

**Town of Bay Roberts
Minutes of Regular Council Meeting
Tuesday, May 20th, 2025**

Sixty-Eighth 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 Perry Bowering
Councillor Ross Petten
Councillor Silas Badcock

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
Eddie Russell, Director of Recreation

CALL MEETING TO ORDER

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

AGENDA / MINUTES

Adoption of Agenda

Motion 2025 – 1330 Petten/Badcock

Resolved, that regular meeting agenda for May 20th, 2025 is accepted as presented.
Carried Unanimously

Approval of Minutes

Motion 2025 – 1331 Deering/Franey

Resolved, that regular meeting minutes for April 8th, 2025 be adopted as presented.
Carried Unanimously

Approval of Minutes**Motion 2025 – 1332 Petten/Bowering**

Resolved, that the special meeting minutes for April 15th, 2025 be adopted as presented.

Carried Unanimously

COMMITTEE REPORT/OTHER MEETINGS/NEW BUSINESS**Closed Meeting – April 8th, 2025****Motion 2025-1333 Deering/Franey**

Resolved, that Council approved the Closed Meeting Minutes of April 8th, 2025 as presented.

Carried Unanimously

Closed Meeting – April 15, 2025**Motion 2025 – 1334 Badcock/Petten**

Resolved, that Council approved the Closed Meeting Minutes of April 15th, 2025 as presented.

Carried Unanimously

Closed Meeting – May 6, 2025**Motion 2025 – 1335 Bowering/Deering**

Resolved, that Council approved the Closed Meeting Minutes of May 6th, 2025 as presented.

Carried Unanimously

Recommendations of Committee of the Whole Meeting – May 6th, 2025**Doubtful Accounts – Fire Protection****Motion 2025 – 1336 Franey/Deering**

Resolved, that an approval is given from Council to write off any arrears and interest charges totalling \$38,873.31 that in the opinion of Council, are no longer collectable from prior years for Fire Protection Fees, as the Town is unable to obtain mailing or civic addresses.

Carried Unanimously

Procurement Card Policy

Motion 2025 – 1337 Petten/Deering

Resolved, that the Town of Bay Roberts hereby adopted the Procurement Card Policy as presented to Council.

Carried Unanimously

Delegation of Planning Authority Policy

Motion 2025 – 1338 Badcock/Bowering

Resolved, that the Town of Bay Roberts hereby adopted the Delegation of Planning Authority Policy as presented.

Carried Unanimously

Authority of By-Law Enforcement Officer

Motion 2025 – 1339 Franey/Badcock

Resolved, that the Town of Bay Roberts appointed Brady Sheehan as the By-Law Enforcement Officer in accordance with S.278 of the Towns and Local Services Act.

Carried Unanimously

Home-Based Business Application – 11 Badcock's Road

Motion 2025 – 1340 Petten/Franey

Resolved, that Council approve the Home-Based Business Application for a home-based office to be located at 11 Badcock's Road, 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

Home-Based Business Application – 6 Chelsea Place

Motion 2025 – 1341 Franey/Bowering

Resolved, that Council approved the Home-Based Business Application for a photography business to be located at 6 Chelsea Place, subject to an inspection by the Director of Protective Services, no objections from surrounding property owners and further subject to the Town's Municipal Development Regulations and those required by all other regulatory departments.

Carried Unanimously

Home-Based Business Application – 36 Bareneed Road

Motion 2025 – 1342 Franey/Badcock

Resolved, that Council approve the Home-Based Business Application for the home-based drapery and blinds business to be located at 36 Bareneed Road, subject to an inspection by the Director of Protective Services, no objections to a discretionary notice 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

Motion 2025 – 1343 Deering/Badcock

Resolved, that Council approve the Commercial Occupancy Application for the Game Care & Tabletop Game Shop 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 and those required by all other regulatory departments.

Carried Unanimously

Business Extension Application – 206-208 Water Street

Motion 2025 – 1344 Badcock/Bowering

Resolved, that Council approved the Building Extension Application for 206-208 Water Street as presented, subject to the Town's Municipal Development Regulations and those required by all other regulatory departments.

Carried Unanimously

Standing Offers

Motion 2025 – 1345 Franey/Deering

Resolved, that Council accepts the results of the Standing Offers from May 1, 2025 – April 30, 2026 as presented.

Carried Unanimously

Change Order #3 – Shearstown Road Phase 1

Motion 2025 - 1346 Petten/Deering

Resolved, that Council approves the Change Order #3 related to the PCA for consulting services related to the Shearstown Road Phase 1 project with no financial impact on the contract.

Carried Unanimously

47A Country Road – Reimbursement Request

Motion 2025 – 1347 Franey/Deering

Resolved, that Council denies any reimbursement requests for the cost of the repair to a service line leak located at 47A Country Road.

Carried Unanimously

Committee of the Whole Minutes – May 6th, 2025

Motion 2025 – 1348 Petten/Badcock

Resolved, that Council approve the Committee of the Whole Minutes of the meeting held on May 6th, 2025 as presented.

Carried Unanimously

NEW BUSINESS AND STAFF REPORTS

Accounts Payable – April 2025

Motion 2025 – 1349 Petten/Deering

Resolved, that Council approve the Accounts Payable listing in the amount of \$376,307.31 for April 2025 as presented.

Carried Unanimously

Procurement Policy

Motion 2025 – 1350 Badcock/Deering

Resolved, that the Town of Bay Roberts hereby adopted the updated Procurement Policy as presented to Council.

Carried Unanimously

Bunker Gear and Fire Helmets – Purchase Request

Motion 2025 – 1351 Franey/Petten

Resolved, that the Town of Bay Roberts purchase four Sets of Bunker Gear and Fire Helmets from Safety Source Fire, in the amount of \$22,137.41 HST included, the lowest of three quotes. Money is Budgeted in GL# 7100-6225.

Carried Unanimously

Butlerville Ball Field, Embankment – Award RFQ

Motion 2025 – 1352 Petten/Badcock

Resolved, that the RFQ for Butlerville Ball Field, Embankment be awarded to BCS Industrial Ltd of Bay Roberts is awarded the job at a cost of \$6500.00 plus HST, for a total cost of \$7,475.00 with capital funds available in the 2025 capital account #6172-7200.
Carried Unanimously

Backstop Repairs, Wilbur Sparkes Upper Field – Award RFQ

Motion 2025 – 1353 Deering/Badcock

Resolved, that the Town of Bay Roberts award the RFQ: Backstop-Repairs – Wilbur Sparkes Upper Field to Provincial Fence Products of St. John's, at a cost of \$18,787.00 plus HST, for a cost of \$21,605.05 from the re-allocated funds from the Repair of Rubber Surface (Capital) GL account # 6280-7200.
Carried Unanimously

LTL 7.0 – Bussing Service – Award RFQ

Motion 2025 – 1354 Petten/Bowering

Resolved, that the Town of Bay Roberts award the RFQ: Hourly rate for LTL 7.0 Bussing Services to R&M Transportation of Bay Roberts at an hourly rate of \$115.00 plus HST, for a total hourly rate of \$132.25 with funds coming from GL Account # 6398-7200.
Carried Unanimously

LTL 7.0 Purchase of 2400 Ball Caps – Award RFQ

Motion 2025 – 1355 Deering/Franey

Resolved, that the Town of Bay Roberts award the RFQ: Supply and delivery of 2400 Ball Caps LTL 7.0 to Island Embroidery of Bay Roberts at a cost of \$24,600 plus HST for a total cost of \$28,290.00 with available funds from GL account # 6398-7200.
Carried Unanimously

Audio and Lighting Production for Songs, Stages and Seafood Festival – Award RFP

Motion 2025 – 1356 Petten/Badcock

Resolved, that the Bay Roberts Town Council award the RFP for Audio and Lighting Production for the Songs, Stages and Seafood Festival to Pro Audio Inc at a cost of \$11,482.75. Funds are available in the 2025 operating budget for the Songs, Stages and Seafood Festival.
Carried Unanimously

Two Lift Stations – Approval to Purchase

Motion 2025 – 1357 Badcock/Franey

Resolved, that Council approve the purchase of two pumps from Xylem at a cost of \$23,755.55 all taxes and fees included, for the 3127 600 Volt, at a cost of \$22,393.95 all taxes and fees included for the Flyht 3127 230 Volt. Monies for these purchases are available from the operating GL Account # 6702-7500.

Carried Unanimously

Sale of Excess Equipment/Assets

Motion 2025 – 1358 Petten/Franey

Resolved, that Council re-tender the sale of surplus equipment at the following new minimum bids:

1. 2019 International Side Load Waste Compactor 2 stream (60/40) 33 CU.YD
149469 kms Min. Tender \$55,000
2. 2022 International Side Load Waste Compactor 2 stream (60/40) 35 CU. YD
57,519 kms Min. Tender \$170,000

Opposed by: Councillor Badcock

Accepted by: Acting Mayor Seymour, Councillor Petten, Councillor Deering, Councillor Bowering

Motion Carried

Shearstown Road Phase 1 – Capital Expenditure – Black Diamond

Motion 2025 – 1359 Badcock/Bowering

Resolved, that Council approve the capital expenditure from Black Diamond Construction, for work related to the Shearstown Road Phase 1 project in the amount of \$510,24.81. With funds to be taken from the project account.

Carried Unanimously

Legion – Service Line Request

Motion 2025 – 1360 Franey/Badcock

Resolved, that Council will cover the cost of a new sewer stub only for the Royal Canadian Legion, Water Street at a total cost of \$1800 plus hst. Monies will be provided from the Public Works operating Budget.

Carried Unanimously

Shearstown Intersection – Replace Service Line

Motion 2025 – 1361 Badcock/Petten

Resolved, that Council agree to replace the service line under Cross Road and Conception Bay Highway at an approximate cost of \$10,000 with the funds available in the Department of Public Works operating account.

Carried Unanimously

Change Order #4 – Shearstown Road Phase 1

Motion 2025 – 1362 Petten/Deering

Resolved, that Council approved Change Order #4 as part of the construction contract for Black Diamond related to the Shearstown Road Phase 1 project. The construction contract will increase from \$1,924,325.50 to \$1,934,874.45.

Carried Unanimously

MNL Symposium Mayor Seymour – Travel Approval (Ratification)

Motion 2025 – 1363 Petten/Franey

Resolved, that approval be given for Mayor Seymour to attend MNL Symposium in Gander, April 30 – May 3, 2025 at an approximate cost of \$1400, Funds are available in GL account # 6093-7000.

Carried Unanimously

CORRESPONDENCE FOR ACTION

Conception Bay North Skating Club – Donation Request

Motion 2025 – 1364 Petten/Bowering

Resolved, that the Town of Bay Roberts will make an annual donation of \$500 to the Conception Bay North Skating Club.

Carried Unanimously

CORRESPONDENCE FOR INFORMATION

Municipal Assessment Agency – Board of Directors Update

Motion 2025 – 1365 Petten/Franey

Resolved, that the correspondence received from the Board of Directors for the Municipal Assessment Agency is moved to file.

Carried Unanimously

Capital Investment Plan – Wastewater Feasibility Study

Motion 2025 – 1366 Badcock/ Petten

Resolved, that correspondence received advising that the Canada Community Building Fund Committee has accepted the project lit on the Town's Capital Investment Plan, Wastewater Feasibility Study is moved to file.

Carried Unanimously

ADJOURNMENT

Adjourn

Motion 2025 – 1367 Petten/Franey

Resolved, that Council now adjourns the regular meeting at 8.48 pm.

Carried Unanimously

Geoff Seymour, Acting Mayor

Christine Bradbury, Town Clerk