included in the original budget, as they are offset by corresponding revenues (in-and-out transactions).
- Despite these adjustments, the Town's overall financial position remains strong, with an estimated surplus of \$202,976 as of October 6th, 2025.

Attachments:

Budget Variance Breakdown

Title	Name	Signature	Date
CAO/Clerk-Treasurer	Malorie Robinson	<i>M Robinson</i>	October 9 th , 2025