

**Special Public Meeting of Witless Bay Council**  
**October 8, 2021 @7:30**

Attending:

Mayor Trevor Croft  
Deputy Mayor Lorna Yard  
Councilor Jacob Hayden  
Councilor Gerard Dunne  
Councilor Alex Troake  
Councilor Ralph Carey  
Councilor Nancy Burke (by telephone)

**1. Call to order:**

The meeting was called to order by Mayor Trevor Croft at 7:30 pm. Mayor Croft acknowledged the work done by previous councils over the previous years, as well as appreciation to the election officials and to the residents of Witless Bay for the high turnout during this past election.

**2. Appointment of Acting Town Clerk for Meeting:**

**2021-320** Councilor Jacob Hayden/Councilor Gerard Dunne  
Moved to appoint Barb Harrigan as Acting Town Clerk for tonight's meeting, October 8, 2021.  
Carried unanimously.

**3. Adoption of Agenda:**

**2021-321** Councilor Gerard Dunne/Councilor Ralph Carey  
Moved to adopt the Agenda of Special Public Meeting of Council of October 8, 2021.  
Carried unanimously.

**4. Correspondence:**

**a. Request from Alderwood Retirement Centre seeking a donation in support of their Annual Halloween Haunted House**

**2021-322** Councilor Ralph Carey/Deputy Mayor Lorna Yard  
Move to defer the request from Alderwood Retirement Centre seeking a donation in support of their annual Halloween Haunted House upon completion of the Town's Group Ratification Form.

Discussion: Deputy Mayor Lorna Yard wanted to note that Council supports the seniors of Alderwood, and being a new council they just want to be sure the appropriate process is in place.

Carried unanimously.

5. **General Business:**

a. **Appointment of Temporary Assistant Town Clerk (for Office)**

**2021-323** Deputy Mayor Lorna Yard/Councilor Alex Troake

Move to appoint the position of Temporary Assistant Town Clerk to Barb Harrigan.

Carried unanimously.

b. **Rescind Motion 2021-278 regarding Mallowney's Lane Extension**

Councilor Gerard Dunne declared a conflict of interest because his employer, Harbour Construction, was invited to quote on this work. Councilor Dunne left the meeting at 7:34 pm.

**2021-324** Councilor Ralph Carey/Councilor Jacob Hayden

Move that Council rescind Motion 2021-278 regarding Mallowney's Lane extension and tender as approved at the September 13, 2021.

Discussion: Councilor Ralph Carey noted that Council needs time to study and evaluate the financial and legal and regulatory implications, including instructions from Minister Howell, Kent and O'Brien regarding road standards.

For: Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councilors Jacob Hayden, Alex Troake, Ralph Carey and Nancy Burke

Abstained: Gerard Dunne

Motion carried.

Councilor Dunne returned to the meeting at 7:35 pm.

c. **Request for Stewart McKelvey law firm to cease all activities on behalf of the Town pending an update on current projects**

Councilor Gerard Dunne declared a conflict of interest because Stewart McKelvey represented the Town in an appeal against his son. Councilor Dunne left the meeting at 7:35 p.m.

**2021-325** Councilor Alex Troake/Councilor Jacob Hayden

Move that Council request Stewart McKelvey law firm cease all activities on behalf of the Town pending an update on current projects.

For: Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councilors Jacob Hayden, Alex Troake, Ralph Carey and Nancy Burke

Abstained: Gerard Dunne

Motion carried.

Councilor Dunne returned to the meeting at 7:36 pm

d. **Request for O'Brien's Contracting to cease all activities on behalf of the Town pending an update on current projects**

Councilor Gerard Dunne declared a conflict of interest because his employer, Harbour Construction, is a competing contractor. Councilor Dunne left the meeting at 7:36 pm.

**2021-326** Councilor Jacob Hayden/Councilor Ralph Carey

Move that council instruct O'Brien's Contracting to cease all activities on behalf of the Town pending an update on current projects.

For: Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councilors Jacob Hayden, Alex Troake, Ralph Carey and Nancy Burke

Abstained: Gerard Dunne

Motion carried.

Councilor Dunne returned to the meeting at 7:37 pm

6. **Finance:**

a. **Cheque signing authority for Mayor and Temporary Assistant Town Clerk**

**2021-327** Councilor Gerard Dunne/Deputy Mayor Lorna Yard

Move that Council grant cheque signing authority for the Town of Witless Bay to the Mayor and Temporary Assistant Town Clerk.

Carried unanimously.

b. **Approve Payables Chart dated September 21, 2021**

Councilor Gerard Dunne declared a conflict of interest because Stewart McKelvey represented the Town in an appeal against his son. Councilor Dunne left the meeting at 7:39 pm

**2021-328** Councilor Ralph Carey/Councilor Jacob Hayden

Move to approve the Payables Chart for September 21, 2021.

For: Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councilors Jacob Hayden, Alex Troake, Ralph Carey and Nancy Burke

Abstained: Gerard Dunne

Motion carried.

Councilor Dunne returned to the meeting at 7:40 pm.

c. **Remove \$500 spending limit for Fire Chief**

**2021-329** Councilor Alex Troake/Councilor Jacob Hayden

Move that Council remove the \$500 spending limit for Fire Chief

Discussion: Deputy Mayor Lorna Yard clarified that Council is not taking away the Fire Chief's ability to spend up to \$500, but looking at rebuilding the limit of her overall budget.

Carried unanimously.

7. **Public Works:**

a. **Tender for Snow Clearing**

Councilor Gerard Dunne declared a conflict of interest because his employer Harbour Construction will be bidding on this work. Councillor Dunne left the meeting at 7:41 pm.

**2021-330** Deputy Mayor Lorna Yard/Councilor Alex Troake

Move that Council proceed to tender for Snow Clearing Services for 2021 to 2022 and 2022 to 2023, with an option for Council to renew for one year, for Witless Bay.

For: Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councilors Jacob Hayden, Alex Troake, Ralph Carey and Nancy Burke

Abstained: Gerard Dunne

Motion carried.

Councilor Dunne returned to the meeting at 7:41 pm

b. **Tender for Supply of Salt and Sand**

Councilor Gerard Dunne declared a conflict of interest because his employer will be bidding on this work. Councilor Dunne left the meeting at 7:41 pm.

**2021-331** Councilor Jacob Hayden/Councilor Ralph Carey

Move that Council proceed to tender for supply of salt and sand for the winter season.

For: Mayor Trevor Croft, Deputy Mayor Lorna Yard, Councilors Jacob Hayden, Alex Troake, Ralph Carey and Nancy Burke

Abstained: Gerard Dunne

Motion carried.

Councilor Dunne returned to the meeting at 7:42 pm.

c. **Prepare submission to Crown Lands regarding railbed conservation**

**2021-332** Councilor Gerard Dunne/Deputy Mayor Lorna Yard

Move that Council prepare submission to Crown Lands regarding railbed conservation.

Carried unanimously.

d. **Approval to change locks on Town buildings (Town Hall, Puffin Centre)**

**2021-333** Councilor Alex Troake/Councilor Jacob Hayden

Move that the Town of Witless Bay change locks on Town building (Town Hall and Puffin Centre).

Discussion: Councilor Troake clarified that Council plans to change these locks to simplify the number of keys distributed to local groups, and that the intent is to provide these groups with a new key.

Carried unanimously.

8. **Note of next Public meeting: Scheduled for Tuesday, October 19, 2021 at 7:30 pm to begin addressing the backlog of permits, applications, and payments.**

9. **Adjournment**

**2021-334** Deputy Mayor Lorna Yard/Councilor Ralph Carey

Move to adjourn the meeting at 7:45 pm.

Carried unanimously.