Town of Bay Roberts
Minutes of Regular Meeting of Council
Tuesday, April 14th, 2026

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

PRESENT:

Mayor Geoff Seymour
Deputy Mayor Neil Kearley
Councillor Frank Deering
Councillor Ross Petten
Councillor Dean Franey
Councillor Silas Badcock

Dave Tibbo, CAO
Christine Bradbury, Town Clerk
Ron Delaney, Director Tourism, Eco. Development
Greg Squires, Director of Protective Services
Eddie Russell, Director of Recreation

Absent: Councillor Perry Bowering

CALL MEETING TO ORDER

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

Proclamation

May 8th as World Ovarian Cancer Day 2026

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

AGENDA / MINUTES

Adoption of Agenda
Resolution 2026 – 208
Moved by Councillor Petten
Seconded by Deputy Mayor Kearley
Be it so resolved that the regular meeting agenda for April 14th, 2026, is accepted as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

Approval of Minutes – March 10th, 2026
Resolution 2026 – 209
Moved by Councillor Deering
Seconded by Councillor Petten
Be it so resolved that regular meeting minutes for March 10th, 2026, be adopted as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

COMMITTEE REPORT/OTHER MEETINGS/NEW BUSINESS

Closed Meeting – March 10th, 2026
Resolution 2026 – 210
Moved by Councillor Badcock
Seconded by Councillor Petten
Be it so resolved that Council approved the Closed Meeting Minutes of March 10th, 2026, as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

Closed Meeting – April 7th, 2026
Resolution 2026 – 211
Moved by Councillor Deering
Seconded by Deputy Mayor Kearley
Be it so resolved that Council approved the Closed Meeting Minutes of April 7th, 2026, as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

Recommendations of Committee of the Whole Meeting – April 7th, 2026

Travel Approval Mayor – MNL Municipal Symposium Gander May 7-9, 2026
Resolution 2026 – 212
Moved by Councillor Franey
Seconded by Deputy Mayor Kearley
Be it so resolved that approval be given for the attendance of Mayor Seymour for travel to MNL Municipal Symposium in Gander May 7-9, 2026. This meeting of representatives from the province's largest municipalities will focus on economic development. Cost to attend is estimated at $1600 per person. Funds are available in account 6093-7000.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

Butler Drive Issued Permits – Revoke
Resolution 2026 – 213
Moved by Deputy Mayor Kearley
Seconded by Councillor Franey
Be it so resolved that Council revoke the development permits #67 and 68 issued for the property on Butler Drive, as the permit was issued in error based on outdated survey information and the absence of legal frontage or access on Butler Drive;
AND FURTHER THAT the applicant be advised in writing of the revocation with notification of right of appeal and informed that any future development must be revised to access the property from Track Road or otherwise demonstrate legal frontage and access in accordance with the Town's Development Regulations.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

Madrock Development Proposal
Resolution 2026 – 214
Moved by Councillor Franey
Seconded by Councillor Deering
Be it so resolved that Council grant an *Approval in Principle* for the proposed three-unit detached development at Water Street East, subject to the following conditions:

- The Developer to submit a plot plan with all setbacks including, building line set back, side yard setback and rear yard setback.
- That the development receive all required approvals from Service NL, septic system and water (well) approvals;
- That the development comply with all applicable Town of Bay Roberts Development Regulations and municipal requirements;
- That all other required approvals be obtained from applicable provincial and regulatory agencies; and
- That the property shall not be eligible for municipal services, including snow clearing and garbage collection, and as a result, fire protection services may not be available during the winter months due to limited access.
- The 2 vacation rental accommodations must remain together if they are ever to be sold or change in ownership in the future to meet lot standards.

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

295 Shearstown Road – Ditch Repair
Resolution 2026 – 215
Moved by Councillor Petten
Seconded by Councillor Franey
Be it so resolved that Council ask the Director of Public Works and Technical Services to advise the property owner of 295 Shearstown Road, that the ditch cannot be culverted and closed in because it is an access for storm water runoff from Erics Place and Shearstown Road.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

Russell's Lane – Flooding Concerns
Resolution 2026 – 216
Moved by Councillor Badcock
Seconded by Deputy Mayor Kearley
Be it so resolved that Council reviewed the correspondence from Russells Lane and direct it to appropriate staff to action accordingly.

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

Change Order #8 Black Diamond – Shearstown Road Phase 1 – Project 17-RNC-00011
Resolution 2026 – 217
Moved by Councillor Petten
Seconded by Councillor Deering
Be it so resolved that Council approve change order 008 related to the construction contract of Shearstown Road Phase 1 project #17-RNC-23-00011 for additional property reinstatement in the amount of $96,234.61 HST included. The new approved construction cost for Black Diamond is $2,559,494.59 HST included.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

Committee of the Whole Minutes – April 7th, 2026
Resolution 2026 – 218
Moved by Councillor Petten
Seconded by Councillor Franey
Be it so resolved that Council approve the Committee of the Whole Minutes of the meeting held on April 7th, 2026, as presented to Council.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

NEW BUSINESS AND STAFF REPORTS

Accounts Payable – Ending Date April 13th, 2026
Resolution 2026 – 219
Moved by Councillor Badcock
Seconded by Councillor Petten
Be it so resolved that Council approves the Accounts Payable listing in the amount of $242,644.71 up to and including April 13th, 2026, as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

Morrow Morrow & Crosbie – Approval to Pay Invoice 31034
Resolution 2026 – 220
Moved by Councillor Badcock
Seconded by Councillor Petten
Be it so resolved that Council give an approval to pay Invoice 31034 dated March 18, 2026, from Morrow Morrow and Crosbie for professional services in the amount of $34,900.32 HST inc. Funds are available in GL Account 6019-7000.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

Cox & Palmer – Approval to Pay Invoice 310052886
Resolution 2026 – 221
Moved by Councillor Deering
Seconded by Councillor Badcock
Be it so resolved that Council give an approval to pay Invoice 310052886 dated February 28, 2026, from Cox & Palmer for Quieting of Titles for File# 30029429-00001 in the amount of $5,071.39 HST inc. Funds are available in GL Account 6019-7000.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

Donation Request – Conception Bay North Skating Club
Resolution 2026 – 222
Moved by Councillor Petten
Seconded by Councillor Franey
Be it so resolved that Council approve payment of the annual donation in the amount of $500 to the Conception Bay North Skating Club. Funds are available in GL Account 6086-7000.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

Downhome Expo Attendance – Mount Pearl

The Downhome Trade Show is taking place in Mount Pearl at the Glacier. The booth will be populated by Ron Delaney and Lois Dawe; the approximate cost is $3400 inclusive of booth registration.

As per the Town's Municipal Travel Policy, the CAO has approved this travel and participation in the Downhome Trade Show. This is an annual budget expense (GL Account 6328-7225) that promotes the Town's events and tourism assets.

Travel Request - Stewardship Association of Municipalities (SAM) Meetings - Torbay
Resolution 2026 – 223
Moved by Councillor Badcock
Seconded by Councillor Petten
Be it so resolved that Council approve the Travel Request of Councillor Frank Deering to attend the Stewardship Association of Municipalities meetings in Torbay, being held on May 29th and 30th, 2026 with an approximate cost of $1000, money is available in GL Account 6093-7000.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

Funding – Avalon North Wolverines Search & Rescue
Resolution 2026 – 224
Moved by Councillor Deering
Seconded by Councillor Franey
Be it so resolved that Council approve payment of the annual funding for 2026 in the amount of $1500 to the Avalon North Wolverines Search and Rescue Group. Funds are available in GL Account 6086-7000.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

Outstanding Tax Collection Initiate
Resolution 2026 – 225
Moved by Councillor Badcock
Seconded by Councillor Petten
Be it resolved that Council authorize staff to proceed with the continued and escalated collection of all outstanding tax accounts in arrears, in strict accordance with the Town of Bay Roberts Tax Collection Policy.
This includes:

- Continued issuance of notices as outlined in the Policy.
- Application of interest on overdue balances at the prescribed rate.
- Advancement of accounts through the established collection procedures.

- Disconnection of Town services, where applicable, for accounts remaining in arrears beyond the due date and following appropriate notice, in accordance with the Policy and established collection procedures.
- Initiation of tax recovery actions, including tax sale, for accounts that have progressed through the required notice and collection stages and meet the criteria set out in the Policy and applicable legislation.

It is further recommended that the Chief Administrative Officer be authorized to take all necessary administrative and operational actions to implement these measures in accordance with the Town's Tax Collection Policy and the *Towns and Local Service Districts Act.*
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

Approval to Borrow Request – Front End Plow and Sand/Salt Spreader
Resolution 2026 – 226
Moved by Councillor Petten
Seconded by Councillor Badcock
Be it so resolved that Council give an Approval to Borrow from the Bank of Montreal for a 5-year fixed rate with 120 months amortization, 4.62% interest rate, loan amount $344,836.26 for the purpose of purchasing a front-end plow and sand/salter spreader. The monthly blended payment will be $3,593.8. The actual purchasing cost for the dump truck is $380,263.60 HST included and the $344,836.26 represents the amount less the GST/HST rebate portion.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

2026 Fire School Training – Director Squires

The Provincial Fire School occurs yearly for Fire Departments and Municipal staff in the role of Emergency Services. Attendance at the 2026 Fire School in Marystown for Emergency Operations Center (EOC) Management training is highly valuable given the recent wildfire season experienced in Newfoundland, which underscored the need for strong municipal emergency coordination and response capacity.

This training will enhance the Town's ability to effectively manage emergency situations through improved coordination with provincial agencies, resource management, and public communication during incidents such as wildfires, severe weather events, flooding, etc. Strengthening EOC capabilities directly supports the Town's emergency preparedness and public safety responsibilities. It is also noted that the training itself is provided at no cost, with only travel and accommodation expenses required, making this a cost-effective opportunity to build critical capacity.

The estimated cost associated with the above noted training is $805.85 and funds are budgeted and available in the Training Account GL# 6252-7100.
This expenditure as per the policy has been approved by the CAO.

Southside Place Sidewalk Removal
Resolution 2026 – 227
Moved by Councillor Deering
Seconded by Councillor Petten
Be it so resolved that Council approve the request to remove sidewalks, subject to the condition that a new subdivision agreement be made and a designated 1.5m gravel shoulder/side walking area be constructed along one side of the roadway.
This gravel side area shall:

- Provide a continuous and clearly defined walking space;
- Be of sufficient width to safely accommodate pedestrian use;
- Be constructed to a standard acceptable to the Town;

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

175 Central Street – Application for NL Power Poles and Temporary Power Service
Resolution 2026 – 228
Moved by Councillor Franey
Seconded by Deputy Mayor Kearley
Be it so resolved that Council **refused** the application based on its discretionary authority under Regulation 6, Part II of the Development Regulations and;

- Council, under its discretionary authority, does not consider it appropriate to permit electrical servicing to a sea-can.
- The proposed development is not consistent with the general appearance or intended form of development within the Town.
- The use of a serviced sea-can may negatively impact on the amenity and character of the surrounding area.
- Providing electrical service could facilitate ongoing or expanded use of a non-standard structure.

Further, Council agrees to allow power hookup to a permanent Accessory Building located on the property
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

Appeal Notification – Variance Decision (51 Cross Road)

Council previously considered a variance application for the property located at 51 Crossroads, which requested a reduction in the building line setback to accommodate the construction of a single detached dwelling.

Following reconsideration in accordance with Sections 12 and 13 of the Town's Development Regulations, the application was advertised and the required public notification period was completed with no written submissions received. Council subsequently refused the variance request.

The applicant has exercised their right of appeal in accordance with the provisions of the **Urban and Rural Planning Act**, and the matter has been referred to the appropriate Appeal Board for review.

At this stage, the matter is now under the jurisdiction of the Appeal Board, and no further action is required by Council until a decision is rendered.

Bay Roberts Fire Rescue – Activity Report for March 2026

The Fire Chief prepared a detailed Departmental Activity Report for the month of March 2026 for Council's information and review.

The Bay Roberts fire Rescue responded to a total of 13 emergency calls, broken down as follows:

- Fire Related Call – 3
- Motor Vehicle accidents – 5
- Medical Assists – 5

Membership is currently at 31 active members, and they continue to recruit and welcome new volunteers who are committed to serving the community.

The Department remains strongly committed to training and operational excellence. In March they completed: 5 training nights; 5 members completed Harzardous materials and awareness operations; 14 members completed Traffic management for fire fighters; 2 members have completed Ground cover for structural fire fighters.
Bay Roberts Fire Rescue will be hosting a Regional ground cover for structural fire fighters – 14 member of the Department will be taking this course.

The Department thanked the Town Council for their ongoing support.

Change Order #9 Black Diamond – Shearstown Road Phase 1 project #17-RNC-23-00011
Resolution 2026 – 229
Moved by Deputy Mayor Kearley
Seconded by Councillor Badcock
Be it so resolved that Council approve change order #9 related to the construction contract of Shearstown Road Phase 1 project #17-RNC-23-00011 for actual lengths of curb and gutter measured on March 18, 2026, which will amend the variance in quantities in the amount of $10,407.68 HST included. The new approved construction cost for Black Diamond is $2,569,902.27 HST included.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

Tender #2026-001 – Dump Truck
Resolution 2026 – 230
Moved by Councillor Badcock
Seconded by Councillor Deering
Be it resolved that the Town of Bay Roberts award Tender 2026-001 to Harvey and Company in the amount of $380,263.60 HST included for the supply and delivery of one single axle dump truck with front-end plow and sand/salt spreader. Funding for this purchase shall be sourced from the Town's capital budget, subject to approval for borrowing from the Government of Newfoundland and Labrador and the Bank of Montreal.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

Tender #2026-002 – Pickup Truck
Resolution 2026 – 231
Moved by Councillor Petten
Seconded by Councillor Franey
Be it so resolved that Council cancel the tender #2026-002 for the purchase of a new 2500 Series HD crew cab 4x4 pickup truck.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

Capital Expenditure – Englobe – Lift Station Upgrades Project 17-MYCW-24-00046
Resolution 2026 – 232
Moved by Deputy Mayor Kearley
Seconded by Councillor Badcock
Be it resolved that Council approve the capital expenditure, invoice #00275279 from Englobe Corp. for works related to the Lift Station upgrades project # 17-MYCW-24-00046 in the amount of $1,900.38 HST included. Funds have been allocated to the capital grants project account # 7000-0000.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

CORRESPONDENCE FOR ACTION

408 Shearstown Road – Lift Station and Sewer Concerns
Resolution 2026 - 233
Moved by Councillor Franey
Seconded by Councillor Badcock
Be it so resolved that Council referred the lift station and sewer concerns of the property owners of 408 Shearstown Road to the Committee of the Whole for further review and discussion.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

CORRESPONDENCE FOR INFORMATION

CBN Joint Council Meeting – March 26, 2026 - Overview

Councillor Silas Badcock provided Council with a verbal update on the last meeting of the CBN Joint Council which was held on March 26th, 2026 in Carbonear.

Items on the Agenda included a Presentation from Eastern Health by Steve Lockyer regarding "CorCare" A province wide digital system that connects all healthcare information into one shared record.

A representative from the RCMP informed council members that they are finalizing the priorities list of the municipalities they police. Included items in their update included: engagement in schools, traffic safety-vehicle and ATV's, Musical Ride- possible Non-profit Charity to host, and additional staffing- three members to be added to this area.

Minutes from this meeting will be available at the regular meeting of Council being held on May 12, 2026 which will provide all the details of that meeting.

The minutes of the meeting held on February 26, 2026 were tabled for Council's review.

CBN Joint Council Meeting – Minutes February 26, 2026
Resolution 2026 – 234
Moved by Councillor Petten
Seconded by Councillor Franey
Be it so resolved that Council moved the Minutes of the Conception Bay North Joint Council meeting held on February 26, 2026 to file.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

Stewardship Association of Municipalities – Spring Newsletter
Resolution 2026 – 235
Moved by Deputy Mayor Kearley
Seconded by Councillor Petten
Be it so resolved that Council moved the Spring Newsletter from the Stewardship Association of Municipalities to file.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

ADJOURNMENT

Adjourn
Resolution 2026 – 236
Moved by Councillor Badcock
Seconded by Councillor Franey
Be it so resolved that Council now adjourns the regular meeting at 8:13 pm
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Petten, Councillor Franey, Councillor Deering, Councillor Badcock

Geoff Seymour, Mayor

Christine Bradbury, Town Clerk