



Meeting Minutes

Public Meeting

Tuesday, September 17, 2024, 7:30 p.m.

Council Chambers and Teleconference

Council Members Present

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

Staff Present

Jennifer Aspell, CAO

1. Call to Order

Mayor Trevor Croft called the meeting to order at 7:31 pm.

2. Adoption of Agenda

Mayor Trevor Croft called for adoption of the agenda for September 17, 2024.

MOTION: 2024-235 Councillor Gerard Dunne / Deputy Mayor Jacob Hayden

MOVE TO adopt the agenda for September 17, 2024.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

3. Adoption of Minutes

3.1 August 13, 2024, Public Meeting Minutes

MOTION: 2024-236 Councillor Gerard Dunne / Councillor Ralph Carey

MOVE TO adopt the public meeting minutes of August 13, 2024.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

4. Business Arising

4.1 Ratification of Email Vote – Award of Tender - Lower Pond Lookout Project

7:32 pm Councillor Gerard Dunne declared a conflict of interest as his employer requested the tender on the Lower Pond Lookout Project and considered submitting a bid. Councillor Dunne left the chambers and did not participate in the discussion nor vote on the matter.

Also, prior to the email vote, Councillor Gerard Dunne declared a conflict of interest on this matter as his employer requested the tender on the Lower Pond Lookout Project and considered submitting a bid. Councillor Dunne did not participate in the discussion nor vote on the matter.

MOTION: 2024-237 Councillor Ralph Carey / Deputy Mayor Jacob Hayden

MOVE TO RATIFY the email vote of September 3, 2024, which was moved by Councillor Ralph Carey and seconded by Deputy Mayor Jacob Hayden and stated:

MOVE TO award the tender for the Lower Pond Lookout Upgrade Project to the lowest compliant bidder, O'Brien's Trucking, at a total cost of \$170,992.00 + HST.

In favor: (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Ralph Carey, Margaret Swain and Justina Nawaz)

Against: 0

Abstained: 1 (Councillor Gerard Dunne)

The motion was carried.

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

Against: 0

Abstain: 1 (Councillor Gerard Dunne)

7:34 pm Councillor Gerard Dunne returned to chambers.

4.2. Ratification of Email Vote – Award of RFQ#20240815 - Patch Paving

7:32 pm Councillor Gerard Dunne declared a conflict of interest as his employer was invited to bid on the Request for Quote (RFQ). Councillor Dunne left the chambers and did not participate in the discussion nor vote on the matter.

Also, prior to the email vote, Councillor Gerard Dunne declared a conflict of interest on this matter as his employer was invited to bid on the Request for Quote (RFQ). Councillor Dunne did not participate in the discussion nor vote on the matter.



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MOTION: 2024-238 Councillor Ralph Carey / Deputy Mayor Jacob Hayden

MOVE TO RATIFY the email vote of August 27, 2024, which was moved by Deputy Mayor Jacob Hayden and seconded by Councillor Justina Nawaz and stated:

MOVE TO award patch paving work as per RFQ#20240815 to English's Paving Corp. at a total cost of \$9,350.55 + HST.

In favor: 5 (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Ralph Carey, Margaret Swain and Justina Nawaz)

Against: 0

Abstained: 1 (Councillor Gerard Dunne)

The motion was carried.

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

Against: 0

Abstain: 1 (Councillor Gerard Dunne)

7:35 pm Councillor Gerard Dunne returned to chambers.

4.3 Ratification of Email Vote – Backlot Development – 28 Butler's Road

MOTION: 2024-239 Deputy Mayor Jacob Hayden / Councillor Ralph Carey

MOVE TO RATIFY the email vote of August 21, 2024, which was moved by Deputy Mayor Jacob Hayden and seconded by Councillor Gerard Dunne and stated:

MOVE TO approve the application for a single-family home, backlot development at 28 Butler's Road pending the receipt of all other applicable government approvals.

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

Against: 0

Abstained: 0

The motion carried unanimously.

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

Against: 0

Abstain: 0

5. Delegations & Proclamations

6. Applications

6.1 Application for New Residential Development – 14 Evergreen Place

MOTION: 2024-240 Deputy Mayor Jacob Hayden / Councillor Justina Nawaz

MOVE TO approve in principle, the application for conversion of a barn into a single-family dwelling on the parcel adjacent to 14 Evergreen Place. The permit will be issued once all other applicable government approvals have been received by the Town.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

6.2 Application for Approval of Subsidiary Apartment– 432-434 Southern Shore Highway

MOTION: 2024-241 Councillor Ralph Carey / Councillor Margaret Swain

MOVE TO approve the application for changing the use of an existing dwelling at 432-424 Southern Shore Highway to include a subsidiary apartment. The permit will be issued once all other applicable government approvals have been received by the Town.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

6.3 Crown Land Application #162960 – Dean’s Road

MOTION: 2024-242 Deputy Mayor Jacob Hayden / Councillor Ralph Carey

MOVE TO approve Crown Land application # 162960.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

7. Accounts Payable

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

MOTION: 2024-243 Councillor Ralph Carey / Deputy Mayor Jacob Hayden

MOVE TO approve issue of all cheques in Section A of the Town of Witless Bay payables for the period ending August 31, 2024.

The Motion was carried unanimously.



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

Against: 0

Abstained: 0

MOTION: 2024-244 Councillor Ralph Carey / Deputy Mayor Jacob Hayden

MOVE TO approve issue of all cheques in Section B of the Town of Witless Bay payables or the period ending August 31, 2024.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

Total of Section A: \$ 316,646.18

Total of Section B: \$ 25,179.51

Total Payables: \$ 341,825.69

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

MOTION: 2024-245 Councillor Ralph Carey / Deputy Mayor Jacob Hayden

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

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

MOTION: 2024-246 Councillor Ralph Carey / Deputy Mayor Jacob Hayden

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

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

Total of Section A: \$ 10,623.09

Total of Section B: \$ 1,738.15

Total Payables: \$ 12,361.24

8. Committee Reports

8.1 Recreation – Deputy Mayor Jacob Hayden delivered a summary report of recreation activities for the month of July.



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8.2 Fire Department - Councillor Ralph Carey delivered a summary report of fire department activities for the month of July.

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

8.4 Heritage Committee Report - Deputy Mayor Jacob Hayden delivered a summary report of activities for the month of July.

9. Action

9.1 Trunk or Treat Event – Partnership with Alderwood Estates

MOTION: 2024-247 Deputy Mayor Jacob Hayden / Councillor Justina Nawaz

MOVE TO partner with Alderwood Estates for a Trunk or Treat event to be held on October 30th at the Alderwood facility and to approve the purchase of treats for the event.

The motion was carried unanimously.

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

Against: 0

Abstained: 0

9.2 Advertising Request - Ken Williams Southern Shore Arena

MOTION: 2024-248 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO approve a Silver Sponsor level for rink board advertising at the Ken Williams Southern Shore Arena in the amount of \$575.00.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

9.3 Request for Follow Up on Property Clean Up

There was no discussion or action taken on this matter.

9.4 Award of RFQ#20200903A – Supply and Delivery of Winter Sand

7:49 pm Councillor Gerard Dunne declared a conflict of interest as his employer bid on the delivery of winter sand. Councillor Dunne left the chambers and did not participate in the discussion nor vote on the matter.

MOTION: 2024-249 Deputy Mayor Jacob Hayden / Councillor Ralph Carey

MOVE TO award the supply and delivery of 700MT of winter sand to the lowest bidder, O'Brien's Trucking



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Ltd. at a total cost of \$24,003.00 + HST. The material is to be delivered to the Town's storage area by October 9, 2024, and delivery will be coordinated with Town staff.

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)

7:50 pm Councillor Gerard Dunne returned to chambers.

9.5 Award of RFQ#20240903B – Supply and Delivery of Winter Salt

MOTION: 2024-250 Councillor Ralph Carey / Deputy Mayor Jacob Hayden

MOVE TO award the supply and delivery of 300MT of winter salt to the lowest bidder, Avalon Coal, Salt and Oil Limited at a total cost of \$40,611.00 + HST. The material is to be delivered to the Town's storage area by October 9, 2024, and delivery will be coordinated with Town staff.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

9.6 Award of Tender#TP08292024 – Snow Clearing and Ice Control Services – 2024-2025

7:50 pm Councillor Gerard Dunne declared a conflict of interest as his employer bid on the snow clearing tender. Councillor Dunne left the chambers and did not participate in the discussion nor vote on the matter.

MOTION: 2024-251 Deputy Mayor Jacob Hayden / Councillor Ralph Carey

MOVE TO defer this item to a later date.

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)

7:51 pm Councillor Gerard Dunne returned to chambers.

9.7 Award of Electrical Scope for Lower Pond Lookout Project

MOTION: 2024-252 Councillor Ralph Carey / Councillor Margaret Swain

MOVE TO award the electrical work scope for the Lower Pond Lookout project to Sullivan's Electrical at a total cost of \$2,608.70 + HST.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Jacob Hayden, Councillors Gerard Dunne, Ralph Carey,

Margaret Swain, Justina Nawaz)

Against: 0

Abstained: 0

9.8 Swimming Pool Accessibility Redesign

7:52 pm Councillor Gerard Dunne declared a conflict of interest as his employer bid on the Request for Quote (RFQ). Councillor Dunne left the chambers and did not participate in the discussion nor vote on the matter.

MOTION: 2024-253 Deputy Mayor Jacob Hayden / Councillor Ralph Carey

MOVE TO approve Option 2 for the redesign of the swimming pool accessibility project ramp construction. Construction will reconvene once the Municipal Capital Works Flood Mitigation Project has concluded. 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)

7:52 pm Councillor Gerard Dunne returned to chambers.

10. Information Only

10.1 Permit Report

11. Correspondence Received

12. Correspondence Sent

12.1 TOWB Correspondence- New Commercial Development – 177-183 Southern Shore Highway

12.2 TOWB Correspondence - Single Family Dwelling – 21-27 Tuffs Road

12.3 TOWB Correspondence - Single Family Dwelling – 168-170 Deans Road

12.4 TOWB Correspondence - Single Family Dwelling – 172-174 Deans Road

12.5 TOWB Correspondence - Single Family Dwelling – 176-178 Deans Road

12.6 TOWB Correspondence - Single Family Dwelling – 180-182 Deans Road

12.7 TOWB Correspondence - Accessory Building – 1 Spruce Court

12.8 TOWB Correspondence - Subdivide land – 14 Evergreen Place

12.9 TOWB Correspondence - Single Family Dwelling – 28 Butler's Road

12.10 Alderwood Estates Letter of Support – Horizon Grant Program



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13. Adjournment

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

MOTION: 2024-254 Councillor Gerard Dunne/ Deputy Mayor Jacob Hayden

MOVE TO adjourn at 7:53 pm.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

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

Mayor

A large, stylized handwritten signature in blue ink, appearing to read "Jacob Hayden", written over a horizontal line.

CAO

Date

OCTOBER 9, 2024