

# Town of Bay Bulls

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## Meeting Minutes

*Public Meeting*

September 9, 2024  
7:00 p.m.

Virtual Meeting

### **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  
**(Technology Issues)**

## 1. Call to Order

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Mayor Keith O'Driscoll assumed the Chair and called the meeting to order at 7:03 p.m.

## 2. Adoption of Agenda

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**MOTION: 2024-144** Councillor Jason Sullivan / Deputy Mayor Jason O'Brien

MOVE TO adopt the agenda as presented for September 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

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### **3.1 August 12, 2024, Public Meeting Minutes**

**MOTION: 2024-145** Councillor Ethan Williams / Councillor Jason Sullivan

MOVE TO adopt the minutes of the Public Meeting of August 12, 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

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## 5. Delegations & Proclamations

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## 6. Applications

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### 6.1 Application #2024-308

76 Sheldon Drive

#### **New Development - RES Accessory Building**

**MOTION: 2024-146** Councillor Jason Sullivan / Deputy Mayor Jason O'Brien

MOVE TO approve Application #2024-308 to construct an accessory building at 76 Sheldon Drive

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 #2024-500

Cemetery Lane West

#### **Crown Land Application #162928**

**MOTION: 2024-147** Councillor Ethan Williams / Deputy Mayor Jason O'Brien

MOVE TO approve Crown Land application #162928 to acquire 0.46 acres of property for the purposes of a single-family dwelling located at Cemetery Lane West.

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

### 6.3 Application #2024-429

56-64 St. John's Road

#### **New Development - COMM Development**

**MOTION: 2024-148** Deputy Mayor Jason O'Brien / Councillor Ethan Williams

MOVE TO approve Application #2024-429 to construct a new commercial development at 56-64 St. John's Road.

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

### 6.1 Application #2024-309

1 Quay's Road

#### **New Development - RES Accessory Building**

**MOTION: 2024-149** Councillor Ethan Williams / Deputy Mayor Jason O'Brien

MOVE TO approve Application #2024-309 to construct an accessory building at 1 Quay's Road

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

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### 7.1 Accounts Payable Listing for the period ending August 31, 2024

**Total for Section A: \$334,280.59**

**Total for Section B: \$63,986.73 – Pre-authorized disbursements**

**Total Disbursements for the Month: \$398,267.32**

**MOTION: 2024-150** Deputy Mayor Jason O'Brien / Councillor Ethan Williams

MOVE TO approve the release of all payables in Section A in the amount of \$334,280.59.

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: 2024-151** Councillor Jason Sullivan / Deputy Mayor Jason Sullivan

MOVE TO approve all payables in Section B in the amount of \$63,986.73

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

### 7.2 Long Pond Walking Trail - 17-MCW-24-00005 Project Funds Update

## 8. Committee Reports

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### 8.1. BBRLC Monthly Update, August 2024

### 8.2. BBBA Financial Update, July 2024

### 8.3. BBRLC Financial Update, July 2024

## 9. Action

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### 9.1 Trunk or Treat Event 2024

**MOTION: 2024-152** Deputy Mayor Jason O'Brien / Councillor Jason Sullivan

MOVE THAT Trunk or Treat be held on Saturday, October 26, 2024 beginning 6:30 pm at the Bay Bulls Regional Lifestyle Centre. FURTHER MOVE THAT the event budget be set at \$1,000.00.

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

## **9.2 Approve Release of RFQ20240910 – Ditching Services**

**MOTION: 2024-153** Deputy Mayor Jason O'Brien / Councillor Ethan Williams

MOVE TO approve the release of RFQ20240910– Ditching Services 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

## **9.3 Award of RFQ20240823-A- Material Supply and Delivery - 300 MT Winter Road Salt**

**MOTION: 2024-154** Deputy Mayor Jason O'Brien / Councillor Jason Sullivan

MOVE TO award the purchase of 300 metric tons of winter road salt to the lowest compliant bidder, Avalon Coal, Salt and Oil Ltd. at a total cost of \$40,611.00 + 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

## **9.4 Award of RFQ20240823-B- Material Supply and Delivery – 700 MT Winter Road Sand**

**MOTION: 2024-155** Councillor Jason Sullivan / Councillor Ethan Williams

MOVE TO award the purchase of 700 metric tons of winter road sand to the lowest compliant bidder, O'Brien's Trucking Ltd. at a total cost of \$24,003.00 + 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

## **9.5 Award of RFQ20240808 - Paving Services for Patch Paving**

**MOTION: 2024-156** Councillor Ethan Williams / Deputy Mayor Jason O'Brien

MOVE TO award RFQ20240808 Paving Services for Patch Paving to the lowest compliant bidder, English's Paving Corp. for a total cost of \$59,700.52 + 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

## **9.6 Approve Purchase of New Walking Trail Directional and Safety Signage**

**MOTION: 2024-157** Councillor Jason Sullivan / Deputy Mayor Jason O'Brien

MOVE TO approve FASTSIGNS trail sign designs and order # 89615 for a total cost of \$1,696.59 + 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

### **9.7 Release for Sale by Tender – 8’ X 10’ Storage Shed**

**MOTION: 2024-158** Councillor Jason Sullivan / Councillor Ethan Williams

MOVE TO release the bid documents and specifications as presented for the open call for bids on the For Sale by Tender – 8’ x 10’ Storage Shed.

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 Release for Sale by Tender – 12’ X 24’ Storage Shed**

**MOTION: 2024-159** Deputy Mayor Jason O’Brien / Councillor Ethan Williams

MOVE TO release the bid documents and specifications as presented for the open call for bids on the For Sale by Tender – 12’ x 24’ Storage Shed.

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 Town Flag Contest**

**MOTION: 2024-160** Councillor Ethan Williams / Councillor Jason Sullivan

MOVE TO initiate a “Flag Design Contest” for residents of the Town of Bay Bulls to submit designs for a new town flag using the current logo.

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

## **10. Information Only**

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**10.1 Town of Bay Bulls Survey – Cemetery Lane West**

**10.2 Tax Receivable Report for the Period Ending August 31, 2024**

**10.3 Permit Report for the Period Ending August 31, 2024**

**10.4 Tender MI15590 Addendum 1 – Northside Road Upgrade Project 17-GI-23-00088**

## **11. Correspondence Received**

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**11.1 Approval to Call Tender - Northside Road Upgrades 17-GI-23-00088**

**11.2 New Horizons Funding Program for Seniors**

## 12. Correspondence Sent

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- 12.1 Town of Bay Bulls Response to Application #2024-428
- 12.2 Town of Bay Bulls Response to Application #2024-306
- 12.3 Town of Bay Bulls Response to Application #2024-307
- 12.4 Town of Bay Bulls Response to Amendment SJURRP Town of Bauline

## 13. New Business

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## 14. Adjournment

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7:20 p.m. Mayor Keith O'Driscoll called for adjournment as there was no further business of the Council.

**MOTION: 2024-161** Councillor Jason Sullivan / Deputy Mayor Jason O'Brien

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

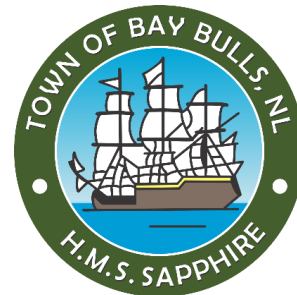
Abstained: 0



Mayor



Town Manager



October 17, 2024

Date