



Town of Witless Bay  
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Public Meeting of Witless Bay Council  
June 14, 2022  
7:30 p.m.

**Attending:** Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillor Jacob Hayden, Councillor Ralph

Carey, Councillor Gerard Dunne, Councillor Alex Troake

**Regrets:** Councillor Nancy Burke

**Staff:** Katherine Doyle, Town Clerk

1. Mayor Croft Called the meeting to order at 7:30PM.
2. **2022-162** Deputy Mayor Yard/ Councillor Dunne  
Move to adopt the Agenda of June 14<sup>th</sup>, 2022.  
Amendment: Councillor Hayden/Councillor Carey  
include on the Agenda:  
Under Public Works and Infrastructure – add item 10 i) 473-477 Southern Shore Highway –  
Application to Build Detached Garage  
**Amendment carried.**  
**Motion to adopt the agenda as amended carried.**
3. **2022-163** Councillor Dunne /Deputy Mayor Yard  
Motion to Adopt of Special Public Meeting Minutes April 27, 2022  
**Motion carried.**
4. **2022-164** Councillor Carey/ Deputy Mayor Yard  
Motion to adopt Public Meeting Minutes of May 10, 2022  
**Motion Carried.**
5. **2022-165** Councillor Carey/ Councillor Dunne  
Motion to adopt Special Public Meeting Minutes of May 19, 2022  
**Motion Carried.**
6. **2022-166** Deputy Mayor Yard /Councillor Dunne  
Motion to adopt Special Public Meeting Minutes of June 1, 2022  
**Motion Carried.**
7. **Business Arising from Minutes:**

- a) 158 Gallows Cove Road – Application to build a garage deferred

**2022-167 Councillor Carey/Councillor Dunne**

Move to Deny application

**Motion carried.**

Councillor Carey reported that this is an application that was deferred at the previous council meeting. The Current Size total size of accessory buildings in question is already in excess of the current regulations that state, all accessory building must be within 70 sq meters total.

**Motion carried.**

**8. New Business**

- a) Municipal Assessment Agency – Clar Simmons Scholarship – Information only

**2022-168 Councillor Carey**

Councillor Carey advised Information only – This is a Scholarship offered by the Municipal Assessments Agency to children Grandchildren or wards of Municipal Council Members, Municipal employees and retired Municipal assessment employees, For more information Members of the Public can contact the Town Office.

- b) Motion to not enter into proposed funding Agreement for Municipal Asset Management File:

MAMP-17967

**2022-169 Councillor Troake/Deputy Mayor Yard**

Move that Council refuse the funding approved from the federation of Canadian Municipalities for Asset Management.

Discussion: Councillor Hayden

This is a funding program that allows municipalities to bring in experts who look at every asset in the community and prioritizes them and look at when upgrades may be required. This would be a great program to utilize in future, the amount approved is \$46,560. The unfortunate part is until we received the approval, we were not aware of the existence of the application. Perhaps in 2023 we can apply again and budget for the \$11,643.00 that would be the Towns portion.

Councillor Carey Noted:

That due to budgeting constraints, it is not a program we can take advantage of at this time. It is certainly a program we will look into again in the future.

**Motion carried.**

- c) Motion to not enter into proposed funding agreement with Capital works file:17-MCW-22-00037

**2022-170 Councillor Troake/Deputy Mayor Yard**

Motion council reject funding approval for Capital works file:17-MCW-22-00037

Discussion: Councillor Troake advised that the Town Applied with information from the Town Engineer at a cost-share of 90/10 split that would equal \$10,000 for the Towns share, However, we were approved under a 60/40 split with an associated cost of \$37,543 for one generator, we had a budgeted \$20,000 for the scope of the project. For now, we will reject but look to revisit it next year.

Deputy Mayor Yard Noted:

When we entered the Funding application for 2 Generators at a 90/10 split the town covering the 10% one to be at the Fire Hall and one for the puffin center we were only approved for the generator at the puffin center and not the Fire department.

Councillor Troake:

We were approved for one generator and it is site-specific to the Puffin Center. For the Town, an emergency generator at the Fire Hall is more of a priority than one at the puffin Center.

**Motion carried**

d) Rescind Motion **2022-097** for Tender- New speed bumps for the town

**2022-171** Deputy Mayor Yard/ Councillor Carey

Move to Rescind Motion 2022-097 for Tender- New speed bumps for the town  
**Motion Carried**

e) Motion to purchase speed bumps from Construction Signs Limited

**2022-172** Deputy Mayor Yard/Councillor Carey

Move to purchase Speed bumps from Construction Signs Limited

Discussion:

Deputy Mayor Yard noted the purpose for rescinding the previous motion and proposing the motion to purchase Speed bumps is due to the fact Council previously put out a tender for Speed bumps when Council should have just motioned to make the purchase. This has been allotted within the Town budget for Road work and infrastructure.

Deputy Mayor Yard Move to Amend the Motion to Purchase 5 Speed Bumps from construction Signs limited.

**Motion carried**

Amended Motion to purchase 5 speed bumps from construction Signs ltd

**2022-173** Deputy Mayor Yard/ Councillor Carey

**Motion Carried**

f) Motion to extend leave by 3 months for Councillor Burke

**2022-174** Councillor Care/ Councillor Dunne

Motion to Extend Councillor Burkes leave for an additional Three-month period.

Discussion:

**Motion carried**

9. **Correspondence & Other Business:**

a) Kinsmen Club – Request for donations for Puffin Festival

**2022-175** Councillor Troake / Councillor Hayden

Move to make a donation to the Kinsmen Club for the Puffin Festival for \$1500.00  
Discussion:

Deputy Mayor Yard noted: In our budget we set aside \$12,500.00 for community groups and projects, now we are 6 months into the year and I know we have given out some of that money, and we are aware of some current requests like the heritage committee request for upgrades to the cemetery and we will receive further requests in the fall for different events. I expect the Alderwood for the Halloween event, the Christmas parade plus some other requests we haven't really gotten to yet. I think it would be prudent for us to review what we have given out, what we have and what we expect to come. We also need to review the group ratification and funding request document because it states within it pertaining to how funds are given out to groups, and that council not disburse funds for the cost of alcohol served at the event. In the kinsmen request letter, it stated within the letter that the funds are to cover increased costs to offset costs for beer and ticket prices.

I propose an amendment to the motion unless anyone else has any other discussion.

**2022-176 Deputy Mayor Yard / Councillor Troake**

I Propose an amendment to the motion to instead delay the granting of funding of \$1500.00

**Discussion:** Delay the granting of funding of \$1500.00 until council has had an opportunity to review the final financial figures associated with the running of the event. This would provide council time to review the Town's 2022 budget relating to donations, so that we can have a clearer picture of what has been spent to date, what has been allocated but not yet spent, and what could be reserved for other potential causes, since we are only 6 months into this year. It would also allow council to review the conditions of the "Use of Funds" under the previously approved Group Ratification & Funding Request."

**Deputy Mayor Yard Noted:** Again just to reiterate, it's not that we do not want to provide a donation to the Puffin Festival, it is a great event for the town. I think it would be good for us to meet with the kinsmen afterwards to go through their records to see how it went and see what, if anything we can do to help them out at that point and get a clearer picture of what they need. The amendment is certainly not designed to not help them out with the event it's just afterwards to see where they are and what can be done and what we have committed to other groups so we can have a better picture as to where we are.

**Councillor Troake Noted:** within the letter stating the proposed budgetary needs it has listed Security, Sound Systems, Refrigeration and basically their argument is that for some reason everything goes to the side and they do get all this extra money, the money they have set aside for their contingency will be depleted. Now if everything goes well that money will still be there, if the request is for \$3000 and we grant \$1500 or even if we granted \$3000, I wonder if we are jumping the gun, because until we know how the event has gone we don't know if they have made out well or if they are in need and what was needed to assist to cover costs. That will be the best time to sit down with them, because the number that they need whether it be \$2000 or even \$5000 we will have much clearer picture at that point than we do right now. Right now if we approve \$3000 which will be matched by the come home year committee, we are contributing to the risk factor of the event as any additional funds will remain with the Kinsmen.

**Motion Carried**

b) **BBBAA – Request for donation for Canada Day Celebration**

**2022-177 Councillor Troake/ Councillor Dunne**

Move that we deny the request for a donation for the BBBAA

Discussion: Councillor Troake noted that we received a request for the BBBAA for a donation for a Canada Day celebration for \$800 with both the BBBAA and Bay Bulls matching the donation amount of \$800. My concern is where we already approved \$37,000.00 for the BBBAA, I feel that it sets a precedent if we approve donations for every event, and we are yet to receive Audited financials from the BBBAA the ones we have received are from 2020 not audited so they are already at this time out of date. So the \$370000 that we approved can still not be released until we received those audited financial statements, so if we do approve a donation will that also be held up waiting for the audited financial statements for the BBBAA.

Councillor Hayden noted the MOU goes towards there operating costs not towards an event such as this, so this is a totally different pot so to say, The event alternates communities every year between Bay Bulls and Witless Bay. It is a big event for the Town and this is something that the majority of families go to, and children go to so it is an important event for sure.

Deputy Mayor Yard noted that it is a difficult situation as they do a lot of really great things for the community and provide a lot of great events for families and I am hoping we can find a way forward because it has been difficult that being said as chair of finance I know Alex has spent a lot of time reviewing records, going through financials trying to put this together and so for me I am going to support Alex as our chair of finance and his advice it doesn't mean I want to burn everything down with the BBBAA but I do believe there is obviously stuff we have to sort out if we are to hold everyone to the same standard.

Against: Councillor Hayden, Councillor Carey, Mayor Croft

For the Motion: Councillor Dunne, Deputy Mayor Yard, Councillor Troake

Abstained: Councillor Burke

**Motion Defeated**

c) KFFRC - Request for non-monetary donations for cruise for kid's event

**2022-178 Councillor Troake/Deputy Mayor Yard**

Motion to approve a \$100 in gift cards to be donated to the event

**Motion carried**

d) Residents at 202A,202B,202C Gallows Cove Road, Request Gallows Cove road be graded and ditched

**2022-179 Councillor Carey**

Councillor Carey advised this is for information purposes only

Discussion: Councillor Carey noted Public Works acknowledges the issue and we are going to be calling a Tender for gravel roads so this will be addressed in the upcoming tender

e) Residents request for additional traffic calming measures- Southside Track Road between the Southern Shore highway and the Pool.

**2022-180 Councillor Carey**

Councillor Carey noted this is for information purposes only.

Discussion: Councillor Carey the Town is aware of this issue in this particular location we are looking into it and attempting to find some suitable solutions, I will personally reach out to the individual and let them know what we are thinking.

f) Request for site visit/ Inspection – 4 Mullowney’s Lane damage caused by implementation of “Turn Around” – Information Only  
**2022-181** Councillor Carey  
Councillor Carey noted this is for information purposes only  
Discussion: Councillor Carey Noted that Public works members will visit the site and meet with the residents to address the issue and see where we go forward from here.

g) Dunn’s lane Culvert – Information only  
**2022-182** Councillor Carey  
Councillor Carey Noted this is information only  
Discussion: Councillor Carey advised this is a resident of Dunn’s lane who has water drainage issues and is looking to see if we can come to a mutually beneficial arrangement. We will meet with the resident to see what we can do to address the problem.

h) Fire Chief – Request to residents for dilapidated property use for training purposes information only

**2022-183** Deputy Mayor Yard

Deputy Mayor Yard noted this is information only

Discussion: Deputy Mayor Yard would like to advise the public the Fire Chief is requesting that anyone with dilapidated property they intend to tear down in the near future that would be willing to allow the use of the building by the fire department to do some training before they tear it down.

This would be included but not limited to:

- Cutting holes in the roof to practice ventilation
- Pulling down drywall and squeezing between studs
- Forcible Entry
- Converting windows into doors for rapid entry and victim removal
- Search and Rescue

The Fire Dept would be responsible to patch the holes created, with plywood or a covering to stop trespassers or unlawful entry once we are done with the property.

Some notes: There will be no live fire or burning of any property based on NFPA 1403 guideline. We would be using a simulated smoke machine to fill this with zero visibility (non-toxic fog). This would give our volunteers a real world experience of going up to a house in zero visibility and doing a search of an unfamiliar building.

For anyone who would like more information to donate the use of their property they can contact the Town office at [office@townofwitlessbay.ca](mailto:office@townofwitlessbay.ca) or by phone at 709-334-3407.

#### 10. Committee Reports:

##### Public Works and Infrastructure:

- a) Application to develop land – 4 Butlers Road  
**2022-184** Councillor Carey/ Councillor Hayden

Motion to approve Application to develop land – 4 Butlers Road

Discussion: Councillor Carey noted this is a grubbing permit as of now because they will need to get the land to a certain stage prior to being able to proceed on to anything else. Having said that I would like to have a couple items addressed in regards to the right of way to the damn remaining open and of course the drainage of the site should not flood neighboring property's and adhere to drainage regulations as set out in the town development regulations.  
**Motion carried**

b) Application to build a fence – 50 Country Path Drive

**2022-185** Councillor Carey/Councillor Dunne

Move to approve Application to build a fence – 50 Country Path Drive

Discussion: Councillor Carey noted to the applicants, obviously fence only your own property and adhere to the fencing regulations as set out by the Town.

**Motion carried**

c) Application to build a Garage – 61 Country Path Drive

**2022-186** Councillor Dunne/Councillor Carey

**Motion carried**

d) Install Culvert on Lower property – 10 Island View Drive

Councillor Dunne Declared a conflict of interest as his employer will be doing the work, Deputy Mayor Yard declared a conflict of interest as her Brother works for the company that will be doing the work.

Councillor Dunne and Deputy Mayor Yard Stepped out of Chambers at 8:08pm

**2022-187** Councillor Carey/Councillor Hayden

Move to approve the installation of a culvert at 10 Island View Drive

**Motion carried**

Councillor Dunne and Deputy Mayor Yard returned to chambers at 8:09pm

e) Application to build a single-family dwelling – 473-477 Southern Shore Highway.

**2022-188** Councillor Carey/Councillor Hayden

Move to approve application to build a single-family dwelling at 473-477 Southern Shore Highway

Discussion: Deputy Mayor Yard noted that if you are building a home on the main Highway you are required to get a letter from the department of highways and they can get the forms from the office.

Councillor Hayden Noted that the driveway will be routed off of Andrews Lane and will not be using access from the highway as stated on the application.

**Motion carried.**

f) Application for Livestock (Chickens/ Ducks/ Goose) - 20 Murphy's Lane

**2022-189** Councillor Carey/Councillor Hayden

Move to approve Application for Livestock (Chickens/ Ducks/ Goose) - 20 Murphy's Lane

**Motion carried**

**g) Issue Tender for Road Grading Gallows Cove Road / Butlers Road**

Councillor Dunne Declared a conflict because his employer will likely be bidding on the work to be completed. Councillor Dunne left Chambers at 8:08pm.  
Deputy Mayor Yard declared conflict as her brother works for the contracting company that will likely bid on the work to be completed.  
Deputy Mayor Yard left the Chambers at 8:08pm.

**2022-190 Councillor Carey/ Councillor Hayden**

Move to issue a tender for road grading in various locations.

Discussion: Councillor Carey Noted that we received requests specifically for Gallows Cove road and Butlers road and they are on a list that we are compiling for several roads maintained by the town that require ditching and grading. So we will be compiling the list and adding them to it for roads to be graded in the near future.

**Motion carried**

Deputy Mayor Yard and Councillor Dunne returned to Chambers at 8:09pm

**h) Application to build a single-family dwelling – 30 Murphy's Lane**

**2022-191 Councillor Carey/Councillor Dunne**

Move to defer the Application to build a single family dwelling at 30 Murphy's Lane  
Discussion: Councillor Carey noted we are missing part of the survey and to be fair to the individual we want to be fair to the individual to bring all that information forward.

**Motion carried**

**i) Move to make an amendment to the agenda.**

**2022-192 Councillor Hayden/Councillor Carey**

Move that we make an amendment to the agenda to include the application to build a garage at 473-477 Southern Shore Highway.

**Motion Carried**

**j) Application to Build Detached Garage – 473-477 Southern Shore Highway**

**2022-193 Councillor Carey/Councillor Dunne**

Move to approve 473-477 Southern Shore Highway - Application to Build Detached Garage  
Discussion: Councillor Carey Noted that approval is of course subject to the current town regulations of 70 Sq. Meters total for all accessory buildings and that prior to completing construction of the Garage the main residential dwelling must be completed up to a specified percentage as stated in the town regulations as we do not want residents living in garages.

**Motion carried**

**11. Payable Charts:**

a) Town Expenses - \$50,034.10

**2022-194 Councillor Troake /Deputy Mayor Yard**

Move to adopt Town expenses for the amount of \$50,034.10

**Motion carried.**

b) Fire Department Expenses - \$12,675.82



**2022-195 Councillor Troake/Deputy Mayor Yard**  
Move to adopt Fire department expenses in the amount of \$12,675.82  
**Motion carried.**

**12. Fire hall Committee:**

a) Update:

The Fire Dept is moving forward in a strong direction. Morale and attendance within the department is at an all-time high. Members have been working diligently to ensure they take advantage of the beautiful weather.

The Fire Department has had 104 Calls for service since January 1st.

The Fire Department has spent the past few months advancing their training and is currently planning to add Low Angle Rescue to their list of ever going skills and certification to protect their residents. They have plans to work with Technical Rope and Rescue and former Chief Paul Evoy to competently train members in rope and rescue systems.

The Fire Dept is proud to say they have finished recruiting for the 2022 season, and will open another recruitment in 2023. Residents that are interested are asked to submit applications, which will be reviewed at the next recruitment drive. Applications can be received at the town.

The Fire Dept has officially removed the 1991 Tanker from service. The truck will be listed through Ritchie Brothers Auctions " IronPlanet" and the link will be posted on the Town & Fire Dept Facebook Page to ensure local bidders have a fair opportunity to express interest.

The department is working hard on training its new members. On the upcoming training agenda, we have:

- 2 Day SCBA
- Low Angle Rescue
- Confined Space Awareness
- Vehicle Extrication

The Fire Department would like to remind residents that in the event of an emergency to dial **911**.

If you require the fire department for a non-urgent matter you can call 1-709-334-3407 and leave a message with the town. Examples of non-urgent matters would be inspections, questions etc.

**13. Recreation Committee:**

a) Update

Deputy Mayor Yard Noted we have been working with town staff and our outside maintenance worker to create a family area by the tourist Chalet at Lower Pond, we will be installing four full sized picnic tables and one childs picnic table on the concrete pad where the plant used to be. We will be getting some tubs to put some flowers in and string some solar lights we are of course very aware of budgets so we are stretching our money as far as we can and we are also going to put two fire pits on the beach. All of these improvements will come in a certainly less

than one thousand dollars and we believe that with come home year it will be a great place for families to enjoy.

We have also been approved for a summer student and right now we are working out the schedule for that student, so the bathrooms will be open during the day for public use.

**14. Heritage Committee:**

a) Update:

Councillor Hayden Noted the Following update from the Heritage Committee:

**Come Home Year, 2022 – Heritage Day, July 25**

The Heritage Committee has begun organizing Heritage Day by developing a 'set' in which to display vintage kitchen objects and various handicraft projects. A busy day of activities at the Puffin Centre, including among other treats, a pie making contest, music and an old-fashioned tea party will take place.

**Book: *Bygone Days of Witless Bay***

A third order of books is here now ready for selling during the Come Home Year festivities. As well, the committee is considering different retail opportunities.

**Old Cemetery**

On Saturday, June 4, members of the Heritage Committee (Lucy Carew, Pat Curran, Bonnie Johnstone, Anne MacFarlane, Barry Norris, Maureen Walsh, Rosalie Walsh) made a start on the fence for the cemetery, and met there to erect new posts and rails. There is more to do but a lot was accomplished. The painting has yet to be done and a new cross and a plaque need to be erected and steps constructed, hopefully before a planned service there on the evening of July 25.

**Storyboards**

Three new storyboards have been completed and are ready for installation. One is Dry Stacked Walls to be set up at the Main Beach, another is about Margaret Shannahan, to go near the Main Beach, and the third one is for the Old Cemetery.

**Plaques**

Work is ongoing with the plaque project. The Heritage Committee would appreciate an opportunity to be included in a newsletter of the Town to reach out to homeowners to advise them of this project.

**15. ATV Club:**

a) Update:

Councillor Hayden noted the Community Cleanup project that was awarded to the ATV club has been completed and they would like to thank Harbour Construction for excellent work in completing the project in a timely manner. The areas that were cleaned up are much nicer now and are now ready for all residents to enjoy.

**16. Adjournment:**

**2022-196 Councillor Carey/ Deputy Mayor Yard**

Move to adjourn the meeting at 8:12pm

Discussion:

Deputy Mayor Yard noted that council has received a number of questions as to when we will be opening the meetings to in person public attendance. Right now we are struggling a little bit with that as the last administration disposed of our furniture so we are sitting at plastic tables, we do want to get the chambers back to up and running and welcoming for the public it is a priority to us and we will be turning our attention to it this matter.

**Motion carried.**