Town of Bay Roberts
Minutes of Regular Council Meeting
Wednesday, November 12th, 2025

Second Regular Meeting of the Twentieth Town Council
Clubhouse, Wilbur Sparkes Complex, Station Road, Bay Roberts, NL

PRESENT:

Mayor Geoff Seymour	Dave Tibbo, CAO
Deputy Mayor Neil Kearley	Christine Bradbury, Town Clerk
Councillor Perry Bowering(Zoom)	Ron Delaney, Director of Tourism/Eco Dev.
Councillor Dean Franey	Eddie Russell, Director of Recreation
Councillor Ross Petten	Sean Elms, Director of PWTS
Councillor Frank Deering	Greg Squires, Director of Protective Services
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
Motion 2025 – 32
Moved by Councillor Petten
Seconded by Councillor Deering
Resolved, that regular meeting agenda for October 14th, 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 – October 14th, 2025
Motion 2025 – 33
Moved by Councillor Badcock
Seconded by Councillor Bowering
Resolved, that regular meeting minutes for October 14th, 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 – October 14th, 2025
Motion 2025 – 34
Moved by Deputy Mayor Kearley
Seconded by Councillor Franey
Resolved, that Council approved the Closed Meeting Minutes of October 14th, 2025 as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Closed Meeting – November 4th, 2025
Motion 2025 – 35
Moved by Deputy Mayor Kearley
Seconded by Councillor Franey
Resolved, that Council approved the Closed Meeting Minutes of November 4th, 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 – November 4th, 2025

Donation Request – Central United Memorial Committee
Motion 2025 – 36
Moved by Councillor Petten
Seconded by Councillor Franey
Be it so resolved that the Town of Bay Roberts donate $150 to the Central United Church Memorial Committee for the memorial/dedication service by the Central United Church to honour ten former congregants who valiantly paid the supreme sacrifice in World Wars I and II. Funds are available in account 6086-7000.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Approval for Travel – CAO – MNL Conference, Trade Show and AGM – Corner Brook
Motion 2025 – 37
Moved by Councillor Badcock
Seconded by Deputy Mayor Kearley
Be it so resolved, that approval is given for the Chief Administrative Officer to attend the MNL Conference, Trade Show and AGM being held on November 20-22nd, 2025 in Corner Brook at an approximate cost of $2200 with funds available in account 6085-7000.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Poppy Campaign – Donation Request – Royal Canadian Legion Branch 32
Motion 2025 – 38
Moved by Councillor Bowering
Seconded by Councillor Badcock
Be it so resolved, that Council will make an annual donation of $100 to the Royal Canadian Legion Branch 32, in support to their Poppy Campaign.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Cleanup Orders – Updates
Motion 2025 – 39
Moved by Deputy Mayor Kearley
Seconded by Councillor Petten
Be it so resolved, that Council hereby gives approval for the files of the property owners of 26 Butlerville Road and 28 Butlerville Road be forwarded to the Town's Lawyer to proceed with court action if not complied with.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Fire Service Request – Country Road (Cabin Area)
Motion 2025 – 40
Moved by Councillor Franey
Seconded by Councillor Deering
Be it so resolved, that Council denies the request to provide fire services past the end of the pavement on Country Road in accordance with the Fire Department's Operating Policy.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Change Order 4 Revision 1A – Water Street Phase 1 – ADC Company Ltd.
Motion 2025 – 41
Moved by Councillor Deering
Seconded by Councillor Petten
Be it so resolved that Council approve Change Order 004 Revision 1A related to consulting services for the Water Street Phase 1 project in the amount of $56,956.33 HST included to Aguathuna Drafting an Consulting Company Ltd. The new approved PCA value for Water Street Phase 1 is $211,473.73 HST included.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Change Order 7 – Water Street Phase 1 – Mahers Construction
Motion 2025 -42
Moved by Councillor Franey
Seconded by Councillor Badcock
Be it so resolved, that Council deny Change Order 7 for Mahers Construction related to adding 20 additional days to the contract as part of Water Street Phase 1 Project #17-MYCW-22-00074.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Consultant Fees – Water Street Phase 1 – Project # 17-MYCW-22-00074
Motion 2025 – 43
Moved by Councillor Badcock
Seconded by Councillor Petten
Be it so resolved, that Council approves the Capital Expenditure Invoice # 1622 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 $26,196.66 with the Towns cost at 50/50 being $11,878.02. Funds available in the project GL account 6706-7300.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Capital Expenditure – Water Street Phase 2 – Project # 17-MYCW-24-00045 – WSP
Motion 2025 – 44
Moved by Councillor Bowering
Seconded by Deputy Mayor Kearley
Be it so resolved, that Council approves the capital expenditure Invoice # 20238000 from WSP E&I Canada for work related to the Water Street Phase 2 Project #17-MYCW-24-00045 in the amount of $12,455.08 with the Towns cost share at 50/50 being $6,807.73. These funds will be available in the project account 6707-7300.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Approval Request to Rent – Wheel Loader for Snow Clearing Operations
Motion 2025 – 45
Moved by Councillor Deering
Seconded by Councillor Petten
Be it so resolved, that Council approves the expenditure for a loader rental from Brandt for a cost of $31,100 plus HST for a total cost of $35,765 for the duration of four months from December 1, 2025 – March 31st, 2026. Funds are available in GL Account 6533-7300.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

57 Cross Road – New Driveway Access
Motion 2025 – 46
Moved by Councillor Badcock
Seconded by Councillor Franey
Be it so resolved, that Council gives an approval for the property owner of 57 Cross Road to install another driveway at 57 Cross Road, subject to the work being completed by a professional and verified by Town officials.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Water and Sewer Installation End Date
Motion 2025 – 47
Moved by Councillor Bowering
Seconded by Deputy Mayor Kearley
Be it so resolved, that Council accepts the date of November 7th, 2025, as being the last day to guarantee water and sewer installation for 2025 year and going forward the date for the last day for water and sewer installations will be October 31st of each year.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Central United Church Cemetery – Chain Link Fence Repair
Motion 2025 – 48
Moved by Councillor Deering
Seconded by Councillor Badcock
Be it so resolved, that Council will have the chain link fence located at the Central United Church Cemetery repaired in the Spring of 2026 which was damaged during snow clearing operations during the Winter of 2025.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Committee of the Whole Minutes – November 4th, 2025
Motion 2025 – 49
Moved by Councillor Franey
Seconded by Councillor Badcock
Be it so resolved, that Council approve the Committee of the Whole Minutes of the meeting held on November 4th, 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 November 12th , 2025
Motion 2025 – 50
Moved by Councillor Badcock
Seconded by Councillor Deering
Be it so resolved, that Council approves the Accounts Payable listing in the amount $224,094.22 up to and including November 12th, 2025 as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Approval to Ratify Infrastructure Upgrades on Sod Lane
Motion 2025 – 51
Moved by Councill Badcock
Seconded by Councill Bowering
Be it so resolved that the Town of Bay Roberts approve the award of Sod Lane drainage improvements project to Cougar Engineering in the amount of $60,000 plus HST, being the lowest of three quotes. Funds are available in the Towns operating account.
And Further
Be it so resolved that Council approve a reimbursement of $3500 to the residential contractor previously impacted by drainage concerns along George Mercer Drive, as the additional scope of work will fully address and alleviate the issues originally identified.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Rescind Motion – 2025-1403 Sod Lane Water Issue
Motion 2025 – 52
Moved by Councillor Franey
Seconded by Deputy Mayor Kearley
Be it so resolved that Council rescind Motion 202-1403 as noted below and refund the developer the payment of $3500 in full.

Sod Lane – Water Issue
Motion 2025-1403 Petten/Badcock
Resolved, that Council do repair on Sod Lane at an estimated cost of $21,000 and this amount depends on the local developer cover a portion of the cost at $3500 (hst inc) and agree to the installation of five new services to be paid in advance. Towns portion will be take from the paving budget for 2025.

Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Committees of the Twentieth Council 2025-2029
Motion 2025 – 53
Moved by Councillor Badcock
Seconded by Councillor Deering
Be it so resolved, that Council approve the Committees of Council for 2025-2029 as presented:
Council Portfolios
Finance and Human Resources – Deputy Mayor Neil Kearley
Public Works – Councillor Perry Bowering
Planning and Development – Councillor Silas Badcock
Recreation – Councillor Frank Deering

Protective Services, Enforcement and Emergency Preparedness – Councillor Ross Petten
Economic Development, Tourism and Community Enhancement – Councillor Dean Franey
Standing Committees
Special Events – Councillor Dean Franey and Councillor Perry Bowering
Heritage Society/ 50 Plus and Seniors – Councillor Ross Petten
Joint Council – Councillor Silas Badcock
Stewardship Association of Municipalities – Councillor Frank Deering
Urban Municipalities Committee – Mayor Geoff Seymour
Legion – Marina – Deputy Mayor Neil Kearley
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Motion – Ratified Cleanup Order - 28 Butlerville Road
Motion 2025 – 54
Moved by Councillor Petten
Seconded by Councillor Franey
Be it so resolved that the Town of Bay Roberts issue a Cleanup Order for 28 Butlerville Road. This Order of Council is made pursuant to the authority conferred *by SNL2023 Chapter T-62 – Division 4 – Section 285 (1)(b) Towns and Local Service Districts Act, Section 5, 6 & 35 Occupancy and Maintenance Regulations under the Urban and Rural Planning Act.*
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Motion - Ratify Stop Work Order – 38-48 LT Stick Drive
Motion 2025 – 55
Moved by Deputy Mayor Kearley
Seconded by Councillor Bowering
Be it so resolved that the Town of Bay Roberts issue a Stop Work Order to 38-48 LT Stick Drive under the *Urban and Rural Planning Act, 2000, SNL2000 c. U-8 (the "Act")* requiring the immediate cessation of removal of all development outside the area as set out herein.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Deering, Councillor Badcock

Parsons Place Development
The Director of Protective Services reviewed a report he presented to Council for information purposes, regarding a proposed development to construct 6-8 unit dwellings on 4-6 and 8-10 Parsons Place. Conditions placed on the development are as follows; Water and Sewer upgrade to accommodate the new units a real property report on where ethe properties will be located (to insure compliance is going to be met, due before construction commences), a storm water management plan, the Town's Municipal Development Regulations and permits from all other regulatory departments where required.

ADJOURNMENT

Adjourn
Motion 2025 – 56
Moved by Councillor Deering
Seconded by Councillor Franey
Resolved, that Council now adjourns the regular meeting at 7:31 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