



**MINUTES**  
**Regular Public Council Meeting**  
**Tuesday April 29, 2025**  
**Community Hall**

<b>COUNCIL MEMBERS PRESENT</b>	Mayor, Jason Cullihall Deputy Mayor Jennifer Shears Councilor, Patricia Cullihall Councilor, Tony Smith Councilor, Keith Granter
<b>ABSENT</b>	Mayor, Jason Cullihall Councilor Wilfred Ellsworth
<b>STAFF PRESENT</b>	Town Clerk Manager, Julie Penney Town Clerk Assistant, Tracy Reid
<b>GUEST PRESENTATION</b>	

**1.0 CALL TO ORDER**

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

**2.0 ADOPTION OF MINUTES**

**Motion #060-2025 Moved by Councilor Granter and seconded by Councilor Cullihall.**  
BE IT RESOLVED that the Town Council of Rocky Harbour adopts the minutes of the Public Meeting of Council held on April 15, 2025

All in Favor: Mayor Cullihall  
Councillor P.Cullihall  
Councillor K.Granter  
Councillor T.Smith

Opposed: 0

Abstaining: 0

**Motion Carried**

**3.0 ERRORS AND OMISSIONS**

None

**4.0 Guest Presentation**

None

**5.0 BUSINESS ARISING FROM MINUTES**



## 5.1 Action Report

### 6.0 New Business

**6.1 Donation Request BMO Kids Help Phone** - Council agreed to forward the request on to Rocky Harbour Recreation Committee.

**6.2 Donation Request Harbour Lights Festival** - Seeking permission to install an outdoor electrical outlet box at Town Square property.

**Motion #061-2025 Moved by Councilor Cullihall and seconded by Councilor Smith.**

BE IT RESOLVED that the Town Council of Rocky Harbour approves giving Harbour Lights Festival Committee permission to install an outdoor electrical box under the premiss that all codes are being followed and prior to any work being done it will be inspected by our Public Works Manager to ensure it doesn't interfere with any other services.

All in Favor: Mayor Cullihall  
Councillor P.Cullihall  
Councillor K.Granter  
Councillor T.Smith

Opposed: 0

Abstaining: 0

**Motion Carried**

**6.3 Arena and Zamboni for 2025-2026 year** - Town Manager expressed concerns of Zamboni not being operational for the 2025-2026 year and that it is something that council needs to consider looking into for contingency planning. Recreation Coordinator and Town Manager are looking into quotes for a Zamboni, potential grants and what fundraising can start happening, but the reality is this may not all be in place for fall 2025. Town Manager has also suggested a loan potentially be taken out for this and all fundraised dollars would go back into the loan to pay off the loan quicker.

**6.4 Arena Committee** - New Recreation/Arena Coordinator will be putting in place a new Arena Committee so that it can continue to be run properly for the future.

**6.5 Pump for Old Cove Road** - Council discussed an option of having a pump installed on Old Cove Road to help with water pressure. Council discussed that with the potential of The Town getting approved for the New Water Supply that these issues may be elevated with this and to wait to see if we get approved for this funding before looking into this option.

**6.6 Seasonal Positions** - Council discussed bringing Seasonal Full-time Landscaper back in the middle of May. Council discussed needing to fill Bill's position temporarily until September 2025 as he is still off. Discussion was had around if there was room in the budget for an additional public works person for the summer to carry special projects like trail repair, work at the pond and arena.



Town Manager brought forward that Union would like a meeting with Council to review changes being proposed to job descriptions.

**Deputy Mayor Shears arrived at the meeting at 6:58pm.**

Council discussed getting public input on The Pond Building Project if they should continue to proceed with the original project or proceed with something different as it will continue to cost additional funds and the project has had many setbacks in completion. Town Manager to circulate a memo to the community.

**Motion #062-2025 Moved by Councilor Smith and seconded by Councilor Cullihall.**

BE IT RESOLVED that the Town Council of Rocky Harbour approves advertising for the Recycling Depot Attendant Assistant as a temporary full-time contract until September 2025.

All in Favor: Mayor Cullihall  
Deputy Mayor J Shears  
Councillor P.Cullihall  
Councillor K.Granter  
Councillor T.Smith

Opposed: 0

Abstaining: 0

**Motion Carried**

**6.7 Denise on Vacation and Coverage Needed at The Depot** - Temporary position will be posted as discussed earlier. Councillor Cullihall suggested that perhaps Recreation/Arena Coordinator could cover in the Depot during that week and one of the labourers could go in to support.

**6.8 Municipal Awareness Week May 4-10 2025**

**Motion #063-2025 Moved by Councilor Cullihall and seconded by Councilor Granter,**

BE IT RESOLVED that the Town Council of Rocky Harbour proclaims May 4-10, 2025 Municipal Awareness Week in Rocky Harbour, NL.

All in Favor: Mayor Cullihall  
Deputy Mayor J Shears  
Councillor P.Cullihall  
Councillor K.Granter  
Councillor T.Smith

Opposed: 0

Abstaining: 0

**Motion Carried**



**6.9 Funds from Town for Fire Truck Contribution** - Discussion was had around The Town contributing \$40,000 towards the fire truck when it is here and ready. Town Manager was not aware that it had to be budgeted for this year as it was something that was budgeted for last year. The Town will pay its portion when the time comes.

**6.10 Concrete Wall on Spring Lane Safety Concern** – Discussion around concern regarding the condition of the concrete wall located along the perimeter of a property on Spring Lane that is adjacent to the roadway. It is becoming a safety issues as the debris is falling onto the roadway. Office staff to send a letter to ask maintenance be carried out to address the current condition and prevent future issues.

**6.11 Town Garbage Truck** – Discussion with council around the condition of the current truck that is used for hauling the garbage trailer, it is deteriorating and just not suited for the needs it is used for. Council discussed getting quotes on an actual small garbage truck to see what costs would be to look into this option.

**6.12 Canada Day Committee Bank Account** – Was set up to be used for the Canada Day Committee and any grants obtained.

## **7.0 Correspondence**

**7.1 Fire Truck Account Total** – Currently have \$265,000 of Towns portion for the new Fire Truck.

**7.2 \$2,500 from Gros Morne Institute for Sustainable Tourism**

**Motion #064-2025 Moved by Councilor Smith and seconded by Councilor Granter.**

BE IT RESOLVED that the Town Council of Rocky Harbour will put the funds of \$2,500 from Gros Morne Institute for Sustainable Tourism towards our Canada Day and Torch Relay event coming up on July 1<sup>st</sup> and 2<sup>nd</sup>.

All in Favor: Mayor Cullihall  
Deputy Mayor J Shears  
Councillor P.Cullihall  
Councillor K.Granter  
Councillor T.Smith

Opposed: 0

Abstaining: 0

**Motion Carried**



**7.3 Memo Community sustainability partnership accountability measures and exemptions –**  
Distributed for all council members.

**7.4 Hydrant Flushing Boil Order in Effect – Hydrant flushing has now been complete by Public Works staff with no issues encountered. Boil order still remains in effect and Town Manager has already reached out to start the process of having out water tested.**

**7.5 Spring Cleanup starting May 6<sup>th</sup> for residents.**

## **8.0 Applications**

### **8.1 Crown Land Application #275604**

**Motion #065-2025 Moved by Councilor Smith and seconded by Councilor Granter.**

BE IT RESOLVED that the Town Council of Rocky Harbour has no objections to Crown Land Application #275604.

All in Favor: Mayor Cullihall  
Deputy Mayor J Shears  
Councillor P.Cullihall  
Councillor K.Granter  
Councillor T.Smith

Opposed: 0

Abstaining: 0

**Motion Carried**

**7:22pm Town Clerk Assistant joined the gallery for the next development application.**

### **8.2 Development Application – 3 Butts Lane**

**Motion #066-2025 Moved by Councilor Smith and seconded by Councilor Granter.**

BE IT RESOLVED that the Town Council of Rocky Harbour approves this development application

All in Favor: Mayor J.Cullihall  
Deputy Mayor J Shears  
Councillor P.Cullihall  
Councillor K.Granter  
Councillor T.Smith

Opposed: 0

Abstaining: 0

**Motion Carried**



**7:23pm Town Clerk Assistant rejoined the meeting.**

**8.3 Business Application – Pinecone Hideaway**

**Motion #067-2025 Moved by Deputy Mayor Shears and seconded by Councilor Granter.**

BE IT RESOLVED that the Town Council of Rocky Harbour approves this business permit.

All in Favor: Mayor J.Cullihall  
Deputy Mayor J Shears  
Councillor P.Cullihall  
Councillor K.Granter  
Councillor T.Smith

Opposed: 0

Abstaining: 0

**Motion Carried**

**9.0 Committees**

**7:27pm Town Clerk Assistant left the meeting for council to discuss Town Clerk Manager hiring process.**

**9.1 HR Committee – Council received Town Clerk Manager resignation on April 15<sup>th</sup>.** Council discussed the hiring process for Town Clerk Manager position and encourages all those interested in applying to apply. Council discussed if Town Clerk Assistant is interested in the position they need to submit their resume.

**7:38pm Town Clerk Assistant rejoined the meeting.**

**9.2 Public Works Committee – No update.**

**9.3 Recreation Committee – Town staff to follow up on broken dehumidifier in the arena.**

**9.4 Rocky Harbour Fire Department – Membership Application – Noal Hanton**

**Motion #068-2025 Moved by Councilor Smith and seconded by Councilor Granter.**

BE IT RESOLVED that the Town Council of Rocky Harbour approves Noal Hanton membership application to join Rocky Harbour Fire Department.

All in Favor: Mayor J.Cullihall  
Deputy Mayor J Shears  
Councillor P.Cullihall  
Councillor K.Granter  
Councillor T.Smith

Opposed: 0



Abstaining: 0

**Motion Carried**

## **10.0 Financial reports**

### **-Accounts Payable.**

**Motion #069-2025 Moved by Deputy Mayor Shears and seconded by Councilor Granter.**

BE IT RESOLVED that the Town Council of Rocky Harbour approves accounts payable.

All in Favor: Mayor J.Cullihall  
Deputy Mayor J Shears  
Councillor P.Cullihall  
Councillor K.Granter  
Councillor T.Smith

Opposed: 0  
Abstaining: 0

**Motion Carried**

## **11. Next Meeting**

Public Council Meeting Tuesday, May 13<sup>th</sup> at 6:30pm at the Community Hall.

Public Hearing Municipal Plan and Development Regulations Wednesday May 14<sup>th</sup> at 7:30pm at the Community Hall

## **12. Roundtable**

- Vent pipe for Councilor Smith pipe as an experiment. Staff to get George to investigate further.

## **13. ADJOURNMENT**

**Motion #070-2025 Moved by Councillor Smith**

BE IT RESOLVED that the meeting adjourned at 7:49pm.

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

Opposed: 0  
Abstaining: 0

**Motion Carried**



Rocky Harbour

Signature: \_\_\_\_\_

Mayor

Signature: \_\_\_\_\_

Town Clerk Manager

Date: \_\_\_\_\_

July 18/25

Date: \_\_\_\_\_

June 25/25