

**Town of Bay Roberts
Minutes of Regular Council Meeting
Tuesday, August 12th, 2025**

Seventy-Second Meeting of the Nineteenth Town Council
Bay Room, 161A Conception Bay Highway, Bay Roberts, NL

PRESENT:

Acting Mayor Geoff Seymour
Councillor Silas Badcock
Councillor Frank Deering
Councillor Perry Bowering

Dave Tibbo, CAO
Sean Elms, Director of PWTS
Ron Delaney, Director of Tourism/Eco Dev.
Eddie Russell, Director of Recreation

Absent: Councillor Ross Petten, Councillor Dean Franey

CALL MEETING TO ORDER

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

PRESENTATIONS

Sports Hall of Fame Inductee Awards in the Building Category 2025: The Kevin and Langdon Critch Award to the following individuals:

Jim Street, Bruce Sheppard, Paul McCan, and Randy Collins
All were in attendance, and the awards were presented by Council.

Letter of Resignation – Mayor Walter Yetman

CAO Dave Tibbo read aloud the correspondence received from Walter Yetman (Mayor- Leave of Absence) regarding his Resignation from Council effective August 12, 2025.
Council thanked Walter for his 20 years of service to the Town of Bay Roberts both as a member of Council and a Fireman, on behalf of the residents of the Town.

Deputy Mayor Geoff Seymour now assumes the role as Mayor for the Town of Bay Roberts.

AGENDA / MINUTES

Adoption of Agenda

Motion 2025 – 1434 Deering/Bowering

Resolved, that regular meeting agenda for August 12th, 2025 is accepted as presented.

Carried Unanimously

Approval of Minutes

Motion 2025 – 1435 Badcock/Deering

Resolved, that regular meeting minutes for July 8th, 2025 be adopted as presented.

Carried Unanimously

COMMITTEE REPORT/OTHER MEETINGS/NEW BUSINESS

Closed Meeting – July 8th, 2025

Motion 2025 - 1436 Bowering/Badcock

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

Carried Unanimously

Closed Meeting – August 5th, 2025

Motion 2025 – 1437 Deering/Bowering

Resolved, that Council approved the Closed Meeting Minutes of August 5th, 2025 as presented.

Carried Unanimously

Recommendations of Committee of the Whole Meeting – August 5th, 2025

Doubtful Accounts – Closed Businesses

Motion 2025 – 1438 Badcock/Deering

Resolved, that approval be given for tax and other receivable adjustments for the following accounts:

NLMUS001 - \$3,113.65 Business closed 2023

SHEA.001 - \$8,436.10 Business not operating and building no longer on the property

PROIM001 - \$142.74 Business closed 2023

RENEE002 - \$313.75 2022 – 2022 Interest

BIGCH001 - \$3137.21 Business Closed

Carried Unanimously

Business Closure – TRUST001

Motion 2025 – 1439 Deering/Bowering

Resolved, that approval be given for tax and other receivable adjustments as follows:

TRUST001: \$624.00 as of July 31, 2025

Carried Unanimously

Issues with Taxes – BRACM002

Motion 2025 – 1440 Badcock/Deering

Resolved, that approval be given for tax and other receivable adjustments as follows:

BRACM002 – Issue cheque to the public trustee - \$582.46

BRACM002 – write off taxes owing for 2024-2025 tax years in the amount of \$1,246.76

Carried Unanimously

Town Plan – RFP Awarding

Motion 2025 – 1441 Deering/Bowering

Resolved, that Council award the Town Plan & Regulation Review to Upland and Tract

Consulting in the amount of \$69,880.00 that will be budgeted in 2026.

Carried Unanimously

Residential Water and Sewer – Cat Hill Road

Motion 2025 – 1442 Badcock/Bowering

Resolved, that Council allow the resident to install a 1” water line and 4” sewer line along a public right-of-way to enable him to connect to Town Services with the following notes:

- The Town does not confirm ownership of any infrastructure (water line, sewer line) outside of the curb stop and sewer stub.
- The Town does not give the resident permission to install any infrastructure on private property, and it is entirely up to the resident to ensure all work related to the installation of his service lines are not on any private property and is in fact located with the public right of way.
- The right of way cannot be blocked and can be accessed by anyone at anytime.
- The Town does not maintain the right of way.
- The Town is not liable for any activity that occurs in the right of way.

Carried Unanimously

Lift Station Upgrades Project # 17-MYCW-24-00046 – Capital Expenditure

Motion 2025 – 1443 Deering/Badcock

Resolved, that Council approve the capital expenditure for Englobe Corp., for work related to the lift station upgrades Project 17-MYCW-24-00046 in the amount of \$1,229.64. Funds for this expenditure are in the Towns project account.

Carried Unanimously

Water Street Phase 1 Project 17-MYCW-22-00074 – Claim #8

Motion 2025 – 1444 Badcock/Bowering

Resolved, that Council approved the capital expenditure from Mahers Construction, for works related to Water Street Phase 1 Project 17-MYCW-22-00074 in the amount of \$230,887.80. The Town will release payment when the money is deposited from the Government into the Towns account. Funds for this expenditure are available in the project account.

Carried Unanimously

Water Street Phase 1 Project 17-MYCW-22-00074 – Status Report 15, Invoice 1602

Motion 2025 – 1445 Deering/Badcock

Resolved, that Council approve the capital expenditure from Aguathuna Drafting and Consulting Company Ltd. for work related to the Water Street Phase 1 Project 17-MYCW-22-00074 in the amount of \$21,312.95. Funds for these expenditures are available in the project amount.

Carried Unanimously

Shearstown Road Phase 1 Project 17-RNC-23-00011 – Claim #5

Motion 2025 – 1446 Bowering/Badcock

Resolved, that Council approve the capital expenditure from Black Diamond Construction Claim #5, for work related to the Shearstown Road Phase 1 Project 17-RNC-23-00011 in the amount of \$146,817.50. Funds for this expenditure are in the Towns project account.

Carried Unanimously

Shearstown Road Phase 1 Project 17-RNC-23-00011 – WSP E & I Canada

Motion 2025 – 1447 Deering/Bowering

Resolved, that Council approve the capital expenditure from WSP E&I Canada, for work related to the Shearstown Road Phase 1 Project 17-RNC-23-00011 in the amount of \$43,123.56 for invoices 20210877; 20232254; 20222567. Funds for this expenditure are available in the project account.

Carried Unanimously

Shearstown Intersection Project – Invoice 3589 Harbourside Transportation

Motion 2025 – 1448 Badcock/Deering

Resolved, that Council approved the capital expenditure for invoice #3589, from Harbourside Transportation Consultants, for work related to the Shearstown Intersection Project in the amount of \$28,901.23. Funds for this expenditure are available from the Town's Canada Investment Plan.
Carried Unanimously

Shearstown Intersection Project – Claim #2 Black Diamond

Motion 2025 – 1449 Badcock/Bowering

Resolved, that Council approve the capital expenditure for Claim # 2, from Black Diamond Construction, for work related to the Shearstown Intersection project in the amount of \$277,735.81. Funds for this expenditure are available in the Towns Canada Investment Plan.
Carried Unanimously

Concord Paving – Capital Expenditure

Motion 2025 – 1450 Badcock/Deering

Resolved, that Council approve invoice #19512 from Concord Paving for work related to paving throughout the Town in the amount \$206,181.78 HST included. Funds for this expenditure are available in the Town's account.
Carried Unanimously

Additional Costs – Water Street Phase 1 Project 17-MTCW-22-00074

Motion 2025 – 1451 Deering/Bowering

Resolved, that Council approve the cost to upgrade the six sanitary manholes on Water Street for the Water Street Phase 1 Project 17-MYCW-22-00074 for an additional cost of \$34,827.75 HST included.
Carried Unanimously

Change Order 004 – Water Street Phase 1 Project 17-MYCW-22-00074

Motion 2025 – 1452 Bowering/Badcock

Resolved, that Council approve change order 004 related to adding 20 additional construction days for Water Street Phase 1 Project 17-MYCW-22-00074 at no additional cost to the contract.
Carried Unanimously

Committee of the Whole Minutes – August 5th, 2025

Motion 2025 – 1453 Deering/Badcock

Resolved, that Council approve the Committee of the Whole Minutes of the meeting held on August 5th, 2025 as presented.

Carried Unanimously

NEW BUSINESS AND STAFF REPORTS

Accounts Payable – Ending Date August 8th, 2025

Motion 2025 – 1454 Deering/Badcock

Resolved, that Council approve the Accounts Payable listing in the amount \$1,135,892.12 for July 9th – August 8th, 2025 as presented.

Carried Unanimously

Change Order #2 Englobe – Lift Station Upgrades Project 17-MYCW-24-00046

Motion 2025 – 1455 Badcock/Bowering

Resolved that Council approve Change Order 002 related to consulting services for the Lift Station Project 17-MYCW-24-00046 at zero cost to the Town for Englobe Corporation.

Carried Unanimously

Shearstown Road Phase 1 – Project 17-RNC-23-00011 – Claim # 6

Motion 2025 – 1456 Bowering/Deering

Resolved, that Council approve the capital expenditure from Black Diamond Construction, for work related to the Shearstown Road Phase 1 Project 17-RNC-23-00011 in the amount of \$338,215.23. The Town will release payment when the money is deposited from the Government into the Towns account. Funds for this expenditure are in the Towns project account.

Carried Unanimously

Shearstown Road Phase 1 Project – 17-RNC-23-00011 – Invoice 20278947

Motion 2025 – 1457 Badcock/Bowering

Resolved, that Council approve the capital expenditure from WSP E & I Canada, for work related to the Shearstown Road Project NC-23-00011 in the amount of \$44,926.75. Funding for this expenditure is available in the project account.

Carried Unanimously

Shearstown Intersection Project – Claim #3 - \$223,513.16

Motion 2025 – 1458 Bowering/Deering

Resolved, that Council approve the capital expenditure for Claim #3, from Black Diamond Construction, for the work related to the Shearstown Intersection Project in the amount of \$223,513.16. Funds for this expenditure is available in the Towns Canada Investment Plan.

Carried Unanimously

CORRESPONDENCE FOR ACTION

16 Trenchard's Lane – Rodent Concern

Motion 2025 – 1459 Badcock/Bowering

Resolved, that Council referred the rodent issue concern from the property owner of 16 Trenchards Lane to the Committee of the Whole for further consideration and discussion.

Carried Unanimously

96A Shearstown Road – Rezoning Request

Motion 2025 – 1460 Deering/Bowering

Resolved, that Council reviewed the request for land rezoning at 96A Shearstown Road and the request to file for consideration of the Municipal Plan.

Carried Unanimously

Rezoning Request – Keefe's Road Area

Motion 2025 – 1461 Badcock/Deering

Resolved, that Council review the request for land rezoning in the area of Keefe's Road and moved the request to file for the Municipal Plan for consideration during that time.

Carried Unanimously

ADJOURNMENT

Adjourn

Motion 2025 – 1462

Bowering/Badcock

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

Carried Unanimously

Geoff Seymour, Acting Mayor

Christine Bradbury, Town Clerk