



Town of Bay Bulls

Meeting Minutes

Public Meeting

Virtual Meeting

April 8, 2024
7:00 p.m.

Council Members Present

Mayor Keith O'Driscoll
Deputy Mayor Jason O'Brien
Councillor Ethan Williams
Councillor Jason Sullivan
Councillor Corey Ronayne

Staff Present

Ashley Wakeham, Town Manager
Jennifer Blanchard, Assistant Town Clerk

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: 2024-047 Deputy Mayor Jason O'Brien / Councillor Ethan Williams

MOVE TO adopt the agenda as presented for April 8, 2024.

The Motion was carried unanimously.

For Motion: 5 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillor E. Williams, Councillor J. Sullivan, Councillor C. Ronayne)

Against: 0

Abstained: 0

3. Adoption of Minutes

3.1 March 11, 2024, Public Meeting Minutes

MOTION: 2024-048 Councillor Ethan Williams / Councillor Corey Ronayne

MOVE TO adopt the minutes of the Public Meeting of March 11, 2024, as presented.

The Motion was carried unanimously.

For Motion: 5 (Mayor K O'Driscoll, Deputy Mayor J. O'Brien, Councillor E. Williams, Councillor J. Sullivan, Councillor C. Ronayne)

Against: 0

Abstained: 0

4. Business Arising

4.1 Ratification of Email Vote – Project Change Request 17-GI-23-00088 Northside Road

MOTION: 2023-049 Deputy Mayor Jason O'Brien / Councillor Jason Sullivan

MOVE TO ratify the email vote of April 2, 2024, moved by Deputy Mayor Jason O'Brien and seconded by Councillor Jason Sullivan that stated:

BE IT RESOLVED THAT the Town of Bay Bulls approve the following changes for project number 17-GI-23-00088 – Northside Road Upgrades:

- 1. Remove the replacement of the existing bin wall at the "Cliff" area with an MSE wall;*
- 2. Remove the supply and installation of an MSE wall at the Bread and Cheese area and replace with the installation of armor stone.*

Motion passed unanimously

For Motion: 5 (Mayor Keith O'Driscoll, Deputy Mayor Jason O'Brien, Councillors Ethan Williams, Corey Ronayne and Jason Sullivan)

Against: 0

Abstained: 0

The Motion was carried unanimously.

For Motion: 5 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillor E. Williams, Councillor J. Sullivan, Councillor C. Ronayne)

Against: 0

Abstained: 0

5. Delegations & Proclamations

6. Applications

6.1 Application #2024-424

61-63 Lower Road

New Residential Development

7:03 p.m., Mayor Keith O'Driscoll declared a conflict of interest on Application #2024-300 as Mayor O'Driscoll has immediate family that owns property in the area

7:03 p.m. Mayor Keith O'Driscoll vacated the Chair; Deputy Mayor Jason O'Brien assumed the Chair.

MOTION: 2024-050 Councillor Corey Ronayne / Councillor Jason Sullivan

MOVE TO approval-in-principle for Application #2024-424 to construct a new residential development located at 61-63 Lower Road pending the following conditions are met:

1. A site visit with Town of Bay Bulls is conducted;
2. The applicant must provide the Town written assurance of indemnification should any loss or damage occur due to the location of the proposed development in relation to the road elevation;

3. A grading plan must be provided to the Town;
4. A Certificate of Approval from the Department of Digital Government and Service NL for the installation of a septic and well system must be obtained and forwarded to the Town.

The Motion was carried.

For Motion: 4 (Deputy Mayor J. O'Brien, Councillor C. Ronayne, Councillor J. Sullivan, Councillor E. Williams)

Against: 0

Abstained: 1 (Mayor K. O'Driscoll)

7:04 p.m. Mayor Keith O'Driscoll reassumed the Chair

6.2 Application #2024-303

62-78 Quay's Road

Residential Accessory Building

MOTION: 2024-051 Councillor Jason Sullivan / Councillor Corey Ronayne

MOVE TO provide approval as per Regulation 10 - Discretionary Powers of Authority for Application #2024-303 to construct a residential accessory building located at 62-78 Quay's Road pending confirmation by the applicant of the proposed location of the development.

The Motion was carried unanimously.

For Motion: 5 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillor C. Ronayne, Councillor J. Sullivan, Councillor E. Williams)

Against: 0

Abstained: 0

6.3 Application #2024-302

52-54 Southside Road

Residential Accessory Building

MOTION: 2024-052 Councillor Ethan Williams / Councillor Jason Sullivan

MOVE TO approve Application #2024-302 to construct an accessory building at 52-54 Southside Road with the following condition:

1. The location of the proposed development meets the provisions of Regulation 38(2) of the Town of Bay Bulls Development Regulations.

The Motion was carried unanimously.

For Motion: 5 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillor C. Ronayne, Councillor J. Sullivan, Councillor E. Williams)

Against: 0

Abstained: 0

7. Accounts Payable

7.1 Accounts Payable Listing for the period ending March 31, 2024

Total for Section A: \$103,800.01

Total for Section B: \$45,146.22 - Pre-authorized disbursements

Total Disbursements for the March: \$148,946.23

MOTION: 2024-053 Councillor Ethan Williams / Councillor Corey Ronayne
MOVE TO approve the release of all payables in Section A in the amount of \$103,800.01.

The Motion was carried unanimously.

For Motion: 5 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillor E. Williams, Councillor J. Sullivan, Councillor C. Ronayne)

Against: 0

Abstained: 0

MOTION: 2024-054 Deputy Mayor Jason O'Brien / Councillor Ethan Williams

MOVE TO approve all payables in Section B in the amount of \$45,146.22.

The Motion was carried unanimously.

For Motion: 5 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillor E. Williams, Councillor J. Sullivan, Councillor C. Ronayne)

Against: 0

Abstained: 0

8. Committee Reports

8.1. BBRLC Monthly Update, March 2024

8.2. BBRLC Monthly Financial Report, February, 2024

8.3. BBRLC Board Meeting Minutes, March 6, 2024

8.4. BBBAA – Monthly Financial Report, February 2024

8.5. Eastern Regional Service Board (ERSB) Board Meeting, March 27, 2024

9. Action

9.1 Request for Road Upgrades – Nagle's Lane

7:24 p.m., Mayor Keith O'Driscoll declared a conflict of interest as Mayor O'Driscoll has immediate family that own property in the area.

7:24 p.m. Mayor Keith O'Driscoll vacated the Chair; Deputy Mayor Jason O'Brien assumed the Chair and called for the Motion.

MOTION: 2024-055 Councillor Jason Sullivan / Councillor Corey Ronayne

MOVE TO remediate Nagel's Lane with Class A stone as part of the Town's spring maintenance.

The Motion was carried

For Motion: 4 (Deputy Mayor J. O'Brien, Councillor E. Williams, Councillor J. Sullivan, Councillor C. Ronayne)

Against: 0

Abstained: 1 (Mayor K. O'Driscoll)

7:27 p.m. Mayor Keith O'Driscoll reassumed the Chair.

9.2 Revised Records Management Policy for Approval

MOTION: 2024-056 Councillor Ethan Williams / Councillor Corey Ronayne

MOVE TO adopt policy # TBB-004-AD – Records Management as presented. The revised Records Management Policy repeals all previous policies relating to the same subject matter. FURTHER MOVE TO delegate authority to the Town Manager to destroy records as they become obsolete as per the Records Retention Schedule listed in Appendix A of the Records Management Policy.

The Motion was carried unanimously.

For Motion: 5 (Mayor K. O’Driscoll, Deputy Mayor J. O’Brien, Councillor E. Williams, Councillor J. Sullivan, Councillor C. Ronayne)

Against: 0

Abstained: 0

9.3 Royal Newfoundland Constabulary Association (RNCA) Request for Advertising Support

MOTION: 2024-057 Councillor Corey Ronayne / Councillor Jason Sullivan

MOVE TO deny the Royal Newfoundland Constabulary Association’s request to purchase advertisement space in their annual community guide, as the request does not meet the eligibility criteria set forth in the Town of Bay Bulls Donation Policy.

The Motion was carried unanimously.

For Motion: 5 (Mayor K. O’Driscoll, Deputy Mayor J. O’Brien, Councillor E. Williams, Councillor J. Sullivan, Councillor C. Ronayne)

Against: 0

Abstained: 0

9.4 Crown Land Grant Process – Waste Recovery Site

7:29 p.m., Deputy Mayor Jason O’Brien declared a conflict of interest as Deputy Mayor O’Brien is a board member of the Eastern Regional Service Board.

MOTION: 2024-058 Councillor Corey Ronayne / Councillor Jason Sullivan

MOVE TO engage the Town’s legal counsel to draft a service/lease agreement between the Eastern Regional Service Board and the Town of Bay Bulls for the continued operations of the Waste Recovery Site located at Winnonish Drive.

The Motion was carried

For Motion: 4 (Mayor K. O’Driscoll, Councillor C. Ronayne, Councillor E. Williams, Councillor J. Sullivan)

Against: 0

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

9.5 Lower Path Road Upgrades

MOTION: 2024-059 Deputy Mayor Jason O’Brien / Councillor Jason Sullivan

MOVE TO approve the Phase 1 work scope for Lower Path Road as outlined:

- Cut along the road to remove tree limbs in road reservation area;
- Grade the shoulder to allow water to run off the road;
- Add Class A in areas after prepped to blend with remaining pavement;
- Ditch cleaning where required.

The Motion was carried unanimously.

For Motion: 5 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillor E. Williams, Councillor J. Sullivan, Councillor C. Ronayne)

Against: 0

Abstained: 0

9.6 Award RFQ20240321 – Handrail Supply and Installation

7:33 p.m. Mayor Keith O'Driscoll vacated the Chair to discuss action item 9.6

7:35 p.m. Mayor Keith O'Driscoll reassumed the Chair

MOTION: 2024-060 Councillor Ethan Williams / Councillor Corey Ronayne

MOVE TO Award RFQ20240321 - Handrail Supply and Installation to the lowest compliant bidder O'Brien's Trucking Ltd. at a total cost of \$2,500.00 + HST.

The Motion was carried unanimously.

For Motion: 5 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillor E. Williams, Councillor J. Sullivan, Councillor C. Ronayne)

Against: 0

Abstained: 0

9.7 Maintenance Equipment Purchase for Approval

MOTION: 2024-061 Deputy Mayor Jason O'Brien / Councillor Ethan Williams

MOVE TO approve the purchase of one (1) sweeper kit for the Town's 2500 Chevrolet Truck from East Coast Hydraulics at a total cost of \$2,093.00 + HST.

The Motion was carried unanimously.

For Motion: 5 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillor E. Williams, Councillor J. Sullivan, Councillor C. Ronayne)

Against: 0

Abstained: 0

9.8 Approval of Change Order #1 and #2 for TP20230918 – Snow Clearing Contract 2023-2024

7:35 p.m., Deputy Mayor Jason O'Brien declared a conflict of interest on Change Order #1 & #2 – TP20230918 Snow Clearing Contract 2023-2024 as Deputy Mayor O'Brien has a personal relationship regarding the subject of the change order

MOTION: 2024-062 Councillor Jason Sullivan / Councillor Corey Ronayne

MOVE TO approve Change Order No. 1 and 2 for TP20230918 – Snow Clearing Contract for a total combined cost of \$5,000.00 + HST increasing the total lump sum for the 2023-2024 Snow Clearing Contract to \$334,900.00 + HST.

The Motion was carried.

For Motion: 4 (Mayor K. O'Driscoll, Councillor C. Ronayne, Councillor E. Williams, Councillor J. Sullivan)

Against: 0

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

9.9 Bay Bulls Clean-Up Event – Saturday, June 1, 2024

MOTION: 2024-063 Councillor Ethan Williams / Councillor Corey Ronayne

MOVE THAT the Town of Bay Bulls participate in the community clean-up program offered by the Eastern

Regional Service Board by hosting a community clean-up event from 10:00 am to 1:00 pm on Saturday, June 1, 2024.

The Motion was carried unanimously.

For Motion: 5 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillor E. Williams, Councillor J. Sullivan, Councillor C. Ronayne)

Against: 0

Abstained: 0

10. Information Only

10.1 Tax Receivable Report for the Period Ending March 31, 2024

10.2 RCMP Report to Council – March 2024

10.3 Deed of Conveyance BBBA to Town of Bay Bulls

10.4 RFP20240226 – Traffic Flow Plan & Parking Design

10.5 Permit Report for Period Ending March 31, 2024

11. Correspondence Received

11.1 17-MCW-24-00005 – Approval to Call Tender Long Pond Trail – Phase 2

11.2 MAA Avalon Board Update

11.3 Circular – Specification Change Request Form

11.4 Southeast Construction Ltd. Snow Clearing Road List

12. Correspondence Sent

12.1 Response to Application #2024-301 – New RES Accessory Building – 6 Dunn Drive

12.2 Response to Application #2024-300 – New RES Accessory Building – 8 Ocean View Brae

12.2 Response to Amendment SJURRP for Town of Witless Bay

12.4 Response to Business Tax Incentive Program – Bread & Cheese Country Inn

12.5 Town of Bay Bulls Municipal Approval for Sale of NLC Products, Stone Ducky, April 2024

13. New Business

14. Adjournment

7:40 p.m. Mayor Keith O'Driscoll called for adjournment as there was no further business of the Council.

MOTION: 2024-064 Councillor Jason Sullivan / Councillor Ethan Williams

MOVE THAT the meeting be adjourned.

The Motion was carried unanimously

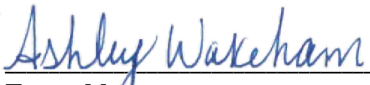
For Motion: 5 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillor E. Williams, Councillor J. Sullivan, Councillor C. Ronayne)

Against: 0

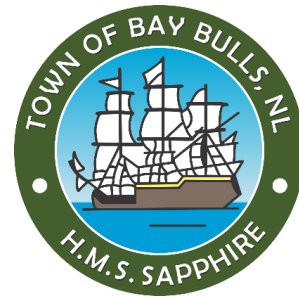
Abstained: 0



Mayor



Town Manager



May 14, 2024

Date