

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY DECEMBER 4, 2017

PRESENT: Sam Lee, Kimberly Orren, Harry Chafe, Linda Hearn, Rick Raymond, David Green, Sam Stack and Stephanie Stack

#	ITEM
1	Mayor Lee brought the meeting to order at 6:30 pm
2	Minutes of November 20, 2017 were read. There were no errors or omissions. <b>Motion #227 Harry Chafe/Rick Raymond</b> Proposed minutes of November 20, 2017 be approved. All in favor, motion carried.
3	# 4 on tonight's agenda was moved to the beginning of meeting. Application from North Atlantic Ziplines to relocate Ziplines and operate new restaurant and bed & breakfast. Rob Carter from North Atlantic Ziplines was present in chambers to answer any questions with regard to the application. David Green stated he had a conflict of interest with the bed & breakfast portion of the application. There was some discussion with regard to breaking the application into sections. It was decided that the application had to be treated as one application. Council voted that David Green was in a conflict of interest. David Green left the meeting at 6:37pm. There was some discussion with regard to parking. As per the Town regulations parking spaces have to be 1.5 meters from the road. Mr. Carter stated that there is currently a business in this location. He also stated that he has ample parking both at this location and the location on the waterfront. There was some concern from council with regard to the parking spaces in front of the building being able to meet the regulation of 1.5 meters. Mr. Carter assured council that he would meet the parking regulation. <b>Motion #228 Harry Chafe/Kimberly Orren</b> Proposed to send out notice of new business to the public for input. Council will then review at next meeting. All in favor, motion carried. David Green returned at 6:55pm.
4	# 3 on tonight's agenda was also moved to the beginning of meeting. Randy Murphy and Ed Delaney from the East Coast Trail Association were present in chambers to discuss their Annual Community Hike that will take place on June 2, 2018. The East Coast Trail Association would like the Town of Petty Harbour/Maddox Cove to be the sponsor for the event. The sponsorship would include providing busing, local entertainment, lunch and use of the community center. The approximate cost would be \$3000- \$5000. In return the Town would be featured in all future marketing of the event. The association would need to know early in the New Year if council is willing to become the sponsor for the event. Council will get back to the East Coast Trail Association early in the New Year.
	<b>BUSINESS ARISING</b>
5	#5 Pole Lights. Staff was speaking to the technician and the work should be done in the coming weeks.
6	#6 Disconnection of sewer services to 31A Main Road, Petty Harbour. Staff will proceed with this in the coming days.
7	# 9 First Aid Training. Recreation will get back to Council with the number of people interested. Once Council has the numbers of interested people the training will proceed in mid January.
8	#10 The notice of tender for the wharf repairs has gone out to the public.
9	# 13 Members of Council met with representatives from the Department of Transportation and Works to discuss traffic calming on the Main

		Road in the community. The department has installed a traffic counter in Petty Harbour and in Maddox Cove. This counter will gage the speed and volume of traffic. The department will follow up with the Town in the spring with regard to the data. There was also some discussion about speed bumps. The department stated they do not place speed bumps on main thoroughfares but noted that if the Town took over the road that it would be something that they could possibly do.
10		#25 Council inspected the drains on Motion Bay Road Extension. Mayor Lee stated that he will look into this again and report back to Council.
11		#26 Deputy Mayor Stack wanted to thank recreation on another successful Senior's Dinner and Dance. It was noted that a lady fell and broke her nose at the function. During the function Sam Stack and Sam Lee spoke to Keith Hutchings about the Capital Works application for the sewer extension on Main Road in Maddox Cove. Council will set up a meeting with Mr. Hutchings in the New Year to discuss the Capital Works application.
12		#27 Staff spoke to Municipal Affairs with regard to conflict of interest for Co-op members. It was noted that if there is any monetary gain then members would be in conflict of interest.
	<b>TONIGHT'S AGENDA</b>	
13		Parking space for the Town Office. <b>Motion #229 Lynn Hearn/Rick Raymond</b> Proposed to change the lines for the parking spaces to adhere to the parking regulations under the Town Plan. Lynn Hearn, Rick Raymond, Harry Chafe, Kimberly Orren, David Green and Sam Lee in favor, Sam Stack not in favor. Motion carried.
14		2018 Budget and Tax Schedule. Sam Stack presented the 2018 budget. The 2018 budget is a balanced budget in the amount of \$1,192,027.00. Some highlights of the budget include severance, repairs to Skinner's Hill, sewer sampling and testing, and 2 <sup>nd</sup> phase of GIS mapping. There was no change in the residential and commercial mil rate. There were some small changes to the tax schedule with regard to permits and commercial water and sewer tax. There was some discussion with regard to the increase in the commercial water & sewer tax. <b>Motion #230 Harry Chafe/Rick Raymond</b> Proposed to approve the 2018 balanced budget in the amount of \$1,192,027.00 and the 2018 Tax Schedule as tabled. Harry Chafe, Lynn Hearn, Sam Lee, Sam Stack, Rick Raymond in favor, David Green and Kimberly Orren not in favor. Motion carried.
15		One way sign on Main Road Lane. There was some discussion with regard to changing the direction of the one way sign on Main Road Lane. <b>Motion #231 Harry Chafe/Lynn Hearn</b> Proposed to change the direction of the one way sign on Main Road Lane. Harry Chafe, Lynn Hearn, Sam Stack, Rick Raymond, David Green and Sam Lee in favor, Kimberly Orren not in favor. Motion carried.
16		First Aid Training –This was discussed during business arising.
17		The Auditor's report for the 2016 audit was tabled. <b>Motion #232 Rick Raymond/Lynn Hearn</b> Proposed to accept the auditor's report for the 2016 audit. All in favor, motion carried.
18		Sam Lee, Lynn Hearn and Harry Chafe left chambers due to a conflict of interest at 8:10pm. Two quotes from T & D Enterprises to snow clear lane at 31A Motion Bay Road were tabled. One quote (Quote #11) was to snow clear lane continuously for the remainder of the contract in the amount of \$1000 plus HST. The second quote (Quote #10) was a rate to clear the driveway as needed in the amount of \$50.00 plus HST per clearing. <b>Motion #233 David Green/Rick Raymond</b> Proposed to approve Quote #10 in the amount of \$50.00 plus HST per clearing with the stipulation that the driveway will only be cleared on

		School days when the bus will be running. It would not be cleared on the weekends and during holidays. All in favor, motion carried. Sam Lee, Lynn Hearn and Harry Chafe returned to chambers at 8:15pm.
19		<b>Motion #234 Rick Raymond/Sam Stack</b> Proposed to rescind the Senior's Discount Policy - Motion #529 – December 15, 2014. All in favor, motion carried
20		Town policies. <b>Motion #235 Sam Stack/Rick Raymond</b> Proposed to approve Policy #'s 14 (Travel Expense Policy), #15 (Hours of work Policy), #16 (Christmas Bonus Policy), #17 (Employee call in Policy), #18 (After hours call in Policy), #19 (Health & Safety Policy) and #20 (Return to work Policy).  Councillor Orren had some concerns about a section of Policy # 14 (Travel Expense Policy) that may be in violation of the Municipalities Act as per email council received from Lori Evoy from the Department of Municipal Affairs. Councillor Orren also had some concerns over Policy # 15 & 16 not being discussed at a Labour Management meeting before being brought forward to Council for a vote. There was also some discussion with regard to Policy # 17 (Employee call in Policy). Councillor Orren noted that Policy # 17 did not have enough information to warrant being called a policy. She voiced concerns over who and how determination will be made when another staff person is needed and who has the ultimate responsibility for approving such? Policy # 17 will be changed to add the following: "Additional staff will be called in at the discretion and in conjunction with the Mayor/Deputy Mayor and Foreman/CAO. If the Mayor/Deputy Mayor cannot be contacted then call in will be at the discretion of the CAO". Sam Stack amended his motion to remove Policy #14 and Policy # 20 and to add the changes to Policy # 17. New amended motion will be as follows: Proposed to approve Policy #'s #15 (Hours of work Policy), #16 (Christmas Bonus Policy), #17 (Employee call in Policy - with changes), #18 (After hours call in Policy), and #19 (Health & Safety Policy). Sam Stack, Rick Raymond, Lynn Hearn, David Green, Harry Chafe and Sam Lee in favor, Kimberly Orren not in favor. Motion carried.  <b>Motion #236 David Green/Kimberly Orren</b> Proposed to rescind Motion # 235 and to deal with the policies separately. David Green and Kimberly Orren in favor, Sam Stack, Sam Lee, Lynn Hearn, Rick Raymond and Harry Chafe not in favor. Motioned defeated.  <b>Motion #237 Kimberly Orren/Harry Chafe</b> Proposed to defer Policy #14 (Travel Expense Policy) and Policy # 20 (Return to work Policy) to the next meeting. All in favor, motion carried.
21		Rick Raymond left at 9:00pm
22		Training for part time staff <b>Motion #238 Sam Stack/ Lynn Hearn</b> Proposed to defer this item until the next meeting as Council need to discuss this further. All in favor. Motion carried. The CAO noted to Council that if the current part time employee is called in that he does not have the safety training that full time staff has.
23		Office closure for snowstorms. The Town Office will be closed for snowstorms if the Confederation Building is closed due to weather conditions.
24		Bills in the amount of \$52,239.90 <b>Motion #239 Sam Stack/Kimberly Orren</b> Proposed to pay the bills in the amount of \$52,239.90 All in favor. Motion carried.
25		CAO Phone Log was distributed to Council.
	NEW	

	<b>BUSINESS</b>	
26		Kimberly Orren noted that there was dirt piled up on the side of the road on the bridge and plants are starting to grow there.
27		Council asked staff to book a restaurant for the Christmas dinner.
28		Sam Lee will be driving the Council truck in the Christmas Parade.
29		The CAO tabled all the permits that were issued since the last meeting.
30		Doug Howlett wanted to let Council know that all the clean-up work on his property was completed.
31		<b>Motion #240 Sam Stack/David Green</b> Proposed to approve Matched Training Application. All in favor, motion carried.
32		There was some concerns with regard to water running on property next to the Town Office. Staff will be disconnecting the sewer in this area this week and will look into this at that time.
33		Mayor Lee tabled a gas expense claim in the amount \$16.80. <b>Motion #241 Harry Chafe/David Green</b> Proposed to approve the expense claim in the amount of \$16.80. All in favor, motion carried.
34		<b>Motion #242 Harry Chafe/David Green</b> Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 9:35pm.

Samuel Lee, Mayor \_\_\_\_\_

Stephanie Stack, Chief Administrative Officer \_\_\_\_\_

**TOWN OF PETTY HARBOUR/MADDOX COVE**  
**REGULAR MEETING**  
**MONDAY DECEMBER 4, 2017**

1. Minutes of November 20, 2017
2. Business Arising
3. East Coast Trail – Annual Community Hike
4. Application from North Atlantic Ziplines – Re-location of Ziplines and new restaurant and B & B. Request to speak
5. Town Office parking area
6. 2018 Budget and Tax Schedule
7. One Way Sign on Main Road Lane
8. First Aid Training
9. Auditor's Report
10. Quote from T & D Enterprises – Re: Snow clearing of Lane 31A Motion Bay Road
11. Rescind Policy # 1 – Senior's Discount on Property Tax Policy
12. Town Policies – Changes and new policies
13. Training for part time staff
14. Office Closure during snow storms
15. Bills
16. CAO – Phone log
17. New Business
18. Adjourn

## BILLS

Brenntag (Water & Sewer Expense)	\$1,718.57
Cal Le Grow (Insurance Expense)	\$416.30
CBCL Limited (Professional Services)	\$1,193.13
Ecoguard Systems (Water & Sewer Expense)	\$14,938.50
Eastchem (Water & Sewer Expense)	\$730.25
John Layden Trucking (Road Maintenance Expense)	\$9,085.00
MFB Trucking (Road Maintenance Expense)	\$833.75
McDonald's Home Hard (Cleaning Supplies/Water & Sewer/R&M Expense)	\$106.24
NL Power (Street Lighting Expense)	\$5,125.87
North Atlantic Supplies (Employee Clothing Expense)	\$666.94
Orkin Canada (Pest Control Expense)	\$73.03
T&D Enterprises (Truck Expense)	\$17.25
T & D Enterprises (Snow Clearing)	\$16,042.50
Irving Oil Marketing (Gas Expense)	<u>\$1,292.57</u>
TOTAL	\$52,239.90