



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

Meeting Minutes

Public Meeting

Tuesday, September 09, 2025, 7:30 p.m.

Council Chambers and Teleconference

Council Members Present

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

Staff Present

Jennifer Aspell, CAO

Via Teleconference

Mayor Trevor Croft

1. Call to Order

Deputy Mayor Jacob Hayden called the meeting to order at 7:30 pm.

2. Adoption of Agenda

Deputy Mayor Jacob Hayden called for adoption of the agenda for September 03, 2025

MOTION: 2025-157 Councillor Gerard Dunne / Councillor Margaret Swain

MOVE TO adopt the agenda for September 09, 2025.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

3. Adoption of Minutes

3.1 August 12, 2025, Public Meeting Minutes

MOTION: 2025-158 Councillor Gerard Dunne / Councillor Ralph Carey

MOVE TO adopt the public meeting minutes of August 12, 2025.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0



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4. Business Arising

5. Delegations & Proclamations

Truth and Reconciliation Day September 30, 2025 – Proclamation Read by Deputy Mayor Jacob Hayden

6. Applications

6.1 Accessory Building Application – 55A Fisherman’s Road

MOTION: 2025-159 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO approve the application to construct an accessory building at 55A Fisherman’s Road. There is to be no construction within the easement located on the property.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

7. Accounts Payable

7.1 Town of Witless Bay Accounts Payable Listing for the Period Ending August 31, 2025.

MOTION: 2025-160 Councillor Ralph Carey / Councillor Justina Nawaz

MOVE TO approve all Town of Witless Bay payables, Section A, for the period ending August 31, 2025.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

MOTION: 2025-161 Councillor Ralph Carey / Councillor Deputy Justina Nawaz

MOVE TO approve all Town of Witless Bay payables, Section B, for the period ending August 31, 2025.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

Total of Section A: \$ 30,092.38

Total of Section B: \$ 43,769.78

Total Payables: \$ 73,862.16



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7.2 Witless Bay Fire Department Accounts Payable listing for the Period Ending August 31, 2025.

MOTION: 2025-162 Councillor Ralph Carey / Councillor Justina Nawaz

MOVE TO approve all Witless Bay Volunteer Fire Department payables, Section A, for the period ending August 31, 2025.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

MOTION: 2025-163 Councillor Ralph Carey / Councillor Justina Nawaz

MOVE TO approve the Witless Bay Volunteer Fire Department payables, Section B for the period ending August 31, 2025.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

Total of Section A: \$ 17,347.04

Total of Section B: \$ 2,348.22

Total Payables: \$ 19,695.26

8. Committee Reports

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

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

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

9. Action

9.1 WBVFD - Request to Purchase Coveralls

MOTION: 2025-164 Councillor Ralph Carey / Councillor Justina Nawaz

MOVE TO approve the purchase of coveralls for members of the Witless Bay Volunteer Fire Department from Rock Safety Industrial Ltd. at a total cost of \$3600.00 + HST.

The motion was carried unanimously.

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

Against: 0

Abstained: 0



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9.2 Amendment to the Witless Bay Development Regulations – Dwelling Frontage

MOTION: 2025-165 Councillor Ralph Carey / Councillor Gerard Dunne

BE IT RESOLVED that Council commence the process to amend the Witless Bay Development Regulations to remove the following condition in the 'RESIDENTIAL (RES)', 'RESIDENTIAL RURAL (RR)' and 'MIXED DEVELOPMENT (MD)' use zones:

Dwelling Frontage

The front wall of a dwelling shall be parallel to the street on which it is fronting and has a civic number.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

9.3 Award of RFQ - Material Supply and Delivery - 300 MT Winter Road Salt 2025

MOTION: 2025-166 Councillor Ralph Carey / Councillor Gerard Dunne

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 \$38,982.00 + HST. The material is to be delivered to the Town's storage area by October 9, 2025, and delivery will be coordinated by the Town staff.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

9.4 Award of RFQ - Supply and Delivery of Construction Materials for Garbage Boxes

MOTION: 2025-167 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO award the supply and delivery of materials for the construction of garbage boxes to the lowest bidder with all materials available, Witless Bay Home Hardware, at a total cost of \$1701.14 + HST. Materials are to be delivered directly to the penitentiary.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

9.5 Award of RFQ- Material Supply and Delivery - 700 MT Winter Road Sand 2025

7:46 pm Councillor Gerard Dunne declared a Conflict of Interest as the company he works for submitted bid for this work. Councillor Dunne left the chambers and did not participate in any discussion nor vote on the matter.



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MOTION: 2025-168 Councillor Ralph Carey / Councillor Justina Nawaz

MOVE TO award the supply and delivery of 700MT of winter sand to the lowest bidder, Clarkes Trucking and Excavating Limited at a total cost of \$19,950.00+ HST. The material is to be delivered to the Town's storage area by October 9, 2025, and delivery will be coordinated by the Town staff.

The Motion was carried.

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

Against: 0

Abstained: 1 (Councillor Gerard Dunne)

7:47 pm Councillor Gerard Dunne returned to chambers

9.6 Award of RFQ for Catch Basin Cleanout

MOTION: 2025-169 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO award the annual catch basin cleanout to the lowest bidder, GFL Environmental, at a total cost of \$14,406.40 + HST. The work must be completed before the end of September and coordinated with the Town prior to work commencing.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

9.7 Wooden Boat Museum Membership

MOTION: 2025-170 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO approve a community membership for the Wooden Boat Museum of Newfoundland and Labrador at a cost of \$30.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

9.8 Installation of Video Surveillance Systems on Town Property

MOTION: 2025-171 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO investigate the requirements and cost to install video surveillance equipment on all Town owned property.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

9.9 Call for Applications – Municipal Capital Works (MCW) Program 2026-2027

7:49 pm Councillor Gerard Dunne asked Council to determine under Section 6(5) of the Municipal Conduct Act if he was in a Conflict of Interest because he lives on Dunn's Lanes and the proposed project is for a storm sewer infrastructure upgrade to Dunn's Lane. Councillor Dunne left the chambers and did not participate in the discussion nor vote on the matter.

MOTION: 2025-172 Councillor Ralph Carey / Councillor Justina Nawaz

MOVE THAT Councillor Gerard Dunne is not in a conflict of interest as his interest is not distinct from a broad class of the public as per Section 5.(2)(b) of the Municipal Conduct Act.

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 Dunne returned to the chambers.

7:50 pm Councillor Ralph Carey asked Council to determine under Section 6(5) of the Municipal Conduct Act if he was in a Conflict of Interest because he lives on Dunn's Lanes and the proposed project is for a storm sewer infrastructure upgrade to Dunn's Lane. Councillor Carey left the chambers and did not participate in the discussion nor vote on the matter.

MOTION: 2025-173 Councillor Justina Nawaz / Councillor Gerard Dunne

MOVE THAT Councillor Ralph Carey is not in a conflict of interest as his interest is not distinct from a broad class of the public as per Section 5.(2)(b) of the Municipal Conduct Act.

The Motion was carried.

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

Against: 0

Abstained: 1 (Councillor Ralph Carey)

7:51 pm Councillor Carey returned to the chambers.

MOTION: 2025-174 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO resubmit the application for the Dunn's Lane Storm Sewer Infrastructure Upgrade Project to the Department of Transportation and Infrastructure Municipal Capital Works provincial funding program and the joint federal-provincial Canadian Housing Infrastructure Fund with an updated project budget and additional information as required.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0



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9.10 Driveway Damage – Gull Pond Road

MOTION: 2025-175 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO advise the property owner that the Town assumes no liability for damage to the driveway.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

10. Information Only

10.1. Permit Report

11. Correspondence Received

11.1. Clar Simmons Scholarship Deadline

11.2. Clarification on CHIF Applications through Municipal Infrastructure

11.3. Open Call for Applications – 2026-2027 Funding Programs

11.4. 2025 Municipal Long Service Awards Elected Officials

11.5. Special Assistance Grant Program

11.6. Thank you from SJRFD to WBVFD and Surrounding Areas

11.7. Letter from the Honorable John Haggie, Minister of Justice and Public Safety

11.8. A Message from Fire Commissioner Robert Fowler, Director of Fire Services

12. Correspondence Sent

12.1. Letter of Approval - Application to Construct an Accessory Building – 27-31 Northside Track

12.2. Letter of Approval - Application to Subdivide Land - 520-530 Southern Shore Highway

13. Adjournment

Prior to adjournment of the meeting, Deputy Mayor Jacob Hayden acknowledged the work of the current Council members and expressed his appreciation on behalf of residents of the Town. He gave special mention to Mayor Trevor Croft for his commitment and dedication to the Town over his four-year term and wished him well in his future endeavors as Mayor Croft would not be seeking re-election.

Deputy Mayor Jacob Hayden called for adjournment as there was no further business of Council.

MOTION: 2025-176 Councillor Gerard Dunne / Councillor Justina Nawaz

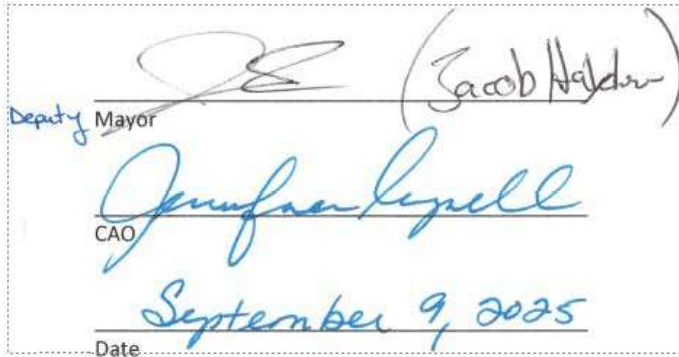
MOVE TO adjourn at 7:55 pm.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

A rectangular box containing three handwritten entries. The first entry is a signature in black ink over the printed text "Deputy Mayor", with "(Jacob Hayden)" written in parentheses to the right. The second entry is a signature in blue ink over the printed text "CAO". The third entry is the date "September 9, 2025" written in blue ink over the printed text "Date".

Deputy Mayor (Jacob Hayden)

CAO

September 9, 2025

Date