



## Meeting Minutes

### *Public Meeting*

Tuesday, February 11, 2025, 7:30 p.m.

Council Chambers and Teleconference

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#### **Council Members Present**

Mayor Trevor Croft  
Councillor Gerard Dunne  
Councillor Margaret Swain  
Councillor Ralph Carey  
Councillor Justina Nawaz

#### **Via Teleconference**

Deputy Mayor Jacob Hayden

#### **Staff Present**

Jennifer Aspell, CAO

### **1. Call to Order**

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Mayor Trevor Croft called the meeting to order at 7:30 pm.

### **2. Adoption of Agenda**

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**Mayor Trevor Croft called for adoption of the agenda for February 11, 2025**

#### **MOTION: 2025-016 Councillor Gerard Dunne/ Councillor Ralph Carey**

MOVE TO adopt the agenda for February 11, 2025.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Ralph Carey, Gerard Dunne, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

### **3. Adoption of Minutes**

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#### **3.1 January 14, 2025, Public Meeting Minutes**

#### **MOTION: 2025-017 Councillor Gerard Dunne / Councillor Margaret Swain**

MOVE TO adopt the public meeting minutes of January 14, 2025.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Ralph Carey, Gerard Dunne, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

## 4. Business Arising

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### 4.1 Request for Tax Agreement

AND WHEREAS, at the privileged meeting on January 13, 2025, Council resolved not to enter into a tax agreement:

Councillor Ralph Carey / Councillor Margaret Swain

MOVE TO deny the request from 11452 Newfoundland and Labrador Inc. to enter into a tax agreement for property tax for Phase IV of the Emerald Estates subdivision.

FURTHER MOVE to send correspondence to the developer outlining the findings of the Town's review and the process required to proceed with the development of Phase IV.

Motion passed unanimously.

In favor: 5 (Mayor Trevor Croft, Councillor Gerard Dunne, Councillor Ralph Carey, Councillor Margaret Swain, Councillor Justina Nawaz)

Against: 0

Abstain: 0

And whereas section 213 of the Municipalities Act requires that decisions of Councillors made at a privileged meeting are required to be ratified by a vote of the Councillors at a public meeting.

The motion is to:

Ratify Council's decision of January 13, 2025, to deny the request from 11452 Newfoundland and Labrador Inc. to enter into a tax agreement for property tax for Phase IV of the Emerald Estates subdivision and to send correspondence to the developer outlining the findings of the Town's review and the process required to proceed with the development of Phase IV.

### **MOTION: 2025-018 Councillor Ralph Carey / Councillor Margaret Swain**

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Ralph Carey, Gerard Dunne, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

## 5. Delegations & Proclamations

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## 6. Applications

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### 6.1 Application to Operate a Business - 1-17 Southern Shore Highway

#### **MOTION: 2025-019 Councillor Ralph Carey / Councillor Justina Nawaz**

MOVE TO approve the use of land by JTV Holdings Ltd. for storage of trucks and heavy equipment at 1-17 Southern Shore Highway. There is to be no equipment stored within the water conservation area located on the property and the equipment is to be stored in a way that does not result in visual unpleasantness and other undesirable effects.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Ralph Carey, Gerard Dunne, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

## **6.2 Application for Accessory Building - 149 Harbour Road**

**MOTION: 2025-020 Councillor Ralph Carey / Councillor Gerard Dunne**

**MOVE TO** approve the application to construct an accessory building at 149 Harbour Road.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Ralph Carey, Gerard Dunne, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

## **6.3 Application for Back Lot Development - 37-39 Tuffs Road**

7:34 pm Councillor Gerard Dunne declared a conflict of interest as applicant is a family member. Councillor Dunne left the chambers and did not participate in the discussion nor vote on the matter.

**MOTION: 2025-021 Councillor Ralph Carey / Councillor Justina Nawaz**

**MOVE TO** approve the application to develop a backlot development for construction of a single-family dwelling at 37-39 Tuffs Road with the following conditions:

1. All other applicable government approvals have been received by the Town
2. There is to be no subdividing of land for any future development, unless it meets development regulations.
3. The land is owned by the applicant prior to the issuance of a permit.

The Motion was carried.

For Motion: 5 (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Ralph Carey, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 1 (Councillor Gerard Dunne)

7:35 pm Councillor Gerard Dunne returned to chambers.

## **7. Accounts Payable**

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### **7.1 Town of Witless Bay Accounts Payable Listing for the Period Ending January 31, 2025.**

**MOTION: 2025-022 Councillor Ralph Carey / Councillor Justina Nawaz**

**MOVE TO** approve all Town of Witless Bay payables, Section A for the period ending January 31, 2025.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Ralph Carey, Gerard Dunne, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0



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**MOTION: 2025-023 Councillor Ralph Carey / Councillor Justina Nawaz**

**MOVE TO** approve all Town of Witless Bay payables, Section B for the period ending January 31, 2025.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Ralph Carey, Gerard Dunne, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

**Total of Section A: \$ 108,862.99**

**Total of Section B: \$ 46,378.63**

**Total Payables: \$ 155,241.62**

**7.2 Witless Bay Fire Department Accounts Payable listing for the Period Ending January 31, 2025.**

**MOTION: 2025-024 Councillor Ralph Carey / Councillor Justina Nawaz**

**MOVE TO** approve all Witless Bay Volunteer Fire Department payables, Section A for the period ending January 31, 2025.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Ralph Carey, Gerard Dunne, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

**MOTION: 2025-025 Councillor Ralph Carey / Councillor Justina Nawaz**

**MOVE TO** approve the Witless Bay Volunteer Fire Department payables, Section B for the period ending January 31, 2025.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Ralph Carey, Gerard Dunne, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

**Total of Section A: \$ 8,233.67**

**Total of Section B: \$ 1,790.91**

**Total Payables: \$ 10,024.58**

## **8. Committee Reports**

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**8.1 Recreation** – Councillor Margaret Swain delivered a summary report of recreation activities for the month of January.

**8.2 Fire Department** - Councillor Justina Nawaz delivered a summary report of fire department activities for the month of January.

**8.3 Public Works Update** - Councillor Ralph Carey delivered a summary report of public works activities for the month of January.

## 9. Action

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### 9.1 Industrial Inquiry Commission Reviewing Canada Post

**RESOLUTION: 2025-026 Councillor Ralph Carey / Councillor Justina Nawaz**

**BE IT RESOLVED** that the Town of Witless Bay will provide input to the *Commission* in the form of a written submission. The primary topics of concern to be addressed in the submission will include:

- No cuts to service and no increases to pricing
- Provision of additional community mailboxes
- Extended hours during evenings or weekends
- Collective bargaining considerations to strike options and essential worker status
- Anything else the public sees necessary

The motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Ralph Carey, Gerard Dunne, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

### 9.2 Towns and Local Service Districts Act- Changing Requirements for Publication Notices

**MOTION: 2025-027 Councillor Ralph Carey / Councillor Gerard Dunne**

**MOVE TO** post all public notices for the Town of Witless Bay in the following manner:

1. At the Town Office
2. At the local post office/convenience store
3. On the Town's social media page
4. On the Town website
5. Discretionary Use and Variance Notices will also be mailed directly to property owners within a 100m radius of the proposed development.

The motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Ralph Carey, Gerard Dunne, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

### 9.3 Fire Department Request - First Aid Course

**MOTION: 2025-028 Councillor Justina Nawaz / Councillor Margaret Swain**

**MOVE TO** Approve first aid training for the Witless Bay Volunteer Fire Department, at a total cost of \$3000.00.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Ralph Carey, Gerard Dunne, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0



#### 9.4 Fire Department Request - Hazmat Course

**MOTION: 2025-029 Councillor Justina Nawaz / Councillor Margaret Swain**

**MOVE TO** approve HAZMAT training for the Witless Bay Volunteer Fire Department at a total cost of \$2000.00.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Ralph Carey, Gerard Dunne, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

#### 9.5 Fire Department Request – Upgrade Hoods

**MOTION: 2025-030 Councillor Justina Nawaz / Councillor Margaret Swain**

**MOVE TO** approve the purchase of 18 Lion RedZone Hoods from PPE Solutions at a total cost of \$3,100.00 + HST.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Ralph Carey, Gerard Dunne, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

#### 9.6 TOWB-004-PW - Culvert Installation Policy - February 2025

**MOTION: 2025-031 Councillor Ralph Carey / Councillor Justina Nawaz**

**MOVE TO** adopt the Town of Witless Bay Culvert Installation Policy, TOWB-004-PW, as presented.

The Motion was carried.

For Motion: 5 (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Ralph Carey, Margaret Swain, Justina Nawaz)

Against: 1 (Councillor Gerard Dunne)

Abstained: 0

#### 9.7 CRA Directors

**MOTION: 2025-032 Councillor Ralph Carey / Councillor Gerard Dunne**

**MOVE TO** update the Town's Directors listing with the Canada Revenue Agency to include CAO Jennifer Aspell, Mayor Trevor Croft and Deputy Mayor Jacob Hayden. All other Directors currently listed will be removed.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Ralph Carey, Gerard Dunne, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0



### **9.8 Fire Chief Contract Renewal**

**MOTION: 2025-033 Councillor Justina Nawaz / Councillor Margaret Swain**

**MOVE TO** renew the employment contract for Fire Chief Jack Gatherall effective February 11, 2025.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Ralph Carey, Gerard Dunne, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

### **9.9 Professional Municipal Administrator's Annual Conference**

**MOTION: 2025-034 Councillor Ralph Carey / Councillor Gerard Dunne**

**MOVE TO** approve closing of the Town office from April 8-10, 2025, for staff to attend the Professional Municipal Administrator's Annual Conference.

**FURTHER MOVE** to approve payment of all costs associated with staff attendance at the conference.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Ralph Carey, Gerard Dunne, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

### **9.10 Professional Municipal Administrator's Regional Meeting**

**MOTION: 2025-035 Councillor Ralph Carey / Councillor Gerard Dunne**

**MOVE TO** approve Jennifer Aspell, CAO to attend the Professional Municipal Administrator's regional meeting.

**FURTHER MOVE** to approve payment of all costs associated with the CAO's attendance.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Ralph Carey, Gerard Dunne, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

## **10. Information Only**

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**10.1** Southern Shore Joint Council Meeting Agenda

**10.2** Permit Report

## **11. Correspondence Received**

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**11.1.** Circular - Intake for Federal Government Programs Active Transportation Fund

**11.2.** Circular - Submission of correct Financial Evaluations

**11.3.** Circular - 2024 Ultimate Recipient Audited Annual Expenditure Report



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## 12. Correspondence Sent

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## 13. Adjournment

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Mayor Trevor Croft called for adjournment as there was no further business of Council.

**MOTION: 2025-036 Councillor Gerard Dunne / Councillor Justina Nawaz**

**MOVE TO** adjourn at 7:50 pm.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Ralph Carey, Gerard Dunne, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

A handwritten signature in black ink, appearing to read "T Croft", written over a horizontal line.

Mayor

A handwritten signature in blue ink, appearing to read "Jennifer Lyall", written over a horizontal line. The word "CAO" is printed in small letters to the left of the signature.

CAO

A handwritten date in blue ink, "March 11/2025", written over a horizontal line.

Date