



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

Meeting Minutes

Public Meeting

Tuesday, August 12, 2025, 7:30 p.m.

Council Chambers and Teleconference

Council Members Present

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

Staff Present

Lorraine Dobbin, Acting Town Clerk

1. Call to Order

Mayor Trevor Croft called the meeting to order at 7:31 pm.

Appointment of Acting Town Clerk

MOTION: 2025-139 Deputy Mayor Jacob Hayden / Councillor Ralph Carey

MOVE TO appoint Lorraine Dobbin as Acting Town Clerk for the August 12, 2025, public meeting.

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

2. Adoption of Agenda

Mayor Trevor Croft called for adoption of the agenda for August 12, 2025

MOTION: 2025-140 Deputy Mayor Jacob Hayden / Councillor Gerard Dunne

MOVE TO adopt the agenda for 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



3. Adoption of Minutes

3.1 July 10, 2025, Public Meeting Minutes

MOTION: 2025-141 Councillor Ralph Carey / Councillor Margaret Swain

MOVE TO adopt the public meeting minutes of July 10, 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

4. Business Arising

4.1. Ratification of Email Vote – Appointment of Fire Chief Relief Personnel

MOTION: 2025-142 Deputy Mayor Jacob Hayden / Councillor Gerard Dunne

MOVE TO RATIFY the email vote of July 22, 2025 as follows:

MOVED BY Councillor Ralph Carey and Seconded by Councillor Gerard Dunne

MOVE TO appoint Kyle Nash to the position of Firefighter with Administrative Duties to provide staffing relief for the Fire Chief as required. Mr. Nash will assume the position effective July 28, 2025.

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

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

5. Delegations & Proclamations

6. Applications

6.1 Application to Subdivide Land - 520-530 Southern Shore Highway

MOTION: 2025-143 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO approve in principle, the application for subdivision of land at 520-530 Southern Shore Highway, pending referral to applicable government departments and agencies. No development applications will be considered for the property until the land has been subdivided by the Municipal Assessment Agency.

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

6.2 Application to Construct Accessory Building - 27-31 Northside track

MOTION: 2025-144 Councillor Ralph Carey / Councillor Gerard Dunne

MOVE TO approve the application to construct an accessory building at 27-31 Northside Track with the condition that the baby barn is converted to a greenhouse prior to the accessory building being constructed.

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 July 31, 2025.

7:35 pm Councillor Gerard Dunne declared a Conflict of Interest on cheque #8128 as the cheque was payable to a family member's business. Councillor Dunne left the chambers and did not participate in any discussion nor vote on the matter.

MOTION: 2025-145 Councillor Ralph Carey / Deputy Mayor Jacob Hayden

MOVE TO approve issue of cheque #8128.

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)

7:36 pm Councillor Gerard Dunne returned to chambers



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MOTION: 2025-146 Councillor Ralph Carey / Councillor Deputy Justina Nawaz

7:36 pm Councillor Margaret Swain declared a Conflict of Interest on cheque #8151 as the cheque is payable the Kinsmen Club and her son is a member. Councillor Swain left the chambers and did not participate in any discussion nor vote on the matter.

MOVE TO approve issue of cheque #8151.

The Motion was carried.

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

Against: 0

Abstained: 1 (Councillor Margaret Swain)

7:37 pm Councillor Margaret Swain returned to chambers.

MOTION: 2025-147 Councillor Ralph Carey / Councillor Justina Nawaz

MOVE TO approve issue of all remaining cheques in Section A for the period ending July 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: 2025-148 Councillor Ralph Carey / Councillor Justina Nawaz

MOVE TO approve all Town of Witless Bay payables, Section B, for the period ending July 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: \$ 153,138.72

Total of Section B: \$ 40,327.51

Total Payables: \$ 193,466.23

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

MOTION: 2025-149 Councillor Ralph Carey / Councillor Justina Nawaz

MOVE TO approve all Witless Bay Volunteer Fire Department payables, Section A, for the period ending July 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



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MOTION: 2025-150 Councillor Ralph Carey / Councillor Justina Nawaz

MOVE TO approve the Witless Bay Volunteer Fire Department payables, Section B for the period ending July 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: \$ 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 July.

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

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

9. Action

9.1 Ken Williams Southern Shore Arena - Board Advertising letter for 2025-2026

MOTION: 2025-151 Deputy Mayor Jacob Hayden / Councillor Ralph Carey

MOVE TO approve corporate board advertising at the Ken Williams Southern Shore Arena for the 2025-2026 season at a cost of \$500.00 + 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

9.2 Request to Conduct Brush Cutting Route 10

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

MOTION: 2025-152 Councillor Ralph Carey / Deputy Mayor Jacob Hayden



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MOVE TO send a letter to the Minister of Transportation and Infrastructure, to request permission to complete brush cutting work along Route 10 and to also request a grant to cover the cost of the work.

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)

7:49 pm Councillor Gerard Dunne returned to chambers

9.3 Subdivision Development Agreement Template for Approval

MOTION: 2025-153 Deputy Mayor Jacob Hayden / Councillor Ralph Carey

MOVE TO adopt the Town of Witless Bay Subdivision Development Agreement Template as presented. This document will be utilized for all subdivision development agreements effective immediately and will replace all other previous agreement templates.

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 Nomination Date for 2025 Municipal General Election

MOTION: 2025-154 Deputy Mayor Jacob Hayden / Councillor Justina Nawaz

MOVE TO set Thursday, September 4, 2025, as Nomination Day for the Town of Witless Bay 2025 Municipal General Election. Nominations will be received at the Town Office from 8am to 8pm.

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 Snow Clearing Contract – 2025-2026 Season

7:52 pm Councillor Gerard Dunne declared a Conflict of Interest as the company he works for bid on the snow clearing contract. Councillor Dunne left the chambers and did not participate in any discussion nor vote on the matter.

MOTION: 2025-155 Councillor Ralph Carey / Deputy Mayor Jacob Hayden

MOVE TO extend the snow clearing contract for one additional year for the 2025-2026 season.

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)

7:49 pm Councillor Gerard Dunne returned to chambers



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10. Information Only

- 10.1.** Permit Report
- 10.2.** Climate Ready NL Letter of Support and Confirmation of Participants
- 10.3** Letter to Mayor Trevor Croft Town of Witless Bay Active NL Fund 2025-26
- 10.4** Public Notice – Call for Election Officials
- 10.5** Public Notice – Candidate Information Session

11. Correspondence Received

- 11.1.** Circular – Changes to MI Master Construction Specifications
- 11.2.** Circular - MSIS Application Status Update
- 11.3.** Circular - Updates at Municipal Infrastructure
- 11.4.** Election Materials - Municipal General Elections 2025
- 11.5.** MAA - Q3 Invoices Now Available in Online Portal
- 11.6.** Notice for 2025 Municipal Election Kits
- 11.7.** MAA- Memo - Clar Simmons Scholarship Deadline

12. Correspondence Sent

- 12.1.** TOWB Correspondance - Culvert and Rip Rap – 5 Carey's Road
- 12.2.** TOWB Letter of Approval - Application to Construct an Accessory Building – 21 Green Hill Drive
- 12.3.** TOWB Letter of Approval - Application to Construct an Accessory Building – 33 Tamarack Drive
- 12.4.** TOWB Letter of Approval - Application to Construct an Accessory Building – 45-47 Gallows Cove Road



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13. Adjournment

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

MOTION: 2025-156 Councillor Gerard Dunne / Deputy Mayor Jacob Hayden

MOVE TO adjourn at 7:53 pm.

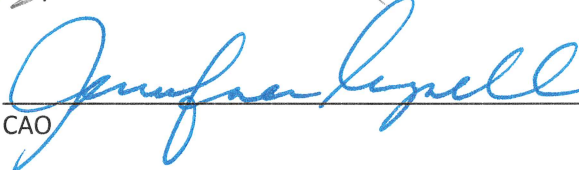
The Motion was carried unanimously.


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

Against: 0

Abstained: 0

 (Jacob Hayden)
Deputy Mayor


CAO


Date