

Meeting Minutes

Public Meeting

Tuesday, January 14, 2025, 7:30 p.m.

Council Chambers and Teleconference

Council Members Present

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

Regrets

Deputy Mayor Jacob Hayden
Councillor Gerard Dunne

Staff Present

Jennifer Aspell, CAO

1. Call to Order

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

2. Adoption of Agenda

Mayor Trevor Croft called for adoption of the agenda for January 14, 2025

MOTION: 2025-001 Councillor Justina Nawaz / Councillor Margaret Swain

MOVE TO adopt the agenda for January 14, 2025.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

3. Adoption of Minutes

3.1 December 10, 2024 Public Meeting Minutes

MOTION: 2025-002 Councillor Ralph Carey / Councillor Justina Nawaz

MOVE TO adopt the public meeting minutes of December 10, 2024.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0



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4. Business Arising

5. Delegations & Proclamations

5.1 Firefighter Cancer Awareness Month

6. Applications

7. Accounts Payable

7.1 Town of Witless Bay Accounts Payable Listing for the Period Ending December 31, 2024.

MOTION: 2025-003 Councillor Ralph Carey / Councillor Justina Nawaz

MOVE TO approve all Town of Witless Bay payables, Section A for the period ending December 31, 2024.
The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

MOTION: 2025-004 Councillor Ralph Carey / Councillor Justina Nawaz

MOVE TO approve all Town of Witless Bay payables, Section B for the period ending December 31, 2024.
The Motion was carried.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

Total of Section A: \$ 270,418.87

Total of Section B: \$ 28,293.42

Total Payables: \$ 298,712.29

7.2 Witless Bay Fire Department Accounts Payable listing for the Period Ending December 31, 2024.

MOTION: 2025-005 Councillor Ralph Carey / Councillor Margaret Swain

MOVE TO approve all Witless Bay Volunteer Fire Department payables, Section A for the period ending December 31, 2024.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0



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MOTION: 2025-006 Councillor Ralph Carey / Councillor Justina Nawaz

MOVE TO approve the Witless Bay Volunteer Fire Department payables, Section B for the period ending December 31, 2024.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

Total of Section A: \$ 159,346.39

Total of Section B: \$ 6,931.79

Total Payables: \$ 166,278.18

8. Committee Reports

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

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

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

9. Action

9.1 Capital Investment Plan Application – Ballfield Upgrades

RESOLUTION: 2025-007 Councillor Ralph Carey / Councillor Justina Nawaz

BE IT RESOLVED That the Town of Witless Bay submit a revised Capital Investment Plan application to the Department of Municipal and Provincial Affairs to have additional Gas Tax Funding in the amount of \$22,100 allocated to the Ballfield Upgrade project (Project No. 279-2024-8161) to cover the additional cost of the project above the original budget estimate.

The motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

9.2 Capital Investment Plan Application - Lower Pond Tourist Upgrades

RESOLUTION: 2025-008 Councillor Ralph Carey / Councillor Margaret Swain

BE IT RESOLVED That the Town of Witless Bay submit a revised Capital Investment Plan application to the Department of Municipal and Provincial Affairs to have additional Gas Tax Funding in the amount of \$51,435.16 allocated to the Lower Pond Lookout project (Project No. 279-2024-8160) to cover the additional cost of the project over the original budget estimate.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0



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9.3 Capital Investment Plan Application – Harbour Road Upgrades

RESOLUTION: 2025-009 Councillor Ralph Carey / Councillor Justina Nawaz

BE IT RESOLVED That the Town of Witless Bay submit a revised Capital Investment Plan application to the Department of Municipal and Provincial Affairs to have additional Gas Tax Funding in the amount of \$58,286.88 allocated to the Harbour Road Upgrade Project (Project No. 279-2024-8162) to cover the additional cost of the project over the original budget estimate.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

9.4 Proposed amendments to the St. John's Urban Region Regional Plan and the Portugal Cove-St. Philip's Municipal Plan and Development Regulations 2014-2024

Council did not have any feedback or commentary to provide on the proposed amendment

9.5 WBVFD Fit Testing

MOTION: 2025-010 Councillor Ralph Carey/ Councillor Justina Nawaz

MOVE TO approve fit testing for members of the Witless Bay Volunteer Fire Department to be conducted by Acklands Grainger at a total cost of \$1,270.00 + HST.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

9.6 Pinnacle - Professional Managed IT Services

MOTION: 2025-011 Councillor Ralph Carey / Councillor Justina Nawaz

MOVE TO approve the purchase of Professional Managed IT Support from Pinnacle Networks for the provision of 50 hours at a total cost of \$ 5,625.00 plus \$75.00 + HST monthly recurring charge for software and patch management.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0



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9.7 Adoption of MPA 5 and DRA 8, 2024 & Commissioner Appointment – 45 Southern Shore Highway

RESOLUTION: 2025-012 Councillor Ralph Carey / Councillor Justina Nawaz

BE IT RESOLVED that:

- a) Pursuant to Section 16 of The Urban and Rural Planning Act, the Witless Bay Municipal Plan Amendment No. 5, 2024 and Development Regulations Amendment No. 8, 2024 be adopted;
- b) That Marie Ryan be appointed as public hearing commissioner; and,
- c) Should no written representation be received in response to the public hearing notice of the amendment, that the public hearing be cancelled.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

9.8 Senior's Outreach Dinner 2025

MOTION: 2025-013 Councillor Justina Nawaz / Councillor Margaret Swain

MOVE TO approve sponsorship of the Mobile Central High School Annual Senior's Outreach Dinner, to be held on February 12, 2025 and cost-shared with the Town of Bay Bulls.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

9.9 Request for Meeting with Minister of Health and Community Services

MOTION: 2025-014 Councillor Justina Nawaz / Councillor Ralph Carey

MOVE TO request a meeting with the Honorable John Hogan, Minister of Health and Community Services, to discuss emergency medical response services in the region and how the Department of Health and Community Services might work with the Town and the Witless Bay Volunteer Fire Department to provide support for the provision of those services.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

10. Information Only

10.1 Permit Report

10.2 Update on the Municipal Assessment Agency

10.3 Southern Shore Joint Council Meeting Package - January 9, 2025



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11. Correspondence Received

- 11.1. Circular - Tourist Accommodations Tax
- 11.2. Circular - New Intake for Federal Government Program
- 11.3. Circular - Key Legislation and Associated Regulations
- 11.4. Approval Letter - Witless Bay_109455-Recreation Complex upgrades Flooding Mitigation - HST
- 11.5. Approval Letter - Witless Bay_106539-Recreation Complex upgrades Flooding Mitigation

12. Correspondence Sent

- 12.1. TOWB Correspondence - Application to Construct a Single-Family Dwelling – 32 Dunns Lane

13. Adjournment

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

MOTION: 2025-015 Councillor Justina Nawaz / Councillor Margaret Swain

MOVE TO adjourn at 7:51 pm.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

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

Mayor

A handwritten signature in blue ink, appearing to be "Jennifer Lupell", written over a horizontal line.

CAO

Date

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