Town of Bay Roberts
Minutes of Regular Meeting of Council
Tuesday, October 13th, 2026

Fifteenth 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 Dean Franey
Councillor Ross Petten (Zoom)
Councillor Silas Badcock
Councillor Frank Deering

Dave Tibbo, CAO
Christine Bradbury, Town Clerk
Ron Delaney, Director of Tour/Eco. Devel.
Sean Elms, Director of PWTS
Greg Squires, Director of Protective Services
Eddie Russell, Director of Recreation
Olivia Bradbury, Shoreline News

CALL MEETING TO ORDER

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

AGENDA / MINUTES

Adoption of Agenda
Resolution 2026 – 414
Moved by Councillor Petten
Seconded by Councillor Franey
Be it so resolved that the regular meeting agenda for October 13th, 2026, is accepted as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Dean Franey, Councillor Ross Petten, Councillor Deering, Councillor Badcock

Approval of Minutes – September 8th, 2026
Resolution 2026 – 415
Moved by Councillor Deering
Seconded by Councillor Badcock
Be it so resolved that regular meeting minutes for September 8th, 2026, be adopted as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Dean Franey, Councillor Ross Petten, Councillor Deering, Councillor Badcock

COMMITTEE REPORTS/ OTHER MEETINGS/ NEW BUSINESS

Special Meeting Minutes – September 22nd, 2026
Resolution 2026 – 416
Moved by Councillor Franey
Seconded by Deputy Mayor Kearley
Be it so resolved that closed meeting minutes for September 22nd, 2026, be adopted as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Dean Franey, Councillor Ross Petten, Councillor Deering, Councillor Badcock

Closed Minutes – September 8th, 2026
Resolution 2026 – 417
Moved by Councillor Petten
Seconded by Councillor Deering
Be it so resolved that closed meeting minutes for September 8th, 2026, be adopted as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Dean Franey, Councillor Ross Petten, Councillor Deering, Councillor Badcock

NEW BUSINESS AND STAFF REPORTS

Accounts Payable – Ending Date October 13th, 2026
Resolution 2026 - 418
Moved by Councillor Deering
Seconded by Councillor Franey

Be it so resolved that Council approves the Accounts Payable listing in the amount of $748,508.13 up to and including October 13th, 2026, as presented.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Dean Franey, Councillor Ross Petten, Councillor Deering, Councillor Badcock

Information Update - Resolution 2026 - 319 - Heney's Pond Road Financing

The Manager of Finance and Procurement provided Council with the following information:

At its meeting, Council approved borrowing from the Bank of Montreal in the amount of $449,860.29, for a five-year fixed term with a ten-year amortization period, at an interest rate of 4.60%, for the purpose of financing the Heney's Pond Road Project, as provided for in the 2026 Budget.
At the time the financing was presented to Council, the anticipated monthly payment was $4,684.00.

Following Council's approval, the Town proceeded to request the drawdown of the approved funds. However, the 4.60% interest rate was no longer available when the drawdown was requested, as market interest rates had increased materially.

There has been a rapid increase in rates over the past month as the bond market rates have increased significantly as a result of higher cost pressures associated with tariffs and the Iranian war. These changes have resulted in higher borrowing costs.

The Bank of Montreal has now provided the Town with a revised fixed interest rate of **5.10%** for the approved borrowing. The revised interest rate represents an increase of 0.50 percentage points from the rate originally presented to Council.

Based on the revised monthly payment, of **$4793.49,** the additional financing cost is approximately **$1,313.88** per year compared with the original monthly payment.

Donation Request - CBN Junior Stars
Resolution 2026 – 419
Moved by Councillor Franey
Seconded by Deputy Mayor Kearley
Be it so resolved, that Council will make an annual donation of $500 to the CBN Junior Stars for uniforms, on behalf of the Town of Bay Roberts.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Dean Franey, Councillor Ross Petten, Councillor Deering, Councillor Badcock

Approval for Travel - 2026 Communities in Bloom National Symposium & Awards
Resolution 2026 – 420
Moved by Councillor Petten
Seconded by Councillor Franey
Be it so resolved that Council approve travel for Mayor Seymour, and Councillor Perry Bowering to attend the 2026 Communities in Bloom National Symposium & Awards Rosemère & Montréal, Québec | October 15–17, 2026. Approximate cost per person is $3000 with funds available in account 6334-7225.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Dean Franey, Councillor Ross Petten, Councillor Deering, Councillor Badcock

MNL Convention - 75th Anniversary Celebrations - Donation Request
Resolution 2026 – 421
Moved by Councillor Deering
Seconded by Councillor Badcock
Be it so resolved that Council will donate $250 to the MNL 75th Anniversary Celebrations.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Dean Franey, Councillor Ross Petten, Councillor Deering, Councillor Badcock

Emergency Plan Committee
Resolution 2026 – 422
Moved by Councillor Franey
Seconded by Deputy Mayor Kearley
Be it so resolved that Council approve the establishment of an Emergency Management Committee and designate the following individuals to serve on the Committee:

Two Members of Council
Director of Planning & Protective Services / Emergency Management Coordinator
CAO
Fire Chief / designate
Municipal Enforcement Officer / designate
Public Works representative / designate
Recreation representative / designate
Tourism representative / designate
Town Clerk / designate
Manager of Marketing and Communications

Other representatives or agencies as deemed necessary by the Emergency Management Coordinator.

The Committee will operate in coordination with the Town's Emergency Management Plan and meet as required based on operational needs, identified risks, training requirements, or emergency preparedness initiatives.

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

Municipal Plan and Development Regulations Draft #1
Resolution 2026 – 423
Moved by Councillor Badcock
Seconded by Councillor Petten
Be it so resolved that Council will have a separate meeting dedicated to discussing and reviewing the plan and will meet with Upland in November for further updates and questions as required.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Dean Franey, Councillor Ross Petten, Councillor Deering, Councillor Badcock

Fire Department Activity Report for September 2026

The following report was prepared by the Fire Chief on behalf of Bay Roberts Fire Rescue.

During September 2026, Bay Roberts Fire Rescue responded to 15 emergency calls, bringing the department's year-to-date total to 167 calls. These included 5 fire-related calls (2 open fires, 2 pole fires, and 1 structure fire), 4 motor vehicle accidents, and 6 medical assists.

The department currently has 34 active members and continues to recruit volunteers. Throughout September, the department completed 3 training nights, bringing the year-to-date total to 38 training nights and 4 meetings.

Three members of Bay Roberts Fire Rescue attended the Fire Convention in Gander from September 25–27, 2026, supporting continued professional development and engagement with the fire services community.

Overall, Bay Roberts Fire Rescue continues to demonstrate its commitment to emergency response, ongoing training, volunteer recruitment, and professional development.

Capital Expenditure - WSP E&I Canada Ltd. - Heney's Pond Road Project
Resolution 2026 – 424
Moved by Councillor Deering
Seconded by Councillor Petten
Be it so resolved that Council approve the capital expenditure from WSP E&I Canada Ltd, for works related to the Heney's Pond Road Project as part of invoices #20405753, #20423718 in the total amount of $20,568.12 HST included. Funds have been allocated to the capital grants project account # 2136-0000.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Dean Franey, Councillor Ross Petten, Councillor Deering, Councillor Badcock

Capital Expenditure – WSP E&I Canada Ltd Wastewater Study
Resolution 2026 – 425
Moved by Councillor Bowering
Seconded by Deputy Mayor Kearley
Be it resolved that Council approve the capital expenditure from WSP E&I Canada Ltd, for works related to the Wastewater Feasibility Study as part of invoices #20366709, #20416559 in the total amount of $19,654.95 HST included. Funds have been allocated to the capital grants project account # 2144-0000.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Dean Franey, Councillor Ross Petten, Councillor Deering, Councillor Badcock

Cougar Claim #4 Water Street Phase 2 Project # 17-MYCW-24-00045
Resolution 2026 – 426
Moved by Councillor Petten
Seconded by Councillor Franey
Be it so resolved that Council approve the capital expenditure Claim #4, invoice # 2173 from Cougar Engineering Ltd. for works related to the Water Street Phase 2 project # 17-MYCW-24-00045 in the amount of $375,528.80 HST included. Funding for this expenditure has been allocated within Capital Grants Project Account #2147-0000.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Dean Franey, Councillor Ross Petten, Councillor Deering, Councillor Badcock

Russells Place Paving Request
Resolution 2026 – 427
Moved by Councillor Badcock
Seconded by Councillor Bowering
Be it so resolved that Council acknowledge receipt of correspondence from the residents on Russells Place and advise them that due to funds being exhausted this year, the request will be put on review early in 2027 and discussed as part of the 2027 roads priority list.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Dean Franey, Councillor Ross Petten, Councillor Deering, Councillor Badcock

Municipal Capital Works Program
Resolution 2026 – 428
Moved by Councillor Deering
Seconded by Councillor Badcock
Be it so resolved that Council apply for funding from the Municipal Capital Works Program to complete water and sewer upgrades on Crosbie Road. The pretender estimate is $527,465.64 HST included and the cost sharing arrangement is 80/20 with the Towns share being 20%. Funds for the Towns share will be utilized from the Towns operational budget or an approval to borrow.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Dean Franey, Councillor Ross Petten, Councillor Deering, Councillor Badcock

Change Order #5 Cougar Engineering and Construction Ltd-Water Street Phase 2
Resolution 2026 – 429
Moved by Councillor Petten
Seconded by Deputy Mayor Kearley
Be it so resolved that Council approve change order #5 related to the construction contract of Water Street Phase 1 project #17-MYCW-24-00045 for costs associated with force accounts 10 to 13, in the amount of $76,879.43 HST included. The new approved construction cost for Cougar Engineering is $2,360,786.99 HST included.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Dean Franey, Councillor Ross Petten, Councillor Deering, Councillor Badcock

96A Butlerville Road - Snow Clearing/Maintenance
Resolution 2026 – 430
Moved by Councillor Badcock
Seconded by Councillor Franey
Be it so resolved that Council maintain its previous decision not to assume ownership or maintenance responsibility for the lane off Butlerville Road, as the lane does not currently meet the Town's minimum requirements under the Non-Conforming Roads Policy.

Furthermore, Council note that the previous resident was provided with a copy of the applicable policy and an opportunity to bring the lane into compliance with the minimum requirements for municipal consideration.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Dean Franey, Councillor Ross Petten, Councillor Deering, Councillor Badcock

84 Butlerville Road – Culverts
Resolution 2026 – 431
Moved by Councillor Petten
Seconded by Councillor Badcock
Be it so resolved that Council will provide two additional culverts to a maximum of three culverts, for the property 84 Butlerville Road, to repair a drainage ditch that was constructed following Hurricane Katrina which affected the property owner's ability to access and utilize portions of their property .
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Dean Franey, Councillor Ross Petten, Councillor Deering, Councillor Badcock

Shea Place - Water Concerns
Resolution 2026 – 432
Moved by Councillor Franey
Seconded by Councillor Badcock
Be it so resolved that Council acknowledge receipt of correspondence from the resident and advise the developer to undertake the necessary remedial work to ensure that stormwater entering the catch basin is properly contained and conveyed into the developments storm sewer,

Furthermore, that the Town does not assume the cost of permanent remedial work unless evidence is subsequently produced establishing that the catch basin is a Town-owned and accepted asset.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Dean Franey, Councillor Ross Petten, Councillor Deering, Councillor Badcock

Water Concerns - 366 Shearstown Road
Resolution 2026 – 433
Moved by Deputy Mayor Kearley
Seconded by Councillor Bowering
Be it so resolved that Council acknowledge receipt of correspondence from the resident and advise him that the Town recognizes the drainage concern but that a permanent solution may require the installation of dedicated stormwater infrastructure and cannot be guaranteed without further engineering assessment and consideration of available funding. Staff will continue to monitor the area during significant rainfall events and document the extent and frequency of water accumulation.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Dean Franey, Councillor Ross Petten, Councillor Deering, Councillor Badcock

Traffic Calming Update

Director Elms provide the following report for Council's review for 2027.

Since the installation of the new speed humps and 3-4 way stop intersections there have been many positive reviews. There have also been many new requests to have speed humps installed at various locations.

Below are some of the requests for 3-4 way stops:
1. Farm Road Ext – Rocky Pond Road
2. Central Street - Barnes Road

Below are some of the requests for speed humps:
1. Water Street between Barnes Road and Mosdells Lane
2. Shearstown Road by Cathills
3. Goose Pond Road by first hill around brook crossing
4. 28 George Mercer Drive
5. Shearstown Road by Fox Place

The resident located at 28 George Mercer Drive was concerned about safety and the fact that a 2-story white house is located very close to the rad and is very hard to see oncoming traffic.

Other comments include lights at the Shearstown Road Cross Road intersection.

Resolution 2026 – 434
Moved by Councillor Franey
Seconded by Deputy Mayor Kearley
Be it so resolved that Council accept this report and attached correspondence for follow up review and respond to the residents accordingly.
Motion Carried Unanimously

For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Dean Franey, Councillor Ross Petten, Councillor Deering, Councillor Badcock

Department of Recreation - Director's Report

Director Russell provided this report to update Council on events within the Recreation Department.

- **Bay Arena Dates**

○	July 24-26:	Pigeon Inlet Quilters Guild 20th Anniversary
○	August 15:	Atlantic Championship Wrestling
○	Aug. 24-Oct. 15:	Canadian Health Measures Survey - Statistics Canada
○	August 24:	Compressor overhaul
○	August 26:	Ice Plant start-up
○	Sept. 8:	BAMHA, BR8K Away, AAA Program start ups
○	Sept. 10:	CBNFSC start up
○	Sept. 10-13:	U18 AAA Provincial Kick-off Tournament
○	Sept. 16:	High School (M & F)
○	Sept. 17:	Rec Leagues
○	Sept. 18:	CBN Junior Stars
○	Sept. 20:	Family Skate Start
○	Sept. 21:	Adult/Tots/Shiny Start
○	Sept. 26:	School Skates Start
○	Nov. 26-29:	Wesley Gosse High School Tournament

Operator/Maintenance Position: Upon the completion of the Advertisement, Application and Interview process, Mr. Todd Reid of Bay Roberts was hired and began training in the new position on September 28.

- **Pickleball and Shuffleboard Summer Sessions**

  - Summer Pickleball and Shuffleboard sessions saw increased participation from the previous summer. Once the plant was turned rec staff marked out two pickleball courts with specialized tape on the tennis courts. On nice weather days, these courts are still getting regular use
  - The Director of Recreation is a looking at costs for purchasing a movable Shuffleboard Court and the materials to build a movable Bocce Ball court for set up and use indoors during the winter months and outside during the summer months to provide more physical and social activity opportunities year-round to our senior population.

- **Pool 2026**

  - **Staff:** 2 Co-Managers, 14 Lifeguards, 2 Office Staff
  - The pool opened during the week of June 15 for several school swims but officially started for lessons and swims on June 22. It was open for a total of 9 weeks, with lessons and swims ending on Sunday, August 23.
  - During the week of August 24 – 29 lifeguards completed certification training courses in preparation for next year.
  - The pool was only shut down for ½ of a day this summer due to unforeseen circumstances. Overall, it was a successful summer at the pool.
  - The pool robot vacuum was down most of the season and was repaired in Quebec and returned for the last couple of weeks. We were borrowing the Carbonear Pool vacuum for a few weeks until a smaller back up one arrived.
  - One major concern is the rising cost of diesel which meant being over in the fuel budget.

- **ACOA/NL Sport Tourism Infrastructure Project (Ball/Ice Hockey Rink) Update**

  - Demolition and clean-up of old structure have occurred.
  - Next step will be for Public Works to remove the asphalt surface and prep the ground for the installation of the new concrete pad. A RFQ or will go out for the concrete pad in the coming weeks.
  - Rink boards have been ordered and are currently being manufactured in Quebec. It is expected to take 3-4 months before they are shipped.
  - Advance payment requests from the approved funding have been submitted to both ACOA and the Dept. of Jobs, Growth and Rural Development.

- **Carved by the Sea 5/10KM Walk/Run**

  - This year's event took place on Sunday, September 20 at 10:00am from the Wilbur Spakes Complex
  - 68 runners participated this year
  - It was a successful event with participants, staff and volunteers enjoying a post race reception during the medal presentations at the clubhouse.

Bay Roberts Summer Camp - Recreation Department Report

This report was prepared by Director Russell to provide an overview of the Summer Camp.

➢ **Program Overview**

- The Town of Bay Roberts offered a successful eight-week summer camp program from June 29 to August 21. The program provided children with a safe, active and engaging summer experience featuring weekly field trips, swimming and a wide variety of recreational activities.
- Two age-specific camps were offered:

Program	Ages	Approximate Weekly Capacity
Junior Camp	4-8	50 participants
Youth Camp	9-12	35 participants

➢ **Staffing**

- The summer camp team consisted of:
  - 15 camp counsellors
  - 2 lead counsellors
  - 1 Summer Coordinator

Overall, the staff performed very well and contributed significantly to the program's success. Their enthusiasm, commitment and ability to engage participants helped create a fun and positive camp environment.

Looking ahead, greater emphasis will be placed on leadership and inclusion training. Recreation Newfoundland and Labrador is developing new programs for camp counsellors and frontline recreation leaders, which may help address this need. Summer camps are becoming increasingly inclusive and are often expected to provide levels of care and support like child care programs. As a result, young adults working in these programs require more comprehensive preparation and training. This is a province-wide challenge and is not unique to Bay Roberts.

➢ **Activities and Field Trips**

- Camp participants enjoyed weekly field trips, weekly swimming sessions and numerous on-site activities. Field trips included:
  - Lester's Farm
  - Salmonier Nature Park
  - Holyrood Swim Park
  - Bowring Park
  - Goose Pond Eco Trail
  - Shoreline Trail
  - Earle's Tae Kwon Do
  - Gyminee Crickets
  - Kiddo Galaxy

- These outings gave participants opportunities to experience nature, recreation, physical activity and new environments. The schedule also balanced travel to regional attractions with opportunities to explore Bay Roberts and support local businesses.
- The program also received a $2,123.00 Jumpstart grant. This funding helped cover transportation to and from the pool for weekly swimming and supported the purchase of new softball gloves for camp activities.
- The program also received a $43,435.80 Canada Summer Jobs grant, shared evenly with summer camp and pool staff.

➢ **Overall Assessment**

- The Town of Bay Roberts summer camp was a successful and enjoyable eight-week program. Participants experienced a broad range of activities, visited numerous attractions and businesses, and benefited from regular swimming and active recreation.
- The strong performance of the staff, variety of programming and financial support from Jumpstart all contributed to the program's success. Future planning should build on these strengths while prioritizing enhanced leadership, inclusion and frontline training to meet the changing needs of children and families.

Fall Activity Report - Department of Recreation

The Community Programs and Events Manager, Suzanne Drover prepared this report for Council's information.

Recreation Programs

Fit & Fun launched September 22 and runs through December 4. Registration drew 50 participants, a strong response that required splitting the program into two time slots — 8:30 a.m. and 9:30 a.m., Tuesdays and Thursdays. The registration cost is **$90 for the 11-week session**.

Explore Bay Roberts Fall Walks began September 23, with 8 walks scheduled through to November 25. This program is offered **free of charge**, keeping it accessible to all residents who want to get out and explore the community on foot.

Recreation Special Events

Bay Roberts is marking the season with a full calendar from the special events committee's Fall in Love lineup. The following are some events directly involving the Department of Recreation:

- **October 1 - National Seniors Day:** Goods Bingo. The Town is hosting a Goods Bingo for seniors across our communities, bringing neighbours together for an afternoon of games and prizes in recognition of the contributions seniors make to Bay Roberts.
- **October 12 - Thanksgiving Day: Walk with Gratitude.** A guided walk around the Goosepond Eco Trail, followed by yoga stretching and a mug-up to close out the morning. A chance to get outdoors, move, and share a warm drink in good company.
- **October 24 - Halloween Story:** A guided story time walk around Goose Pond Eco Trail for families. Hot chocolate and treats to follow.
- **October 25 - Halloween Family Skate**. The Bay Arena is hosting a family skate to mark Halloween, inviting residents of all ages to the ice for a seasonal celebration.
- **November 1 - Pumpkin Walk**. A community event where residents donate their Jack-O-Lanterns for us to display around Community Gardens. People then can walk around to see them lit up and enjoy a free hot chocolate. The pumpkins then get donated to local farmers.

Looking Ahead

Planning for the Festival of Lights is well underway. Most events are now scheduled, and the committee is developing some new ideas to add to this year's celebration. Further updates will follow as planning is finalized.

CORRESPONDENCE FOR INFORMATION

Correspondence - Capital Investment Plan Approval
The Department of Municipal and Community Affairs sent correspondence to the Town regarding the Town's Capital Investment Plan as the 2026 Paving Program is approved. This correspondence will be moved to file.

Municipalities Newfoundland and Labrador - Thank-you
Thank-you correspondence received from MNL for the Town hosting the Urban and Municipalities Caucus on August 28-29th, 2026 is moved to file.

ADJOURNMENT

Adjourn
Resolution 2026 – 435
Moved by Councillor Badcock
Seconded by Councillor Franey
Be it so resolved that Council now adjourns the regular meeting at 8:10 pm.
Motion Carried Unanimously
For: Mayor Seymour, Deputy Mayor Kearley, Councillor Bowering, Councillor Dean Franey, Councillor Ross Petten, Councillor Deering, Councillor Badcock

Geoff Seymour, Mayor

Christine Bradbury, Town Clerk