

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY APRIL 9, 2018

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

#		ITEM
1		Mayor Lee brought the meeting to order at 6:34pm.
2		Minutes of March 26, 2018 were read. Motion #107 Kim Orren/Harry Chafe Proposed minutes of March 26, 2018 be approved. All in favor, motion carried.
	BUSINESS ARISING	
3		#4 Volunteer Night will take place on May 25, 2018. Councillor Chafe noted that the Ladies Auxiliary and Recreation were willing to do the catering as it would generate needed funds for an upcoming project for Recreation. Mayor Lee and Deputy Mayor Stack noted that this function was for volunteers and the intent was to have a function for all volunteers including the Ladies Auxiliary. Councillor Chafe reiterated that the Ladies Auxiliary had no problem catering to the function. Motion #108 Harry Chafe/Rick Raymond Proposed that the Ladies Auxiliary will cater to the volunteer night subject to it being confirmed by the Ladies Auxiliary. All in favor, motion carried. The Volunteer Night Committee will confirm music for the evening.
4		#21 Council will have a social for Ed Maher for his retirement on Friday April 20, 2018 at 4:30pm at the Town Office. Staff will purchase a gift for Edward on behalf of the Town.
5		#25 The siding on the front of the Town Office needs repair. Staff will get a quote to have the siding repaired.
6		#31 The Car Wreck By-Law has been sent to the town's lawyer for review.
7		#32 Deputy Mayor Stack asked the Mayor if he had visited Motion Bay Road Extension since the rainfall. Mayor Lee stated that he had not visited the area. Deputy Mayor Stack also asked council if they were going to move forward with either of the two quotes to complete the work on Motion Bay Road Extension. Mayor Lee noted that the town would be getting the engineer to look at the road again in the spring for erosion. Councillor Raymond asked if the town would have the town's engineer look at the road before any work was approved or started. Councillor Hearn noted that there are still some issues with the retaining wall as it pertains to the town's water line.
	TONIGHT'S AGENDA	
8		Request from Andrea Maunder to speak with regard to tourist accommodations policy. Ms. Maunder was present in council chambers and noted that she is pleased that a committee has been set up to address tourist accommodations and taxation in the town. She stated that she would be interested in contributing to and giving her feedback to the committee. Mayor Lee noted that the committee has not been set up yet but is in the process of being set up.
9		Complaint with regard to Motion #63 of the February 26, 2018 minutes which included proposed amendments to the Town Plan and referenced Sections 3.4, 3.13, 7.2 and 7.3 of the Town Plan Regulations. Deputy Mayor Stack commented on Section 3.4 of the Town Plan with reference to "site lacking adequate road access, power, drainage, sanitary facilities, or domestic water supply, or being beyond the natural development of the area". Deputy Mayor Stack stated that the proposed development is not lacking adequate road access nor is it lacking drainage. He also stated that the development will not be

		<p>lacking sanitary facilities or domestic water supply. He stated that with regard to natural development, if everyone was concerned about that then there would be no houses built in this community. As per Section 3.13 Deputy Mayor Stack stated that council intends to give notice and it would be done in due course. As for Sections 7.2 and 7.3 Deputy Mayor Stack noted this will also be done in due course. In the complaint there was also a mention of the required space required for a septic system and if there was a moratorium on septic systems. Mayor Lee noted there is no moratorium on septic systems and that Service NL has regulations with regard to the space required for a septic system. It was noted that before any of the proposed changes are implemented that there is a long process that would include public consultation for anyone to voice their issues or concerns. Councillor Orren noted that she responded to the complainant stating that there was a series of events that would need to take place along with public consultation before the proposed changes were implemented. Staff will send a letter to the complainant noting the above.</p>
10		<p>Town Plan/Regulation Amendments Motion # 109 Sam Stack/Rick Raymond Proposed to approve proposed amendment to Town Plan removing Policy G-20. All in favor, motion carried</p>
11		<p>Application from Rick Stanley to construct a two story 50' x 100' commercial building (adventure centre, boathouse and restaurant/kitchen & multi-purpose room) at 56-58 Main Road, Petty Harbour. Mr. Stanley was present in chambers. Councillor Orren stated that she was in a conflict of interest.</p> <p>There was a vote taken to determine if Councillor Orren was in conflict. Sam Lee, Rick Raymond, Lynn Hearn, Sam Stack and Kim Orren voted that Councillor Orren is in conflict. Harry Chafe and David Green voted Councillor Orren was not in conflict. Councillor Orren left the chambers due to conflict at 7:08pm.</p> <p>Mr. Stanley gave an overview of the proposed development. The Inspections and Development Committee, staff, Mayor Lee and Mr. Stanley visited the site on April 6, 2018 to review the application. It was noted that there is an issue with drainage pipes and a sewer overflow in relation to the location of the building. Mr. Stanley was notified that he would have to move the proposed location of his building at least ten feet from the sewer overflow. Councillor Chafe noted that he was concerned with the infilling of the property and also the size of the building and how it will look on the waterfront. Councillor Green reiterated Councillor Chafe's concern over the size of the building and it's aesthetics within the area. Deputy Mayor Stack noted that he had no concerns with the size of building as the upper level of the building will be at grade level. Deputy Mayor Stack also wanted to confirm with Mr. Stanley that his previous application/permit for a building will be cancel if/when this proposal is approved. Mr. Stanley confirmed that he will cancel his previous application/permit if this application is approved. It was noted that the building size and location may change now due to the issue of the pipes in the area. Mr. Stanley will have to come back to council with a definitive size and location before council can review and before it can go out to the public for comment.</p> <p>Motion #110 Rick Raymond/Harry Chafe Proposed to defer this application until the town receives updated information with regard to location and size of building. All in favor, motion carried. Councillor Orren returned at 7:40pm</p>
12		<p>Water issue at 55-57 Main Road, Maddox Cove. Staff visited the area and noted that the water was not coming from the hill behind the home (Motion Bay Road Extension) but was possibly due to the recent construction/excavation adjacent to his house.</p>
13		<p>Motion #111 Rick Raymond/David Green Proposed to approve the budgeted recreation grant in the amount of \$4000.00. All in favor, motion carried.</p>
14		<p>Town Office Parking There was a discussion with regard to the orientation of the town office parking lot. Councillor Chafe had a concern with changing back the</p>

		orientation of the parking as it would not meet the parking regulation and council was expecting other businesses to meet that regulation. Council will continue to have cars park parallel to the building in order to meet the Town Plan regulations. Council will look into changing this if/when parking is changed/amended in the Town Plan.
15		A meeting was scheduled with the Town Planner – Mary Bishop on Thursday April 12 th at 7:00pm to discuss proposed amendments to the Town Plan.
16		A meeting was scheduled with the Town Engineer – Greg Sheppard on Monday April 16 th at 7:00pm to discuss the following: <ul style="list-style-type: none"> - Flow Meters - Skinner’s Hill Upgrades - CWP Shut off valves - Inquiry about possible re-zoning area on Cribbies Road close to Chlorine station - Motion Bay Road Extension re-check - Sewer over flow on Northside Beach <p>Councillor Green left the meeting at 8:03 pm</p>
17		Budget update from the Finance Committee. The Finance Committee met on April 2, 2018 at 6:30pm. Deputy Mayor Stack gave an update of the meeting to council. It was noted that to date snow clearing overtime had been cut in half for the first 3 months of the year. That being said, council has to keep in mind that November and December of this year could be above average therefore balancing out. Flow metres were purchased in 2017 but will be installed this year and there will be a cost associated with the data collection. Council will meet with the Town’s engineer to go over the associated costs. The committee may have to increase the budget for Planning due to the fact that the town is looking into proposed changes/amendments to the Town Plan. There are a number of items on the budget that are currently under budget that could possibly be reallocated to other items on the budget if needed. There has been funds allocated for the Conservation Corps NL- Green Team Project. Recreation will be issued a grant in the amount \$4000. Councillor Orren asked if there was any increase to the budget for legal fees. Deputy Mayor Stack stated that there was no need to increase this in the budget at this time. The Finance Committee agreed to meet quarterly to review the budget.
18		Labour Management Committee – Councillor Orren noted that she is having trouble getting members of the committee together for a meeting. It was decided that the Committee will meet every fourth Wednesday of the month starting April 25, 2018 at 3:30 pm. Staff will get back to council with a new member of the committee now that a member is retiring.
19		The price of two new commercial doors for the community center is \$3,600 plus tax. The fire department inspected the community center due to the fact that the Town/Recreation had to install a dead bolt on the main door. The fire department noted that the temporary deadbolt was fine as long as there was a person from Recreation or Council present during the function to ensure the inside dead bolt is not locked. Motion #112 Lynn Hearn Proposed to purchase new deadbolt that was keyed on both sides. The motion was defeated as there was no seconder for the motion. There are only two functions that this may be a problem for and Councillor Chafe agreed to remove the deadbolt during these functions. Motion #113 Sam Stack/Harry Chafe Proposed to purchase two new commercial doors for the community center at a cost of \$3,600 plus tax. All in favor, motion carried.
20		Proposed tax sale of 66- 76A Motion Bay Road. There was some discussion of the location of this property. There is no access to the property as it is surrounded by other properties. The concern is that there is a possibility that the town will receive no bidders on the property and then the town will be left with the legal costs. Motion # 114 Harry Chafe/Kim Orren

		Proposed to place a lien on property at 66 – 76A Motion Bay Road. All in favor motion carried
21		A Crown Land application from Anthony Conway for land on Motion Bay Road Extension was presented to council. Motion #115 Sam Stack/Kim Orren Proposed to accept application for Crown Land as per the application and with the stipulation that it meets the requirements of the current Town Plan. It was also noted that the town only maintains this portion of Motion Bay Road Extension enough to protect the town's water line. All in favor, motion carried.
22		Request to place an ad in The Royal Canadian Legion's Annual Military Service Booklet. Motion #116 Sam Stack Proposed to not place an ad in The Royal Canadian Legion's Annual Military Service Booklet. There was no seconder for this motion. Motion defeated. Motion # 117 Harry Chafe/Kim Orren Proposed to place a 1/10 th ad in The Royal Canadian Legion's Annual Military Service Booklet in the amount of \$210.00. All in favor, motion carried.
23		Request from the Navigator to place an ad in the 2018 Mini Aquarium booklet. Motion # 118 Sam Stack/Lynn Hearn Proposed not to place an ad in the 2018 Mini Aquarium Booklet. All in favor, motion carried.
24		Designation for ATIPPA (Access to Information and Protection of Privacy Act) representative. Motion # 119 Kim Orren/Rick Raymond Proposed to designate Stephanie Stack as the ATIPPA representative and for Mayor Lee to be the ex officio. All in favor, motion carried.
25		Request for comment from the City of St. John's for amendments to the St. John's Urban Regional Plan. There were no comments or concerns with regard to these amendments.
26		Letter from property owner with regard to changing the zoning from Rural to Residential on the upper section of Cribbies Road. Stephanie Stack noted that council should discuss with the planner as to why this area was zoned Rural in the first place before council makes any decisions. The Town will discuss this with the town planner and engineer to determine why this was zoned rural in the town plan. Councillor Orren noted that council needs to balance development with green space. Motion # 120 Harry Chafe/Kim Orren Proposed to defer this until the town discusses the issue with the town planner and engineer. All in favor, motion carried
27		The CAO Phone Log was tabled.
28		Motion #121 Harry Chafe/Rick Raymond Proposed bills in the amount of \$39,584.41 be approved for payment. All in favor, motion carried.
	NEW BUSINESS	
29		Councillor Chafe noted that parking by the town depot is only being used by Chafe's Landing. He also noted that Chafe's Landing has room behind their building to create parking. There was also some discussion with regard to Chafe's Landing staff using the depot parking when it should be for public parking. Councillor Stack brought forward the idea of placing an automatic arm and charging for parking. Councillor Hearn asked about sending a letter to the owners. Councillor Orren wanted to meet with the owners to try to rectify the problem. There was also some discussion with regard to increasing the parking area as the town depot is in need of numerous repairs and could possibly be torn down. Mayor Lee stated that he will look into this. Motion #122 Kim Orren/Harry Chafe Proposed to meet with the owners of Chafe's Landing to discuss the parking issue. Kim Orren, Harry Chafe in favor. Sam Stack, Sam Lee, Lynn Hearn and Rick Raymond not in favor. Motion defeated.
30		Tourist Accommodations Committee – The Tourist Accommodations

		<p>Committee is in the process of being set up. Councillor Orren has received a number of emails and has seven interested persons that range from Air BNB owners to full Tourist Accommodation operators. Councillor Orren is still waiting to fill the position for an impartial or neutral member. There was some discussion with regard to the number of persons on the committee. It was noted that 5 to 7 members would be adequate. Councillor Orren noted that this committee will come back to council with recommendations but will also help the tourist accommodations operators who are not certified become certified. Mayor Lee asked if there were any other members of council who would like to sit on this committee. Council members will get back to the office if they would like to sit on the committee.</p> <p>Councillor Raymond left the meeting at 9:47pm</p>
31		Policy Manual – Staff will put together a policy manual for each council member.
32		Mayor Lee visited the building lot at the top of Oceanview Boulevard. He noted that if we need to extend the road width of Motion Bay Road Extension then it may spoil this lot. The Town also met with the property owner of 24-26 Motion Bay Road Extension with regard to his rock wall. The town is waiting for a response back from the owner. The town will also have the town water line surveyed in the near future.
33		Occupational Health and Safety Representative training. Motion #123 Harry Chafe/Sam Stack Proposed to have Mandy Dinn complete the training for the Occupational Health and Safety Representative. The cost of the training is \$100.00. All in favor, motion carried.
34		Motion #124 Harry Chafe/Lynn Hearn Proposed the meeting be adjourned. All in favor, motion carried. Meeting adjourned at 9:55 pm.

Samuel Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____

TOWN OF PETTY HARBOUR/MADDOX COVE
REGULAR MEETING
MONDAY APRIL 9, 2018

1. Minutes of March 26, 2018
2. Business Arising
3. Request to speak from Andrea Maunder with regard to tourist accommodations
4. Complaint with regard to Motion # 63 of February 26, 2018 meeting
5. Town Plan – Policy G-20
6. Application from Rick Stanley to construct a two story 50' x 100' commercial building (Adventure Centre, boathouse and restaurant/kitchen multi-purpose room at 56-58 Main Road. Petty Harbour. Request to speak
7. Update on water issue at 55-57 Main Road, Maddox Cove
8. Recreation Grant approval
9. Town Office Parking
10. Proposed date for meeting with town planner with regard to amendments to Town Plan
11. Proposed date for meeting with the town engineer with regard to flow meters
12. Update from the Finance Committee with regard to quarterly review
13. Labour Management Committee – Schedule regular monthly meeting
14. New doors for Community Centre
15. Proposed Tax sale of 66- 76A Motion Bay Road
16. Crown Lands referral request – Motion Bay Road Extension
17. Request to advertise in the Royal Canadian Legion for the Annual Military Service Recognition Booklet
18. Request from the Navigator to advertise in the 2018 Mini Aquarium Guide
19. Designation of ATIPPA (Access to Information and Protection of Privacy Act) representative
20. Request for amendment to the St. John's Urban Regional Plan for the City of St. John's
21. Request to re-zone the upper section of Cribbies Road to Residential
22. CAO call log
23. Bills
24. New Business
25. Adjourn

BILLS

Babb Security (R&M Building Expense)	\$79.34
Cal LeGrow (Insurance Expense)	\$20,422.85
Government of NL (Ice Control Expense)	\$4,383.23
CBCL (Water & Sewer Expense)	\$284.05
Hiscock Rentals (Water & Sewer Expense)	\$460.00
Irving Oil Marketing (Gas Expense)	\$925.02
McDonald's Home Hardware (Water & Sewer Expense)	\$86.34
NF Power (Street Lighting Expense)	\$2,401.58
NF Power (Hydro Expense)	\$3,397.06
Orkin (Pest control Expense)	\$73.03
Rogers (Office Expense)	\$97.67
Stewart McKelvey (Professional Fees)	\$1,348.42
Municipal Assessment Agency (Assessment Fees)	\$4,016.25
City of St. John's (Garbage expense)	<u>\$1,609.57</u>
TOTAL	\$39,584.41