Town of Bay Roberts
Minutes of Regular Meeting of Council
Tuesday, March 10th, 2026

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

PRESENT:

Mayor Geoff Seymour
Deputy Mayor Neil Kearley
Councillor Perry Bowering
Councillor Ross Petten
Councillor Dean Franey
Councillor Silas Badcock

Dave Tibbo, CAO
Christine Bradbury, Town Clerk
Ron Delaney, Director Tourism, Eco. Development
Sean Elms, Director of PWTS
Eddie Russell, Director of Recreation
Luke Welsh, Manager of Marketing & Comm.
Olivia Bradbury, Shoreline News

Absent: Councillor Frank Deering

CALL MEETING TO ORDER

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

PRESENTATION

Bay Roberts Fire Rescue, Retirement Presentation
A presentation was made by Mayor Seymour and Fire Chief Mike Murphy to Rodney Reid for his 20+ Years of Service to the Bay Roberts Fire Rescue.

Proclamations

Easter Seals Month – March 2026
Purple Day for Epilepsy – March 26th, 2026

Mayor Seymour read the proclamations and signed them on behalf of the Town and will be advertised on the Town's social media and website.

AGENDA / MINUTES

Adoption of Agenda
Resolution 2026 – 173
Moved by Councillor Petten
Seconded by Deputy Mayor Kearley
Be it so resolved that the regular meeting agenda for March 10th, 2026, is accepted as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Petten, Councillor Franey, Councillor Badcock

Approval of Minutes – February 10th, 2026
Resolution 2026 – 174
Moved by Councillor Badcock
Seconded by Councillor Petten
Be it so resolved that regular meeting minutes for February 10th, 2026, be adopted as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Badcock

Approval of Minutes – February 19th, 2026 – Special Meeting
Resolution 2026 – 175
Moved by Councillor Petten
Seconded by Councillor Badcock
Be it so resolved that special meeting minutes for February 19th, 2026, be adopted as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Badcock

COMMITTEE REPORT/OTHER MEETINGS/NEW BUSINESS

Closed Meeting – February 10th, 2026
Resolution 2026 – 176
Moved by Deputy Mayor Kearley
Seconded by Councillor Franey

Be it so resolved that Council approved the Closed Meeting Minutes of February 10th, 2026, as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Badcock

Closed Meeting – March 3rd, 2026
Resolution 2026 – 177
Moved by Petten
Seconded by Badcock
Be it so resolved that Council approved the Closed Meeting Minutes of March 3rd, 2026, as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Badcock

Recommendations of Committee of the Whole Meeting – March 3rd, 2026

Sale of Surplus Equipment (1991 Simon Ladder Truck)
Resolution 2026 – 178
Moved by Deputy Mayor Kearley
Seconded by Councillor Petten
Be it so resolved that Council authorize staff to re-list the 1991 Simon Ladder truck on GovDeals and all local platforms with a revised minimum bid of $10,000.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Badcock

Klondyke Bridge Replacement Project #14-2016-6114
Resolution 2026 – 179
Moved by Councillor Badcock
Seconded by Deputy Mayor Kearley
Be it so resolved that the Town of Bay Roberts close out the Canada Community Building Fund Project # 14-2016-6114 with a remaining balance of $15,065.38 for use on future projects.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Badcock

Land Transfer – 229- 231 Water Street
Resolution 2026 – 180
Moved by Councillor Franey
Seconded by Councillor Bowering
Be it so resolved that Council approve the cost of the surveys in exchange for the land transfer from 229-231 Water Street as indicated on the drawings to allow all current Town infrastructure to be located on Town land.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Badcock

4 North Side Road – Sewer Concerns
Resolution 2026 – 181
Moved by Councillor Petten
Seconded by Deputy Mayor Kearley
Be it so resolved that Council advise the residents that Town owned infrastructure on North Side Road is performing as designed and as such the residents should continue to work with a licensed plumbing contractor to further assess their entire plumbing system including the vents and the private lateral line, to confirm its condition and ensure there are no structural defects, partial collapses, root intrusion, or residual debris contributing to the drainage difficulties.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Badcock

Committee of the Whole Minutes – March 3rd, 2026
Resolution 2026 – 182
Moved by Councillor Badcock
Seconded by Deputy Mayor Kearley
Be it so resolved that Council approve the Committee of the Whole Minutes of the meeting held on March 3rd, 2026, as presented to Council.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Badcock

NEW BUSINESS AND STAFF REPORTS

Accounts Payable – Ending Date March 9th, 2026
Resolution 2026 – 183
Moved by Councillor Petten
Seconded by Councillor Franey
Be it so resolved that Council approves the Accounts Payable listing in the amount $236,242.67 up to and including March 9th, 2026, as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Badcock

Tax Break Request – ANEX.001
Resolution 2026 – 184
Moved by Councillor Badcock
Seconded by Councillor Franey
Be it so resolved that approval be given for tax and other receivable adjustments on account ANEX.001 for a refund of $2250.00.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Badcock

Federation of Municipalities – Approval to Pay Invoice 47828-M6J9C0
Resolution 2026 – 185
Moved by Councillor Petten
Seconded by Councillor Bowering
Be it so resolved that Council give an approval to pay Invoice 47828-M6J9C0 from Federation of Municipalities Dated: November 11, 2025, for 2026-2027 Membership Fees in the amount of $2,241.48 (HST not applicable). Funds are available in GL Account 6060-7000
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Badcock

Cox & Palmer – Approval to Pay Invoice 310052179
Resolution 2026 – 186
Moved by Councillor Franey
Seconded by Councillor Badcock
Be it so resolved that Council give an approval to pay Invoice 310052179 dated January 31, 2026, from Cox & Palmer for Quieting of Titles for File # 30029429-00001 in the amount of $6,331.10 HST inc. Funds are available in GL Account 6019-7000.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Badcock

Moores & Collins – Approval to Pay Invoice 26-052
Resolution 2026 – 187
Moved by Councillor Badcock
Seconded by Councillor Franey
Be it so resolved that Council give an approval to pay Invoice 26-052 dated February 12, 2026, from Moores & Collins for professional services in connection with tax arrears sales in the amount of $5,950.00 HST inc. Funds are available in GL Account 6019-7000.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Badcock

Morrow Morrow & Crosbie – Approval to Pay Invoice 30986
Resolution 2026 – 188
Moved by Councillor Petten
Seconded by Councillor Franey
Be it so resolved that Council give an approval to pay Invoice 30986 dated February 16, 2026, from Morrow Morrow and Crosbie for professional services with Small Claims Matter No. 0525C00044 in the amount of $1288.23 HST inc. Funds are available in GL Account 6019-7000.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Badcock

51 Cross Road – Variance Request
Resolution 2026 - 189
Moved by Councillor Franey
Seconded by Councillor Petten
Be it so resolved that the application for a variance at 51 Crossroads for a reduction in the flanking yard setback from 8M to 7.52M be refused. On the basis that the variance request arose as a result of the applicant constructing the foundation in a location that differs from the approved development permit, and that the property contains sufficient area to accommodate the dwelling in compliance with the Town's Development Regulations if constructed in accordance with the originally approved location. It is in the interest of the Town to maintain consistent application of the development standards contained in the Development Regulations in situations where a property is capable of complying without the need for a variance.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Badcock

Bay Roberts Fire Rescue – Activity Report – February 2026

Councillor Petten highlighted a report from Fire Chief Mike Murphy outlining the activities and operations of the Bay Roberts Fire Rescue for February 2026.

- **Emergency Reponses** – Total of 20 emergency calls; 3 Fire Related, 8 Motor Vehicle, 9 medical assists
- **Membership** – 31 Active members and continue to recruit and welcome new members.
- **Training and Meetings** – in February completed 3 training nights and one department meeting

Fire Department PPE Grant Approval

Bay Roberts Fire Rescue is requiring new Bunker Gear and there is currently a funding opportunity from Fire Services Division that covers 70% of the cost and the town pays 30%, if approved. Total cost is $20,011.10 (HST inc.), the Town's portion of 30% is $6,003.33. It was noted that the Towns portion is budgeted for 2026.
Resolution 2026 – 190
Moved by Deputy Mayor Kearley
Seconded by Councillor Franey
Be it is so resolved that Council approve staff to apply for Funding from the Firefighting Equipment Program from Fire Services Division in the amount of $6,003.33 (30%) with funds available in GL Account 6225-7100. Total cost is $20,011.10 (HST inc.) with the Town's portion of 30% being $6,003.33 and the government covering the remaining 70%.

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

Standing Offers
Resolution 2026 – 191
Moved by Councillor Badcock
Seconded by Councillor Bowering
Be it so resolved that Council make the motion to approve calling the standing offers for the following:

1. Supply and delivery of Asphalt
2. Supply and delivery of Class "A"
3. Supply and delivery of Class "B"
4. Supply and delivery of Pit Run Granular
5. Supply and delivery of Topsoil
6. Supply and delivery of Quarry Stone
7. Supply and delivery of ¼ Inch Minus
8. Supply and delivery of 6 Inch Minus
9. Supply and delivery of 40mm Washed Stone
10. Supply and delivery of Pea Gravel
11. Supply and delivery of Ready-Mix Concrete "35MPa"

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

Deadline Dates – Water & Sewer Installations and Paving
Resolution 2026 – 192
Moved by Councillor Badcock
Seconded by Councillor Bowering
Be it so resolved that Council approve the establishment of the following:
1. An annual deadline of October 1st for all new residential and commercial water and sewer hookups.
2. An annual deadline of November 15th for the completion of all paving projects.

With provision for exceptions by mutual agreement between the Town and the contractor in cases of extenuating circumstances, including exceptional weather conditions.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Badcock

Capital Expenditure - Englobe – Lift Station upgrades project # 17-MYCW-24-00046
Resolution 2026 – 193
Moved by Deputy Mayor Kearley
Seconded by Councillor Badcock
Be it so resolved that Council approve the capital expenditure, invoice #00263795 from Englobe Corp. for works related to the Lift Station upgrades project # 17-MYCW-24-00046 in the amount of $5,067.69 HST included. Funds have been allocated to the capital grants project account # 7000-0000.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Badcock

Capital expenditure – Claim #7 Shearstown Road Phase 1 project # 17-RNC-23-00011
Resolution 2026 - 194
Moved by Councillor Petten
Seconded by Councillor Franey
Be it resolved that Council approve the capital expenditure from Black Diamond Construction, for works related to the Shearstown Road Phase 1 project # 17-RNC-23-00011 as part of claim #7 in the amount of $440,642.69 HST included. Funds have been allocated to the capital grants project account # 7000-0000.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Badcock

Capital expenditure – Rodco Mechanical – Lift Station upgrades project # 17-MYCW-24-00046
Resolution 2026 - 195
Moved by Councillor Bowering
Seconded by Councillor Badcock
Be it resolved that Council approve the capital expenditure, invoice #26006-002(ROH) from Rodco Mechanical Ltd. for the Holdback related to the Lift Station upgrades project # 17-MYCW-24-00046 in the amount of $83,260 HST included. Funds have been allocated to the capital grants project account # 7000-0000.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Badcock

Water and Wastewater Workshop Travel

The Director of Public Works and Technical Services provided a report as information for Council, regarding approved travel/training by the CAO to the Water and Wastewater Workshop being held in Gander for Sean Elms, Director of Public Works and Technical Services and operators Dominic Pottle and Crystal Keefe from March 23rd to March 26th, 2026.

The water and wastewater workshop occurs yearly for professionals, municipalities, government agencies and venders that are involved in the water and wastewater sector.

The workshop incorporates a trade show, that is designed to showcase equipment and technologies used in the municipalities, presentations of water and wastewater issues, site visits and operator of the year awards.

The workshop is being held in Gander from March 23rd to March 26th, 2026, the estimated cost is $1,000 per person and funds were budgeted and available in the Public Works operating account. This expenditure as per the policy has been approved by the CAO.

Equipment Purchase Updates

Director Elms provided a overview of equipment purchase updates.

He noted that staff has received quotes for the purchase of an enclosed trailer, and the lowest bid was for $22,994.25; it was from Atlantic Trailer and Tractor. The trailer is ready and will be picked up later this week.

The tender for the new dump truck has been advertised with a closing date of March 26th, 2026. The tender for the pickup truck is sent to three vehicle dealerships with a closing date of March 19th, 2026.

Director's Report – Department of Tourism, Economic Development

Director Delaney presented Council with the following report and Luke Welsh, Manager of Marketing and Communications, provided a digital presentation accompanying the report:

Bay Roberts WinterFest

All events were a success, capacity turnout to the bowling and skating. We reached out to all schools in the Town and sponsored various events and offered prize giveaways. Snow Trek around Good Pond had a wonderful turn out. Special thanks to Ascension Collegiate for loaning

us their snowshoes. The Special Events Committee will invest in snowshoes for use during our winter events. Light Park and skating area events were rescheduled to March 6-8 due to weather and facility conditions. Huge thanks to all our staff, and volunteers.

Songs, Stages and Seafood Festival update

- Festival will take place May 21st-24th
- Thursday (proposed- Fishcake breakfast), Festival Event Night with bus tour
- Friday Hooked on Local (New format)
- Saturday Land and Sea Dinner and Concert (Featuring the Masterless Men)
- Sunday Newfoundland and Labrador Fishcake Championships

Departmental presentation:

- Director Delaney and Marketing and Communications Manager Luke Welsh
- Website upgrades
- Online permits and link with Bizpal
- Klondyke Monthly E- Newsletter overview

Director's Report – Department of Recreation

Director Russell presented Council with the following report:

Pickleball Program

- Thursday Nights at Ascension Collegiate Gym: 6:30 – 8:00pm (beginner/low intermediate skill level), 8:00 – 9:30pm (high intermediate/advanced skill level). Drop-in fee of $5/session.
- 70 individuals registered to date.
- Director of Recreation has partnered with some local school staff to deliver Pickleball instruction and sessions during their Teacher Wellness days.

ACOA Funding Application Update

- Waiting for a final recommendation from ACOA and the provincial government before submitting final application

Grant Applications to date/responses

- Canada Summer Jobs 2026
- Provincial Summer Jobs Program
- Eastern Wellness Coalition Grant – Unsuccessful
- Multiculturalism Grant – Awarded $1500.00

Bay Arena

- BA was closed February 18th and 22nd for the full day due to weather.
- Two Provincial tournaments are being hosted over the Easter Break
- The plant will be turned of on April 19, 2026

Light the Lamp 8.0

- June 20 & 21, 2026 – Date has been released
- Registration Dates: March 18, 19 & 20
- Sponsorship Packages are being sent to businesses
- Vendor Application Form being released in coming days

CORRESPONDENCE FOR INFORMATION

Correspondence from Minister Tibbs – Financial Responsibility

Correspondence dated February 27th regarding Financial and Human Resources Oversight – Role of Council was tabled for Councils review. This correspondence has to reviewed by Council and tabled at a public Council meeting.

Resolution 2026 - 196
Moved by Councillor Franey
Seconded by Councillor Badcock
Be it so resolved that Council reviewed the correspondence dated February 27th from Minister Tibbs regarding Financial and Human Resources Oversight – Role of Council and moved it to file.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Badcock

CBN Joint Council Meeting – Update

Councillor Silas Badcock provided Council with an update from the meeting of the CBN Joint Council, which was held on Thursday, February 25, 2026, at the Town Hall in Spaniard's Bay. Guest Speaker was Jennifer Janes of CBN Transportation and Jennifer provided information about this project. They are currently looking for drivers with a Class 4 License, liability is cover under NL Services, and there would be an extra person on board to assist anyone with disabilities. Staff Sargeant Christopher of the RCMP also attended the meeting and the representatives of each Town provide him with three issues that are a concern in their municipality. Most Towns had the same issues and concerns.

The Minutes of the meeting will be provided to Council following their next meeting dated March 26, 2026, being held in Carbonear.

Action List

Council reviewed the current Action List and the Town Clerk will make the necessary changes:

Item # 6 – Remembrance Theme Crosswalks – Delete

Item #13 – Snow Clearing Requests – Delete

ADJOURNMENT

Adjourn
Resolution 2026 – 197
Moved by Councillor Petten
Seconded by Deputy Mayor Kearley
Be it so resolved that Council now adjourns the regular meeting at 8:35 pm
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Franey, Councillor Petten, Councillor Badcock

Geoff Seymour, Mayor

Christine Bradbury, Town Clerk

BAY ROBERTS
CARVED BY THE SEA

TOWN OF BAY ROBERTS
DEPARTMENT OF PROTECTIVE SERVICES

Date: March 5, 2026

Memo to: Mayor and Council

From: Greg Squires, Director of Protective Services

Subject: **51 Crossroads – Variance Request**

Purpose:

To review with council the results of the variance request/reconsideration at 51 Crossroads for a reduction in the flanking yard setback from 8M to 7.52M.

Background:

On January 9th, 2026, the Town received the decision for appeal #15-006-094-005, which directed the Authority to reconsider the variance request related to the property at 51 Crossroads. The ruling stated as follows:

The Adjudicator orders that the variation decision made by the Authority pursuant to Motion 2025-1319 in relation to the subject property is hereby reversed and nullified and the Authority is directed to reconsider the request of the Appellant in this regard in compliance with sections 12 and 13 of the Development Regulations under the Act.

In accordance with this direction, the Town proceeded with the reconsideration process as required. The variance application was advertised and circulated on Town social media and hand delivered to local residents in accordance with the applicable notification requirements outlined in the Development Regulations.

The required public notification period has now expired. During this time, no written submissions, objections, or comments were received from surrounding property owners or members of the public.

Section 12 of the Provincial Governments Development Regulations States:

12. (1) Where an approval or permit cannot be given by an authority because a proposed development does not comply with development standards set out in development regulations, an authority may, in its discretion, vary the applicable development standards to a maximum of 10% if, in the authority's opinion, compliance with the development standards would prejudice the proper development of the land, building or structure in question or would be contrary to public interest.

The property contains sufficient area to accommodate the proposed dwelling in full compliance with the Development Regulations, provided that the structure is constructed in accordance with the location approved under the original development permit.

However, the developer proceeded to place the foundation in a location that differed from what was approved as part of the permit application. As a result, the placement of the structure created a non-compliance with the Town's Development Regulations and subsequently resulted in the requirement for a variance request.

It is in the interest of the Town to maintain consistent application of the development standards contained in the Development Regulations in situations where a property is capable of complying without the need for a variance.

Under Section 12 (1) council may, in its discretion, vary the applicable development standards to a maximum of 10%. The following recommendations are presented for councils' consideration.

Recommendation/Decision Point:

Recommendation A:

Be it so resolved that the application for a variance at 51 Crossroads for a reduction in the flanking yard setback from 8M to 7.52M be approved.

Recommendation B:

Be it so resolved that the application for a variance at 51 Crossroads for a reduction in the flanking yard setback from 8M to 7.52M be refused. On the basis that the variance request arose as a result of the applicant constructing the foundation in a location that differs from the approved development permit, and that the property contains sufficient area to accommodate the dwelling in compliance with the Town's Development Regulations if constructed in accordance with the originally approved location. It is in the interest of the Town to maintain consistent application of the development standards contained in the Development Regulations in situations where a property is capable of complying without the need for a variance.

Respectfully Submitted,

Greg Squires
Director of Protective Service

BAY ROBERTS
CARVED BY THE SEA

TOWN OF BAY ROBERTS
PUBLIC WORKS DEPARTMENT

Date: March 10, 2026

Memo to: Mayor and Council

From: Sean Elms, Director of Public Works and Technical Services, Perry Bowering Councillor Chair

Subject: Standing Offers

Purpose:

Approval to proceed with standing offers for the many granular materials and repetitive purchases made throughout the Town.

Background:

The standing offers were viewed as a success last year and I would like to continue with obtaining standing offers again this year. I am looking for a motion from council to approve placing the following standing offer agreements:

1. Supply and delivery of Asphalt
2. Supply and delivery of Class "A"
3. Supply and delivery of Class "B"
4. Supply and delivery of Pit Run Granular
5. Supply and delivery of Topsoil
6. Supply and delivery of Quarry Stone
7. Supply and delivery of ¼ Inch Minus
8. Supply and delivery of 6 Inch Minus
9. Supply and delivery of 40mm Washed Stone
10. Supply and delivery of Pea Gravel
11. Supply and delivery of Ready Mix Concrete "35MPa"

By placing these standing offer agreements staff will have a ready source of materials for use and at the lowest possible price at the time of purchase. Standing offers are intended for use where the same goods and services are required within municipality on a recurring basis and are commercially available. Standing offers are meant to:

- reduce the cost of goods and services used in the municipality and purchased on a repetitive basis
- ensure that procurement processes are timely
- ensure good value for taxpayers dollars.

By using standing offers, suppliers that meet the evaluation criteria and selection methods are pre-qualified and issued a standing offer. A standing offer is not a contractual commitment by either the municipality or the supplier. When goods and services available through a standing offer are needed, departments will call the supplier, the supplier's acceptance of which constitutes a contract.

If Council concur, the following motion is required.

Recommendation:

Be it resolved that Council make the motion to approve calling the standing offers for the following:

1. Supply and delivery of Asphalt
2. Supply and delivery of Class "A"
3. Supply and delivery of Class "B"
4. Supply and delivery of Pit Run Granular
5. Supply and delivery of Topsoil
6. Supply and delivery of Quarry Stone
7. Supply and delivery of ¼ Inch Minus
8. Supply and delivery of 6 Inch Minus
9. Supply and delivery of 40mm Washed Stone
10. Supply and delivery of Pea Gravel
11. Supply and delivery of Ready Mix Concrete "35MPa"

Respectfully Submitted,

Sean Elms
Director of Public Works and Technical Services

BAY ROBERTS
CARVED BY THE SEA

TOWN OF BAY ROBERTS
PUBLIC WORKS DEPARTMENT

Date: March 10, 2026

Memo to: Mayor and Council

From: Sean Elms, Director of Public Works and Technical Services, Perry Bowering Councillor Chair

Subject: **Deadlines Dates – Water Sewer Installation and Paving**

Purpose:

Discussion with Council regarding the timing of seasonal cut-off dates for new residential and commercial water and sewer connections, as well as the completion timelines for paving projects.

Background:

In previous years, late-season water and sewer installations and paving have presented operational and quality control challenges, particularly in relation to weather conditions, asphalt plant availability, contractor scheduling, and long-term infrastructure integrity.

Given these recurring concerns, staff are seeking direction from Council on establishing formalized annual deadlines. The Chair and Director of Public Works are proposing that Council consider implementing the following annual deadlines:

1. New Residential and Commercial Water and Sewer Hookups- Deadline of October 1st each year.
2. Completion of Paving Projects (including reinstatement work)- Deadline of November 15th each year.

Establishing these clear deadlines would enable the following:

- Provide certainty to developers, contractors, and property owners.
- Improve infrastructure quality by avoiding late-season work during unfavourable weather conditions.
- Reduce risk of premature pavement failure and warranty issues.
- Improve operational planning and budget management within the Public Works Department.

We would also recommend that Council allow for exceptions to these deadlines under extenuating circumstances.

Such exceptions may be granted where:

- Exceptional or unusual weather conditions have impacted project timelines.
- There is mutual agreement between the Town and the contractor that work can be completed without compromising quality standards.

Any exception would require formal written approval from the Town.

Recommendation:

Be it resolved that Council consider establishing:

1. An annual deadline of October 1st for all new residential and commercial water and sewer hookups.
2. An annual deadline of November 15th for the completion of all paving projects.

With provision for exceptions by mutual agreement between the Town and the contractor in cases of extenuating circumstances, including exceptional weather conditions.

Respectfully Submitted,

Sean Elms
Director of Public Works and Technical Services

BAY ROBERTS
CARVED BY THE SEA

TOWN OF BAY ROBERTS
PUBLIC WORKS DEPARTMENT

Date: March 10, 2026

Memo to: Mayor and Council

From: Sean Elms, Director of Public Works and Technical Services, Perry Bowering Councillor Chair

CC: Roxanne Wade, Manager of Finance and Procurement

Subject: **Capital expenditure – Englobe – Lift Station upgrades project # 17-MYCW-24-00046**

Purpose:

Approval required to pay invoice #00263795 from Englobe Corp. related to the Lift Station project # 17-MYCW-24-00046.

Background:

Status Report #6 includes invoice #00263795 and is for work completed from November 1st, 2025, to November 31st, 2025, and the amount invoiced is $5.067.69 HST included.

Municipal affairs have approved the expenditure for invoice #00263795 in the total amount of $5,067.69 HST included. Monies have been deposited by the government fulfilling their financial obligation as per the terms of the contract, for their 80/20 share of $586,999.99 less HST rebate. The remaining funds have been received from the Towns CIP fund in the amount of $264,540.86 and the Town will cover the remaining cost.

The Director have reviewed status report #6 and concur that the claim is compliant and satisfactory.

Recommendation/Decision Point:

Be it resolved that Council approve the capital expenditure, invoice #00263795 from Englobe Corp. for works related to the Lift Station upgrades project # 17-MYCW-24-00046 in the amount of $5,067.69 HST included. Funds have been allocated to the capital grants project account # 7000-0000.

Respectfully Submitted,

Sean Elms
Director of Public Works and Technical Services

BAY ROBERTS
CARVED BY THE SEA

TOWN OF BAY ROBERTS
PUBLIC WORKS DEPARTMENT

Date: March 10, 2026

Memo to: Mayor and Council

From: Sean Elms, Director of Public Works and Technical Services, Perry Bowering Councillor Chair

CC: Roxanne Wade, Manager of Finance and Procurement

Subject: **Capital expenditure – Claim #7 Shearstown Road Phase 1 project # 17-RNC-23-00011**

Purpose:

Approval required to pay progress claim #7 from Black Diamond Construction related to the Shearstown Road Phase 1 project.

Background:

Status Report #19 includes invoice #20258089 REV and is for work related to the Shearstown Road Phase 1 project, and is for work completed from July 11th, 2025, to November 13th, 2025. The amount invoiced is $440,642.69 HST included. The contractor is now finished the project, and with this invoice the project funding is now exceeded. The total construction contract to date is in the amount of $2,125,590.95 plus HST.

Municipal affairs have approved the expenditure for invoice #20258089 REV in the total amount of $440,642.69 HST included. Monies have been deposited in the amount of $191,496.86 and this as exhausted the project funding of $2,440,000 less HST rebate. The remaining funds will be covered by the Town. There will be another claim for the driveway costs and release of holdback.

The Director have reviewed status report #19 and concur that claim #7 is compliant and satisfactory.

Recommendation/Decision Note:

Be it resolved that Council approve the capital expenditure from Black Diamond Construction, for works related to the Shearstown Road Phase 1 project # 17-RNC-23-00011 as part of claim #7 in the amount of $440,642.69 HST included. Funds have been allocated to the capital grants project account # 7000-0000.

Respectfully Submitted,

Sean Elms
Director of Public Works and Technical Services

BAY ROBERTS
CARVED BY THE SEA

TOWN OF BAY ROBERTS
PUBLIC WORKS DEPARTMENT

Date:	March 10, 20256
Memo to:	Mayor and Council
From:	Sean Elms, Director of Public Works and Technical Services, Perry Bowering Councillor Chair
CC:	Roxanne Wade, Manager of Finance and Procurement
Subject:	**Capital expenditure – Rodco Mechanical – Lift Station upgrades project # 17-MYCW-24-00046**

Purpose:

Approval required to pay invoice #26006-002(ROH) from Rodco Mechanical Ltd. related to the Lift Station project # 17-MYCW-24-00046.

Background:

Progress claim #2 includes invoice #26006-002(ROH) and is for the release of holdback from the contract. Form 12 was completed by the consultant which indicates that the project is now finalized. The total construction contract was for the amount of $832,600 HST included

Municipal affairs have approved the expenditure for invoice #26006-002(ROH) in the total amount of $83,260 HST included. Monies have been deposited in the amount of $425,849.61 by the government as per the terms of the contract for their 80/20 share of $586,999.99 less HST rebate. The remaining funds have been received from the Towns CIP fund in the amount of $264,540.86 and the Town will cover the remaining cost.

The Director have reviewed the claim and concur that claim #2 is compliant and satisfactory.

Recommendation/Decision Point:

Be it resolved that Council approve the capital expenditure, invoice #26006-002(ROH) from Rodco Mechanical Ltd. for the Holdback related to the Lift Station upgrades project # 17-MYCW-24-00046 in the amount of $83,260 HST included. Funds have been allocated to the capital grants project account # 7000-0000.

Respectfully Submitted,

Sean Elms
Director of Public Works and Technical Services