Town of Bay Roberts
Minutes of Regular Council Meeting
Tuesday, December 9th, 2025

Third Regular Meeting of the Twentieth Town Council
Council Chambers, 321 Water Street, Bay Roberts

PRESENT:

Mayor Geoff Seymour	Dave Tibbo, CAO
Deputy Mayor Neil Kearley	Christine Bradbury, Town Clerk
Councillor Perry Bowering(Zoom)	Greg Squires, Director of Protective Serv
Councillor Dean Franey	Sean Elms, Director of PWTS
Councillor Ross Petten	
Councillor Frank Deering	
Councillor Silas Badcock	Shoreline News Representative

CALL MEETING TO ORDER

Mayor Seymour called the meeting to order at 7:00 p.m.

AGENDA / MINUTES

Adoption of Agenda
Resolution 2025 – 65
Moved by Councillor Petten
Seconded by Councillor Franey
Resolved, that regular meeting agenda for December 9th, 2025 is accepted as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Approval of Minutes – November 12th, 2025
Resolution 2025 – 66
Moved by Councillor Badcock
Seconded by Councillor Deering
Resolved, that regular meeting minutes for November 12th, 2025 be adopted as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

COMMITTEE REPORT/OTHER MEETINGS/NEW BUSINESS

Closed Meeting – November 12th, 2025
Resolution 2025 – 67
Moved by Councillor Bowering
Seconded by Councillor Franey
Resolved, that Council approved the Closed Meeting Minutes of November 12th, 2025 as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Closed Meeting – December 2nd, 2025
Resolution 2025 – 68
Moved by Councillor Deering
Seconded by Councillor Badcock
Resolved, that Council approved the Closed Meeting Minutes of December 2nd, 2025 as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Recommendations of Committee of the Whole Meeting – December 2nd, 2025

Appointment of Fire Chief – Two Year Term
Resolution 2025 – 69
Moved by Councillor Petten
Seconded by Councillor Franey
Be it so resolved, that the Town of Bay Roberts appointed Mike Murphy as Fire Chief for another two-year term as per the Bay Roberts Fire Rescue Operating Policy.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Municipal Assessment Agency - Urban Region Director Ballot
Resolution 2025 – 70
Moved by Councillor Bowering
Seconded by Councillor Franey
Be it so resolved, that Council's vote for the Urban Regional Director of the Municipal Assessment Agency Board is Fred Earle and the appropriate Ballot be completed and sent on Council's behalf.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Municipal Assessment Agency - Avalon Region Director Ballot
Resolution 2025 – 71
Moved by Councillor Badcock
Seconded by Councillor Franey
Be it so resolved, that Council's vote for the Avalon Regional Director for the Municipal Assessment Board is Eric Snow and the appropriate Ballot be completed and sent on Council's behalf.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Eastern Regional Service Board Election – Ballot
Resolution 2025 – 72
Moved by Councillor Badcock
Seconded by Councillor Petten
Be it so resolved, that Council's vote for the Conception Bay Center representation on the Eastern Regional Service Board – Board of Directors is Rod Delaney and the appropriate Ballot will be completed and sent on Council's behalf.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Ascension Collegiate – Annual Diploma & Awards Night
Resolution 2025 – 73
Moved by Councillor Franey
Seconded by Councillor Deering
Be it so resolved, that Council will make the annual award donation of $250 to the Ascension Collegiate Annual Diploma and Awards event.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Approval for Partial Payment for Progress Claim #10 – Water Street Phase 1 Project
Resolution 2025 – 74
Moved by Deputy Mayor Kearley
Seconded by Councillor Deering
Be it so resolved, that Council approve the capital expenditure from Maher's Construction, for works related to the Water Street Phase I Project# 17-MYCW-22-00074 for Claim #10 in the amount of $202,844.16. Funds for this expenditure are available in GL #6706-7300 and will conclude the funding arrangement with the Government regarding Water Street Phase I Project #17-MYCW-22-00074
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Approval of Extra Costs – Water Street Phase 1 Project #17-MYCW-22-00074
Resolution 2025 -75
Moved by Councillor Franey
Seconded by Councillor Petten
Be it so resolved that Council pay the extra cost of $559,913.55 HST included, associated with Water Street Phase 1 Project # 17-MYCW-22-00074 which was over the Government funding amount of $2,867,166.16.
And further,
Be it so resolved that the Town apply for the Canada Community Building Funding totaling $321,458.29 to assist with the cost overrun on the Water Street Phase 1 Project #17-MYCW-22-00074 that was over by $559,913.55 HST included.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Capital Expenditure – WSP E&I Ltd. – Water Street Phase 2 Project #17-MYCW-24-00045
Resolution 2025 – 76
Moved by Councillor Badcock
Seconded by Councillor Bowering
Be it so resolved, that Council approve the capital expenditures, invoice #20251318 and invoice #20322215 from WSP for work related to the Water Street Phase 2 project #17-MYCW-24-0045 in the amount of $4,096.88 HST included. The invoices will be paid when Government funds are deposited into the Towns account and available in the project account.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Capital Expenditure – Englobe – Lift Station Upgrades Project #17-MYCW-24-00046
Resolution 2025 – 77
Moved by Councillor Petten
Seconded by Councillor Bowering
Be it so resolved, the Council approve the capital expenditures, invoice #00243298 and invoice #00258243 from Englobe Corp. for work related to the Lift Station upgrades Project #17-MYCW-24-00046 in the amount of $10,388.24 HST included with the Towns cost a 80/20 being $1909.87 HST included. Funds are available in the project account.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Eastern Regional Service Board – Waste Collection Schedule 2026
Resolution 2025 – 78
Moved by Councillor Badcock
Seconded by Councillor Deering
Be it so resolved that Council accept the report as presented and post the schedule on the Towns website and other social media platforms.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Committee of the Whole Minutes – December 2nd, 2025
Resolution 2025 – 79
Moved by Deputy Mayor Kearley
Seconded by Councillor Petten
Be it so resolved, that Council approve the Committee of the Whole Minutes of the meeting held on December 2nd, 2025 as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

NEW BUSINESS AND STAFF REPORTS

Accounts Payable – Ending Date December 9th, 2025
Resolution 2025 – 80
Moved by Councillor Petten
Seconded by Councillor Franey
Be it so resolved, that Council approves the Accounts Payable listing in the amount $646,439.50 up to and including December 9th, 2025 as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Meetings Schedule 2026
Resolution 2025 – 81
Moved by Councill Petten
Seconded by Councill Deering
Be it so resolved that Council approved the Regular Council Meeting Schedule and the Committee of the Whole Meeting Schedule for 2026 to be approved as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Legal Fees – Quieting of Titles – Cox & Palmer
Resolution 2025 – 82
Moved by Councillor Franey
Seconded by Deputy Mayor Kearley
Be it so resolved that Council approve payment for Invoice No. 30029429-0001 for Cox & Palmer in the amount of $321.43 for legal services – Quieting of Titles.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Legal Fees – Quieting of Titles – Benson Buffett
Resolution 2025 – 83
Moved by Councillor Deering
Seconded by Councillor Badcock
Be it so resolved, that Council approve payment for Invoice No: 13895 – Matter No: 17994-0001 Dated: November 27, 2025 for Benson and Buffett in the amount of $4,269.13 for legal services – Quieting of Titles.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Legal Fees – Stewart McKelvey
Resolution 2025 – 84
Moved by Councillor Badcock
Seconded by Councillor Petten
Be it so resolved, that Councill approved payment for legal fees to Stewart McKelvey for Invoice: 91253553 File No: SMO14509 – 00004 dated November 27, 2025 in the amount of $5,536.58.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Approval to Borrow Request for Capital
Resolution 2025 – 85
Moved by Councillor Badcock
Seconded by Councillor Deering
Be it so resolved that the Town of Bay Roberts requests an Approval to Borrow from the Bank of Montreal for a 5 Year Fixed Rate with a 15-year amortization, 4.62% interest for the amount of $1,300,000 for the purpose of providing long-term financing for municipal capital expenditures. The loan monthly repayments are budgeted in the Towns 2026 Budget.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Capital Expenditure – Sawdust Road Intersection Project
Resolution 2025 – 86
Moved by Councillor Badcock
Seconded by Councillor Bowering
Be it so resolved, that Council approve the capital expenditure for Progress Claim #4, from Black Diamond Construction, for work related to the Sawdust Road Intersection project in the amount of $36,857.98 plus HST. Funds are available in the Town's operating account.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Capital Expenditure – Water Street Phase 1 – Aguathuna Drafting and Consulting
Resolution 2025 – 87
Moved by Deputy Mayor Kearley
Seconded by Councillor Petten
Be it so resolved that Council approve the capital expenditure from Aguathuna Drafting and Consulting Company Ltd. for work related to the Water Street Phase 1 Project #17-MYCW-22-00074 in the amount of $26,010.59 plus HST. Funds are available in the Town's operating account.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Snow Clearing Requests – 387A Water Street, 5 South Road Lane
Resolution 2025 – 88
Moved by Councillor Deering
Seconded by Councillor Petten
Be it so resolved that Council denies the request for snow clearing from the residents locate on lanes at 387A Water Street and 5 South Road, Coley's Point based on both lane not meeting the minimum standards in the Town's Non-conforming Roads Policy
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Approval Request to Pay the Overages of Claim #10 - Water Street Phase 1 project # 17-MYCW-22-00074
Resolution 2025 - 89
Moved by Councillor Petten
Seconded by Councillor Badcock
Be it so resolved the Town of Bay Roberts approve payment to Mahers Contracting Ltd for the balance of claim #10 related to the Water Street Phase 1 project # 17-MYCW-22-00074 in the amount of $320,919.61 less the $10,000 for deficiency holdback for a total of $310,919.61. Funds are available from the operating budget and is not cost shared.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Approval to Pay Hold Back - Water Street Phase 1 Project # 17-MYCW-22-00074
Resolution 2025 – 90
Moved by Councillor Franey
Seconded by Councilloor Badcock
Be it so resolved that the Town of Bay Roberts approve the release and payment of the statutory 10% holdback totalling $323,335.01 HST included for the Water Street Phase 1 project # 17-MYCW-22-00074. Funds for this expenditure are available in the operating budget.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Removal Order – 2-16 Neck Road – Fence
Resolution 2025 – 91
Moved by Councillor Petten
Seconded by Councillor Franey
Be it so resolved that Council issue a Removal Order to 2-16 Neck Road to remove a fence as the material or materials used in the erection and repair of the fence, shall only be a type of which meets the approval of Council.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

CORRESPONDENCE FOR ACTION

40-42 Country Road – Request for Culverts
Council reviewed the correspondence received from the property owner of 40-42 Country Road request to have the Town install culverts. Council concurred to refer this to the Committee of the Whole for further review and discussion. Next scheduled meeting of the Committee of the Whole is January 13th, 2026.

CORRESPONDENCE FOR INFORMATION

Municipalities Newfoundland and Labrador Conference – Summary Report
Deputy Mayor Kearly provided the member of Council with a report of the MNL Conference that he and Mayor Seymour attend on November 18-22, 2025. Key Topics included: Fire Protection & Wildfires; Orientation for New Councillors; Wastewater Management; Tourism Development, Cybersecurity; ATIPP Compliance; and Emergency Planning. As a new member of Council, the Deputy Mayor said it was very informative and he was glad he attended.

ADJOURNMENT

Adjourn
Resolution 2025 – 92
Moved by Councillor Petten
Seconded by Councillor Deering
Resolved, that Council now adjourns the regular meeting at 7:52 pm.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

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Geoff Seymour, Mayor Christine Bradbury, Town Clerk