

**Town of Bay Roberts
Minutes of Regular Council Meeting
Tuesday, March 11th, 2025**

Sixty-Fourth Meeting of the Nineteenth Town Council
Town Hall, 321 Water Street, Bay Roberts, NL

PRESENT:

Acting Mayor Geoff Seymour
Councillor Dean Franey
Councillor Frank Deering
Councillor Silas Badcock
Councillor Perry Bowering
Councillor Ross Petten

Dave Tibbo, Interim CAO
Christine Bradbury, Town Clerk
Sean Elms, Director of PWTS
Ron Delaney, Director of Tourism/Eco Dev.
Greg Squires, Director of Protective Service
Representative of Shoreline News

CALL MEETING TO ORDER

Acting Mayor Seymour called the meeting to order at 7:00 p.m.

AGENDA / MINUTES

Adoption of Agenda

Motion 2025 – 1238 Franey/Petten

Resolved, that regular meeting agenda for March 11th, 2025 is accepted as presented.
Carried Unanimously

Approval of Minutes

Motion 2025 – 1239 Deering/Franey

Resolved, that regular meeting minutes for February 18th, 2025 be adopted as presented.
Carried Unanimously

COMMITTEE REPORT/OTHER MEETINGS/NEW BUSINESS

Closed Meeting – February 18th, 2025

Motion 2025-1240 Petten/Badcock

Resolved, that Council approved the Closed Meeting Minutes of February 18th, 2025 as presented.

Carried Unanimously

Closed Meeting – March 4th, 2025

Motion 2025 – 1241 Petten/Deering

Resolved, that Council approved the Closed Meeting Minutes of March 4, 2025 as presented.

Carried Unanimously

Recommendations of Committee of the Whole Meeting - March 4th, 2025

Accounts Receivable Report – February 17, 2025

Motion 2025 – 1242 Franey/Badcock

Resolved, that Council accepts the recommendations stated in the Accounts Receivable Report dated February 27th, 2025 and further, approves the required adjustments of credits and charges listed below:

TERRA001 – (\$7561.00)	SLADE001 - \$10,170.60	SPARD002 – (\$677.70)
SNOWG005 – (\$2890.99)	PEKA.001 – (\$3,62.38)	

Carried Unanimously

Commercial Occupancy Application – 51-53 Conception Bay Highway

Motion 2025 – 1243 Petten/Badcock

Resolved, that Council approve the Commercial Occupancy Application for a medical business to be located at 51-53 Conception Bay Highway, subject to an inspection by the Director of Protective Services and further subject to the Town's Municipal Development Regulations and those required by all other regulatory departments.

Carried Unanimously

Commercial Occupancy Application – 242 Conception Bay Highway, Unit 2

Motion 2025 – 1244 Bowering/Badcock

Resolved, that Council approve the Commercial Occupancy Application for a vape store, to be located at 242 Conception Bay Highway, subject to an inspection by the Director of Protective Services and further subject to the Town's Municipal Development Regulations.

Carried Unanimously

16 Tilt's Hill Place – Approval in Principle Request

Motion 2025 – 1245 Franey/Deering

Resolved, that Council give an Approval in Principle to the request for allowance of a septic and well at the property 16 Tilt's Hill subject to the conveyance of property, a survey of the land, required approvals and permit from Service NL, and further subject to the Town's Municipal Development Regulations and all other regulatory departments.

Carried Unanimously

Approval to Operate – Campground – Country Pond

Motion 2025 – 1246 Franey/Deering

Resolved, that Council give approval to the developer, to operate a campground to be located at Country Pond, subject to the Town's Development Regulations and those required by all other regulatory departments. Further, that the developer be advised of the boundary for the Bay Roberts Fire Rescue regarding fire protection services.

Carried Unanimously

Water and Wastewater Workshop

Motion 2025 – 1247 Badcock/Franey

Resolved, that Council approve the travel for the Director of Public Works and Technical Services and two staff whom have their certification in water treatment to attend the water and wastewater workshop being held in Gander from March 24th to March 27th, 2025 with a cost of \$1000 per person which is included in the 2025 Budget. Council also approves the Director sending funding application to receive up to \$600 in financial assistance.

Carried Unanimously

123-125 Shearstown Road – Property Damage Concerns

Motion 2025 – 1248 Bowering/Badcock

Resolved, that Council asked the Director of Public Works and Technical Service to send a letter reaffirming the resident that any damage done to their property as a result of the Shearstown Phase 1 project, will be restored by the Contractor and Town.

Carried Unanimously

Committee of the Whole Minutes – March 4th, 2025

Motion 2025 – 1249 Franey/Deering

Resolved, that Council approves the Committee of the Whole Minutes for the meeting held on March 4th, 2025 as presented to Council.

Carried Unanimously

NEW BUSINESS AND STAFF REPORTS

Accounts Payable – February 2025

Motion 2025 – 1250 Petten/Deering

Resolved, that Council approve the Accounts Payable listing for February 2025 as presented.

Carried Unanimously

Arrears Sale By-Law

Motion 2025 – 1251 Franey/Petten

Resolved, that Council adopt the Arrears Sale By-Law for the Town of Bay Roberts as presented.

Carried Unanimously

Boil Order and Use of Service of Water By-Law

Motion 2025 - 1252 Franey/Badcock

Resolved, that Council adopt the Boil Order and Use of Service of Water By-Law for the Town of Bay Roberts as presented.

Carried Unanimously

Development Regulations By-Law

Motion 2025 – 1253 Franey/Petten

Resolved, that Council adopt the Development Regulations By-Law for the Town of Bay Roberts as presented.

Carried Unanimously

Rules of Procedure Governing Meetings By-Law

Motion 2025 – 1254 Deering/Franey

Resolved, that Council adopt the Rules of Procedure Governing Meetings By-Law for the Town of Bay Roberts as presented.

Carried Unanimously

Fire Department Operating By-Law

Motion 2025 – 1255 Badcock/Petten

Resolved, that Council adopt the Fire Department Operating By-Law for the Town of Bay Roberts as presented.

Carried Unanimously

Outstanding Invoice – Payment

Motion 2025 – 1256 Petten/Franey

Resolved, that Council approves the payment for the Concord Paving Invoice in the amount of \$257,582.75 from GL Account 6542-7300.

Carried Unanimously

9 Fox Place Extension – Approval Request

Motion 2025 – 1257 Badcock/Bowering

Resolved, that Council approves the Residential Application for 9 Fox Place Extension, subject to the adhering to the following conditions:

- That the cul de sac be (12.2m radius ROW)
- That the road extension and Cul de Sac be paved at the developer's expense which must be completed by June 30, 2025 and turned over to the Town. If the paving is not completed by this date, the Town will pave the required area and the cost will be added to 7 Fox Place Extension tax account and will be collected when the sale of 7 Fox Place Extension is closed. *Section 285 (5) Towns and Local Service Districts Act*
- That there are two curb stops, servicing 9 and 12 Fox Place Extension and accesses to these curb stops is permissible by Town Staff.
- That the property owners of 12 Fox Place Extension are responsible for the repair and maintenance of the water service line from the original curb stop to each curb stop servicing 9 and 12 Fox Place Extension.
- That no addition development will be permitted from this road/cul de sac.
- That the developers provide a survey of the road and cul de sac at the developers' expense with the exact dimensions to confirm extent of ownership.
- If the unit is ever sold, it is to remain a single residential dwelling.

Carried Unanimously

New Hire – Manager of Finance and Procurement

Motion 2025 – 1258 Petten/Bowering

Resolved, that the Town of Bay Roberts hire Roxanne Wade in the position of Manager of Finance and Procurement as per the terms and conditions for her employment contract.

Carried Unanimously

New Hire – Director of Recreation

Motion 2025 – 1259 Badcock/Deering

Resolved, that the Town of Bay Roberts hire Eddie Russell in the position of Director of Recreation as per the terms and conditions of his employment contract.

Carried Unanimously

CORRESPONDENCE FOR INFORMATION

Bay Roberts Special Events – Minutes February 12, 2025

Motion 2025 – 1260 Petten/Franey

Resolved, that Council accepts the Bay Roberts Special Events meeting held on February 12, 2025 as presented.

Carried Unanimously

Bay Roberts Special Events – Minutes February 19, 2025

Motion 2025 – 1261 Badcock/Bowering

Resolved, that Council accepts the Bay Roberts Special Events meeting held on February 19, 2025 as presented.

Carried Unanimously

Government of NL – Year of Sport – Aquatic Facility

Motion 2025 – 1262 Franey/Petten

Resolved, that correspondence received from the Government of NL, Year of Sport advising of the funding for the pool is moved to file.

Carried Unanimously

Government of NL – Year of Sport – Arena

Motion 2025 – 1263 Franey/Petten

Resolved, that correspondence received from the Government of NL, Year of Sport advising of the funding for the arena is moved to file.

Carried Unanimously

Joint Council of Conception Bay North – Meeting Minutes

Motion 2025 – 1264 Petten/Deering

Resolved, that Council accepted the Minutes of the Joint Council of Conception Bay North Meeting Minutes of February 27, 2025 is moved to file.

Carried Unanimously

ADJOURNMENT

Adjourn

Motion 2025 – 1265 Franey/Deering

Resolved, that Council now adjourns the regular meeting at 8:00 pm.

Carried Unanimously

Geoff Seymour, Acting Mayor

Christine Bradbury, Town Clerk