



Meeting Minutes

Public Meeting

Tuesday February 20, 2024, 7:30 p.m.

Council Chambers and Teleconference

Council Members Present

Mayor Trevor Croft
Deputy Mayor Lorna Yard
Councillor Alan Richards
Councillor Ralph Carey
Councillor Gerard Dunne
Councillor Margaret Swain
Councillor Jacob Hayden

Staff Present

Jennifer Aspell, CAO

Via Teleconference

N/A

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 February 20, 2024.

MOTION: 2024-022 Councillor Gerard Dunne / Deputy Mayor Lorna Yard

MOVE TO adopt the agenda for February 20, 2024

The Motion was carried unanimously.

For Motion: 7 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Gerard Dunne, Ralph Carey, Jacob Hayden, Margaret Swain)

Against: 0

Abstained: 0

3. Adoption of Minutes

3.1 January 16, 2024, Public Meeting Minutes

MOTION: 2024-023 Councillor Gerard Dunne / Deputy Mayor Lorna Yard

MOVE TO adopt the public meeting minutes of January 16, 2024.

The Motion was carried unanimously.

For Motion: 7 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Gerard Dunne, Ralph Carey, Jacob Hayden, Margaret Swain)

Against: 0

Abstained: 0

4. Business Arising

4.1 Conflict of Interest Complaint

7:32 pm Councillor Margaret Swain declared a Conflict of Interest and moved to the public gallery. Councillor Swain did not participate in any discussion nor vote on the matter.

Mayor Croft asked CAO, Jennifer Aspell to proceed with ratification of the motions from the February 12, 2024 privileged meeting of Council. Ms. Aspell read aloud the following:

In respect of a complaint filed with the Town pursuant to section 8 of the Municipal Conduct Act alleging that Councillor Swain acted on November 15, 2023 while in a conflict of interest. The complaint was brought forward at a privileged meeting of Council on January 30th, 2024.

At that privileged meeting of Council on January 30th, and prior to considering the complaint, Deputy Mayor Yard asked Council under Section 6(5) whether she was in a Conflict of Interest on this matter. Councillor Alan Richards declared a Conflict of Interest and left the room due to his personal relationship with Deputy Mayor Yard. Council determined by majority vote that Deputy Mayor Yard was not in a conflict:

Councillor Ralph Carey/Councillor Gerard Dunne

Move that Deputy Mayor Yard is not in a conflict of interest on this matter.

Motion passed.

In favor: 3 (Councillor Ralph Carey, Councillor Gerard Dunne, Councillor Jacob Hayden)

Against: 1 (Mayor Trevor Croft)

Abstain: 2 (Deputy Mayor Yard and Councillor Richards)

And whereas section 213 of the Municipalities Act requires that decisions of Councillors made at a privileged meeting are required to be ratified by a vote of the Councillors at a public meeting.

The motion is to:

Ratify Council's majority decision of January 30, 2024 made further to section 6(5) of the Municipal Conduct Act that Deputy Mayor Yard is not in a conflict in respect of any discussions or deliberations concerning the Complaint.

Deputy Mayor Lorna Yard declared a Conflict of Interest and left the room at 7:34pm as this vote ratification involves her previous request for Council to decide if she was in a Conflict of Interest on this matter.

Councillor Alan Richards declared a Conflict of Interest and left the room at 7:34pm because of his personal relationship with Deputy Mayor Yard, who is his spouse.

MOTION: 2024-024 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO ratify Council's majority decision of January 30, 2024 made further to section 6(5) of the Municipal Conduct Act that Deputy Mayor Yard is not in a conflict in respect of any discussions or deliberations concerning the Complaint.

Motion passed.

In favor: 3 (Councillor Ralph Carey, Councillor Gerard Dunne, Councillor Jacob Hayden)

Against: 1 (Mayor Trevor Croft)

Abstain: 3 (Deputy Mayor Lorna Yard, Councillor Alan Richards, Councillor Margaret Swain)

Deputy Mayor Lorna Yard and Councillor Alan Richards returned to the meeting at 7:35pm.

At the same privileged meeting on January 30, 2024, and prior to considering the complaint, Councillor Alan Richards asked Council under Section 6(5) whether he was in a Conflict of Interest on this matter. Deputy Mayor Lorna Yard declared a Conflict of Interest and left the room due to her personal relationship with Councillor Richards. Council determined by majority vote that Councillor Richards was not in a conflict:

Councillor Ralph Carey/Councillor Gerard Dunne

Move that Councillor Richards is not in a conflict of interest on this matter.

Motion passed.

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

Against: 0

Abstain: 2 (Deputy Mayor Yard and Councillor Richards)

And whereas section 213 of the Municipalities Act requires that decisions of Councillors made at a privileged meeting are required to be ratified by a vote of the Councillors at a public meeting.

The motion is to:

Ratify Council's majority decision of January 30, 2024 made further to section 6(5) of the Municipal Conduct Act that Councillor Richards is not in a conflict in respect of any discussions or deliberations concerning the Complaint.

Councillor Alan Richards declared a Conflict of Interest and left the room at 7:37pm as this vote ratification involves his previous request for Council to decide if he was in a Conflict of Interest on this matter.

Deputy Mayor Lorna Yard declared a Conflict of Interest and left the room at 7:37pm because of her personal relationship with Councillor Richards, who is her spouse.

MOTION: 2024-025 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO ratify Council's majority decision of January 30, 2024 made further to section 6(5) of the Municipal Conduct Act that Councillor Richards is not in a conflict in respect of any discussions or deliberations concerning the Complaint.

Motion passed.



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

Against: 0

Abstain:3 (Deputy Mayor Lorna Yard, Councillor Alan Richards, Councillor Margaret Swain)

Deputy Mayor Lorna Yard and Councillor Alan Richards returned to the meeting at 7:38pm.

At the same privileged meeting of Council on January 30, 2024 and prior to considering the complaint, Councillor Ralph Carey asked Council under Section 6(5) whether he was in a Conflict of Interest on this matter. Council determined by majority vote that Councillor Carey was not in a conflict:

Councillor Jacob Hayden/Councillor Gerard Dunne

Move that Councillor Carey is in a conflict of interest on this matter.

Motion failed.

In favor: 2 (Mayor Trevor Croft, Councillor Jacob Hayden)

Against: 3 (Deputy Mayor Lorna Yard, Councillor Alan Richards, Councillor Gerard Dunne)

Abstained: 1 (Councillor Carey)

And whereas section 213 of the Municipalities Act requires that decisions of Councillors made at a privileged meeting are required to be ratified by a vote of the Councillors at a public meeting.

The motion is to:

Ratify Council's majority decision of January 30, 2024 made further to section 6(5) of the Municipal Conduct Act that Councillor Carey is not in a conflict in respect of any discussions or deliberations concerning the Complaint.

Councillor Ralph Carey declared a Conflict of Interest and left the room at 7:39pm as this vote ratification involves his previous request for Council to decide if he was in a Conflict of Interest on this matter.

MOTION: 2024-026 Councillor Alan Richards / Councillor Gerard Dunne

MOVE TO ratify Council's majority decision of January 30, 2024 made further to section 6(5) of the Municipal Conduct Act that Councillor Carey is not in a conflict in respect of any discussions or deliberations concerning the Complaint.

Motion passed.

In favor: 4 ((Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillor Alan Richards, Councillor Gerard Dunne)

Against: 1 (Councillor Jacob Hayden)

Abstained: 2 (Councillor Ralph Carey, Councillor Margaret Swain)

Councillor Ralph Carey returned to the meeting at 7:40pm.

AND WHEREAS, following the votes confirming the ability of Deputy Mayor Yard, Councillor Richards and Councillor Carey to participate and vote in respect of the Complaint, Council proceeded on January 30, 2024 to consider the Complaint.

At that meeting, Councillor Swain was given an opportunity to make a presentation to Council and when her presentation concluded, she left the meeting.

AND WHEREAS the privileged meeting of January 30, 2024 concluded without a motion or determination of Council as to whether or not Councillor Swain acted while in a conflict in contravention of the Municipal Conduct Act;

AND WHEREAS the deliberations in respect of the Complaint continued in a privileged meeting of Council on February 12, 2024;

AND WHEREAS, at the privileged meeting on February 12, 2024, Council resolved and determined that Councillor Swain had acted while in a conflict of interest, in contravention of the Municipal Conduct Act, at the November 15, 2023 meeting.

Councillor Alan Richards/Councillor Gerard Dunne

Move that Councillor Margaret Swain was in a conflict of interest at the November 15, 2023 meeting regarding item # 9.17.

Motion passed.

In favor: 4 (Deputy Mayor Lorna Yard, Councillor Ralph Carey, Councillor Gerard Dunne, Councillor Alan Richards)

Against: 2 (Mayor Trevor Croft, Councillor Jacob Hayden)

Abstain: 0

And whereas section 213 of the Municipalities Act requires that decisions of Councillors made at a privileged meeting are required to be ratified by a vote of the Councillors at a public meeting.

The motion is to:

Ratify Council's decision of February 12, 2024 that Councillor Swain acted in a conflict of interest at the November 15, 2023 meeting regarding item # 9.17

MOTION: 2024-027 Councillor Alan Richards / Councillor Gerard Dunne

MOVE TO ratify Council's decision of February 12, 2024 that Councillor Swain acted in a conflict of interest at the November 15, 2023 meeting regarding item # 9.17

Motion passed.

In favor: 4 (Deputy Mayor Lorna Yard, Councillor Ralph Carey, Councillor Gerard Dunne, Councillor Alan Richards)

Against: 2 (Mayor Trevor Croft, Councillor Jacob Hayden)

Abstain: 1 (Councillor Margaret Swain)

And whereas, following the finding of conflict at the February 12, 2024 privileged meeting, Council further decided, pursuant to section 9(1)(a) of the Municipal Conduct Act, that it would require Councillor Swain to vacate her seat and that Councillor Swain is not eligible to be nominated as a candidate until the nomination period for the next general election;



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Councillor Alan Richards/Councillor Gerard Dunne

Move that Councillor Margaret Swain shall have her seat vacated on Council and that she is not eligible to be nominated for Council until the next general election.

Motion passed.

In favor: 4 (Deputy Mayor Lorna Yard, Councillor Ralph Carey, Councillor Gerard Dunne, Councillor Alan Richards)

Against: 2 (Mayor Trevor Croft, Councillor Jacob Hayden)

Abstain: 0

And whereas section 213 of the Municipalities Act requires that decisions of Councillors made at a privileged meeting are required to be ratified by a vote of the Councillors at a public meeting.

The motion is to:

Ratify Council's decision of February 12, 2024 that Councillor Swain is required to vacate her seat and that Councillor Swain is not eligible to be nominated as a candidate until the nomination period for the next general election;

Moved by Councillor Alan Richards, seconded by Councillor Gerard Dunne. No discussion.

Motion passed.

In favor: 4 (Deputy Mayor Lorna Yard, Councillor Ralph Carey, Councillor Gerard Dunne, Councillor Alan Richards)

Against: 2 (Mayor Trevor Croft, Councillor Jacob Hayden)

Abstain: 0

MOTION: 2024-028 Councillor Alan Richards / Councillor Gerard Dunne

MOVE TO ratify Council's decision of February 12, 2024 that Councillor Swain is required to vacate her seat and that Councillor Swain is not eligible to be nominated as a candidate until the nomination period for the next general election;

Motion passed.

In favor: 4 (Deputy Mayor Lorna Yard, Councillor Ralph Carey, Councillor Gerard Dunne, Councillor Alan Richards)

Against: 2 (Mayor Trevor Croft, Councillor Jacob Hayden)

Abstain: 1 (Councillor Margaret Swain)

7:45 pm CAO, Jennifer Aspell advised Margaret Swain that she was requested to vacate her seat and if she wanted to attend the remainder of the meeting she could move to the public gallery.

4.2 Ratification of Email Vote - Accessible Communities Grant

MOTION: 2024-029 Councillor Ralph Carey / Councillor Alan Richards

MOVE TO RATIFY the email vote of February 15, 2024, which was moved by Councillor Jacob Hayden and seconded by Councillor Alan Richards and stated:



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MOVE TO submit an application to the Accessible Communities Fund to complete an accessible community beautification project at the Upper Pond location at a total cost of \$23,640.00 + HST.

In favor: 7 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Jacob Hayden, Ralph Carey, Margaret Swain, Gerard Dunne and Alan Richards)

Against: 0

Abstained: 0

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Gerard Dunne, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

5. Delegations & Proclamations

5.1 Proclamations - National 211 Day

5.2 Proclamations – Heritage Week

5.3 Proclamations - Wear Red Canada

6. Applications

6.1 Crown land E-162154 Application

7:49 pm Councillor Gerard Dunne declared a Conflict of Interest and left the chamber's because the applicant is his nephew. Councillor Dunne did not participate in any discussion nor vote on the matter.

MOTION: 2024-030 Councillor Jacob Hayden / Councillor Ralph Carey

MOVE TO approve Crown Land application #162154.

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: 1 (Councillor Gerard Dunne)

7:50 pm Councillor Gerard Dunne returned to the chamber.

6.2 Crown land E-162261 Application

MOTION: 2024-031 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO approve Crown Land application #162261.



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The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Gerard Dunne, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

7. Accounts Payable

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

7:50 pm Councillor Gerard Dunne declared a Conflict of Interest on cheque #7490 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: 2024-032 Councillor Alan Richards / Deputy Mayor Lorna Yard

MOVE TO approve issue of cheque #7490 in payable chart Section A.

The Motion was carried.

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

Against: 0

Abstained: 1 (Councillor Gerard Dunne)

7:51 pm Councillor Gerard Dunne returned to chambers.

7:52 pm Councillor Jacob Hayden asks if he is in a Conflict of Interest on cheque #7485 as the cheque is payable to his Aunt's Company and left the chambers.

MOTION: 2024-033 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE THAT that Councillor Jacob Hayden is not in a conflict of interest.

The motion was carried.

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

Against: 0

Abstained: 1 (Councillor Jacob Hayden)

7:52 pm Councillor Jacob Hayden returned to chambers.

MOTION: 2024-034 Councillor Alan Richards / Councillor Ralph Carey

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

The Motion was carried.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Gerard Dunne, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0



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MOTION: 2024-035 Councillor Alan Richards / Deputy Mayor Lorna Yard

MOVE TO approve the Town of Witless Bay payables in Section B

The Motion was carried.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Gerard Dunne, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

Total of Section A: \$ 70,340.12

Total of Section B: \$ 17,832.89

Total Payables: \$ 91,173.01

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

7:54 pm Councillor Jacob Hayden asks if he is in a Conflict of Interest on cheque #2722 as the cheque is payable to his Aunt's Company and left the chamber's.

MOTION: 2024-36 Councillor Ralph Carey /Councillor Gerard Dunne

MOVE THAT that Councillor Jacob Hayden is not in a conflict of interest.

The motion was carried.

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

Against: 0

Abstained: 1 (Councillor Jacob Hayden)

7:54 pm Councillor Jacob Hayden returned to chambers.

MOTION: 2024-037 Councillor Alan Richards / Councillor Jacob Hayden

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

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Gerard Dunne, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

MOTION: 2024-038 Councillor Alan Richards / Councillor Jacob Hayden

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

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Gerard Dunne, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

Total of Section A: \$ 5885.85



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Total of Section B: \$ 1682.69

Total Payables: \$ 7568.54

8. Committee Reports

8.1 Recreation

8.2 Fire Department

9. Action

9.1 Provincial Summer Employment Program for Students

MOTION: 2024-039 Councillor Ralph Carey / Councillor Jacob Hayden

MOVE TO apply to the Summer Employment Program for Students for funding for 4 students to be employed for 8 weeks in the summer of 2024.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Gerard Dunne, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

9.2 Amendment to Town of Witless Bay Development Regulations - Accessory Buildings

MOTION: 2024-040 Councillor Ralph Carey/ Councillor Gerard Dunne

IT IS MOVED that pursuant to Section 16 of the Urban and Rural Planning Act, 2000, the Town Council of Witless Bay adopt the Witless Bay Development Regulations Amendment No. 6, 2023.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Ralph Carey, Gerard Dunne, Jacob Hayden)

Against: 0

Abstained: 0

9.3 Delegation of Authority – Fence and Patio Permits

MOTION: 2024-041 Councillor Jacob Hayden / Councillor Gerard Dunne

MOVE TO delegate authority to staff to issue fence and patio installation permits.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Gerard Dunne, Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

9.4 Request for Business Tax Remission – Stone Island Enterprises

MOTION: 2024-042 Councillor Jacob Hayden / Councillor Gerard Dunne

MOVE TO provide remission of taxes in the amount of \$2,316.25 to Stone Island Enterprises for commercial business tax that was charged in error in the 2023 tax year.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Gerard Dunne Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

9.5 Dunn’s Lane Road Repair Request

8:02 pm Councillor Gerard Dunne asked Council to determine under Section 6(5) of the Municipal Conduct Act if he is in a Conflict of Interest because he lives on Dunn’s Lanes. Councillor Dunne left the chambers.

MOTION: 2024-043 Councillor Jacob Hayden / Councillor Ralph Carey

MOVE THAT Councillor Dunne is not in a conflict of interest.

The motion was carried.

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

Against: 0

Abstained: 1 (Councillor Gerard Dunne)

8:03 pm Councillor Dunne returned to the chambers.

MOTION: 2024-044 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO develop a revised work scope and obtain price estimates for road infrastructure work to be completed at Dunn’s Lane.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Gerard Dunne Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

9.6 Request for Business Tax Remission – Armstrong’s Suites

MOTION: 2024-045 Councillor Alan Richards /Councillor Deputy Mayor Lorna Yard

MOVE TO deny the motion for tax remission for Armstrong Suite’s as the business was provided tax remission for the 2019, 2020 and 2021 tax years.

The Motion was carried.

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

Against: 1 (Councillor Jacob Hayden)

Abstained: 0



9.7 PMA AGM and Convention

MOTION: 2024-046 Mayor Lorna Yard / Councillor Alan Richards

MOVE TO approve attendance for Town staff at the Professional Municipal Administrators Annual Convention and AGM in Gander April 8-11 and all associated costs.

FURTHER MOVE to close the Town office from April 8-12 if all staff register to attend the convention and AGM.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Gerard Dunne Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

9.8 MNL Regional Meeting

MOTION: 2024-047 Mayor Lorna Yard / Councillor Jacob Hayden

MOVE TO approve attendance for Council members to attend the MNL Regional Meeting in Clarenville on March 1-2, 2024 and to cover all associated costs.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Gerard Dunne Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

9.9 Appointment of Finance and Administrative Assistant

MOTION: 2024-048 Councillor Jacob Hayden / Mayor Lorna Yard

MOVE TO appoint Lorraine Dobbin to the role of Finance and Administrative Assistance with the Town of Witless Bay effective February 26, 2024.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Gerard Dunne Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

9.10 Appointment of Recreation Coordinator

MOTION: 2024-049 Councillor Jacob Hayden / Mayor Lorna Yard

MOVE TO appoint Kayla Noonan to the role of Recreation Coordinator with the Town of Witless Bay effective February 26, 2024.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Gerard Dunne



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Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

9.11 Expression of Interest for Legal Services

MOTION: 2024-050 Councillor Alan Richards / Councillor Gerard Dunne

MOVE TO issue an Expression of Interest from qualified firms to provide legal services to the Town of Witless Bay.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Gerard Dunne Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

9.12 Fire Department Fit Testing

MOTION: 2024-051 Mayor Lorna Yard / Councillor Alan Richards

MOVE TO approve fit testing for members of the Witless Bay Volunteer Fire Department to be conducted by RelyOn Nutec at a cost of \$1,250.00 + HST.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Gerard Dunne Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

9.13 Fire Department First Aid Training

MOTION: 2024-052 Mayor Lorna Yard / Councillor Alan Richards

MOVE TO approve First Aid training for members of the Witless Bay Volunteer Fire Department at a cost of \$4,000.00 + HST.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Gerard Dunne Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

9.14 Computer Purchase for New Staff

MOTION: 2024-053 Councillor Alan Richards / Mayor Lorna Yard

MOVE TO approve the purchase of an office computer from Pinnacle as well as all related hardware and software required at a cost of \$1,588.41 + HST.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Gerard Dunne



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Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

9.15 Purchase of Scott Air Kits for Fire Department

MOTION: 2024-054 Mayor Lorna Yard / Councillor Alan Richards

MOVE TO approve the purchase of Scott Air Paks from West Shore Fire Inc. at a total cost of \$2,900.00 USD.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Gerard Dunne Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

9.16 Office Closure February 23, 2024

MOTION: 2024-055 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO close the Town office on Friday, February 23, 2024 to allow staff to attend the PMA regional meeting.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Gerard Dunne Ralph Carey, Jacob Hayden)

Against: 0

Abstained: 0

10. Information Only

10.1 Heritage Committee - 2023 Annual Report and Financials.

10.2 Invitation to Submit Feature Names for the Newfoundland and Labrador Geographical Names Database.

10.2 New Area Code 879 Communication

11. Correspondence Received

11.1 Circular - Accessible Communities Grant

11.2 Memo - Contractual Agreements

11.3 Mandatory Orientation Training Winter 2024

11.4 Gas Tax Secretariat – Approval Letter



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12. Correspondence Sent

12.1 TOWB Correspondence Re Application for Variance and Accessory Building – 18 Bear’s Cove Road

13. Adjournment

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

MOTION: 2024-056 Councillor Gerard Dunne/ Councillor Alan Richards

MOVE TO adjourn at 8:21pm.

The Motion was carried unanimously.

For Motion: 6 (Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councillors Alan Richards, Ralph Carey, Gerard Dunne, Jacob Hayden)

Against: 0

Abstained: 0

A handwritten signature in black ink, appearing to read "Trevor Croft".

Mayor

A handwritten signature in blue ink, appearing to read "Jennifer Byrrell".

CAO

____ April 19, 2024 _____

Date