

REGULAR MEETING
TUESDAY APRIL 13, 2020
AGENDA

1. Minutes of March 17, 2020
2. Business Arising
3. Ratify payment of bills dated March 26, 2020
4. Ratify Expense Claims paid March 26, 2020
5. Ratify Letters of support for the Petty Harbour Co-op and the Mini Aquarium
6. Second request to have interest wrote off for 66-76A Motion Bay Road
7. Application to operate a tourist accommodation at 23 Shore Lane (Application#A2020-04)
8. Application to operate a Craft business at 20 Big Hill Road (Application # A2020-05)
9. Application to build a home at 51-53 Main Road, Maddox Cove (Application #A2020-03)
10. Draft Financial Statements – Regular Account and Gas Tax Account
11. Letter from White and Abbott – Additional Accounting services available
12. Tom Best Memorial
13. Maddox Cove beach area/Old Maddox Cove Road
14. Foreperson's Report
15. Expense Claims
16. Cheque Log
17. Request for donation – Royal Canadian Legion
18. Covid-19 update and inquiry of business tax relief
19. Bills
20. New Business
21. Adjourn

BILLS

City of St. John's (Garbage Expense)	\$1,852.91
Irving Oil Marketing (Gas Expense)	\$1,255.84
McDonald's Home Hardware (R&M Building Expense)	\$54.81
Stewart McKelvey (Professional Fees Expense)	\$1,481.20
Printer Tech Solutions (Office Exp.)	\$112.70
Weir's Construction (Road Maintenance)	\$148.58
John Layden Trucking (Road Maintenance)	\$115.00
T & D Enterprises (Pick-up truck Exp.)	\$472.27
T & D Enterprises (Snow Clearing – Driveway)	\$332.00
T & D Entreprises (Garbage Truck Exp.)	\$1,623.10
White & Abbott Chartered Prof. Accountants (Prof. Fees)	\$8,538.72
NF Power (Street Lighting)	\$2,498.13
Atlantis Business Forms (Office Exp.)	\$270.25
SNC Lavalin (CWP Water Valve Replacement)	\$1,658.88
MFB Trucking (Road Maintenance)	\$776.25
NF Power (Hydro Expense)	<u>\$3,772.16</u>
	\$24,962.80

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY APRIL 13, 2020

This meeting took place remotely via Zoom. (The meeting was open to the public)

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

#	ITEM
1	Mayor Lee brought the meeting to order at 6:30pm.
2	Minutes of March 17, 2020 were read. Motion #89 Rick Raymond/Harry Chafe Proposed minutes of March 17, 2020 be approved. All in favor, motion carried.
	BUSINESS ARISING
3	#5 The signing of the Nape Union Contract has been delayed due to Covid-19. Staff will check into this.
4	#6 The town's new credit card has been sent and is in the mail.
5	#19 Staff will schedule a finance meeting in the coming weeks.
6	#20 The town received the grant money from Social Development Canada to construct a wheelchair accessible pathway and picnic area at the Bidgood's Cove Property in the amount of \$6,351.00. This project will commence this spring. Council will award the contract for the work at the next meeting.
	TONIGHT'S AGENDA
7	Motion #90 Rick Raymond/Lynn Hearn Proposed to ratify payment of bills dated March 26, 2020. All in favor, motion carried.
8	Motion #91 Rick Raymond/Lynn Hearn Proposed to ratify expense claim for Stephanie Stack dated March 26, 2020 in the amount of \$40.00. All in favor, motion carried.
9	Motion #92 Rick Raymond/David Green Proposed to ratify expense claim for Matthew Chafe dated March 26, 2020 in the amount of \$49.57. All in favor, motion carried.
10	Motion #93 Rick Raymond/David Green Proposed to ratify Letter of Support for the Petty Harbour Co-op. The Co-op are working on a project to clean up lost fishing gear at sea. All in favor, motion carried.
11	Motion #94 Harry Chafe/Rick Raymond Proposed to ratify Letter of Support for the Mini Aquarium to continue with their catch-and-release program. All in favor, motion carried.
12	Request from the owner of property at 66-76A Motion Bay Road to have interest on his account wrote off in the amount of \$2,394.30. Deputy Mayor Stack noted that he is not in favor of writing off interest. He also noted that the property owner has already been sent a letter stating that council would not be writing off the interest. Councillor Green also noted that he is not in favor of writing off the interest. Councillor Chafe noted that this property is land locked and does not have any access. He also noted that other property owners that had land locked land had their property taxes wrote off. He stated that council should write off the interest. Mayor Lee noted that if you have land you have to pay taxes. Motion #95 Sam Stack/David Green Proposed not to write off taxes for 66-76A Motion Bay Road. Mayor Lee, Deputy Mayor Stack, Councillor Green and Councillor Hearn in favor. Councillor Orren, Councillor Chafe and Councillor Raymond not in favor, motion carried.
13	Application to operate a tourist accommodation business at 23 Shore Lane (Application # A2020-04). A notice with regard to this business was sent out to the public with no comments received. Motion #96 David Green/Sam Stack Proposed to approve the application to operate a tourist accommodation business

		at 23 Shore Lane (Application # A2020-04). All in favor, motion carried.
14		<p>Application to operate a craft business at 20 Big Hill Road (A2020-05). A notice with regard to this business was sent out to the public with no comments received.</p> <p>Motion #97 Rick Raymond/David Green Proposed to approve the application to operate a craft business at 20 Big Hill Road (A2020-05). All in favor, motion carried.</p>
15		<p>Application to build a home at 51-53 Main Road, Maddox Cove (Application #A2020-03). The applicant is also requesting to connect to the water line on Motion Bay Road extension and to install a septic field.</p> <p>Mayor Lee noted that there have been discussions regarding the requirement of a grading report as per the engineer's recommendations. Mayor Lee noted that if council requires a grading report from this applicant then they should require one for every application moving forward. Councillor Hearn noted that council did not require a grading report from the neighboring property owner that just built a new home. Mayor Lee noted that this requirement (Slopes greater than 15%) is in the town plan and council can require it. He noted that someone has to be the first person. Mayor Lee noted that he gets the feeling that council may want to change the town plan. Stephanie Stack (CAO) recommended that if council does look at changing the town plan that they not remove this section but state that a grading report "may" be required, as there may be situations that council may require a grading report. Councillor Chafe raised some concern over the septic field and would like to see the report when completed. Mayor Lee noted that the Service NL will have the final say if a septic field meets the requirements or not.</p> <p>Motion #98 Sam Stack/Rick Raymond Proposed to approve the application in principle under the condition the septic field is approved by Service NL. All in favor, motion carried.</p>
16		<p>Draft Management Letter and Financial Statements – Regular Account and Gas Tax Account were tabled.</p> <p>Motion #99 Sam Stack/Harry Chafe Proposed to adopt the Draft Management Letter and Financial Statements – Regular Account and Gas Tax Account. All in favor, motion carried.</p>
17		<p>A letter from White and Abbot Chartered Accountants regarding additional accounting services that they provide. It was noted that the CAO was doing a good job with regard to the town's accounting. This was reiterated by the accountant during the audit. Council would not be interested in these extra services at this time.</p>
18		<p>Tom Best Memorial.</p> <p>Mayor Lee noted that he was approached by a friend/colleague of Mr. Tom Best regarding erecting a memorial in his honor. The total cost of the project is expected to be \$100,000.00. This friend/colleague of Mr. Best will be donating \$5000.00 to the project. There will also be other avenues of support including the Petty Harbour Co-op. The town was approached for an in-kind donation to do some initial excavating and possibly placing a concrete block for the monument. Mayor Lee stated that he just wanted to bring this forward for council to think about. He stated that when he gets more information about the project, he will bring it back to council for review.</p>
19		<p>Maddox Cove Beach Area/Old Road Maddox Cove</p> <p>Mayor Lee noted that a section of Old Maddox Cove Road has been closed off to vehicular and pedestrian traffic. The culvert that goes across the road is undermined and partially collapsed causing the shoulder of the road to drop substantially. The armour stone on the outside of the road on the beach side is failing and is also contributing to the road dropping.</p> <p>The town received two quotes from engineering firms to provide a scope of work and costing for the project. CBCL Limited provided a quote in the amount of \$11,500.00. SNC Lavalin provided a quote in the amount of \$1,250.00. Deputy Mayor Stack asked why council is getting an engineer to look at this. Mayor Lee noted that in this day and age every project that council does should be looked at by an engineer. Deputy Mayor Stack noted that when this armour stone and culvert were installed originally there were engineers involved and now there is an issue. Councillor Orren noted that when this area was originally done there was no consideration for climate change, now engineers have to take into account the effects of climate change. Councillor Green noted that the Department of Municipal Affairs and Environment would have to be consulted when doing this project, due to the river. Deputy Mayor Stack noted that the timeframes to complete the work were much longer for CBCL Ltd.</p> <p>Motion #100 Harry Chafe/Sam Stack Proposed to accept SNC Lavalin's quote to complete a site visit and complete a</p>

		report summary and design options for this area. All in favor, motion carried.
20		The Foreperson's Report was tabled Motion #101 Lynn Hearn/David Green Proposed the Foreperson's Report be accepted. All in favor, motion carried.
21		Expense claim for Matthew Chafe in the amount of \$353.42 was tabled. Motion #102 Rick Raymond/Lynn Hearn Proposed expense claim for Matthew Chafe in the amount of \$353.42 be approved. All in favor, motion carried.
22		Expense claim Stephanie Stack for in the amount of \$70.00 was tabled. Motion #103 Sam Stack/David Green Proposed expense claim for Stephanie Stack in the amount of \$70.00 be approved. All in favor, motion carried.
23		Cheque Log was tabled. Motion #104 Rick Raymond/Harry Chafe Proposed the Cheque Log be approved. All in favor, motion carried.
24		Request from the Royal Canadian Legion to advertise in the Military Service Book. Motion #105 Rick Raymond/David Green Proposed to advertise in the Royal Canadian Legion's Military Service Book in the amount of \$210.00. All in favor, motion carried.
25		Covid-19 Update Stephanie Stack (CAO) gave an overview of the town's operations in light of Covid-19. Both outside laborers are rotating shifts on the three days other than garbage days. During garbage days staff have been practicing social distancing and travelling in different vehicles. The foreperson has been working daily ensuring that all essential services such as water, sewer and roads are in good working order. Both office staff have been working remotely from home and this is working out very well. All staff have been provided with sanitizer and wipes. Covid-19 business tax relief request The town received two requests inquiring about tax relief for businesses in the town due to the Covid-19 pandemic. Deputy Mayor Stack noted that there may be a councillor that is in a conflict of interest if council is just looking at this individual request and not business tax as a whole. Councillor Green noted that he would not be in a conflict if discussing business tax as a whole. He also noted that he had information with regard to government assistance for businesses. Councillor Orren asked if there were any requests from other types of businesses besides tourist accommodations. Stephanie Stack (CAO) noted there was not. All Councillors agreed that they would discuss the business tax issue as a whole and not based on one or two businesses that forwarded emails. Councillor Orren noted that businesses were ordered to close by the Federal and Provincial governments and not by municipalities. She noted that Federal and Provincial governments can operate on a deficit, but municipal governments cannot. Municipalities have to operate on a balanced budget. Councillor Orren also stated that council should put this aside until a later date as the Federal Government has stated that there will be assistance coming to small businesses in the future. Councillor Green noted that the current Federal assistance for small businesses is only for businesses that have a payroll that exceeds \$50,000.00. Mayor Lee asked council if anyone had any suggestions moving forward. Councillor Orren noted that one option could be changing commercial property tax to residential tax for businesses or to delay payment of taxes until the end of the year. Mayor Lee noted that he would not be in favor of writing off any taxes. He noted that the town still has to run and has the same expenses. It was suggested that the town could possibly defer payment of commercial property and business tax until August. Motion #106 Lynn Hearn/Rick Raymond Proposed to defer payment of Commercial Property Tax and Business Tax until August 31, 2020. Mayor Lee, Councillor Hearn, Councillor Chafe, Councillor Orren, Councillor Raymond and Councillor Green in favor. Deputy Mayor Stack not in favor. Motion carried.
26		Bills in the amount of \$24,962.80 were tabled. Motion #107 Harry Chafe/Rick Raymond Proposed to pay bills in the amount of \$24,962.80 All in favor, motion carried.
	NEW BUSINESS	
27		Spring clean-up Council will discuss at next meeting.

28		<p>Councillor Raymond asked if there was going to be any deferment of taxes for residents</p> <p>Motion #108 Rick Raymond/David Green</p> <p>Proposed to defer payment of residential property tax until August 31, 2020. All in favor, motion carried.</p>
29		<p>The garbage truck has broken down a couple of times over the past couple of weeks. The gas tank and straps had to be replaced and on Friday it broke down again while at the dump and had to be towed to the garage. The town has budgeted to get a loan out to purchase a new garbage truck in the 2020 budget. Deputy Mayor Stack noted that the town should put a limit on what they will be spending on repairs to the garbage truck. Deputy Mayor Stack suggested \$2,000.00. It was noted that any repairs for a vehicle of this type would probably cost more than \$2000.00. Stephanie Stack (CAO) noted that she will get the cost of the repairs and notify council.</p>
30		<p>Deputy Mayor Stack noted that the shoulders of the main road throughout the community are in need of repair. Staff will contact the Department of Transportation and Works. Stephanie Stack (CAO) noted that she recently received a circular from the Department of Transportation and Works informing all municipalities that repairs to roads would be slowed due to lack of staff.</p>
31		<p>Deputy Mayor Stack asked if the scope of work from CBCL Ltd. for Motion Bay Road Extension would be starting now that the weather and snow is clearing up. Councillor Raymond note that this should not be a priority right now and stated that Old Maddox Cove Road would be a priority. Staff will contact CBCL with regard to this.</p>
32		<p>Motion #109 Rick Raymond/Harry Chafe</p> <p>Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 8:17pm.</p>

Mayor, Sam Lee _____

Stephanie Stack, Chief Administrative Officer _____