

Town of Bay Bulls

Meeting Minutes

Public Meeting

December 9, 2024

7:00 p.m.

Council Members Present

Mayor Keith O'Driscoll

Deputy Mayor Jason O'Brien

Councillor Ethan Williams

Councillor Jason Sullivan

Staff Present

Ashley Wakeham, Town Manager

Jennifer Blanchard, Assistant Town Clerk

Regrets

Councillor Corey Ronayne

1. Call to Order

Mayor Keith O'Driscoll assumed the Chair and called the meeting to order at 7:00 p.m.

2. Adoption of Agenda

MOTION: 2024-213 Deputy Mayor Jason O'Brien / Councillor Jason Sullivan

MOVE TO adopt the agenda as presented for December 9, 2024.

The Motion was carried unanimously.

For Motion: 4 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillors E. Williams, J. Sullivan)

Against: 0

Abstained: 0

3. Adoption of Minutes

3.1 November 13 2024, Public Meeting Minutes

MOTION: 2024-214 Councillor Ethan Williams / Councillor Jason Sullivan

MOVE TO adopt the minutes of the Public Meeting of November 13, 2024, as presented.

The Motion was carried unanimously.

For Motion: 4 (Mayor K O'Driscoll, Deputy Mayor J. O'Brien, Councillors E. Williams, J. Sullivan)

Against: 0

Abstained: 0

3.2 November 28 2024, Special Public Meeting Minutes

MOTION: 2024-215 Councillor Jason Sullivan / Councillor Ethan Williams

MOVE TO adopt the minutes of the Special Public Meeting of November 28, 2024, as presented. The Motion was carried unanimously.

For Motion: 4 (Mayor K O'Driscoll, Deputy Mayor J. O'Brien, Councillors E. Williams, J. Sullivan)

Against: 0

Abstained: 0

4. Business Arising

4.1 Emergency Culvert Purchase

MOTION: 2024-216 Deputy Mayor Jason O'Brien / Councillor Ethan Williams

MOVE TO ratify the email vote of November 26, 2024, moved by Councillor Ethan Williams and seconded by Councillor Corey Ronayne that stated:

Move to approve the purchase of (4) 20' length 24" culverts from GFI Composites for a total of \$4,697.24 + HST. The Motion was carried unanimously.

The Motion was carried unanimously.

For Motion: 4 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillors E. Williams, J. Sullivan)

Against: 0

Abstained: 0

5. Delegations & Proclamations

6. Applications

6.1 Application #2024-434

232-238 Northside Road

New Residential Development

MOTION: 2024-217 Councillor Ethan Williams / Deputy Mayor Jason O'Brien

MOVE TO provide approval-in-principal for Application #2024-434 to construct a New Residential Development located at 232-238 Northside Road, pending receipt of a Deed of Conveyance and a Certificate of Approval from the Department of Digital Government and Service NL for the installation of a septic and well system.

The Motion was carried unanimously.

For Motion: 4 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillors E. Williams, J. Sullivan)

Against: 0

Abstained: 0

6.2 Application #2024-435
740-742 Southern Shore Highway
New Residential Development

MOTION: 2024-218 Councillor Jason Sullivan / Deputy Mayor Jason O'Brien
MOVE TO provide approval-in-principal for Application #2024-435 to construct a New Residential Development located at 740-742 Southern Shore Highway, pending receipt of the following:

- A Deed of Conveyance listing the applicant as the lawful owner of the property;
- A Certificate of Approval from the Department of Digital Government and Service NL for the installation of a septic and well system;
- A Permit from the Department of Transportation and Infrastructure for the installation of a driveway

The Motion was carried unanimously.

For Motion: 4 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillors E. Williams, J. Sullivan)

Against: 0

Abstained: 0

7. Accounts Payable

7.1 Accounts Payable Listing for the period ending November 30, 2024

Total for Section A: \$33,204.33

Total for Section B: \$56,225.47 – Pre-authorized disbursements

Total Disbursements for the Month: \$89,429.80

MOTION: 2024-219 Deputy Mayor Jason O'Brien / Councillor Jason Sullivan
MOVE TO approve the release of all payables in Section A in the amount of \$33,204.33.

The Motion was carried unanimously.

For Motion: 4 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillors E. Williams, J. Sullivan)

Against: 0

Abstained: 0

MOTION: 2024-220 Councillor Jason Sullivan / Councillor Ethan Williams
MOVE TO approve all payables in Section B in the amount of \$56,225.47

The Motion was carried unanimously.

For Motion: 4 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillors E. Williams, J. Sullivan)

Against: 0

Abstained: 0

8. Committee Reports

8.1. Southern Shore Joint Council Meeting Package, November 2024

8.2. North East Avalon Joint Council Meeting Package, November 2024

8.3. BBBA Financial Update, October 2024

8.4. BBRLC Financial Update, October 2024

8.5. BBRLC Christmas Craft Fair Budget

8.6. BBRLC Monthly Activities Update, November 2024

9. Action

9.1 Recruitment Services

MOTION: 2024-221 Councillor Jason Sullivan / Councillor Ethan Williams

MOVE TO award recruitment services, to the lowest compliant bidder, Jump Recruitment for a total cost of \$3,250.00 + HST.

The Motion was carried unanimously.

For Motion: 4 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillors E. Williams, J. Sullivan)

Against: 0

Abstained: 0

9.2 Set Public Meeting Schedule for 2025

MOTION: 2024-222 Councillor Ethan Williams / Councillor Jason Sullivan

MOVE THAT the Town of Bay Bulls Public Meetings for 2025 be held on the second Monday of each month at 7:00 pm unless the meeting date falls on a statutory holiday or is otherwise determined by the Council.

The Motion was carried unanimously

For Motion: 4 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillors E. Williams, J. Sullivan)

Against: 0

Abstained: 0

9.3 Appointment of Property Assessment Appeals Commissioner for 2025

MOTION: 2024-223 Deputy Mayor Jason O'Brien / Councillor Jason Sullivan

MOVE TO approve Mitch Moran of MJM Property Consulting as the Appeals Commissioner for the Town of Bay Bulls for 2025.

The Motion was carried unanimously.

For Motion: 4 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillors E. Williams, J. Sullivan)

Against: 0

Abstained: 0

9.4 Town Office Christmas Holiday Hours

MOTION: 2024-224 Councillor Jason Sullivan / Deputy Mayor Jason O'Brien

MOVE TO approve the closure of the Town Office from December 24-31, 2024 for the annual Christmas holiday break.

The Motion was carried unanimously.

For Motion: 4 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillors E. Williams, J. Sullivan)

Against: 0

Abstained: 0

9.5 Christmas “Light-It Up” Challenge 2024

MOTION: 2024-225 Councillor Ethan Williams / Councillor Jason Sullivan

MOVE THAT the Town of Bay Bulls host the 5th Annual Christmas “Light It Up” Challenge with 3 prizes to be won totalling \$300.00.

The Motion was carried unanimously.

For Motion: 4 (Mayor K. O’Driscoll, Deputy Mayor J. O’Brien, Councillors E. Williams, J. Sullivan)

Against: 0

Abstained: 0

9.6 Approval of Pre-Authorized Payments for 2025

MOTION: 2024-226 Deputy Mayor Jason O’Brien / Councillor Jason Sullivan

MOVE TO approve payment via pre-authorized debit to the Town’s main operating account of the reoccurring monthly account balances for the 14 vendors as presented.

The Motion was carried unanimously.

For Motion: 4 (Mayor K. O’Driscoll, Deputy Mayor J. O’Brien, Councillors E. Williams, J. Sullivan)

Against: 0

Abstained: 0

9.7 Approval to File Statement of Claim for Commercial Property & Business Tax Arrears

MOTION: 2024-227 Councillor Ethan Williams / Deputy Mayor Jason O’Brien

MOVE THAT the Town of Bay Bulls file a Statement of Claim for tax debt totalling \$14,362.98 with the Provincial Court of Newfoundland & Labrador – Small Claims Division.

The Motion was carried unanimously.

For Motion: 4 (Mayor K. O’Driscoll, Deputy Mayor J. O’Brien, Councillors E. Williams, J. Sullivan)

Against: 0

Abstained: 0

9.8 Backyard Compositing Bin Distribution 2025 - Expression of Interest

MOTION: 2024-225 Councillor Jason Sullivan / Deputy Mayor Jason O’Brien

MOVE TO approve the purchase of forty 37-gallon compost tumblers from the Multi-Materials Stewardship Board at a cost of \$1,800.00 + HST as part of the 2025 Backyard Compost Bin Distribution Program.

The Motion was carried unanimously.

For Motion: 4 (Mayor K. O’Driscoll, Deputy Mayor J. O’Brien, Councillors E. Williams, J. Sullivan)

Against: 0

Abstained: 0

9.9 Release of Remove Order

7:12 Deputy Mayor Jason O'Brien declared a conflict of interest on the action item, as Deputy Mayor O'Brien has immediate family residing in close proximity to the property related to the order.

MOTION: 2024-229 Councillor Jason Sullivan / Councillor Ethan Williams

BE IT RESOLVED THAT the Town of Bay Bulls accept and release the removal order as presented.

The Motion was carried.

For Motion: 3 (Mayor K. O'Driscoll, Councillors E. Williams, J. Sullivan)

Against: 0

Abstained: 1 (Deputy Mayor J. O'Brien)

9.10 Authorization to Dispose of Records as per the Town of Bay Bulls Records and Retention Policy

MOTION: 2024-230 Councillor Ethan Williams / Deputy Mayor Jason O'Brien

MOVE TO authorize the destruction of the following records that have met or exceeded their retention period as of January 1, 2025, as per the Town of Bay Bulls Retention Schedule. Bank Statements, Bank Reconciliations, Invoices, Purchase Orders, Cash Receipts, Cheque Stubs/Duplicates, and Cancelled/Void Cheques that are older than 7 years. Board and Committee Reports (not forming part of Council minutes), Insurance Policies, Assessment Appeals, and Appeals Under the Urban and Rural Planning Act that are older than 3 years.

The Motion was carried unanimously.

For Motion: 4 (Mayor K. O'Driscoll, Deputy Mayor Jason O'Brien Councillors E. Williams, J. Sullivan)

Against: 0

Abstained: 0

9.11 Staff Christmas Bonuses

7:14 p.m. Mayor Keith O'Driscoll declared a conflict of interest on this matter. Mayor O'Driscoll has an immediate family member who is employed by the Town.

7:14 p.m. Mayor Keith O'Driscoll vacated the Chair; Deputy Mayor Jason O'Brien assumed the Chair and called for the Motion.

MOTION: 2024-231 Councillor Jason Sullivan / Councillor Ethan Williams

MOVE TO provide Christmas bonuses to all town staff totalling \$2,250.00 to be disbursed on December 10, 2024.

The Motion was carried.

For Motion: 3 (Deputy Mayor J. O'Brien, Councillors E. Williams, J. Sullivan)

Against: 0

Abstained: 1 (Mayor K. O'Driscoll)

7:15 p.m. Mayor Keith O'Driscoll reassumed the Chair.

10. Information Only

- 10.1. Budget Announcements to Residents**
- 10.2. Orkin Canada Service Report – Sheldon Drive/Dunn Drive**
- 10.3. 2025 Waste Management Calendar**
- 10.4. Permit Report for the Period Ending November 30, 2024**
- 10.5. Tax Receivables Report for Period Ending November 30, 2024**
- 10.6. Construction Schedule – Northside Road 17-GI-23-00088**

11. Correspondence Received

- 11.1 Circular – CHIF Direct Delivery Intake and MCW Application Deadline**
- 11.2 Circular – Seasonal Asphalt Reminder 2024**
- 11.3 Circular – Proposed Changes to MI Master Specification**
- 11.4 MAA Memo RE: Supplementary Assessments**
- 11.5 ERSB 2025 Waste Management Fees**
- 11.6 ERBS 2025 Clarifications about Oversized Item Collection**
- 11.7 ERBS Waste Recovery Facility Access Cards**

12. Correspondence Sent

- 12.1 Town of Bay Bulls Response to Application #2024-433**
- 12.2 Town of Bay Bulls Response to Application #2024-432**
- 12.3 Town of Bay Bulls Response to Application #2024-802**
- 12.4. MMSB Community Waste Diversion Fund Application – Woodchipper Community Mulching Program**
- 12.5. MCW Application AP-MCW-25066 – Lower Path Road**
- 12.6. MCW Application AP-MCW-25055 – Outdoor Community Ice Rink**

13. New Business

14. Adjournment

7:16 p.m. Mayor Keith O'Driscoll called for adjournment as there was no further business of the Council.

MOTION: 2024-161 Councillor Ethan Williams / Councillor Jason Sullivan

MOVE THAT the meeting be adjourned.

The Motion was carried unanimously

For Motion: 4 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillors E. Williams, J. Sullivan)

Against: 0

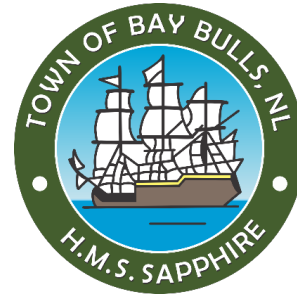
Abstained: 0



Mayor



Town Manager



January 15, 2025

Date