

# Town of Bay Bulls

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## Meeting Minutes

*Public Meeting*

February 12, 2024  
7:00 p.m.

Virtual Meeting

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### **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

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

## 2. Adoption of Agenda

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**MOTION: 2024-013** Councillor Jason Sullivan / Councillor Ethan Williams

MOVE TO adopt the agenda as presented for February 12, 2024.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

## 3. Adoption of Minutes

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### **3.1 January 15, 2024, Public Meeting Minutes**

**MOTION: 2024-014** Councillor Ethan Williams / Councillor Jason Sullivan

MOVE TO adopt the minutes of the Public Meeting of January 15, 2024, as presented.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

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## 4. Business Arising

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### 4.1 Ratification of Email Vote – Revised Hourly Rate for Building Cleaner

**MOTION: 2023-215** Councillor Jason Sullivan/Councillor Ethan Williams

MOVE TO ratify the email vote of February 5, 2024, moved by Deputy Mayor Jason O'Brien and seconded by Mayor Keith O'Driscoll that stated:

*MOVE THAT the hourly rate for the position of building cleaner be revised to \$30.00 per hour to take effect on February 10, 2024.*

*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: 4 (Mayor K. O'Driscoll, Deputy Mayor J. O'Brien, Councillor E. Williams, Councillor J. Sullivan)

Against: 0

Abstained: 0

### 4.1 Building Cleaner Recruitment

**MOTION: 2024-016** Councillor Ethan Williams / Councillor Jason Sullivan

MOVE TO release the advertisement and requirements for a building cleaner with a submission deadline of February 26, 2024.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

## 5. Delegations & Proclamations

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### 5.1 Wear Red Canada Day Proclamation for Heart Disease

7:03 p.m. Mayor Keith O'Driscoll Proclaimed:

**WHEREAS:** Heart disease is the number one killer of women worldwide and the leading cause of premature death for Canadian women, a fact unknown to many women and their healthcare providers; and

**WHEREAS:** The Canadian Women's Heart Health Alliance is an organization of volunteer health professionals and patients working hard to improve women's heart health; and

**WHEREAS:** Wear Red Canada Day is celebrated annually to raise awareness for all Canadians, but especially Canadian women, to be mindful, curious, and proactive in the management of their heart health and wellness; and

**WHEREAS:** We want to see better prevention, diagnosis, and care and fewer women dying prematurely from heart disease;

**THEREFORE:** I, Keith O’Driscoll, Mayor of the Town of Bay Bulls, do hereby proclaim February 13, 2024, Wear Red Canada Day in the Town of Bay Bulls

## 6. Applications

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### 6.1 Application #s 2024-400 to 2024-423

24 Lots – Bristol Landing Subdivision

#### **New Residential Development**

**MOTION: 2024-017** Deputy Mayor Jason O’Brien / Councillor Ethan Williams

MOVE TO provide the approvals-in-principal for Application #'s 2024-400 to 2024-423 (24 lots) to construct new residential developments located at Phase 3 of the Bristol Landing Subdivision on Island Cove Road, 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

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

## 7. Accounts Payable

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

**Total for Section A: \$88,397.07**

**Total for Section B: \$50,819.91 – Pre-authorized disbursements**

**Total Disbursements for the Month: \$139,216.98**

**MOTION: 2024-018** Councillor Jason Sullivan / Deputy Mayor Jason O’Brien

MOVE TO approve the release of all payables in Section A in the amount of \$88,397.07.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

**MOTION: 2024-019** Deputy Mayor Jason O’Brien / Councillor Jason Sullivan

MOVE TO approve all payables in Section B in the amount of \$50,819.91.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

## 8. Committee Reports

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### 8.1. BBRLC Monthly Update, January 2024

### 8.2. BBRLC AGM Meeting Minutes, February, 2024

## 9. Action

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### 9.1 St. John's Urban Region Regional Plan Amendment – Town of Portugal Cove St. Phillip's

**MOTION: 2024-020** Councillor Jason Sullivan / Councillor Ethan Williams

MOVE TO provide support to the Town of Portugal Cove – St. Phillip's for amendment No. 10 to the St. John's Urban Region Regional Plan, amendment No. 19 to their Municipal Plan and amendment No. 31 to their Development Regulations.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

### 9.2 Business Tax Incentive Program Application – Stone Ducky Restaurant and Lounge

7:11 p.m. Councillor Jason Sullivan declared a Conflict of Interest on the application, as Councillor Sullivan has a business in close proximity to the applicant.

**MOTION: 2024-021** Councillor Ethan Williams / Deputy Mayor Jason O'Brien

MOVE TO approve Stone Ducky Restaurant and Lounge's application for a 1-year business tax exemption for the taxation year of 2024 under the Town of Bay Bulls Business Tax Incentive Program.

The Motion was carried

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

Against: 0

Abstained: 1 (Councillor J. Sullivan)

### 9.3 Community Green Space Project – Funding Opportunity

**MOTION: 2024-022** Councillor Ethan Williams / Councillor Jason Sullivan

MOVE TO approve the submission of an application to the 2024 Gro for Good Grant to develop a Community Green Space.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

#### **9.4 Professional Municipal Administrators (PMA) Annual Convention Trade Show And AGM**

**MOTION: 2024-023** Councillor Jason Sullivan / Deputy Mayor Jason O'Brien

MOVE THAT the Town Manager and Assistant Town Clerk attend the 2024 PMA Convention and AGM from April 9-11, 2024 at a cost of \$990.00 plus accommodations and other related expenses as per the Town of Bay Bulls Travel Policy. FURTHER MOVE THAT counter service at the Town Office will be closed from April 9-11,2024.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

#### **9.5 Town of Bay Bulls "Towns in Tune" Television Special**

**MOTION: 2024-024** Councillor Jason Sullivan / Councillor Ethan Williams

MOVE TO approve a \$15,000.00 + HST sponsorship fee for Towns in Tune events to be held June 22 and 23, 2024.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

#### **9.6 Commercial Space for Lease – Agreement and Rental Rate**

**MOTION: 2024-025** Councillor Ethan Williams / Councillor Jason Sullivan

MOVE TO approve the presented Commercial Lease Agreement and all stipulated rates, sections and covenants contained therein.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

#### **9.7 Provincial Summer Student Grant Program**

**MOTION: 2024-026** Councillor Jason Sullivan / Councillor Ethan Williams

MOVE TO submit an application to the Provincial Student Summer Program to hire two (2) high school students for 2024.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

## **9.8 MNL Avalon Eastern Regional Meeting**

**MOTION: 2024-027** Councillor Jason Sullivan / Deputy Mayor Jason O'Brien

MOVE THAT Mayor Keith O'Driscoll attend the 2024 MNL Regional Meeting in Clarendville from March 1-2, 2024 at a cost of \$150.00 per person plus accommodations and other related costs as per the Town of Bay Bulls Travel Policy

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

## **9.9 Professional Municipal Administrators (PMA) – Core Training School**

**MOTION: 2024-028** Councillor Ethan Williams / Councillor Jason Sullivan

MOVE THAT the Assistant Town Clerk attend the PMA CORE Training sessions at a total cost of \$597.00 + HST.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

## **9.10 Resolution to Issue Tender Package – project #17-MCW-24-0005 Long Pond Walking Trail Phase 2**

**RESOLUTION: 2024-029** Deputy Mayor Jason O'Brien / Councillor Jason Sullivan

BE IT RESOLVED THAT the Town of Bay Bulls issue the tender for construction for Project # 17-MCW-24-0005 - Long Pond Walking Trail Phase 2 with approved changes to the tender documents.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

# **10. Information Only**

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**10.1 Permit Report for Period Ending January 31, 2024**

**10.2 Town of Bay Bulls Raw Land Unit Rate**

**10.3 Tax Receivable Report for the Period Ending January 31, 2024**

**10.4 Eastern Regional Service Board – Nomination for Southern Shore Region Representative**

## 11. Correspondence Received

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- 11.1 **Municipal Budget 2024 Submission Letter**
- 11.2 **MAA – Memo: Contractual Agreements for Municipalities**
- 11.3 **Circular – Accessible Communities Grant**
- 11.4 **Circular - NL Geographical Names Database**
- 11.5 **Eastern Regional Service Board Response to Town of Bay Bulls and Town of Renewes-Cappahayden RE: Waste Recovery Site Closures**

## 12. Correspondence Sent

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- 12.1 **Town of Bay Bulls Response to Municipal Approval for Sale of NLC Products**
- 12.2 **Town of Bay Bulls and Town of Renewes-Cappahayden letter to Eastern Regional Service Board RE: Waste Recovery Site Closures**

## 13. New Business

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## 14. Adjournment

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7:27 p.m. Mayor Keith O’Driscoll called for adjournment as there was no further business of the Council.

**MOTION: 2024-030** 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, Councillor E. Williams, Councillor J. Sullivan)

Against: 0

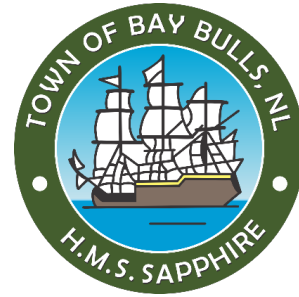
Abstained: 0

*Michael Dill*

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Mayor

*Ashley Wakeham*

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Town Manager



March 12, 2024

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Date