

**TOWN OF PETTY HARBOUR/MADDOX COVE**

**REGULAR MEETING**

**TUESDAY APRIL 24, 2018**

**PRESENT: Kimberly Orren, Rick Raymond, Sam Stack, David Green and Stephanie Stack**

**ABSENT: Sam Lee, Harry Chafe, Linda Hearn**

#	ITEM
1	Deputy Mayor Stack brought the meeting to order at 6:32pm.
2	Deputy Mayor Stack took a moment to recognize Edward Mayor on his recent retirement and his 45 years of service with the town. Councillor Orren unveiled a picture of Mr. Maher recognizing his 45 years of service. The picture will hang in council chambers. On behalf of council Deputy Mayor Stack wished Mr. Maher all the best in his retirement. A gift will be presented to Mr. Maher at a later time as he was unable to be present at tonight's meeting.
3	Minutes of April 9, 2018 were read. <b>Motion #125 Rick Raymond/David Green</b> Proposed minutes of April 9, 2018 be approved. All in favor, motion carried.
	<b>BUSINESS ARISING</b>
4	#3 Volunteer Night will take place on May 25, 2018. Councillor Green is organizing the music and stated that the cost of the music will be in the range of \$300 - \$500. Councillor Raymond noted that the caterer will be CAMCLO. The cut off for RSVP is May 15, 2018.
5	#4 Edward Maher requested the social for his retirement be cancelled.
6	#5 Staff is still waiting for quotes to have siding repaired on the Town Office.
7	# 30 The Tourist Accommodations Committee is still in the process of being set up. Councillor Orren is working on getting an independent person to sit on the committee.
8	#33 Mandy Dinn completed the Occupational Health and Safety Representative training.
	<b>TONIGHT'S AGENDA</b>
9	There was some discussion with regard to the Crown Land application from Anthony Conway for land on Motion Bay Road Extension. The section of land that is being applied for boarder's rural zoning and residential zoning. In order to be able to develop this portion of land it would first have to be rezoned. In order to have this land rezoned the Town Plan would have to be changed. Staff will send a letter to Mr. Conway informing him of the zoning in the area and advising him that if he would like to have the zoning changed that it would be at his expense. Staff will also notify Mr. Conway that the town is in the process of making some changes to the Town Plan and that it would be a good time for him to move forward with any requests that he may have regarding rezoning.
10	Expense claims for Mandy Dinn and Stephanie Stack were tabled. <b>Motion # 126 Rick Raymond/David Green</b> Proposed to approve expense claim for Mandy Dinn in the amount of \$530.00 and Stephanie Stack in the amounts of \$177.96. All in favor, motion carried.
11	Stephanie Stack, Mayor Lee, Councillor Orren and Councillor Hearn attended a seminar on Asset Management on April 16, 2018. Stephanie gave a briefing of the items covered in the seminar. Stephanie noted that if the Town is not in a financial situation to develop a full Asset Management Policy then it would be a good practice for the town to start compiling data of the major assets of the town including the condition of the asset and the replacement value. Councillor Orren noted that intangible assets were also very important to capture.

		Councillor Orren noted that a possible manual of processes and procedures for outside staff should be developed. Staff will start working on developing a list of tangible and intangible assets.
12		Request from the Mini Aquarium to sponsor a tank for the 2018 season. <b>Motion # 127 David Green /Kim Orren</b> Proposed to approve a “Jewel of the Sea” tank sponsorship in the amount of \$300.00. All in favor, motion carried.
13		Clarification of Motion # 96 of March 26, 2018 minutes with regard to proposed changes to the Town Plan and Regulations. <b>Motion # 128 Rick Raymond/David Green</b> Proposed to defer this item until the next meeting. All in favor, motion carried.
14		The MNL Municipal Symposium will take place from May 3 <sup>rd</sup> – 5 <sup>th</sup> , 2018 in Gander. <b>Motion # 129 Rick Raymond/Kim Orren</b> Proposed for Deputy Mayor Stack to attend the symposium. All in favor, motion carried.
15		Gas Tax Capital Investment Plan <b>Motion # 130 Rick Raymond/David Green</b> Proposed to apply for two of the following Capital Investments Plans: Road upgrades – Shore Lane Road upgrades – Hannaford’s Lane All in favor, motion carried.
16		Request to place ATM machine next to post office boxes adjacent to the town office. There was some discussion with regard to this location. It was noted that the space in this area is limited and there is already a parking issue in the area. It was also noted that the door to the basement of the town office is in the area and is a very busy area for loading and unloading town equipment. <b>Motion # 131 Kim Orren/Rick Raymond</b> Proposed not to accept the request to place an ATM machine next to post office boxes adjacent to the town office. It was also noted that the town will continue to work with this company to find another suitable location. All in favor, motion carried.
17		Wooden Boat Museum – Membership Renewal <b>Motion #132 Rick Raymond/David Green</b> Proposed to renew membership to the Wooden Boat Museum in the amount of \$30.00. All in favor, motion carried.
18		Application from Chafe’s Landing for approval to operate a take-out and souvenir shop at 20-22 Main Road, Petty Harbour <b>Motion #133 David Green/Rick Raymond</b> Proposed to approve application and to inform applicant that they would have to adhere to the existing Parking Regulations in the Town Plan.  <b>Motion #134 David Green/Rick Raymond</b> Proposed to rescind Motion #133. All in favor motion carried.  <b>Motion # 135 Kim Orren/Rick Raymond</b> Proposed not to approve application to operate a take-out and souvenir shop at 20-22 Main Road, Petty Harbour. Applicant must provide a parking plan that demonstrates that his parking will meet the Parking Regulations in the Town Plan. All in favor, motion carried.
19		Update on proposed tax sale – Motion Bay Road. Stephanie Stack informed council that the town can bid on a tax sale if there are no other bids received, that being said, there would be a cost to the town to do this as legal fees would probably be in the vicinity of \$4000-\$5000. <b>Motion # 136 Rick Raymond/David Green</b> Proposed to defer until next year. During the budget process the town will determine if they would like to move forward with this and if the town can budget this expense. All in favor, motion carried.
20		Information with regard to the process for the proposed changes to the Town Plan and Regulations. The process would be as follows: Process: 1. Provide public with a chance to have a say about the proposed amendment

		<p>2. Council has to lay out the reason for the proposed change</p> <p>3. The Amendment has to be sent to Municipal Affairs and Environment (MA&amp;E) for approval</p> <p>4. Once the amendment is approved by MA&amp;E it is sent back to Council for adoption</p> <p>5. Then the amendment goes through a public hearing by a Commissionaire</p> <p>6. Then the Commissionaire writes a report</p> <p>7. Then Council has to approve the amendment</p> <p>8. Because our amendment does not affect the region, it does not need to be approved by the St. John's Urban Region Regional Plan</p> <p>9. The process can take up to two to four months</p> <p>10. There has to be a 14 day public notice for public hearings</p> <p>11. We do not need a public hearing for development regulations</p> <p>Staff will check with the Town Planner – Mary Bishop to ensure that we have captured all the steps. Staff will also check with the town planner to see where we are in the process.</p>
21		The after-hours call/inquiry log for the CAO was tabled.
22		<p><b>Motion #137 Rick Raymond/Kim Orren</b></p> <p>Proposed bills in the amount of \$19,071.69 be approved for payment. All in favor, motion carried.</p>
	<b>NEW BUSINESS</b>	
23		Councillor Green - Home at 1 Long Run Road is in deplorable condition and an eyesore to the community. This will be placed on the agenda for the next meeting.
24		Councillor Orren – build-up of sand/gravel on bridge. Staff will contact the Department of Transportation and Works with regard to this.
25		Councillor Orren – Lee’s Lane is in need of repair as there is a dip in the laneway that possibly was caused by snowclearing operations. Staff will look into this.
26		There is an area across from the post office boxes at the beginning of Motion Bay Road that is washed out. Staff will look into this.
27		<p><b>Motion #138 Rick Raymond/Kim Orren</b></p> <p>Proposed the meeting be adjourned. All in favor, motion carried. Meeting adjourned at 7:40pm.</p>

Samuel Stack, Deputy Mayor \_\_\_\_\_

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

**TOWN OF PETTY HARBOUR/MADDOX COVE**  
**REGULAR MEETING**  
**TUESDAY APRIL 24, 2018**

1. Minutes of April 9, 2018
2. Business Arising
3. Zoning – Motion Bay Road Extension with regard to Crown Land Application
4. Expense Claim – Stephanie Stack & Mandy Dinn
5. Asset Management Policy
6. Request from the Petty Harbour Mini Aquarium for a tank sponsorship
7. Clarification to Motion # 96 of March 26, 2018 minutes with regard to proposed changes to the Town Plan and Regulations
8. Municipal Symposium – Request for the Deputy Mayor to attend
9. Gas Tax – Capital Investment Plan Application
10. Request to place ATM machine next to post office boxes next to town office
11. Wooden Boat Museum – Membership renewal
12. Application from Chafe’s Landing for approval to operate a take-out and souvenir shop at 20-22 Main Road, Petty Harbour
13. Update on proposed tax sale – Motion Bay Road
14. Information with regard to the process for proposed changes to the Town Plan and Regulations
15. CAO call log
16. Bills
17. New Business
18. Adjourn

## **BILLS**

1.	Babb Security (R & M Building)	\$216.20
2.	Bell Mobility (Cell Phone Expense)	\$84.52
3.	East Chem (W & S Expense)	\$949.33
4.	Irving Energy (Propane Tank Rental)	\$113.85
5.	MFB Trucking (Road Maintenance)	\$345.00
6.	McDonald's Home Hardware (R & M Building)	\$12.64
7.	North Atlantic Supplies (Safety Supplies)	\$466.90
8.	Orkin (Pest Control)	\$73.03
9.	Reprographics (Office Expense)	\$307.72
10.	Gregory G. Stokes C.A (Professional Fees)	\$402.50
11.	T & D Enterprises (Snow Clearing Expense)	<u>\$16,100.00</u>
		<b>\$19,071.69</b>