

**REGULAR MEETING**  
**MONDAY FEBRUARY 3, 2020**  
**AGENDA**

1. Minutes of January 6, 2020
2. Business Arising
3. Write offs
4. Tax Arrears – Possible tax sales for 20-30 Shore Lane
5. Request to have interest wrote off – 66-76A Motion Bay Road
6. PMA 2020 Annual Convention - June 17-19, 2020 Quality Hotel & Suites, Gander
7. Letter of concern with regard to property owner having his lawn extended to edge of pavement at 39 Motion Bay Road
8. Letter with regard to snow clearing on Cavell's Lane
9. Application to operate a tourist accommodation at 9 Big Hill Road
10. Application from Ocean Quest to build a 50 x 40 extension to building at 56-58 Main Road, Petty Harbour
11. Disaster Financial Assistance Program
12. Foreperson's Report
13. Cheque Log
14. Expense Claims
15. Bills
16. New Business
17. Adjourn

## **BILLS**

Cutting Edge (Water Expense)	\$19,712.84
T&D Enterprises (Snow Clearing Expense)	\$16,042.50
Windco Enterprises (Office Supplies Expense)	\$121.79
SNC Lavalin (Professional Services Expense)	\$27,337.80
T&D Enterprises (Truck Expense)	\$1,743.34
Staples (Office Expense)	\$40.68
North Atlantic Supplies (Employee Clothing Expense)	\$22.43
CBCL Limited (Sewer Monitoring & Prof. Fees)	\$4,548.63
Municipal Assessment Agency (Assessment Fees Expense)	\$3,932.50
McDonald's Home Hardware (Road Maintenance Expense)	\$22.95
MFB Trucking (Road Maintenance & Sewer Expense)	\$862.50
Northeast Avalon Joint Council (Membership Fees Expense)	\$300.00
Brenntag Canada (Water Expense)	\$1,119.90
Bell Aliant (Telephone Expense)	\$586.35
Bell Mobility (Cell Phone Expense)	\$185.73
Bidgood's (Donation Expense)	\$57.19
Trio Benefits (Pension Plan Expense)	\$1,179.38
City of St. John's (Garbage Expense)	\$1,971.88
Rogers (Office Exp.)	\$97.67
NF Power (Street Lighting)	\$2,510.73
Irving Oil Marketing (Gas Exp.)	\$1,370.16
Cassie Rideout (Office Cleaning)	<u>\$140.00</u>
	<b>\$83,906.95</b>

**TOWN OF PETTY HARBOUR/MADDOX COVE**

**REGULAR MEETING**

**MONDAY FEBRUARY 3, 2020**

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

#	ITEM
1	Mayor Lee brought the meeting to order at 6:32pm.
2	Minutes of January 6, 2020 were read. <b>Motion #12 Sam Stack/David Green</b> Proposed minutes of January 6, 2020 be approved. All in favor, motion carried.
	<b>BUSINESS ARISING</b>
3	# 6 Meeting with the Minister of Municipal Affairs – Derrick Bragg to discuss the ticketing issue on the Main Road has been rescheduled to Wednesday February 12th at 1:00 pm.
4	#7 Update from Councillor Chafe Re: potential tax sale of 78-86A Motion Bay Road. Councillor Chafe was speaking to the owner and was waiting to hear back from him. He has heard nothing back to date. <b>Motion #13 Sam Stack/David Green</b> Proposed to commence the process of a tax sale on 78-86A Motion Bay Road. All in favor, motion carried.
	<b>TONIGHT'S AGENDA</b>
5	Request to have taxes wrote off:  Property tax for 41-45 Motion Bay Road Extension. Request to write off due to the fact that the land cannot be developed until the road is upgraded. <b>Motion #14 Sam Stack/Lynn Hearn</b> Proposed to write off property tax from January to June in the amount of \$300.00 for 41-45 Motion Bay Road Extension. All in favor, motion carried.  Property tax for 51-59 Motion Bay Road Extension. Request to write off due to the fact that the land cannot be developed until the road is upgraded. <b>Motion #15 Sam Stack/Lynn Hearn</b> Proposed to write off property tax from January to June in the amount of \$300.00 for 51-59 Motion Bay Road Extension. All in favor, motion carried.  Business tax for St. John's Mini Aquarium – 35-45 Southside Road. Request to write off due to the fact that the business in a not for profit. <b>Motion #16 David Green/Kimberly Orren</b> Proposed to write off business tax from January to June in the amount of \$206.52 for St. John's Mini Aquarium – 35-45 Southside Road. Mayor Lee, Deputy Mayor Stack, Councillor Orren, Councillor Hearn, Councillor Green and Councillor Raymond in favor, Councillor Chafe not in favor. Motion carried.  Business tax for Fishing for Success – 10D Main Road. Request to write off due to the fact that the business in a not for profit. <b>Motion #17 Sam Stack/David Green</b> Proposed to write off business tax from January to June in the amount of \$150.00 for Fishing for Success – 10D Main Road. All in favor, motion carried.
6	Tax arrears – Potential Tax Sale of 20 -30 Shore Lane <b>Motion #18 Sam Stack/David Green</b> Proposed to move forward with a tax sale of 20-30 Shore Lane. All in favor, motion carried.
7	Request to have interest wrote off on civic # 66-76A Motion Bay Road. A letter of request was tabled. <b>Motion #19 Sam Stack/David Green</b> Proposed not to write off interest for civic # 66-76A Motion Bay Road. Mayor Lee, Deputy Mayor Stack, Councillor Orren, Councillor Hearn and Councillor Green in favor, Councillor Raymond and Councillor Chafe opposed. Motion carried.

8		<p>The PMA 2020 Annual Convention will take place on June 17 – 19 in Gander.  <b>Motion #20 David Green/Kimberly Orren</b>  Proposed to send Stephanie Stack (CAO) to the PMA 2020 Annual Convention in Gander. All in favor, motion carried.</p>
9		<p>Letter of concern with regard to property owner having his lawn extended to edge of pavement at 39 Motion Bay Road. The letter also noted concerns over snow being piled up in certain areas. Deputy Mayor Stack noted that there is snow piled in a number of areas not just this one area. Mayor Lee noted that the problem is that the property owner has extended his lawn beyond his boundary. Mayor Lee also noted that there was an order sent to this property owner with regard to moving his lawn back. Deputy Mayor Stack noted that the order did not state to move his lawn back it only stated to remove the post and this has been done. Deputy Mayor Stack also noted that council of the time felt that there were other areas in the town where there were no shoulders and grass extended to the edge of the road. Councillor Orren asked if anyone knew if the property owner had painted marks on the road as stated in the letter.  <b>Motion #21 Harry Chafe/Sam Stack</b>  Proposed to defer this until the next meeting and staff will get more information on the original stop order. All in favor, motion carried.</p>
10		<p>A letter with regard to snow clearing on Cavell's Lane was tabled. Mayor Lee, Harry Chafe and Lynn Hearn noted that they may be in a conflict of interest due to the fact that they are related to the snow clearing contractor. Councillor Orren, Councillor Green, Councillor Raymond and Deputy Mayor Stack voted that Mayor Lee, Harry Chafe and Lynn Hearn were in a conflict of interest.  Mayor Lee, Harry Chafe and Lynn Hearn left chambers at 7:09pm  Councillor Orren noted that there was a lot of talk on social media with regard to this. Deputy Mayor Stack noted that contractors have to make a judgment call on what lanes to do and that some lane has to be done last. It was also noted that vehicular traffic is not permitted on this lane. There is a sign at the bottom of the lane that states this. Staff will send a letter to the resident with the information noted above. Mayor Lee, Harry Chafe and Lynn Hearn returned to chambers at chambers at 7:15pm.</p>
11		<p>Application to operate a tourist accommodation at 9 Big Hill Road. Councillor Chafe, Councillor Hearn and Councillor Green left chambers at 7:16pm due to a conflict of interest. The proposed business was sent out to the public with no responses.  <b>Motion #22 Rick Raymond/Kimberl Orren</b>  Proposed to approve the application in principle to operate a tourist accommodation at 9 Big Hill Road, under the condition the owner obtains a license from the Provincial Government. All in favor, motion carried.  Councillor Chafe, Councillor Hearn and Councillor Green returned to chambers at 7:18pm</p>
12		<p>Application from Ocean Quest to build a 50 x 40 extension (Storage Shed)to building at 56-58 Main Road, Petty Harbour.  The CAO Stephanie Stack noted that the application had not been signed off on by the Inspections and Development Committee as there was an issue with a section of the building being built over the water. Deputy Mayor Stack noted that the building that was in this area previously was completely over the water. Mayor Lee noted that council has previously approved other buildings over the water. Mayor Lee also stated that the Town Plan encourages this type of development in this zone. It was noted that the Harbour Authority does not have any issues with this proposal from Ocean Quest. Mayor Lee also noted the concern of buildings being built over the water should be a concern for the Harbour Authority not council. Councillor Orren stated she had some concerns over the building being used for something other than storage in the future. It was noted that if the applicant uses the building for a different use then he would have to apply to council. Deputy Mayor Stack noted that there have been stages in the town have been converted to coffee shops. He noted that the owners apply to change the use of the building and this is what would have to happen if the use of this building changes.  <b>Motion #23 Sam Stack/David Green</b>  Proposed to approve the application to build a 50 X 40 storage shed at 56-58 Main Road, Petty Harbour in principle. Mayor Lee, Deputy Mayor Stack, Councillor Orren, Councillor Hearn, Councillor Green in favor. Councillor Raymond and Councillor Chafe not in favor. Motion carried.  After the motion was voted on and carried Councillor Raymond noted that he felt that the application should go out to the public as it is a business. Mayor Lee noted</p>

		that this application was for a storage shed only. The CAO Stephanie Stack noted that the application has already been voted on and any discussions should have happened before the vote not after.
13		<p>Disaster Financial Assistance Program</p> <p>The Government recently announced the roll out of its Disaster Financial Assistance Program.</p> <p>Mayor Lee, Harry Chafe and Lynn Hearn left chambers due to a conflict of interest as council will be discussing charges from the snow clearing contractor and they are related to the contractor. They left chambers at 7:30pm.</p> <p>The contractor forwarded the town a list of extra costs incurred during the blizzard of January 17, 2020.</p> <p>Councillor Orren noted that the contractor did a great job during the blizzard. She also noted that there have been years that we did not have very much snow and the town still had to pay the cost to its contractor. She stated that we may not get any more snow this year. Councillor Green also noted that the contractor has done a great job with snow clearing and that this is a difficult decision. Councillor Raymond noted that he would like to see the town cover the cost of the extra flag persons during this period.</p> <p><b>Motion #24 Rick Raymond/David Green</b></p> <p>Proposed for the town to pay for the cost of flag persons during the blizzard at a cost of \$ 434.00. All in favor, motion carried. Staff will send a letter of thanks to the snow clearing contractor.</p> <p>Mayor Lee, Harry Chafe and Lynn Hearn returned to chambers at 7:30pm.</p>
14		<p>The Foreperson's Report was tabled.</p> <p>It was noted that water consumption is very high and the soda ash is running out before the weekend. Staff has to top up the soda ash over the weekends. The foreperson has a company coming out to inspect the chlorine station with the possibility of installing a larger tank system for the soda ash. Mayor Lee noted that the town needs to look into hiring a company to do some leak detection throughout the town.</p> <p>The town had a sewer line blockage on Southside Road. The sewer backed up into the Co-op building. The blockage was cleared and the line was cleared out. There was a significant amount of stone/sand in the line. Mayor Lee noted that staff is getting a price on catch baskets that can be installed underneath the manhole cover to catch sand/stone.</p> <p>The foreman also report that the town is having trouble with the lift station by the Fisherman's Centre. The pumps at this station were blocked and tripping out. It was discovered that the base to one of the pumps was completely worn with a hole in it and the other was badly deteriorated also. Staff had a company install two new pump bases. The CAO – Stephanie Stack noted that the town currently has surplus funding from the Capital Works Project – Water Valve Replacement that the town has been approved to use for the lift stations. The original hope was to install new panels in the three lifts stations. This has now changed. Due to the condition of the lift station at the Fisherman's Centre the town's engineer recommends the town doing a complete replacement of the lift station at the Fisherman's Centre. The surplus funding would now only cover the cost of this one lift station.</p> <p>The foreman put forward an official request to have a washer and dryer installed at the town depot. The reason for this is that staff often have their coats/clothing soiled when working on the sewer system and they would like a washer to clean these cloths without having to bring them home.</p> <p><b>Motion #25 David Green/Kimberly Orren</b></p> <p>Proposed to purchase a new washer and dryer for the town depot if the electrical in the building is capable of handling these appliances. All in favor, motion carried.</p>
15		<p>Cheque log was tabled.</p> <p><b>Motion #26 Rick Raymond/David Green</b></p> <p>Proposed to accept the cheque log as tabled. All in favor, motion carried.</p>
16		<p>Expense claim for Matthew Chafe in the amount of \$145.80 was tabled.</p> <p><b>Motion #27 Rick Raymond/David Green</b></p> <p>Proposed expense claim for Matthew Chafe in the amount of \$145.80 be approved. All in favor, motion carried.</p> <p>Expense claim for Mandy Dinn in the amount of \$30.00 was tabled.</p> <p><b>Motion #28 Rick Raymond/Harry Chafe</b></p>

		<p>Proposed expense claim for Mandy Dinn in the amount of \$30.00 be approved. All in favor, motion carried.</p> <p>Expense claim for Sam Stack in the amount of \$20.00 was tabled.  <b>Motion #29 Kimberly Orren/Kimberly Orren</b>  Proposed expense claim for Sam Stack in the amount of \$20.00 be approved. All in favor, motion carried. Deputy Mayor Stack abstained from voting due to a conflict of interest.</p> <p>Expense claim for Stephanie Stack in the amount of \$70.77 was tabled.  <b>Motion #30 Rick Raymond/Harry Chafe</b>  Proposed expense claim for Stephanie Stack in the amount of \$70.77 be approved. All in favor, motion carried.</p> <p>Expense claim for Stephanie Stack in the amount of \$20.00 was tabled.  <b>Motion #31 Rick Raymond/Kimberly Orren</b>  Proposed expense claim for Stephanie Stack in the amount of \$20.00 be approved. All in favor, motion carried.</p> <p>Expense claim for Sam Lee in the amount of \$50.58 was tabled.  <b>Motion #32 Rick Raymond/Kimberly Orren</b>  Proposed expense claim for Stephanie Stack in the amount of \$50.58 be approved. All in favor, motion carried.</p>
17		<p>Bills in the amount of \$83,906.95 were tabled.  <b>Motion #33 Rick Raymond/Kimberly Orren</b>  Proposed to pay bills in the amount of \$83,906.95. All in favor, motion carried.</p>
	<b>NEW BUSINESS</b>	
18		<p>Councillor Raymond asked if council could amend Motion #23 for the application for Ocean Quest to have it go out to the public for comment. Deputy Mayor Stack not in favor of amending his motion.  <b>Motion #33 Rick Raymond/Kimberly Orren</b>  Proposed to send out the Ocean Quest application to construct a 50 x 40 storage shed to the public. Councillor Raymond and Councillor Chafe in favor. Mayor Lee, Deputy Mayor Stack, Councillor Orren, Councillor Hearn, Councillor Green not in favor. Motion defeated.  Councillor Orren noted that it should be noted on this permit that the building will be used for storage only.</p>
19		<p>Councillor Raymond noted that the river by Gerry Doyle's on Cribbies Lane is getting blocked with snow as snow is being pushed across the road into the drain. He suggested that the town should install a culvert in the area so that snow can be pushed in the area without blocking the drain. Staff will put on their list to look at the area in the spring.</p>
20		<p>Councillor Raymond noted that there is a Facebook page for Petty Harbour Community Notices that discusses town issues. He suggested putting a disclaimer on the page. The CAO Stephanie Stack noted that this is not the town's Facebook page, therefore we would not be unable to place a disclaimer on the page. Councillor Green noted that he would like to see a town Facebook page. He noted that it could be set up so that there would be no comments accepted. It would only be for information purposes.</p> <p>Mayor Lee noted that schools use a Synervoice system where messages can be sent out to all residents. Staff will get a price on this type of system.</p>
21		<p>Councillor Hearn noted that there are 2 unlicensed vehicles parked on Southside Road. It was noted that letters have been sent to the owners of these vehicles in the past. Staff will investigate and if they are a problem then they will send a letter to the owners notifying them that the cars need to be removed. Staff will also note in the letter that the town has recently been approved to ticket vehicles and they may want to have the vehicle removed before it is ticketed.</p>
22		<p>Councillor Hearn noted that the towns custodian's son passed away in a tragic accident last week. Staff will send a letter of sympathy to her.</p>
23		<p>Councillor Orren wanted to know what the process is for any resident that had damages to property from the blizzard. It was noted that residents would have to apply to the town to complete the repairs.</p>
24		<p>Councillor Orren noted that due to the sewer blockage last week, the town should remind residents that they should have a back water valve installed on their sewer line. Staff will send out an email and put in the newsletter. The CAO Stephanie</p>

		Stack noted that the following will be added to the "Permit Template": <b>Must adhere to the 2015 Plumbing Code of Canada and any supplements and amendments, as the minimum development standard.</b>
25		Councillor Orren noted that the town is being featured in the Downhomer's 2020 Calendar on the front page.
26		Councillor Chafe noted that recreation will be having a Valentine's Dance on Saturday February 15 at 7:00pm at the community centre. Staff will email residents to let them know of this event.
27		Councillor Chafe noted that there is a section of the application for Ocean Quest that states the size is 30 x 50 and in another places it states 40 x 50. He asked "Is this legal?" Mayor Lee noted that council already discussed this and the plot plan and the application state 40 x 50. It is only one section that reads 30 x 50 and staff will get the applicant to change and initial. Deputy Mayor Stack noted that the motion that council made and voted on was for a 40 x 50 storage shed.
28		Deputy Mayor Stack wanted an update on where the town stands on the Federal Regulations for sewer effluent. The CAO Stephanie Stack noted that the town is currently doing the flow monitoring and testing of the effluent as per the federal regulations. This data is then downloaded onto the Federal Government's website. Some towns have received a letter from the Federal Government with regard to what the next steps are for sewer treatment. The town has not received any letters to date. Stephanie noted that the town needs to look at budgeting for possible upgrades that may need to be implemented over the coming years but all of this is still being reviewed and discussed between the Provincial and Federal Governments.
29		Deputy Mayor Stack noted some concern over the amount of snow on the Main Road throughout the community. He noted that it needs to be truck away. Staff will contact the Department of Transportation and Works to notify them of the concerns.
30		Mayor Lee noted that we have a student that is developing a design for a new town depot. This is not something that the town is looking at doing in the near future but it is something that will have to be looked at in the coming years. Once the final design is finished we will have the student present it to council.
31		The deadline for applications for Canada Summer Jobs is February 24, 2020. <b>Motion #34 Lynn Hearn/Kimberly Orren</b> Proposed to apply to the Canada Summer Jobs for a parking attendant. All in favor, motion carried.
32		Ratify vote with regard to negotiations <b>Motion #35 Sam Stack/Kimberly Orren</b> Proposed that Mayor Lee, Councillor Chafe and Councillor Hearn are in a conflict of interest when discussing and voting on issues with regard to negotiations due to the fact there they have a relative that may have a monetary interest. All in favor, motion carried.
33		Ratify vote with regard to the purchase of two computers for the office. <b>Motion #36 Rick Raymond/Kimberly Orren</b> Proposed to purchase two new computers for the office. All in favor, motion carried.
34		Mayor Lee noted that the radiator in the old town pick-up truck needs to be replaced. The cost will be approximately \$500. <b>Motion #37 Rick Raymond/Kimberly Orren</b> Proposed to replace the radiator on the old town pick-up truck. All in favor, motion carried.
32		<b>Motion #38 Rick Raymond/Kimberly Orren</b> Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 8:55pm.

Mayor, Sam Lee \_\_\_\_\_

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