



PO Box 130, Witless Bay, NL A0A 4K0 Tel: 709-334-3407 office@townofwitlessbay.ca

Meeting Minutes

Public Meeting

Thursday, April 18, 2024, 7:30 p.m.

Council Chambers and Teleconference

Council Members Present

Mayor Trevor Croft
Councillor Ralph Carey
Councillor Gerard Dunne
Councillor Jacob Hayden

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 the adoption of the agenda for April 18, 2024.

MOTION: 2024-057 Councillor Gerard Dunne / Councillor Ralph Carey

MOVE TO adopt the agenda for April 18, 2024

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Gerard Dunne, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

3. Adoption of Minutes

3.1 February 20, 2024, Public Meeting Minutes

MOTION: 2024-058 Councillor Gerard Dunne / Councillor Ralph Carey

MOVE TO adopt the public meeting minutes of February 20, 2024.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Gerard Dunne, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

4. Business Arising

4.1 Ratification of Email Vote – Fire Department Equipment Purchase

MOTION: 2024-059 Councillor Jacob Hayden / Councillor Ralph Carey

MOVE TO RATIFY the email vote of March 7, 2024, which was moved by Councillor Jacob Hayden and seconded by Councillor Alan Richards and stated:

MOVE TO approve the purchase of 3 Scott SCBAs for the Witless Bay Volunteer Fire Department at a cost of approximately \$1700.00 USD.

In favor: (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Jacob Hayden, Ralph Carey, Gerard Dunne, and Alan Richards)

Against: 0

Abstained: 0

Motion passed.

In favor: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Jacob Hayden)

Against: 0

Abstain: 0

4.2 Ratification of Email Vote – Appointment of Planning and Development Officer

MOTION: 2024-060 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO RATIFY the email vote of March 7, 2024, which was moved by Councillor Jacob Hayden and seconded by Councillor Gerard Dunne and stated:

MOVE TO appoint Megan Hartery to the position of Planning and Development Officer with the Town of Witless Bay, effective March 11, 2024.

In favor: (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Jacob Hayden, Ralph Carey, Gerard Dunne and Alan Richards)

Against: 0

Abstained: 0

Motion passed.

In favor: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Jacob Hayden)

Against: 0

Abstain: 0

4.3 Ratification of Email Vote – Appointment of Seasonal Maintenance Worker

MOTION: 2024-061 Councillor Jacob Hayden / Councillor Gerard Dunne

MOVE TO RATIFY the email vote of March 12, 2024, which was moved by Councillor Jacob Hayden and seconded by Councillor Alan Richards and stated:



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MOVE TO appoint Noah Harrigan to the position of Seasonal Maintenance Worker with the Town of Witless Bay, effective March 18, 2024

In favor: (Mayor Trevor Croft, Councillors Jacob Hayden, Ralph Carey, Gerard Dunne and Alan Richards)

Against: 1 (Deputy Mayor Lorna Yard)

Abstained: 0

Motion passed.

In favor: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Jacob Hayden)

Against: 0

Abstain: 0

4.4 Ratification of Email Vote – Application to Subdivide Land – 102-108 Gull Pond Road

MOTION: 2024-062 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO RATIFY the email vote of March 20, 2024, which was moved by Councillor Ralph Carey and seconded by Councillor Gerard Dunne and stated:

MOVE TO approve the application to subdivide land on Gull Pond Road, as presented, for the purpose of creating a single building lot from a large parcel of vacant land.

In favor: 4 (Mayor Trevor Croft, Councillors Jacob Hayden, Ralph Carey and Gerard Dunne)

Against: 0

Abstained: 0

Motion passed.

In favor: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Jacob Hayden)

Against: 0

Abstain: 0

4.5 Ratification of Email Vote – Application to Construct Accessory Building – 68 Bear’s Cove Road

MOTION: 2024-063 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO RATIFY the email vote of March 20, 2024, which was moved by Councillor Ralph Carey and seconded by Councillor Gerard Dunne and stated:

MOVE TO approve the application to construct an accessory building at 68-70 Bear’s Cove Road, provided a portion of the patio is removed, as indicated, to ensure the construction meets the Town’s development regulations.

In favor: 4 (Mayor Trevor Croft, Councillors Jacob Hayden, Ralph Carey and Gerard Dunne)

Against: 0

Abstained: 0

Motion passed.

In favor: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Jacob Hayden)

Against: 0

Abstain: 0

4.6 Ratification of Email Vote – Operation of Short-term Air BnB – 4 Bear’s Cove Road

MOTION: 2024-064 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO RATIFY the email vote of March 20, 2024, which was moved by Councillor Ralph Carey and seconded by Councillor Gerard Dunne and stated:

MOVE TO approve the application to operate a short-term Air BnB rental at 4 Bear’s Cove Road.

In favor: (Mayor Trevor Croft, Councillors Jacob Hayden, Ralph Carey and Gerard Dunne)

Against: 0

Abstained: 0

Motion passed.

In favor: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Jacob Hayden)

Against: 0

Abstain: 0

4.7 By-election Date

MOTION: 2024-065 Councillor Jacob Hayden / Councillor Gerard Dunne

MOVE TO set the date of June 6, 2024, for the Town of Witless Bay by-election.

The Motion was carried unanimously.

In favor: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Jacob Hayden)

Against: 0

Abstain: 0

4.8 Nomination Day Date

MOTION: 2024-066 Councillor Jacob Hayden / Councillor Gerard Dunne

MOVE TO set the date of May 15, 2024, for the Town of Witless Bay Nomination Day. Nominations will be received at the Town Hall from 8am to 8pm.

The Motion was carried unanimously.

In favor: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Jacob Hayden)

Against: 0

Abstain: 0

4.9 Appointment of Alternate Returning Officer

MOTION: 2024-067 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO appoint Linda Carter as Alternate Returning Officer for the June 6, 2024, Town of Witless Bay by-election.

The Motion was carried unanimously.

In favor: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Jacob Hayden)

Against: 0

Abstain: 0

5. Delegations & Proclamations

6. Applications

6.1 Application for Variance - 73 Gallows Cove Road

MOTION: 2024-068 Councillor Ralph Carey / Councillor Jacob Hayden

MOVE TO approve the variance application for a 10% increase to the maximum building line set back from 32m to 35m at 73 Gallows Cove Road for the purposes of construction of a single-family home.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Jacob Hayden)

Against: 0

Abstained: 0

6.2 Application for New Development – 73 Gallows Cove Road

MOTION: 2024-069 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO approve the application for construction of a single-family dwelling at 73 Gallows Cove Road, conditional upon the applicant signing a waiver and release absolving the Town of any liability with respect to water runoff, as the grade of the development is below Gallows Cove Road. The permit will be issued once all other applicable government approvals have been received by the Town.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Jacob Hayden)

Against: 0

Abstained: 0

6.3 Application for New Development 56 Country Path Drive

MOTION: 2024-070 Councillor Jacob Hayden / Councillor Ralph Carey

MOVE TO approve the application for construction of a single-family dwelling at 56 Country Path Drive. The permit will be issued once all other applicable government approvals have been received by the Town.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Jacob Hayden)

Against: 0

Abstained: 0

6.4 Application for New Development 80 Country Path Drive

MOTION: 2024-071 Councillor Ralph Carey / Councillor Jacob Hayden

MOVE TO approve the application for construction of a single-family dwelling at 80 Country Path Drive. The permit will be issued once all other applicable government approvals have been received by the Town.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Jacob Hayden)

Against: 0

Abstained: 0

6.5 Application for Accessory Building - 19 Northside Track Road

MOTION: 2024-072 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO approve the application to develop an accessory building at 19 Northside Track Road.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Jacob Hayden)

Against: 0

Abstained: 0

6.6 Application for Accessory Building - 13 Green Hill Drive

MOTION: 2024-073 Councillor Jacob Hayden / Councillor Ralph Carey

MOVE TO approve the application to develop an accessory building at 13 Green Hill Drive.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Jacob Hayden)

Against: 0

Abstained: 0

6.7 Application for New Development - 40 Country Path

MOTION: 2024-074 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO approve the application for construction of a single-family dwelling at 40 Country Path Drive.

The permit will be issued once all other applicable government approvals have been received by the Town.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Jacob Hayden)

Against: 0

Abstained: 0

6.8 Application for Crown Land- # E-57419

MOTION: 2024-075 Councillor Jacob Hayden / Councillor Ralph Carey

MOVE TO approve Crown Land application #E-57419.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Jacob Hayden)

Against: 0

Abstained: 0

6.9 Application for New Development - 207-213 Gallows Cove Road

MOTION: 2024-076 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO approve the application for construction of a single-family dwelling at 207-213 Gallows Cove Road. The permit will be issued once all other applicable government approvals have been received by the



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Town.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Jacob Hayden)

Against: 0

Abstained: 0

7. Accounts Payable

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

7:43 pm Councillor Gerard Dunne declared a Conflict of Interest on cheque #7542 as the cheque is payable to his employer. Councillor Dunne left the chambers and did not participate in any discussion nor vote on the matter.

MOTION: 2024-077 Councillor Ralph Carey / Councillor Jacob Hayden

MOVE TO approve issue of cheque #7542 in payable chart Section A.

The Motion was carried.

For Motion: 3 (Mayor Trevor Croft, Councillors Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 1 (Councillor Gerard Dunne)

7:43 pm Councillor Gerard Dunne returned to chambers.

MOTION: 2024-078 Councillor Ralph Carey / Councillor Jacob Hayden

MOVE TO approve issue of all remaining cheques in Section A.

The Motion was carried.

For Motion: 4 (Mayor Trevor Croft, Councillors Gerard Dunne, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

7:44 pm Councillor Gerard Dunne declared a Conflict of Interest on cheque #7530 as the cheque is payable to a family member. Councillor Dunne left the chambers and did not participate in any discussion nor vote on the matter.

MOTION: 2024-079 Councillor Ralph Carey / Councillor Jacob Hayden

MOVE TO approve issue of cheque #7530 in payable chart Section B

The Motion was carried.

For Motion: 3 (Mayor Trevor Croft, Councillors Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 1 (Councillor Gerard Dunne)

7:45 pm Councillor Gerard Dunne returned to chambers.

MOTION: 2024-080 Councillor Ralph Carey / Councillor Jacob Hayden



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MOVE TO approve issue of all remaining cheques in Section B.

The Motion was carried.

For Motion: 4 (Mayor Trevor Croft, Councillors Gerard Dunne, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

Total of Section A: \$ 102,108.50

Total of Section B: \$ 16,907.57

Total Payables: \$ 119,016.07

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

MOTION: 2024-081 Councillor Ralph Carey / Councillor Jacob Hayden

MOVE TO approve all Witless Bay Volunteer Fire Department payables Section A .

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Gerard Dunne, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

MOTION: 2024-082 Councillor Ralph Carey / Councillor Jacob Hayden

MOVE TO approve the Witless Bay Volunteer Fire Department payables Section B.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Gerard Dunne, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

Total of Section A: \$ 4,307.57

Total of Section B: \$ 1,682.69

Total Payables: \$ 5,990.26

8. Committee Reports

8.1 Recreation – Councillors Jacob Hayden read summary report.

8.2 Fire Department - Councillors Ralph Carey read summary report.

9. Action

9.1 WBFD - Flow Testing

MOTION: 2024-083 Councillor Jacob Hayden / Councillor Gerard Dunne

MOVE TO approve annual pump test and service for the Witless Bay Volunteer Fire Department, to be provided by Thomas Coffey Technical Services, at a cost of \$2224.98 + HST.



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The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Gerard Dunne, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

9.2 WBFD - Inspection Fee Policy

MOTION: 2024-084 Councillor Ralph Carey/ Councillor Gerard Dunne

MOVED TO approve the Witless Bay Volunteer Fire Department Fire and Life Safety Inspection Fee Policy, WBVFD-001, as presented.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Jacob Hayden)

Against: 0

Abstained: 0

9.3 WBFD - Purchase of Rescue Equipment

MOTION: 2024-085 Councillor Ralph Carey/ Councillor Gerard Dunne

MOVE TO approve the purchase of ice and high angle rescue equipment for the Witless Bay Volunteer Fire Department from Technical Rope & Rescue Inc, at a cost of \$515.00 + HST.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Gerard Dunne, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

9.4 Fire Dept Monthly Meeting Request - Mutual Aid

MOTION: 2024-086 Councillor Jacob Hayden / Councillor Gerard Dunne

MOVE TO approve and implement a Mutual Aid Agreement between the Witless Bay Fire Department and the Town of Ferryland Fire Department bearing a contingency that both Fire Chiefs must ensure their respective town is fully protected and capable before assisting the other Town.

For Motion: 4 (Mayor Trevor Croft, Councillors Gerard Dunne, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

9.5 TOWB Traffic Calming Policy

MOTION: 2024-087 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE THAT adopt the Town of Witless Bay Traffic Calming Policy, TOWB-003-PW, as presented.

The motion was carried.

For Motion: 4 (Mayor Trevor Croft, Councillors Gerard Dunne , Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0



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9.6 TOWB Request for Quotation - Line Painting

MOTION: 2024-088 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO award the work for traffic line painting services to the lowest compliant bidder, Clean Sweep Property Maintenance, at a total cost of \$3250.00 + HST.

The Motion was carried.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Jacob Hayden)

Against: 0

Abstained: 0

9.7 Purchase of Town Apparel

MOTION: 2024-089 Councillor Ralph Carey / Councillor Jacob Hayden

MOVE TO award the supply of Town of Witless Bay T-Shirts to the lowest bidder, E.C. Boone LTD, at a cost of \$418.75 + HST.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Gerard Dunne, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

9.8 Auction of Town Asset - 40 Ft Ladder

MOTION: 2024-090 Councillor Ralph Carey / Councillor Jacob Hayden

MOVE TO sell via auction, a 40-foot 3-Stage Aluminum Ladder, that meets NFPA 1931 requirements and is no longer in service.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Gerard Dunne, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

9.9 Purchase of Building Materials for Outdoor Furniture

MOTION: 2024-091 Councillor Ralph Carey / Councillor Jacob Hayden

MOVE TO award the supply and delivery of building materials for the construction of outdoor furniture to the lowest bidder, Hickeys Timber Mart, at a cost of \$3637.89 + HST.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Gerard Dunne, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

9.10 Lower Pond Tourism Lookout Upgrade Project

MOTION: 2024-092 Councillor Ralph Carey / Councillor Jacob Hayden

MOVE TO appoint Mills & Wright Landscape Architecture as the Prime Consultant for the Lower Pond Tourism Lookout Upgrade Project at the total cost of \$17,158.00 + HST.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Gerard Dunne, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

9.11 WBFD - Bunker Gear Dryer

MOTION: 2024-093 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO approve the purchase of materials required to construct a bunker gear dryer at a total cost of \$667.72 + HST.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillors Gerard Dunne, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

10. Information Only

10.1 Permit Report

10.2 Accessory Building Amendment Notification – Submission to Minister

10.2 Confederation 75 Grant Program

11. Correspondence Received

11.1 Circular - Year-end Claims for Municipal Infrastructure Projects

11.2 Annual Expenditure Report - 2023 Ultimate Recipient Audited Annual Expenditure Report

11.3 MAA - Eastern Regional Office Temporary Relocation Notice

11.4 Circular - Construction Contract Award Letter Template

11.5 Honeywell Notice - Discontinued Product and NIOSH Certification

11.6 MAA Board of Directors - As of March 8, 2024

11.7 Circular - Update to Procurement Thresholds

11.8 Municipal Infrastructure Master Construction Specification Change Request Form



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12. Correspondence Sent

- 12.1 TOWB Correspondence Re: Application for Accessory Building – 68 Bear’s Cove Road
- 12.2 TOWB Correspondence Re: Application for Air BNB Rental – 4 Bear’s Cove Road
- 12.3 TOWB Response to Request for Tax Remission – Armstrong Suites
- 12.4 TOWB Response to Request for Tax Remission – Stone Island Enterprises

13. Adjournment

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

MOTION: 2024-094 Councillor Gerard Dunne/ Councillor Ralph Carey

MOVE TO adjourn at 8:06pm.

The Motion was carried unanimously.

For Motion: 4 (Mayor Trevor Croft, Councillor Ralph Carey, Gerard Dunne, Jacob Hayden)

Against: 0

Abstained: 0

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

Mayor

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

CAO

Date

05/15/2024