



# Town of Bay Bulls

## Meeting Minutes

*Public Meeting*

September 12, 2022  
7:00 p.m.

Virtual Meeting

### **Council Members Present**

Mayor Keith O'Driscoll  
Deputy Mayor Jason O'Brien  
Councillor Shannon O'Driscoll  
Councillor Corey Ronayne

### **Staff Present**

Jennifer Aspell, Town Manager  
Evan Vokey, Director of Public Works  
Ashley Wakeham, Assistant Town Clerk

### **Regrets**

Councillor Jason Sullivan

## **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 July 13, 2022.**

**MOTION: 2022-242** Councillor Shannon O'Driscoll / Councillor Corey Ronayne

MOVE TO adopt the agenda for September 12, 2022 as presented.

Motion 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

## **3. Adoption of Minutes**

### **3.1 July 13, 2022, Public Meeting Minutes**

**MOTION: 2022-243** Councillor Shannon O'Driscoll / Councillor Corey Ronayne

MOVE TO adopt the minutes of the Public Meeting of August 10, 2022, as presented.

Motion 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

## 4. Business Arising

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### 4.1 Ratification of Email Vote – Rogers Cable Estimate Acceptance for Irishtown Road Storm Sewer Project #17-GI-22-00040.

Councillor Jason Sullivan declared a Conflict of Interest on the email vote of August 23, 2022, as he owns a business on Irishtown Road.

**MOTION: 2022-244** Deputy Mayor Jason O'Brien / Councillor Corey Ronayne  
MOVE TO ratify the email vote of August 23, 2022, that was Moved by Deputy Mayor Jason O'Brien and Seconded by Councillor Shannon O'Driscoll that stated:

*MOVE TO accept Rogers Cable's proposed line transfer work scope and corresponding estimate for their portion of the work for the Irishtown Road Storm Sewer Upgrades – Phase II project at a total cost of \$1,060.00 + HST.*

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

*Against: 0*

*Abstained: 1 (Councillor J. Sullivan)*

Motion 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

### 4.2 Ratification of Email Vote – Northside Road Scope of Work

**MOTION: 2022-245** Deputy Mayor Jason O'Brien / Councillor Shannon O'Driscoll  
MOVE TO ratify the email vote of August 23, 2022, that was Moved by Deputy Mayor Jason O'Brien and Seconded by Councillor Shannon O'Driscoll that stated:

*MOVE TO approve the work scope as outlined pending receipt of a document signed by both the Town and the property owners agreeing to the work scope that will be completed.*

*The work scope will include:*

- 1. Town staff will attempt to find the location of the waterline in the area where excavation work was conducted using shovels and if possible, expose the line contained within the area where the ground was disturbed in December 2021.*
- 2. Once the water line is visible, it will be checked for pinches, cracks, crushing, and other damage.*
- 3. If damage is visible, the Town and the property owner will come to an agreement on how to repair the damage.*
- 4. If the water line is not damaged, the Town will insulate and bury the pipe back to its native conditions and will have no further responsibility to resolve the water pressure problems being experienced by the property owner.*

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

*Against: 1 (Councillor J. Sullivan)*

*Abstained: 0*

Motion 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



#### **4.3 Rescind Motion # 2022-213**

**MOTION: 2022-246** Councillor Shannon O'Driscoll / Councillor Corey Ronayne

MOVE TO rescind Motion #2022-213 made at the Public Meeting of July 13, 2022, which stated:

*MOVE TO install the digital speed sign that is currently located at the O'Dea's Lane and Southern Shore Highway intersection onto St. John's Road upon completion of the crosswalk installation at Cemetery Lane West and Southern Shore Highway.*

Motion 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

#### **4.4 Water Run Off Issues at 140 Track Road Extension**

7:07 p.m. Councillor Corey Ronayne asked Council to determine whether he was in a Conflict of Interest on agenda item 4.4, as Councillor Corey Ronayne resides on Track Road Extension.

**MOTION: 2022-247** Deputy Mayor Jason O'Brien / Councillor Shannon O'Driscoll

MOVE THAT Councillor Corey Ronayne is not in Conflict of Interest on agenda item 4.4.

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

Against: 0

Abstained: 1 (Councillor C. Ronayne)

**MOTION: 2022-248** Deputy Mayor Jason O'Brien / Councillor Shannon O'Driscoll

MOVE TO re-evaluate the water run off issue at 140 Track Road Extension once the work scope is completed by the property owner.

Motion 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

### **5. Delegations & Proclamations**

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No delegations or proclamations for September 12, 2022.

### **6. Applications**

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#### **6.1 Application # 2022-801**

139-141 Northside Road

#### **Residential Backfill and Excavation**

**MOTION: 2022-249** Councillor Shannon O'Driscoll / Councillor Corey Ronayne

MOVE TO approve application # 2022-801 for residential backfill and excavation activities at 139-141 Northside Road and refer to the Provincial Archeology Office.

Motion 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

## **6.2 Application # 2022-802**

179-182 Northside Road

### **Residential Backfill and Excavation**

**MOTION: 2022-250** Councillor Shannon O'Driscoll / Councillor Corey Ronayne

MOVE TO approve application # 2022-802 for residential backfill and excavation activities at 179-182 Northside Road.

Motion 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

## **6.3 Application # 2022-303**

19 Northside Road

### **Residential Accessory Building**

**MOTION: 2022-251** Deputy Mayor Jason O'Brien / Councillor Corey Ronayne

MOVE TO approve application # 2022-303 to construct a residential accessory building at 19 Northside Road.

Motion 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. Accounts Payable**

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### **7.1 Accounts Payable Listing for the period ending August 31, 2022**

**Total for Section A: \$100,165.54**

**Total for Section B: \$54,920.34 – Pre-authorized disbursements**

**Total Disbursements for the Month: \$155,085.88**

**MOTION: 2022-252** Councillor Shannon O'Driscoll / Councillor Corey Ronayne

MOVE TO approve all payables in Section A in the amount of \$100,165.54.

Motion 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

**MOTION: 2022-253** Councillor Shannon O'Driscoll / Councillor Corey Ronayne

MOVE TO approve all payables in Section B in the amount of \$54,920.34.

Motion 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

### **7.1. (a) Supporting Documents for Progress Claim Payment #7 - Long Pond Walking Trail**

### **7.1.(b) Supporting Document for BBRLC Subsidy Request #3**

### **7.1.(c) Supporting Documents for Progress Claim #2 – BBRLC Upgrades**

## **8. Committee Reports**

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**8.1 Southern Shore Joint Council Meeting Package, September 1, 2022**

**8.2 BBBA Monthly Activities Report, August 2022**

**8.3 BBBA Soccer Program Season End Overview**

**8.4 BBBA Summer Camp Program Season End Overview**

**8.5 Budget Projections for BBBA Soccer Program 2022**

**8.6 BBBA Monthly Financials, July 2022**

**8.7 Witless Bay Volunteer Fire Department Report, August 22, 2022**

## **9. Action**

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### **9.1 Request for Support – October Fest**

**MOTION: 2022-254** Councillor Shannon O'Driscoll / Deputy Mayor Jason O'Brien  
MOVE TO refer the community member to the BBBA and BBRLC for support with the October Fest proposal.  
Motion 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

### **9.2 RFQ20220809 – Bill Joy's Lane Road and Turnaround Realignment**

**MOTION: 2022-255** Deputy Mayor Jason O'Brien / Councillor Corey Ronayne  
MOVE TO award RFQ20220809 – Bill Joy's Lane Road and Turnaround Realignment to the lowest compliant bidder, Harbour Construction Ltd. for a total cost of \$8,650.00 + HST.  
Friendly amendment made by Deputy Mayor Jason O'Brien to include the additional cost of \$100.00 per MT + HST for rock removal.  
Motion Failed.  
For Motion: 2 (Deputy Mayor J. O'Brien and Councillor C. Ronayne)  
Against: 2 (Mayor K. O'Driscoll and Councillor S. O'Driscoll)  
Abstained: 0

**MOTION: 2022-256** Councillor Shannon O'Driscoll / \_\_\_\_\_  
MOVE TO withdraw RFQ20220809 – Bill Joy's Lane Road and Turnaround Realignment and re-issue the RFQ in the new budget year.

Mayor Keith O'Driscoll called for a seconder  
Mayor Keith O'Driscoll called for a seconder a second time



Mayor Keith O'Driscoll called for a seconder a third and final time  
No seconder for Motion #2022-256. Motion Died.

### **9.3 RFQ20220812 – O'Dea's Lane Asphalt Swale Installation**

**MOTION: 2022-257** Councillor Corey Ronayne / Councillor Shannon O'Driscoll  
MOVE TO cancel RFQ20220812 – O'Dea's Lane Asphalt Swale Installation and re-issue in the spring as a budgeted item for 2023.

Friendly amendment made by Councillor Corey Ronayne to include the asphalt swale installation in the patch paving RFQ that will be released for 2023.

Motion 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

### **9.4 Revised Backfill and Excavation Regulations**

**MOTION: 2022-258** Deputy Mayor Jason O'Brien / Councillor Shannon O'Driscoll  
MOVE TO adopt the *Town of Bay Bulls Backfill and Excavation Regulations, 2022* as presented.

Motion 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

### **9.5 Delegation of Authority – Backfill and Excavation Permits**

**MOTION: 2022-259** Councillor Shannon O'Driscoll / Councillor Corey Ronayne  
MOVE TO delegate authority to Town staff to issue Backfill and Excavation Permits in accordance with the *Town of Bay Bulls Backfill and Excavation Regulations, 2022*.

Motion 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

### **9.6 Professional Municipal Administrators (PMA) Fall Forum**

**MOTION: 2022-260** Councillor Shannon O'Driscoll / Councillor Corey Ronayne  
MOVE THAT Jennifer Aspell, Town Manager, shall attend the PMA Fall Forum being held from October 13-14, 2022 in St. John's. FURTHER MOVE TO close counter service at the Town Hall from October 13-14, 2022.

Motion 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

### **9.7 Appointment of Mayor to the Bay Bulls Regional Lifestyle Centre Board of Directors**

**MOTION: 2022-261** Councillor Corey Ronayne / Councillor Shannon O'Driscoll  
MOVE TO appoint Mayor Keith O'Driscoll to the Bay Bulls Regional Lifestyle Centre Board of Directors effective September 12, 2022.

Motion 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

#### **9.8 Revised Town of Bay Bulls Donation Policy**

**MOTION: 2022-262** Deputy Mayor Jason O'Brien / Councillor Shannon O'Driscoll  
MOVE TO adopt the revised Town of Bay Bulls Donation Policy #TBB-001-AD as presented.  
Motion 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

#### **9.9.(a) Amend Application #2022-700 – 6 Lot Subdivision, 15-21 Quay's Road**

**MOTION: 2022-263** Deputy Mayor Jason O'Brien / Councillor Corey Ronayne  
MOVE TO amend Application # 2022-700 to reflect the applicant's name as LC Holdings Inc.  
Motion 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

#### **9.9.(b) Subdivision Agreement – 6 Lot Subdivision, 15-21 Quay's Road**

**MOTION: 2022-264** Deputy Mayor Jason O'Brien / Councillor Shannon O'Driscoll  
MOVE TO enter into a Subdivision Development Agreement with LC Holdings Inc. for a 6-lot residential subdivision at 15-21 Quay's Road with the following conditions:

1. The drawings shall indicate that the sewage disposal field locations are approximate and final approval and inspections shall be in compliance with the Department of Health and Community Services and the Department of Digital Government and Service NL standards;
2. The developer shall revise the drawings to reflect the requirement to provide 10% of the total area to be developed as public open space, or for resale by the Town, in accordance with section 37(6) of the Urban and Rural Planning Act, 2000.

Motion 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

#### **9.10 Public Works Maintenance – Catch Basin Cleaning**

**MOTION: 2022-265** Councillor Shannon O'Driscoll / Deputy Mayor Jason O'Brien  
MOVE TO award the catch basin cleaning to the lowest compliant bidder, GFL Environment Inc., at a rate of \$190.00 + HST per hour plus an additional 17.5% fuel surcharge.  
Motion 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



### **9.11 Long Pond Walking Trail Gates**

**MOTION: 2022-266** Councillor Shannon O'Driscoll / Councillor Corey Ronayne  
MOVE TO award the supply of two (2) entrance gates for the Long Pond Walking Trail to C & W Industrial Fabrication & Marine Equipment Ltd., at a total cost of \$4,000.00 + HST.

Motion 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

### **9.12 Request for Pole Light Installation at the Intersection of Solomon Close and Island Cove Road**

**MOTION: 2022-267** Councillor Corey Ronayne / Councillor Shannon O'Driscoll  
MOVE TO send a work order request for the installation of a pole light on the existing pole at the intersection of Solomon Close and Island Cove Road to Newfoundland Power.

Motion 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

## **10. Information Only**

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### **10.1 MNL Call for Nominations to Board of Directors**

### **10.2 Long Pond Walking Trail Grand Opening Event, September 18, 2022**

### **10.3 Trunk or Treat is Back!, October 29, 2022**

**MOTION: 2022-268** Councillor Shannon O'Driscoll / Councillor Corey Ronayne  
MOVE TO approve the associated cost of buying treats for the Trunk or Treat event to a maximum of \$500.00.  
Motion 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

## **11. Correspondence Received**

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### **11.1 Circular – New Municipal Code of Conduct for Officials and Councillors**

### **11.2 Template for a Municipal Code of Conduct for Officials and Councillors**

## **12. Correspondence Sent**

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### **12.1 Town's Notice of Snow Clearing Contract Extension**

### **12.2 Response to Application for Business Tax Incentive Program - Arbour**



12.3 Response to Application for Business Tax Incentive Program – S.A. Aesthetics

12.4 Response to Application # 2022-413 New Residential Development, Gundridge Road

12.5 Response to Application # 2022-414 New Residential Development, Scott Drive

### 13. New Business

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### 14. Adjournment

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7:44 p.m. Mayor Keith O'Driscoll called for adjournment as there was no further business of the Council.

**MOTION: 2022-269** Councillor Shannon O'Driscoll / Councillor Corey Ronayne

MOVE THAT the meeting be adjourned.

Motion 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



Mayor



Town Manager



Date

