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Meeting Minutes

Public Meeting

September 12, 2023
7:30 p.m.

Council Chambers

Council Members Present

Mayor Trevor Croft
Deputy Mayor Lorna Yard
Councillor Alan Richards
Councillor Ralph Carey
Councillor Jacob Hayden

Staff Present

Jennifer Aspell, CAO

Regrets

Councillor Gerard Dunne

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 September 12, 2023.

MOTION: 2023-144 Councillor Ralph Carey/ Deputy Mayor Lorna Yard

MOVE TO adopt the agenda for September 12, 2023.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Ralph Carey, and Jacob Hayden)

Against: 0

Abstained: 0

3. Adoption of Minutes

3.1 August 24, 2023, Public Meeting Minutes

MOTION: 2023-145 Councillor Ralph Carey/ Deputy Mayor Lorna Yard

MOVE TO adopt the public meeting minutes of August 24, 2023.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Ralph Carey, and Jacob Hayden)

Against: 0

Abstained: 0

4. Business Arising

4.1 By-election Date

MOTION: 2023-146 Deputy Mayor Lorna Yard / Councillor Alan Richards

MOVE TO set the date of November 1, 2023, for the Town of Witless Bay by-election.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Ralph Carey, and Jacob Hayden)

Against: 0

Abstained: 0

4.2 Nomination Day Date

MOTION: 2023-147 Deputy Mayor Lorna Yard / Councillor Alan Richards

MOVE TO set the date of October 5, 2023, 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.

For Motion: 5 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

4.3 Appointment of Alternate Returning Officer

MOTION: 2023-148 Deputy Mayor Lorna Yard / Councillor Alan Richards

MOVE TO appoint Linda Carter as Alternate Returning Officer for the November 1, 2023 Town of Witless Bay by-election.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Ralph Carey, and Jacob Hayden)

Against: 0

Abstained: 0

5. Delegations & Proclamations

6. Applications

6.1 Development Application - Backlot Development, Single Family Dwelling - 156 Harbour Road.

MOTION: 2023-149 Councillor Jacob Hayden / Councillor Alan Richards

MOVE TO approve the application to develop a backlot development for construction of a single-family dwelling at 156 Harbour 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: 5 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Ralph Carey, and Jacob Hayden)

Against: 0

Abstained: 0

6.2 Application for Crown Land # 161029

MOTION: 2023-150 Councillor Jacob Hayden / Councillor Ralph Carey

MOVE TO approve Crown Land application #161029 with a reduced area as per the modified map to be provided to the Lands Branch.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Ralph Carey, and Jacob Hayden)

Against: 0

Abstained: 0

7. Accounts Payable

7.1 Town of Witless Bay Accounts Payable Listing for the Period Ending September 6, 2023

7:34 pm Mayor Trevor Croft declared a Conflict of Interest on cheque numbers 7321 and 7322 as both cheques are payable to him for travel reimbursement. Deputy Mayor Lorna Yard assumed the chair at 7:34pm. Mayor Croft left the chambers and did not participate in any discussion nor vote on the matter.

MOTION: 2023-151 Councillor Ralph Carey /Councillor Alan Richards

MOVE TO approve release of cheque numbers 7321 and 7322 in payable chart Section A

The Motion was carried.

For Motion: 4 (Deputy Mayor Lorna Yard, Councillors Alan Richards, Ralph Carey, and Jacob Hayden)

Against: 0

Abstained: 1 (Mayor Trevor Croft)

7:45 pm Mayor Trevor Croft returned to chambers.

MOTION: 2023-152 Deputy Mayor Lorna Yard/Councillor Alan Richards

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

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Ralph Carey, and Jacob Hayden)

Against: 0

Abstained: 0

MOTION: 2023-153 Deputy Mayor Lorna Yard/Councillor Alan Richards

MOVE TO Approve payment of all payables in Section B.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

Total of Section A: \$39,821.89

Total of Section B: \$12,499.47

7.2 Witless Bay Fire Department Accounts Payable listing for the Period Ending September 6, 2023.

MOTION: 2023-154 Deputy Mayor Lorna Yard/Councillor Alan Richards

MOVE TO approve the Witless Bay Fire Department payables in Section A

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Ralph Carey, and Jacob Hayden)

Against: 0

Abstained: 0

MOTION: 2023-155 Deputy Mayor Lorna Yard/Councillor Alan Richards

MOVE TO approve the Witless Bay Fire Department payables in Section B

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Ralph Carey, and Jacob Hayden)

Against: 0

Abstained: 0

Total of Section A: \$5,124.92

Total of Section B: \$341.46

8. Committee Reports

8.1. Recreation - End of Summer Bash

8.2. Fire Department- Update Provided on Training

9. Action

9.1 Request for Business Tax Reclassification

MOTION: 2023-156 Councillor Jacob Hayden / Councillor Alan Richards

MOVE TO deny the request for business tax reclassification. **FURTHER MOVE** to provide remission of taxes in the amount of \$1,284.00 for the 2023 tax year. If at any time, the business operates beyond 6 months of the year, the full amount of taxes owing for 2023 will be due.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Ralph Carey, and Jacob Hayden)

Against: 0

Abstained: 0

9.2 Snow Clearing Tender for Release

MOTION: 2023-157 Councillor Jacob Hayden / Councillor Ralph Carey

MOVE TO issue Tender #: #:09142023 - Snow Clearing and Ice Control Services 2023-2024 on September 14, 2023.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Ralph Carey, and Jacob Hayden)

Against: 0

Abstained: 0

9.3 Pre-approval of Invoices - Advantage Personnel

MOTION: 2023-158 Deputy Mayor Lorna Yard/ Councillor Ralph Carey

MOVE TO Issue Payment of Advantage Personnel Invoices upon receipt.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Ralph Carey, and Jacob Hayden)

Against: 0

Abstained: 0

9.4 Award of Technology Upgrades for Town Hall

MOTION: 2023-159 Councillor Alan Richards / Deputy Mayor Lorna Yard

MOVE TO award the scope of work for the technology upgrades to the Town Hall and Fire Hall to Pinnacle at a total cost of \$21,390.77 + HST.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Ralph Carey, and Jacob Hayden)

Against: 0
Abstained: 0

9.5 Delegation of Authority - Renovation Permits

MOTION: 2023-160 Councillor Ralph Carey /Councillor Jacob Hayden
MOVE TO delegate authority to staff to issue renovation permits.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Ralph Carey, and Jacob Hayden)

Against: 0
Abstained: 0

9.6 Delegation of Authority - Permit Extensions

MOTION: 2023-161 Councillor Ralph Carey /Councillor Jacob Hayden
MOVE TO delegate authority to staff to issue permit extensions.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Ralph Carey, and Jacob Hayden)

Against: 0
Abstained: 0

9.7 Catch Basin Cleanout

MOTION: 2023-162 Councillor Jacob Hayden /Councillor Ralph Carey

MOVE THAT award catch basin cleanout work scope, to GFL at a total cost of \$4,441.50 + HST.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Ralph Carey, and Jacob Hayden)

Against: 0
Abstained: 0

9.8 Fire Prevention Week Advertisement

MOTION: 2023-163 Deputy Mayor Lorna Yard /Councillor Ralph Carey

MOVE TO allocate \$500 to Fire Prevention Week to recognize members of the Witless Bay Volunteer Fire Department and work with Fire Chief Gatherall to plan how best to recognize the contributions of our firefighters .

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Ralph Carey, and Jacob Hayden)

Against: 0
Abstained: 0

10. Information Only

- 10.1. Permit Report
- 10.2. TOWB Capital Investment Plan Application
- 10.3 Service Agreement – Janitorial Services

11. Correspondence Received

- 11.1. Circular - Capital Works Contingency Allowance Policy
- 11.2 Circular – Contract Payment Reminders

12. Correspondence Sent

- 12.1. TOWB Correspondence to Applicant Re: 11-lot Subdivision – Dean’s Road
- 12.2. TOWB Correspondence to Applicant Re: Accessory Building – 25 Dunn’s Lane
- 12.3. TOWB Correspondence to Applicant Re: Excavation of Property – Gull Pond Road
- 12.4. TOWB Correspondence to Applicant Re: Single Family Dwelling - 91 Dean’s Road
- 12.5. TOWB Correspondence to Applicant Re: Single Family Dwelling - 95 Dean’s Road
- 12.6. TOWB Correspondence to Applicant Re: Variance for Maximum Setback - 45 Dean’s Road

13. Adjournment

7:50 p.m. Mayor Trevor Croft called for adjournment as there was no further business of the Council.

MOTION: 2023-164 Councillor Alan Richards / Councillor Ralph Carey

MOVE TO adjourn.

The Motion was carried unanimously.

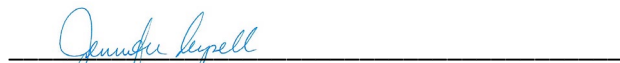
For Motion: 5 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0



Mayor



Town Manager

__September 13, 2023__

Date