

Town of Bay Bulls

Meeting Minutes

Public Meeting

Virtual Meeting

May 8, 2023

7:00 p.m.

Council Members Present

Mayor Keith O'Driscoll

Deputy Mayor Jason O'Brien

Councillor Shannon O'Driscoll

Councillor Jason Sullivan

Staff Present

Jennifer Aspell, Town Manager

Evan Vokey, Director of Public Works

Ashley Wakeham, 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

Mayor Keith O'Driscoll called for the adoption of the agenda for May 8, 2023.

MOTION: 2023-072 Councillor Shannon O'Driscoll / Councillor Jason Sullivan

MOVE TO amend the agenda for May 8, 2023, by removing item 1.1 Appointment of Assistant Town Clerk as Acting Town Clerk for the May 8, 2023, Public Meeting.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

MOTION: 2023-073 Councillor Jason Sullivan / Councillor Shannon O'Driscoll

MOVE TO adopt the agenda for May 8, 2023, as amended.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

3. Adoption of Minutes

3.1 April 10, 2023, Public Meeting Minutes

MOTION: 2023-074 Councillor Shannon O’Driscoll / Councillor Jason Sullivan
MOVE TO adopt the minutes of the Public Meeting of April 10, 2023, as presented.
The Motion was carried unanimously.
For Motion: 4 (Mayor K. O’Driscoll, Deputy Mayor J. O’Brien, Councillors S. O’Driscoll, and J. Sullivan)
Against: 0
Abstained: 0

4. Business Arising

4.1 Award of Solar Light Supply and Installation – Long Pond Walking Trail Lighting Project

MOTION: 2023-075 Councillor Jason Sullivan / Councillor Shannon O’Driscoll
MOVE TO award the supply and installation of forty (40) solar lights on the Long Pond Walking Trail, to the lowest compliant bidder, JLL Electrical Ltd., for a total cost of \$10,800.00 + HST.
The Motion was carried unanimously.
For Motion: 4 (Mayor K. O’Driscoll, Deputy Mayor J. O’Brien, Councillors S. O’Driscoll, and J. Sullivan)
Against: 0
Abstained: 0

5. Delegations & Proclamations

5.1 Proclamation – Municipal Awareness Week May 8 - 12, 2023

Mayor Keith O’Driscoll read a proclamation for Municipal Awareness Week and declared May 8-12, 2023, as Municipal Awareness Week in the Town of Bay Bulls.

5.2 Proclamation –Early Childhood Educators Week May 28 - June 3, 2023

Mayor Keith O’Driscoll read a proclamation for Early Childhood Educators Week and declared May 28 – June 3, 2023, as Early Childhood Educators Week in the Town of Bay Bulls.

6. Applications

6.1 Application #2023-601 26-32 A Sheldon Drive Extension to Residential Dwelling

7:06 p.m. Councillor Jason Sullivan declared a Conflict of Interest on Application #2023-601, as the applicant is an immediate family member. Councillor Jason Sullivan did not participate in any discussion nor vote on the matter.

MOTION: 2023-076 Councillor Shannon O’Driscoll / Deputy Mayor Jason O’Brien
MOVE TO approve Application #2023-601 to extend the existing residential dwelling located at 26-32A Sheldon Drive.

The Motion was carried unanimously.

For Motion: 3 (Mayor K. O’Driscoll, Deputy Mayor J. O’Brien, Councillor S. O’Driscoll)

Against: 0

Abstained: 1 (Councillor J. Sullivan)

6.2 Application #2023-300

31 Dunn Drive

Residential Accessory Building

MOTION: 2023-077 Councillor Jason Sullivan / Councillor Shannon O’Driscoll

MOVE TO approve Application #2023-300 to construct a residential accessory building at 31 Dunn Drive.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

6.3 Application #2023-402

13-15 Harvey Place (Lot 2)

New Residential Development

MOTION: 2023-078 Councillor Jason Sullivan / Councillor Shannon O’Driscoll

MOVE TO approve-in-principal Application #2023-402 to construct a new residential development located at 13-15 Harvey Place (Lot 2), pending receipt of a Certificate of Approval from the Department of Digital Government and Service NL for the installation of a septic and well system and a Deed of Conveyance to the applicant.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

6.3 Application #2023-700

61-63 Lower Road

New 3-Lot Residential Subdivision Development

MOTION: 2023-079 Deputy Mayor Jason O’Brien / Councillor Jason Sullivan

MOVE TO approve-in-principal Application #2023-700 for a residential subdivision development located at 61-63 Lower Road with the following conditions:

1. Each lot must have its own driveway access from the Lower Road;
2. The development must conform to the Town’s Subdivision Design Standards and be reviewed and approved by the Town’s engineer;
3. The Provincial Archeology Office (PAO) must complete a review of the application.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

7. Accounts Payable

7.1 Accounts Payable Listing for the period ending April 30, 2023

Total for Section A: \$67,935.45

Total for Section B: \$80,392.26– Pre-authorized disbursements

Total Disbursements for the Month: \$148,327.71

7:10 p.m. Deputy Mayor Jason O'Brien declared a Conflict of Interest on cheque 3746 totaling \$13,786.20, as it is related to a matter of interest for Deputy Mayor Jason O'Brien.

MOTION: 2023-080 Councillor Jason Sullivan / Councillor Shannon O'Driscoll
MOVE TO approve the release of cheque number 3746 in the amount of \$13,786.20.

The Motion was carried unanimously.

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

Against: 0

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

7:11 p.m. Councillor Jason Sullivan declared a Conflict of Interest on cheque 3747 totaling \$3,104.43, as it is related to a matter of interest for Councillor Jason Sullivan.

MOTION: 2023-081 Councillor Shannon O'Driscoll / Deputy Mayor Jason O'Brien
MOVE TO approve the release of cheque number 3747 in the amount of \$3,104.43.

The Motion was carried unanimously.

For Motion: 3 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, and Councillor S. O'Driscoll)

Against: 0

Abstained: 1 (Councillor J. Sullivan)

MOTION: 2023-082 Councillor Jason Sullivan / Councillor Shannon O'Driscoll
MOVE TO approve the release of all other payables in Section A in the amount of \$51,044.82.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

MOTION: 2023-083 Councillor Shannon O'Driscoll / Deputy Mayor Jason O'Brien
MOVE TO approve all payables in Section B in the amount of \$80,392.26.

The Motion was carried unanimously.

For Motion: 4 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillors S. O'Driscoll, and C. Ronayne)

Against: 0

Abstained: 0

7.2 Supporting Documents for BBRLC Upgrades - Progress Claim #5 – For Information Only

7.3 Tax Collection Report for April 30, 2023 – For Information Only

8. Committee Reports

8.1 Northeast Avalon Joint Council Meeting Package, April 12, 2023

8.2 BBBA Monthly Activities Report, April 2023

8.3 BBBA Financial Report, March 2023

8.4 BBBA Easter Camp 2023 Budget Overview

9. Action

9.1 Community Clean-up Event

MOTION: 2023-084 Councillor Shannon O’Driscoll / Councillor Jason Sullivan
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 3, 2023.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

9.2 Municipal Awareness Week – Community Activities

MOTION: 2023-085 Councillor Jason Sullivan / Councillor Shannon O’Driscoll
MOVE TO host a coloring contest for all children from Kindergarten to Grade 4 attending St. Bernard’s Elementary, in celebration of Municipal Awareness Week 2023. FURTHER MOVE TO purchase a total of \$50.00 in gift cards to be used as prizes.

A friendly amendment was made by Councillor Jason Sullivan to include a social media contest entitled “Where’s the Mayor?” from May 8-12, providing an additional \$50.00 in gift cards, for a total of \$100.00 to be disbursed.

The amended Motion was carried unanimously.

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

Against: 0

Abstained: 0

9.3 Award RFQ20230417 – Bill Joy’s Lane Road and Turnaround Realignment

MOTION: 2023-086 Councillor Jason Sullivan / Deputy Mayor Jason O’Brien
MOVE TO award RFQ20230417 – Bill Joy’s Lane - Road and Turnaround Realignment, to the lowest compliant bidder, Harbour Construction Limited for a total cost of \$14,350.00 + HST.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

9.4 Award RFQ20230418 – Traffic Line Painting

MOTION: 2023-087 Councillor Jason Sullivan / Councillor Shannon O’Driscoll

MOVE TO award RFQ20230418 –Traffic Line Painting, to the lowest compliant bidder, Baird’s Asphalt Sealing and Line Painting, for a total cost of \$3,750.00 + HST.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

9.5 Adoption of Travel and Meal Reimbursement Policy #TBB-004-CN

MOTION: 2023-088 Councillor Jason Sullivan / Councillor Shannon O’Driscoll

MOVE TO adopt the Town of Bay Bulls Travel and Meal Reimbursement Policy #TBB-004-CN as presented.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

9.6 Acceptance of Canada Summer Jobs Agreement

RESOLUTION: 2023-089 Councillor Jason Sullivan / Councillor Shannon O’Driscoll

BE IT RESOLVED THAT the Town of Bay Bulls accept the cost-shared funding as outlined in the Department of Employment and Social Development, Government of Canada approval letter dated April 21, 2023, project #019004423 with a total project value of \$4,060.00. The Town of Bay Bulls agrees to provide its shared value of \$2,030.00 in funding for this project and authorizes the Town Manager to enter into a funding agreement with the Department of Employment and Social Development, Government of Canada on behalf of the Town of Bay Bulls.

The Resolution was carried unanimously.

For Resolution: 4 (Mayor K. O’Driscoll, Deputy Mayor J. O’Brien, Councillors S. O’Driscoll, and J. Sullivan)

Against: 0

Abstained: 0

9.7 Award Survey Services – Crown Land Approval

MOTION: 2023-090 Councillor Shannon O’Driscoll / Councillor Jason Sullivan

MOVE TO award the completion of survey work as part of the Crown Land approval process for the Long Pond Walking Trail Parking Area, to the lowest compliant bidder, Martin Surveys & Land Services Inc., for a total cost of \$1,500.00 + HST.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

9.8 Change Order #2 – Bay Bulls Regional Lifestyle Centre Upgrades

MOTION: 2023-091 Councillor Shannon O’Driscoll / Councillor Jason Sullivan
MOVE TO approve Change Order #2 for the relocation of the generator for the Bay Bulls Regional Lifestyle Centre Upgrade project at a total cost of \$6,735.31 + HST.

The Motion was carried.

For Motion: 3 (Mayor K. O’Driscoll, Councillors S. O’Driscoll, and J. Sullivan)

Against: 1 (Deputy Mayor J. O’Brien)

Abstained: 0

10. Information Only

10.1 OIPC Decision Summaries 2022-2023

10.2 Permit Report for the Period Ending April 30, 2023

10.3 World Ocean Day June 8, 2023

10.4 Archeological Study Public Presentation May 24, 2023

10.5 Traffic Calming Request Deadline June 2, 2023

11. Correspondence Received

11.1 MI Master Specification Revisions and Other Updates

11.2 Budget Submission 2023 Final Approval

11.3 Crown Land Application #160782 – Letter of Approval

11.4 Northeast Avalon Regional Plan Update

12. Correspondence Sent

12.1 Town of Bay Bulls Municipal Approval for Sale of NLC Products, BBRLC

12.2 Town of Bay Bulls Response to Utility Sheds

12.3 Town of Bay Bulls Response to Application # 2023-600 Extension Application

12.4 Town of Bay Bulls Response to Crown Land Application # 160986

12.5 Town of Bay Bulls Response to Business Tax Incentive Program Application

13. New Business

14. Adjournment

7:29 p.m. Mayor Keith O'Driscoll called for adjournment as there was no further business of the Council.

MOTION: 2023-092 Councillor Shannon O'Driscoll / 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 S. O'Driscoll, and J. Sullivan)

Against: 0

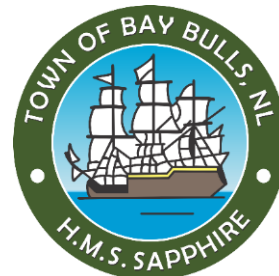
Abstained: 0



Mayor



Town Manager



June 15, 2023

Date