



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

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## Meeting Minutes

### *Public Meeting*

Tuesday, July 10, 2025, 7:30 p.m.

Council Chambers and Teleconference

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#### **Council Members Present**

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

#### **Regrets**

Deputy Mayor Jacob Hayden

#### **Staff Present**

Jennifer Aspell, CAO

### **1. Call to Order**

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Mayor Trevor Croft called the meeting to order at 7:30 pm.

### **2. Adoption of Agenda**

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**Mayor Trevor Croft called for adoption of the agenda for July 10, 2025**

#### **MOTION: 2025-121 Councillor Gerard Dunne / Councillor Margaret Swain**

MOVE TO adopt the agenda for July 10, 2025.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Justina Nawaz and Margaret Swain)

Against: 0

Abstained: 0

### **3. Adoption of Minutes**

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#### **3.1 June 10, 2025, Public Meeting Minutes**

#### **MOTION: 2025-122 Councillor Gerard Dunne / Councillor Justina Nawaz**

MOVE TO adopt the public meeting minutes of June 10, 2025.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Justina Nawaz and Margaret Swain)

Against: 0

Abstained: 0

## 4. Business Arising

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### 4.1. Ratification of Email Vote – Repair of Tourist Chalet Roof

**MOVE TO RATIFY** the email vote of June 6, 2025, as follows:

**MOVED BY DEPUTY MAYOR JACOB HAYDEN AND SECONDED BY COUNCILLOR JUSTINA NAWAZ**  
MOVE TO Award the work scope for the replacement of roof shingles, including all materials and labour as well as the disposal of debris, to HMK Roofing and Renovations at a total cost of \$2700.00 + HST.

The motion passed unanimously.

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

Against: 0

Abstained: 0

### **MOTION: 2025-123 Councillor Ralph Carey / Councillor Justina Nawaz**

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Justina Nawaz and Margaret Swain)

Against: 0

Abstained: 0

## 5. Delegations & Proclamations

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## 6. Applications

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### 6.1 Accessory Building Application – 21 Green Hill Drive

#### **MOTION: 2025-124 Councillor Ralph Carey / Councillor Gerard Dunne**

**MOVE TO** approve the application to construct an accessory building at 21 Green Hill Drive.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Justina Nawaz and Margaret Swain)

Against: 0

Abstained: 0

### 6.2 Accessory Building Application – 33 Tamarack Drive

#### **MOTION: 2025-125 Councillor Ralph Carey / Councillor Gerard Dunne**

**MOVE TO** approve the application to construct an accessory building at 33 Tamarack Drive. There is to be no construction within the easements located on the property.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Justina Nawaz and Margaret Swain)

Against: 0

Abstained: 0



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### **6.3. Accessory Building Extension Application – 45-47 Gallows Cove Road**

7:33 pm Councillor Margaret Swain declared a Conflict of Interest as she is the applicant. Councillor Margaret Swain left the chambers and did not participate in any discussion nor vote on the matter.

#### **MOTION: 2025-126 Councillor Ralph Carey / Councillor Gerard Dunne**

**MOVE TO** approve the application to construct an extension to an accessory building at 45-47 Gallows Cove Road. All construction must meet the requirements of the National Building Code of Canada. The Motion was carried.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne and Justina Nawaz)

Against: 0

Abstained: 1 (Councillor Margaret Swain)

7:34 pm Councillor Margaret Swain returned to chambers.

## **7. Accounts Payable**

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### **7.1 Town of Witless Bay Accounts Payable Listing for the Period Ending June 30, 2025.**

#### **MOTION: 2025-127 Councillor Ralph Carey / Councillor Justina Nawaz**

**MOVE TO** approve all Town of Witless Bay payables, Section A, for the period ending June 30, 2025.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Justina Nawaz and Margaret Swain)

Against: 0

Abstained: 0

#### **MOTION: 2025-128 Councillor Ralph Carey / Councillor Justina Nawaz**

**MOVE TO** approve all Town of Witless Bay payables, Section B, for the period ending June 30, 2025.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Justina Nawaz and Margaret Swain)

Against: 0

Abstained: 0

**Total of Section A: \$ 45,459.75**

**Total of Section B: \$ 42,375.72**

**Total Payables: \$ 87,835.47**



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## **7.2 Witless Bay Fire Department Accounts Payable listing for the Period Ending June 30, 2025.**

**MOTION: 2025-129 Councillor Ralph Carey / Councillor Justina Nawaz**

**MOVE TO** approve all Witless Bay Volunteer Fire Department payables, Section A, for the period ending June 30, 2025.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Justina Nawaz and Margaret Swain)

Against: 0

Abstained: 0

**MOTION: 2025-130 Councillor Ralph Carey / Councillor Justina Nawaz**

**MOVE TO** approve the Witless Bay Volunteer Fire Department payables, Section B for the period ending June 30, 2025.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Justina Nawaz and Margaret Swain)

Against: 0

Abstained: 0

**Total of Section A: \$ 59,537.06**

**Total of Section B: \$ 2,695.19**

**Total Payables: \$ 62,232.25**

## **8. Committee Reports**

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

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

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

## **9. Action**

### **9.1 Town of Conception Bay South - Proposed SJURRP Amendment**

No commentary on the amendment. No motion required.



## **9.2 Traffic Calming Request – Dean’s Road**

### **MOTION: 2025-131 Councillor Ralph Carey / Councillor Gerard Dunne**

**MOVE TO** deny the request for speed bump installation near 14 Deans Road and instead to install roads signs in the area cautioning vehicles to “Drive Slow” and confirming the speed limit of 30km/hr.

The motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Justina Nawaz and Margaret Swain)

Against: 0

Abstained: 0

## **9.3 Request for Crack Sealing Equipment for Maintenance Department**

### **MOTION: 2025-132 Councillor Ralph Carey / Councillor Gerard Dunne**

**MOVE TO** purchase the RY10MA-Pro-V4 crack sealing equipment and crack fill material from S&S Supply at a cost of \$3,515.00 + HST

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Justina Nawaz and Margaret Swain)

Against: 0

Abstained: 0

## **9.4 WBVFD - Request to Purchase Fire Fighting Foam**

### **MOTION: 2025-133 Councillor Ralph Carey / Councillor Justina Nawaz**

**MOVE TO** approve the purchase of firefighting foam from First Response Supply at a total cost of \$2,037.00 HST included.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Justina Nawaz and Margaret Swain)

Against: 0

Abstained: 0

## **9.5 Award of RFQ for Patch Paving Services**

### **MOTION: 2025-134 Councillor Ralph Carey / Councillor Gerard Dunne**

**MOVE TO** award patch paving work as per RFQ#20250618 to Bishops Roadworks Inc. at a total cost of \$29,390.00 + HST.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Justina Nawaz and Margaret Swain)

Against: 0

Abstained: 0



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## **9.6 Capital Investments Plan Application – Harbour Road Upgrades**

7:47 pm Councillor Gerard Dunne declared a Conflict of Interest as the company he works for has bid on the project. Councillor Dunne left the chambers and did not participate in any discussion nor vote on the matter.

### **MOTION: 2025-135 Councillor Ralph Carey / Councillor Justina Nawaz**

**BE IT RESOLVED** that the Town of Witless Bay submit a Capital Investment Plan application to the Department of Municipal and Provincial Affairs to have Gas Tax Funding in the amount of \$7,325.00 allocated to the Harbour Road Upgrade Project – Guiderail and Retaining Wall Installation.

**FURTHER MOVE** to award the work to the lowest bidder, Harbour Construction, at a total cost of \$7,325.00 + HST.

For Motion: 4 (Mayor Trevor Croft, Councillors Ralph Carey, Justina Nawaz and Margaret Swain)

Against: 0

Abstained: 1 (Councillor Gerard Dunne)

7:48 pm Councillor Gerard Dunne returned to chambers.

## **9.7 Public Request to Assess Damaged Riprap – 5 Careys**

### **MOTION: 2025-136 Councillor Ralph Carey / Councillor Gerard Dunne**

**MOVE TO** deny the request to address damage as the culvert and rip rap was installed 13 years ago and the Town does not assume liability for ongoing maintenance of the rip/rap and driveway.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Justina Nawaz and Margaret Swain)

Against: 0

Abstained: 0

## **9.8 Election Officials Pay Policy**

### **MOTION: 2025-137 Councillor Ralph Carey / Councillor Gerard Dunne**

**MOVE TO** adopt the Town of Witless Bay Election Official Pay Policy, TOWB-008-ADM, as presented.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Justina Nawaz and Margaret Swain)

Against: 0

Abstained: 0

## **10. Information Only**

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### **10.1. Permit Report**

### **10.2. St Bernards - Garden 2025 Newsletter**



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## **11. Correspondence Received**

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- 11.1.** MAA – 2025 Clar Simmons Scholarship New Open for Applications
- 11.2.** MAA – Update on Municipal Agency
- 11.3.** Circular - Municipal Infrastructure Division- Risk Management Framework Rollout
- 11.4.** RCMP - Report to Council - June 2025
- 11.5.** MAA - 2025 Exemption, Under Subsection 121 (j) of the Towns and Local Service District Act
- 11.6.** MAA – 2025 Clar Simmons Scholarship New Open for Applications - Deadline

## **12. Correspondence Sent**

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- 12.1.** Letter of Approval - Application to Construct an Accessory Building – 11-13 Gull Pond Road
- 12.2.** Letter of Approval - Application to Construct an Accessory Building – 171-177 Deans Road
- 12.3.** TOWB Letter of Approval - Application to Operate a Business – 194-200 Southern Shore Highway
- 12.4.** TOWB Letter of Approval in Principle - Application for Subdivision Development - 49-81 Deans Road
- 12.5.** TOWB Letter of Support - Heritage Committee of Witless Bay - Premier's Medal for Heritage



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### 13. Adjournment

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

**MOTION: 2025-138 Councillor Gerard Dunne / Councillor Margaret Swain**

**MOVE TO** adjourn at 7:50 pm.

The Motion was carried unanimously.

For Motion: 5 (Mayor Trevor Croft, Councillors Ralph Carey, Gerard Dunne, Justina Nawaz and Margaret Swain)

Against: 0

Abstained: 0

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Mayor

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CAO

\_\_August 13 2024\_\_

Date