

# Town of Bay Bulls

## Meeting Minutes

*Public Meeting*

Virtual Meeting

July 13, 2022  
7:00 p.m.

### **Council Members Present**

Deputy Mayor Jason O'Brien  
Councillor Keith O'Driscoll  
Councillor Shannon O'Driscoll  
Councillor Jason Sullivan

### **Staff Present**

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

### **Regrets**

## **1. Call to Order**

Deputy Mayor Jason O'Brien assumed the Chair and called the meeting to order at 7:01 p.m.

Deputy Mayor Jason O'Brien advised the public that Neil O'Brien resigned his position on Council effective July 8, 2022. Deputy Mayor Jason O'Brien will assume the duties of the Mayor until the vacancy is filled.

## **2. Adoption of Agenda**

**Deputy Mayor Jason O'Brien called for the adoption of the agenda for July 13, 2022.**

**MOTION: 2022-187** Councillor Shannon O'Driscoll / Councillor Keith O'Driscoll

MOVE TO add item 4.5 – Change the Public Meeting Date for August 2022.

Motion carried unanimously.

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

Against: 0

Abstained: 0

**MOTION: 2022-188** Councillor Shannon O'Driscoll / Councillor Keith O'Driscoll

MOVE TO adopt the agenda for July 13, 2022, as amended.

Motion carried unanimously.

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

Against: 0

Abstained: 0

### 3. Adoption of Minutes

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#### 3.1 June 6, 2022, Public Meeting Minutes

**MOTION: 2022-189** Councillor Shannon O'Driscoll / Councillor Jason Sullivan  
MOVE TO adopt the minutes of the Public Meeting of June 6, 2022, as presented.  
Motion carried unanimously.

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

Against: 0

Abstained: 0

### 4. Business Arising

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#### 4.1 Recommendations from OIPC – Privacy Breach

**MOTION: 2022-190** Councillor Keith O'Driscoll / Councillor Shannon O'Driscoll  
MOVE TO accept the recommendation for all Councillors and staff to complete ATIPP training. The training date will be coordinated with the ATIPP office.  
Motion carried unanimously.

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

Against: 0

Abstained: 0

#### 4.2 Bay Bulls Garden Awards – Golden Tulip Awards

**MOTION: 2022-191** Councillor Keith O'Driscoll / Councillor Jason Sullivan  
MOVE TO approve to purchase of award plaques for the Golden Tulip Awards 2022.  
Motion carried unanimously.

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

Against: 0

Abstained: 0

#### 4.3 Revised Change Order #2 – Long Pond Walking Trail

**MOTION: 2022-192** Councillor Keith O'Driscoll / Councillor Jason Sullivan  
MOVE TO approve Revised Change Order #2 for Long Pond Walking Trail in the amount of \$9,519.86 HST included.

Motion carried unanimously.

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

Against: 0

Abstained: 0

#### 4.4 Ratification of Email Vote – Additional Design Work to Avoid Pole Relocation for Irishtown Road Storm Sewer and Road Upgrade Project # 17-GI-22-00040

7:10 p.m. Councillor Jason Sullivan declared a Conflict of Interest on agenda item 4.4, as Councillor Jason Sullivan has immediate family who own and operate a business on Irishtown Road. Councillor Jason Sullivan did not participate in any discussion nor vote on the matter.

**MOTION: 2022-193** Councillor Keith O'Driscoll / Councillor Shannon O'Driscoll

MOVE TO ratify the email vote of July 4, 2022, that was Moved by Deputy Mayor Jason O'Brien and Seconded by Councillor Keith O'Driscoll that stated:

*MOVE TO approve DMG Consulting Ltd. to complete additional design work to avoid pole relocation for Irishtown Road Storm Sewer Road Upgrades Phase II Project # 17-GI-22-00040 at a cost of \$2,369.00 HST included.*

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

*Against: 0*

*Abstained: 1 (Councillor J. Sullivan)*

Motion carried unanimously.

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

Against: 0

Abstained: 1 (Councillor J. Sullivan)

#### **4.5 Change to the August Public Meeting Date**

**MOTION: 2022-194** Councillor Shannon O'Driscoll / Councillor Keith O'Driscoll

MOVE TO change the August public meeting date to August 10, 2022, at 7:00 p.m.

Motion carried unanimously.

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

Against: 0

Abstained: 0

## **5. Delegations & Proclamations**

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## **6. Applications**

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### **6.1 Application # 2022-409**

130 Winnonish Drive

**New Commercial Development**

**MOTION: 2022-195** Councillor Jason Sullivan / Councillor Shannon O'Driscoll

MOVE TO approve application # 2022-409 for a new commercial development at 130 Winnonish Drive. This approval is conditional on the supply of all other required government approvals.

Motion carried unanimously.

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

Against: 0

Abstained: 0

### **6.2 Application # 2022-410**

130 Winnonish Drive

**New Commercial Development**

**MOTION: 2022-196** Councillor Jason Sullivan / Councillor Keith O'Driscoll



MOVE TO approve application #2022-410 for a new commercial development at 130 Winnonish Drive. This approval is conditional on the supply of all other required government approvals.

Motion carried unanimously.

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

Against: 0

Abstained: 0

### **6.3 Application # 2022-102**

68 Sheldon Drive

#### **Homebased Business – Medical Aesthetics**

7:13 p.m. Councillor Jason Sullivan declared a Conflict of Interest on Application # 2022-102, as Councillor Jason Sullivan owns property in close proximity to 68 Sheldon Drive. Councillor Jason Sullivan did not participate in any discussion nor vote on the matter.

**MOTION: 2022-197** Councillor Keith O'Driscoll / Councillor Shannon O'Driscoll

MOVE TO approve application #2022-102 to operate a home-based business at 68 Sheldon Drive, conditional on the acquisition of all other required government approvals.

Motion carried unanimously.

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

Against: 0

Abstained: 1 (Councillor J. Sullivan)

### **6.4 Application # 2022-302**

26-32 A Sheldon Drive

#### **Residential Accessory Building**

7:14 p.m. Councillor Jason Sullivan declared a Conflict of Interest on Application # 2022-302, as Councillor Jason Sullivan is an immediate family member of the applicant. Councillor Jason Sullivan did not participate in any discussion nor vote on the matter.

**MOTION: 2022-198** Councillor Shannon O'Driscoll / Councillor Keith O'Driscoll

MOVE TO approve application #2022-302 to construct a residential accessory building at 26-34 A Sheldon Drive.

Motion carried unanimously.

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

Against: 0

Abstained: 1 (Councillor J. Sullivan)

### **6.5 Application # 2022-504**

Crown Land Application #159668

#### **New Residential Subdivision**

**MOTION: 2022-199** Councillor Jason Sullivan / Councillor Shannon O'Driscoll

MOVE TO defer Crown Land application #159668 pending a response from the Water Resources Management Division (WRMD), Department of Environment & Climate Change concerning a potential watershed area.

Motion carried unanimously.

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

Against: 0

Abstained: 0

#### **6.6 Application # 2022-411**

130 Winnonish Drive

#### **New Commercial Development**

**MOTION: 2022-200** Councillor Jason Sullivan / Councillor Shannon O'Driscoll

MOVE TO Approve Application #2022-411 for a new commercial development at 130 Winnonish Drive conditional on the supply of all other required government approvals.

Motion carried unanimously.

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

Against: 0

Abstained: 0

#### **6.7 Application # 2022-800**

171-173 Gunridge Road

#### **Excavation & Backfilling – Parking Lot Construction**

**MOTION: 2022-201** Councillor Keith O'Driscoll / Councillor Shannon O'Driscoll

MOVE TO approve application #2022-800 under Regulation 10 of the Town's Development Regulations, Discretionary Powers of Authority, to conduct backfill and excavation activity at 171-173 Gunridge Road for the purpose of a parking lot construction, conditional on the acquisition of all other required government approvals, specifically approval from the Water Resources Management Division (WRMD), Department of Environment and Climate Change.

Motion carried unanimously.

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

Against: 0

Abstained: 0

## **7. Accounts Payable**

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### **7.1 Accounts Payable Listing for the period ending June 30, 2022**

**Total for Section A: \$271,623.73**

**Total for Section B: \$57,807.29 – Pre-authorized disbursements**

**Total Disbursements for the Month: \$329,431.02**

7:20 p.m. Deputy Mayor Jason O'Brien declared a Conflict of Interest on cheque 3361, as Deputy Mayor Jason O'Brien had previous involvement with the resident on the subject matter before being elected to the Town Council of Bay Bulls and discussed the matter and provided assistance. Deputy Mayor Jason O'Brien did not participate in any discussion nor vote on the matter.

7:20 p.m. Councillor Keith O'Driscoll assumed the Chair and called for a motion to approve cheque 3361.

**MOTION: 2022-202** Councillor Jason Sullivan / Councillor Shannon O'Driscoll

MOVE TO approve cheque 3361 in the amount of \$4,115.72

Motion carried unanimously.

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



Against: 0

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

7:21 p.m. Deputy Mayor Jason O'Brien reassumed the Chair.

7:21 p.m. Councillor Jason Sullivan declared a Conflict of Interest on cheques 3351, 3382, and 3383, as Councillor Jason Sullivan has immediate family who own and operate a business on Irishtown Road. Councillor Jason Sullivan did not participate in any discussion nor vote on the matter.

**MOTION: 2022-203** Councillor Keith O'Driscoll / Councillor Shannon O'Driscoll  
MOVE TO approve cheques 3351, 3382, and 3383 for a total amount of \$9,465.29

Motion carried unanimously.

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

Against: 0

Abstained: 1 (Councillor J. Sullivan)

**MOTION: 2022-204** Councillor Jason Sullivan / Councillor Keith O'Driscoll

MOVE TO approve all other payables in Section A.

Motion carried unanimously.

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

Against: 0

Abstained: 0

7:23 p.m. Councillors Keith O'Driscoll and Shannon O'Driscoll declared a Conflict of Interest on cheque 3367, as the payee is an immediate family member of both Councillors Keith O'Driscoll and Shannon O'Driscoll. Councillors Keith O'Driscoll and Shannon O'Driscoll did not participate in any discussion nor vote on the matter.

Quorum was lost on cheque # 3367

**MOTION: 2022-205** Councillor Shannon O'Driscoll / Councillor Jason Sullivan

MOVE TO approve all other payables in Section B with the exception of cheque # 3367.

Motion carried unanimously.

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

Against: 0

Abstained: 0

**7.1. (a) Supporting Documents for Progress Claim Payment #3 BBRLC Roof Repair Project #219178**

**7.1. (b) Supporting Documents for Progress Claim Payment # 1 BBRLC M&E Upgrade Project #219178**

**7.1. (c) Supporting Documents for Progress Claim Payment #5 Long Pond Walking Trail Project # 17-CCR-21-00012**

**7.1. (d) Supporting Documents for Progress Claim Payment #1 BBRLC Misc Upgrades Project #219178**

## 8. Committee Reports

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8.1 BBBA After School Update, May 2022

8.2 BBBA After School Update, Year End (Sept-June)

8.3 BBBA Monthly Activities Report, June 2022

8.4 BBBA Monthly Financials, May 2022

8.5 Southern Shore Joint Council Meeting Package, June 16, 2022

8.6 Northeast Avalon Joint Council Meeting Package, June 8, 2022

8.7 Regional Fire Committee Agenda, June 29, 2022

## 9. Action

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### 9.1 Sheldon Drive Playground Site Preparation & Installation Estimate for Approval

**MOTION: 2022-206** Councillor Jason Sullivan / Councillor Keith O'Driscoll

MOVE TO approve Murray's Landscaping to complete the equipment repairs, site preparation, and playground installation for the Sheldon Drive playground site at a total cost of \$31,600.00 + HST, once the Crown Land grant has been finalized.

Motion carried unanimously.

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

Against: 0

Abstained: 0

### 9.2 KKRFC Donation Request – Bay Bulls Child Care Centre (BBCCC) Fundraiser Event

**MOTION: 2022-207** Councillor Jason Sullivan / Councillor Keith O'Driscoll

MOVE TO deny the request for a monetary donation to the BBCCC Fundraiser.

A friendly amendment was made by Councillor Jason Sullivan to encourage the organizers to contact the BBRLC for an in-kind donation of free rental space.

Motion carried unanimously as amended.

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

Against: 0

Abstained: 0

### 9.3 Town of Bay Bulls Subdivision Design Standards Approval to Revise

**MOTION: 2022-208** Councillor Keith O'Driscoll / Councillor Jason Sullivan

MOVE TO approve Meridian Engineering to complete the review of the Town of Bay Bulls Subdivision Design Standards, 2011 at a cost of \$3,500.00 + HST.

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

Against: 0

Abstained: 0



#### **9.4 Sponsorship Request – U15 NL Ball Hockey Team**

**MOTION: 2022-209** Councillor Keith O'Driscoll / Councillor Shannon O'Driscoll

MOVE TO deny the request for sponsorship based on the Town of Bay Bulls Donation Policy, which does not allow for individual sponsorship.

Motion carried unanimously.

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

Against: 0

Abstained: 0

#### **9.5 CBDC Celtic – Youth Ventures Program Fee Exemption**

**MOTION: 2022-210** Councillor Jason Sullivan / Councillor Shannon O'Driscoll

MOVE TO exempt fees for the Youth Ventures Program for young entrepreneurs aged 12-29 for the 2022 tax year.

Motion carried unanimously.

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

Against: 0

Abstained: 0

#### **9.6 Gas Tax Audit, 2021 for Adoption**

**MOTION: 2022-211** Councillor Keith O'Driscoll / Councillor Shannon O'Driscoll

MOVE TO adopt the Town of Bay Bulls Gas Tax Annual Expenditure Report for the Year ended December 31, 2021.

Motion carried unanimously.

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

Against: 0

Abstained: 0

#### **9.7 Bill Guiney – Walk the Loop for Canadian Mental Health Association-NL**

**MOTION: 2022-212** Councillor Shannon O'Driscoll / Councillor Keith O'Driscoll

MOVE TO approve a \$100.00 donation to the Canadian Mental Health Association – Newfoundland Branch in support of Bill Guiney's Walk the Loop.

Motion carried unanimously.

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

Against: 0

Abstained: 0

#### **9.8 Traffic Calming Request # 2022-0004 – St. John's Road**

**MOTION: 2022-213** Councillor Keith O'Driscoll / Councillor Shannon O'Driscoll

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

Against: 0

Abstained: 0



## **9.9 RCMP Community Policing Program Support**

**MOTION: 2022-214** Deputy Mayor Jason O'Brien / Councillor Keith O'Driscoll

MOVE TO provide a donation of \$250.00 to the RCMP Avalon East Auxiliary Program to support the delivery of the D.A.R.E. Program in local schools.

Motion carried unanimously.

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

Against: 0

Abstained: 0

## **10. Information Only**

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**10.1 MUN Geomorphology Report – Bay Bulls Environmental Factors**

**10.2 Public Procurement Audit Report, 2020-2021**

**10.3 FCM Eco-Asset Management Funding Approval Letter**

## **11. Correspondence Received**

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**11.1 MAA Municipal Update, June 2022**

**11.2 Circular – Tender Amendments, New Design Guidelines, and Standards, and Petroleum Products Cost Adjustment**

**11.3 Revised Guidance for RCMP Landlords – COVID-19 Protocol**

## **12. Correspondence Sent**

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**12.1 Response to Application # 2022-404 New RES Development, 11 Dunn Drive**

**12.2 Response to Application # 2022-1000 Traditional Agriculture Use, 106 Quay's Road**

**12.3 Response to Application # 2022-405 New RES Development, 38 Dunn Drive**

**12.4 Response to Application # 2022-406 New RES Development, 9-11 Scott Drive**

**12.5 Response to Application # 2022-407 New RES Development, 6-8 Scott Drive**

**12.6 Response to Application # 2022-408 New RES Development, 48A Cemetery Lane West**

## **13. New Business**

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## 14. Adjournment

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8:00 p.m. Deputy Mayor Jason O'Brien called for adjournment as there was no further business of the Council.

**MOTION: 2022-215** Councillor Jason Sullivan / Councillor Keith O'Driscoll

MOVE THAT the meeting be adjourned.

Motion carried unanimously.

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

Against: 0

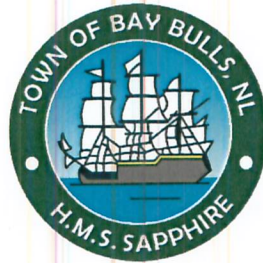
Abstained: 0



Mayor



Town Manager



August 25, 2022

Date