



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

Meeting Minutes

Public Meeting

Tuesday January 16, 2024 7:30 p.m

Council Chambers and Teleconference

Council Members Present

Deputy Mayor Lorna Yard
Councillor Alan Richards
Councillor Ralph Carey
Councillor Gerard Dunne
Councillor Margaret Swain

Staff Present

Jennifer Aspell, CAO

Via Teleconference

Mayor Trevor Croft
Councillor Jacob Hayden

1. Call to Order

Deputy Mayor Lorna Yard called the meeting to order at 7:30 pm.

2. Adoption of Agenda

Deputy Mayor Lorna Yard called for the adoption of the agenda for January 16, 2024.

MOTION: 2024-001 Councillor Gerard Dunne / Councillor Ralph Carey

MOVE TO adopt the agenda for 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

3. Adoption of Minutes

3.1 December 20, 2023, Public Meeting Minutes

MOTION: 2024-002 Councillor Gerard Dunne / Councillor Ralph Carey

MOVE TO adopt the public meeting minutes of December 20, 2023.

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

5. Delegations & Proclamations

5.1 Deputy Mayor Lorna Yard read a Proclamation from Epilepsy NL Proclaiming March 26, 2024 as Purple Day

6. Applications

6.1 Application for Variance and Discretionary Use Notice – 18 Bear’s Cove Road

MOTION: 2024-003 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO approve the variance application for a 10% increase to the maximum floor area for accessory buildings, at 18 Bear’s Cove Road.

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

6.2 Accessory Building Application - 18 Bears Cove Road

MOTION: 2024-004 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO approve the application to construct an accessory building at 18 Bear’s Cove Road. The property owner will be notified that an application to operate a business must be submitted to the Town before the structure can be used as an artist studio.

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



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7. Accounts Payable

7.1 Town of Witless Bay Accounts Payable Listing for the Period Ending December 31, 2023

MOTION: 2024-005 Councillor Alan Richards /Councillor Ralph Carey

MOVE TO approve the Town of Witless Bay payables in Section A.

The Motion was carried.

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

MOTION: 2024-006 Councillor Alan Richards / Councillor Ralph Carey

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

The Motion was carried.

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

Total of Section A: \$84,900.04

Total of Section B: \$ 17,444.50

Total Payables: \$ 102,344.54

7.2 Witless Bay Fire Department Accounts Payable listing for the Period Ending December 31, 2023

MOTION: 2024-007 Councillor Alan Richards /Councillor Ralph Carey

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

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

MOTION: 2024-008 Councillor Alan Richards / Councillor Ralph Carey

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

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

Total of Section A: \$1,944.02

Total of Section B: \$ 1,825.95

Total Payables: \$ 3,769.97

8. Committee Reports

8.1 Recreation - No Report

8.2 Fire Department – No Report

9. Action

9.1 TRIO Pension Plan Agreement

MOTION: 2024-009 Councillor Alan Richards / Councillor Margaret Swain

MOVE TO enter into the pension plan agreement, as presented by TRIO, effective February 1, 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

9.2 Delegation of Town Clerk Legislative Responsibilities

MOTION: 2024-010 Councillor Ralph Carey/ Councillor Gerard Dunne

Further to MOTION 2023-81, that the Town of Witless Bay delegate all the legislative responsibilities of the Town Clerk, as per the *Municipalities Act, 1999*, to the Town of Witless Bay's Chief Administrative Officer, effective January 16, 2024.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

9.3 Delegation of Authority – Stop Work Orders

MOTION: 2024-011 Councillor Ralph Carey / Councillor Margaret Swain

MOVE TO delegate the authority to issue Stop Work Orders to the Chief Administrative Officer (CAO) or another staff member as designated by the CAO.

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

9.4 Property Repair – 4 Lar Norris’ Road

7:40 pm Mayor Trevor Croft declared a Conflict of Interest as this is his property. Mayor Croft did not participate in any discussion nor vote on the matter.

MOTION: 2024-012 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO have staff obtain additional quotes for repair of property damage at 4 Lar Norris’ Road.

The Motion was carried.

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

Against: 0

Abstained: 1 (Mayor Trevor Croft)

7:41 pm Mayor Trevor Croft returned to the meeting via teleconference.

9.5 TOWB Donations Policy

MOTION: 2024-013 Councillor Alan Richards / Councillor Margaret Swain

MOVE TO adopt the Town of Witless Bay Donation Policy, TOWB-005-ADM, as presented.

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

9.6 TOWB Record Retention and Disposal Policy

MOTION: 2024-014 Councillor Alan Richards /Councillor Margaret Swain

MOVE TO adopt the Town of Witless Bay Record Retention and Disposal Policy, TOWB-006-ADM, as presented.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

9.7 TOWB Video Surveillance Policy

MOTION: 2024-015 Councillor Alan Richards /Councillor Margaret Swain

MOVE TO adopt the Town of Witless Bay Video Surveillance Policy, TOWB-004-ADM, as presented.

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

9.8 Subdivision Development Agreement Template

MOTION: 2024-016 Councillor Ralph Carey /Councillor Gerard Dunne

MOVE TO adopt the Town of Witless Bay Subdivision Development Agreement Template, as presented.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

9.9 Lower Pond Lookout Proposal

MOTION: 2024-017 Councillor Gerard Dunne /Councillor Margaret Swain

MOVE TO approve Mills & Wright Landscape Architecture to complete a concept design and budget estimate for the Lower Pond Tourist Lookout project at a cost of \$5,785+ HST.

The Motion was carried.

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

Against: 0

Abstained: 0

9.10 Property Repair – 124 Southside Track

MOTION: 2024-018 Councillor Ralph Carey / Councillor Alan Richards

MOVE TO approve the cost of repair caused by flooding at 124 Southside Track as per the attached quote, at a total cost of \$8,850.00 + HST. **FURTHER MOVE** that the property owner will be required to sign a waiver and release before any repairs are undertaken.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

9.11 Senior's Outreach Dinner Sponsorship

7:46pm Councillor Gerard Dunne declared a Conflict of Interest and left the chambers a family member will be catering the event. Councillor Dunne did not participate in any discussion nor vote on the matter.

MOTION: 2024-019 Councillor Ralph Carey /Councillor Alan Richards

MOVE TO approve co-sponsorship of the Mobile Central High School Senior's Outreach Dinner with an estimated cost of \$1600.00 HST included.

The Motion was carried unanimously.

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

Against: 0

Abstained: 1 (Councillor Gerard Dunne)

7:47 pm Councillor Gerard Dunne returned to the chamber.

9.12 St. John's Urban Region Regional Plan 1976 – Proposed Ragged Beach Dark Coast Land Reserve Amendment

MOTION: 2024-020 Councillor Ralph Carey /Councillor Alan Richards

MOVE that Council request the Minister of Municipal and Provincial Affairs to consent to undertake the consultation process to amend the *St. John's Urban Region Regional Plan* as part of the Ragged Beach Dark Coast Land Reserve Municipal Plan and Development Regulations Amendment process and as part of public consultation as required by Section 14 of the *Urban and Rural Planning Act, 2000*.

The Motion was carried unanimously.

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

Against: 0

Abstained: 0

10. Information Only

- 10.1.** Bell - New 879 Area Code
- 10.2.** Communities in Bloom Beautification and Community Challenge
- 10.3.** Credit Union Rebate Notification
- 10.4.** North Atlantic Island Pass - Petro Canada Update
- 10.5.** St John's Regional Fire Dept 2024 Schedule of Fees



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11. Correspondence Received

12. Correspondence Sent

13. Adjournment

Deputy Mayor Lorna Yard called for adjournment as there was no further business of the Council.

MOTION: 2024-021 Councillor Gerard Dunne/ Councillor Alan Richards

MOVE TO adjourn at 7:52pm.

The Motion was carried unanimously.

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

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 Zell".

CAO

A handwritten date in blue ink, appearing to read "January 25/2024".

Date