



MINUTES
Regular Public Council Meeting
Tuesday, March 4, 2025
Community Hall

COUNCIL MEMBERS PRESENT	Mayor, Jason Cullihall Deputy Mayor, Jennifer Shears Councillor, Patricia Cullihall Councillor, Wilfred Ellsworth Councillor, Tony Smith Councillor, Keith Granter
ABSENT	None
STAFF PRESENT	Town Clerk Manager, Julie Town Clerk Assistant, Tracy Reid,
GUEST PRESENTATION	Rebecca Brushett – Ecology Action Centre Presentation

1.0 CALL TO ORDER

Meeting called to order by Mayor Cullihall at 6:30pm.

2.0 ADOPTION OF MINUTES

Motion #028-2025 Moved by Councillor Smith and seconded by Councillor Granter.

BE IT RESOLVED that the Town Council of Rocky Harbour adopts the minutes of the Public Meeting of Council held on February 18, 2025.

All in Favour: Mayor J.Cullihall
Deputy Mayor J.Shears
Councillor P.Cullihall
Councillor K.Granter
Councillor T.Smith
Councillor W.Ellsworth

Opposed: 0

Abstaining: 0

Motion Carried

3.0 ERRORS AND OMISSIONS

None.

4.0 GUEST PRESENTATION

4.1 Rebecca Brushett Ecology Action Centre Presentation. Presented on the work that has and is being done to create a new National Marine Conservation area. Rebecca requested a support letter



of council to help them be able to proceed with a feasibility study. Council to take back and discuss.

Rebecca concluded presentation and left the meeting at 6:47pm.

5.0 BUSINESS ARISING FROM MINUTES

5.1 Action Report

6.0 NEW BUSINESS

6.1 Lift Station Quotes – Council reviewed quotes received to repair or replace pump 1 at main lift station. Council discussed preventative maintenance plan being developed on all infrastructure. Council requested to find out what the emergency funding eligibility is and if eligible to get the repair done to the pump.

Motion #028-2025 Moved by Councillor Smith and seconded by Councillor Granter.
BE IT RESOLVED that the Town Council of Rocky Harbour agrees to get the main lift station pump 1 repaired upon being approved for emergency funding eligibility.

All in Favour: Mayor J.Cullihall
Deputy Mayor J.Shears
Councillor P.Cullihall
Councillor K.Granter
Councillor T.Smith
Councillor W.Ellsworth

Opposed: 0
Abstaining: 0

Motion Carried

The council acknowledged the importance of the position for the community and agreed to reach out to the initial candidates, who demonstrated strong qualities but were not ultimately selected, and invite them to reapply. Council also agreed to repost the position to attract more applicants.

6.2 Yearly Disclosure Statements of Council and Clerks – Statements were filled out and completed.

6.3 Amended Rules of Procedure Bylaw

Motion #029-2025 Moved by Councillor Smith and seconded by Deputy Mayor Shears.
BE IT RESOLVED that the Town Council of Rocky Harbour amends the current Rules of Procedure Bylaw to account for changes with the new Towns and Local Service Districts Act.

All in Favour: Mayor J.Cullihall



Deputy Mayor J. Shears
Councillor P. Cullihall
Councillor K. Granter
Councillor T. Smith
Councillor W. Ellsworth

Opposed: 0
Abstaining: 0

Motion Carried

6.4 Amended Code of Conduct Bylaw

Motion #030-2025 Moved by Councillor Smith and seconded by Deputy Mayor Shears.
BE IT RESOLVED that the Town Council of Rocky Harbour amends the current Code of Conduct Bylaw to account for changes with the new Towns and Local Service Districts Act.

All in Favour: Mayor J. Cullihall
Deputy Mayor J. Shears
Councillor P. Cullihall
Councillor K. Granter
Councillor T. Smith
Councillor W. Ellsworth

Opposed: 0
Abstaining: 0

Motion Carried

7.0 CORRESPONDENCE

7.1 Trails Tales and Tunes Sponsorship – Recreation Committee sent back the sponsorship letter as they do not typically sponsor this event and the town usually does. Council decided not to contribute this year.

7.2 MCW New Water Source Project Update – Town Clerk Manager gave overview on where the project stands with getting crown land application completed and approved. Additional permits were required prior to when the application initially was sent in 2023. Town Clerk Manager working with Water Management Division to get next steps of the process and will keep council updated.

7.3 Business Tax – Town Clerks discovered that Business Tax has not been charged correctly in past to businesses as Business Tax is applied to each property a business operates on. Town Clerk also discovered that property assessment values were not updated on accounting software and businesses will see an adjusted bill coming out. Town Clerks will send out a communication prior to sending out new bills.

7.4 Business Closure – Pittman Motors



7.5 Request Letter to Parks Canada – Council to send a letter to Parks Canada requesting a speed reduction and/or flashing sign be installed on Route 430 between Parkway Irving and Lobster Cove Lighthouse for ATV/Snowmobile crossing as it is becoming a dangerous safety concern.

Motion #031-2025 Moved by Councillor Smith and seconded by Councillor Cullihall.

BE IT RESOLVED that the Town Council of Rocky Harbour agrees to send a letter to Parks Canada about the growing safety concern between Parkway Irving and Lobster Cove Lighthouse on Route 430.

All in Favour: Mayor J.Cullihall
Deputy Mayor J.Shears
Councillor P.Cullihall
Councillor K.Granter
Councillor T.Smith
Councillor W.Ellsworth

Opposed: 0
Abstaining: 0

Motion Carried

7.6 Go Western Newfoundland Donation Request

Motion #032-2025 Moved by Councillor Smith and seconded by Councillor Granter.

BE IT RESOLVED that the Town Council of Rocky Harbour agrees to donate \$500 to Go Western Newfoundland.

All in Favour: Mayor J.Cullihall
Deputy Mayor J.Shears
Councillor P.Cullihall
Councillor K.Granter
Councillor T.Smith
Councillor W.Ellsworth

Opposed: 0
Abstaining: 0

Motion Carried

8.0 APPLICATIONS

8.1 Development Permit Application – 18 Watts Lane

Motion #033-2025 Moved by Councillor Smith and seconded by Councillor Cullihall

BE IT RESOLVED that the Town Council of Rocky Harbour approves the development permit as presented.

All in Favour: Mayor J.Cullihall



Deputy Mayor J. Shears
Councillor K. Granter
Councillor T. Smith
Councillor W. Ellsworth
Councillor P. Cullihall

Opposed: 0

Abstaining: 0

Motion Carried

8.2 Permit to Develop in Protective Public Water Supply Area Referral

Motion #034-2025 Moved by Councillor Smith and seconded by Councillor Granter

BE IT RESOLVED that the Town Council of Rocky Harbour approves the referral for the domestic harvest permit.

All in Favour: Mayor J. Cullihall
Deputy Mayor J. Shears
Councillor K. Granter
Councillor T. Smith
Councillor W. Ellsworth
Councillor P. Cullihall

Opposed: 0

Abstaining: 0

Motion Carried

8.3 Business Permit Application – Council request Town Clerk to obtain more information on the business.

9.0 COMMITTEES

9.1 HR COMMITTEE

Motion #035-2025 Moved by Councillor Smith and seconded by Councillor Granter

BE IT RESOLVED that the Town Council accepts the HR Committee's recommendation and approves extending the offer of employment for the position of Recreation/Arena Coordinator.

All in Favour: Mayor J. Cullihall
Deputy Mayor J. Shears
Councillor K. Granter
Councillor T. Smith
Councillor W. Ellsworth



Councillor P.Cullihall

Opposed: 0

Abstaining: 0

Motion Carried

9.2 PUBLIC WORKS COMMITTEE

Nothing to report.

9.3 RECREATION

See 9.1 for update regarding Recreation/Arena Coordinator position

March has a lot of tournaments upcoming that will be great for the community.

9.4 ROCKY HARBOUR VOLUNTEER FIRE DEPARTMENT

Nothing to report.

10 FINANCIAL REPORT

10.2 Accounts Payable

10.3 Mastercard Statement

Motion #036-2025 Moved by Councillor Smith and seconded by Counillor Ellsworth.

BE IT RESOLVED that the Town Council of Rocky Harbour motions to pay accounts payable as presented.

All in Favour: Mayor J.Cullihal
Deputy Mayor J.Shears
Councillor P.Cullihall
Councillor K.Granter
Councillor T.Smith
Councillor W.Ellsworth

Opposed: 0

Abstaining: 0

Motion Carried

11 QUESTIONS AND COMMENTS

Mayor Cullihall brought up how council working meetings are recorded. He noted that if they are compiled into minutes, they must be made public. Council agreed to take notes that will hold actions accountable.



The Mayor raised a concern regarding working meetings and the process by which the council decides what should be brought to a public meeting. He expressed concern about a donation letter request not being presented at a public meeting and not having quorum. Council members explained that the request was discussed at a working meeting and was deemed not relevant for a public meeting and there was no motions made. They also noted that this approach had been followed in the past. However, all council members agreed that, moving forward, items reviewed in working meetings will also be brought to public council meetings.

Councillor Ellsworth brought up space heaters being checked monthly and temperature setting at the Community Hall. Councillor Ellsworth also brought up having sympathy cards for those who pass in the community. Councillor Granter also suggested lowering flags for those who pass in the community.

12 NEXT MEETING

Public Council Meeting Tuesday, March 18th, 2025 at 6:30pm at Community Hall

Council Privileged Meeting Thursday, March 13th 2025

Council Working Meeting Saturday March 22nd 9am-3pm

13 ADJOURNMENT

Motion #037-2025 Moved by Councillor Smith.

BE IT RESOLVED that the meeting adjourned at 7:18pm.

All in Favour: Mayor J.Cullihal
Deputy Mayor J.Shears
Councillor P.Cullihall
Councillor K.Granter
Councillor T.Smith
Councillor W.Ellsworth

Opposed: 0

Abstaining: 0

Motion Carried

Signature: _____

Mayor

Date: _____

March 19/25

Signature: _____

Town Clerk Manager (Acting)

Date: _____

March 19/25