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**REGULAR MEETING**  
**MONDAY JANUARY 14, 2019**

1. Minutes of December 17, 2018
2. Business Arising
3. Application for blasting at 51-53 Main Road, Maddox Cove
4. Appoint an Assessment Review Commissioner
5. CBCL – increase budget engineering budget to include costing for Geotechnical Services for Skinner’s Hill
6. Report and costing from CBCL for retaining wall at the foot of Big Hill
7. Expense claim – Stephanie Stack
8. Amendment to the St. John’s Urban Region Regional Plan
9. Special Events License for the Co-op/Mini Aquarium
10. Capital Works Project – Water Valve Replacement – request from SNC Lavlin to go to tender
11. Request for donation from the RNC Association – 28<sup>th</sup> Annual Community Crime Prevention Guide
12. Letter from resident inquiring about sewer extension on Motion Bay Road Extension
13. Parking area - Maddox Cove
14. Training – New foreman – Health and Safety and GIS
15. Commercial businesses – Grease catchers
16. Commercial parking spaces
17. Bills
18. New Business
19. Adjourn

## BILLS

1.	Baker Flooring (R & M Building)	\$749.34
2.	Bell Mobility (Cell Phone Exp.)	\$98.90
3.	Brentagg (W & S Exp.)	\$737.18
4.	Bell Aliant (Telephone Exp.)	\$519.63
5.	Big Erics (Cleaning Supplies)	\$25.39
6.	CBCL (W & S Expense)	\$853.30
7.	City of St. John's (Garbage Exp.)	\$1,949.57
8.	Emco Supplies (W & S Exp.)	\$659.15
9.	Envirosystems (W & S Exp.)	\$264.50
10.	Geo-Matics Services Ltd. (Planning)	\$2,875.00
11.	Irving Oil Limited (Gas Expense)	\$1,013.20
12.	McDonald's Home Hardware	\$140.92
13.	MSS Contracting (W & S Exp.)	\$198.44
14.	Municipal Assessment Agency (Assessment Fees)	\$3,861.00
15.	MFB Trucking (Road Maintenance)	\$690.00
16.	North Atlantic Supplies (Employee Clothing Expense)	\$1,681.30
17.	NF Power (Street Lighting & Hydro Expense)	\$6,405.59
18.	Orkin (Pest Control)	\$79.35
19.	Reprographics (Office Exp.)	\$750.05
20.	Rogers (Office Exp.)	\$97.67
21.	The Business Post (Advertising)	\$113.85
22.	Staples (Office Expense – Supplies and Foreman's Computer)	\$1,404.91
23.	Stewart McKelvey (Prof. Fees)	\$96.60
22.	T & D Enterprises (Snow clearing & Truck Expense)	<u>\$16,043.65</u>
		<b>\$41,308.49</b>

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY JANUARY 14, 2019

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

ABSENT: David Green

#	ITEM
1	Mayor Lee brought the meeting to order at 6:32pm. Mayor Lee wished council a Happy New Year.
2	Minutes of December 17, 2018 were read. <b>Motion # 1 Rick Raymond/Harry Chafe</b> Proposed minutes of December 17, 2018 be approved. All in favor, motion carried.
	<b>BUSINESS ARISING</b>
3	# 4 Deputy Mayor Stack informed council that any member of council can inform another member of council that they may be in a conflict of interest. They are not required to do so but they can if they wish.
4	#5 The flooring in two rooms in the community centre has been completed. The extra bundles that are left over will be returned and a commercial grade flooring will be purchased for the CAO's office.
5	#6 Staff are hoping to get the Tourist Information Centre painted this week.
6	#8 The town has forwarded a copy of a boundary agreement to 11 Main Road, Petty Harbour for signing. There has been no response to date. Staff will follow up with the property owner.
7	#9 The electrical work for the community centre warm will begin in the coming weeks.
8	#10 The Town is waiting on a report from CBCL Limited with regard to the removal of the retaining wall on Motion Bay Road Extension.
9	#11 A roofing company has inspected and made some repairs to the roof on the Community Centre/Town Hall. Councillor Chafe presented some pictures of the roof. It was noted that the shingles on the roof are in bad condition and need to be replaced. Staff will get a quote to have the entire roof re-shingled.
10	# 25 Commercial Garbage Policy – Businesses have been notified about the new Commercial Garbage Policy.
11	#36 Town Wharf. The repairs to the town wharf will have to commence in the Spring. This will be placed on the agenda in April to discuss.
12	#37 Cassie Rideout has agreed to clean the town office 1 day a week.
13	#40 The town will have to set up an office area for the new foreman. There was some discussion with regard to converting the storage room in the council chambers to an office for the foreman and moving the storage room. Mayor Lee also noted that he spoke to the foreman and mentioned that he could possibly set up an office at the town depot. The CAO noted that the new foreman has had a good first week. She noted that she feels that the town will have a good working relationship with the new foreman and will benefit from his skills and abilities.  Councillor Chafe noted that council should purchase a gift for the foreman that is retiring along with having a social. Staff will have a picture erected of the retiring foreman to place in council chambers.
	<b>TONIGHT'S AGENDA</b>
14	Application to conduct blasting at 51-53 Main Road, Maddox Cove. There was some discussion with regard to liabilities for the town if damages occur to properties due to the blasting. Staff will contact the town's insurance company with regard to this. Council will also require the applicant to provide a more detailed plan of the planned blasting from the blasting company.

		<p><b>Motion # 2 Sam Stack/Harry Chafe</b> Proposed to defer this item until the town receives more information from both the blasting company and the town's insurance company. Staff will also speak to the town's insurance company with regard to this. All in favor, motion carried.</p>
15		<p><b>Motion # 3 Sam Stack/Rick Raymond</b> Proposed to appoint Tom Strickland as the Town's Assessment Review Commissioner. All in favor, motion carried.</p>
16		<p>Request from CBCL Limited to increase the engineering budget by \$1207.50 + HST to cover the cost of the granular and asphalt testing for Skinner's Hill. This cost was supposed to be submitted by Platinum but was billed to CBCL in error.</p> <p><b>Motion # 4 Harry Chafe/Rick Raymond</b> Proposed to increase the engineering budget by \$1207.50 + HST. All in favor, motion carried.</p>
17		<p>A report from CBCL Ltd with regard to replacing the retaining wall on Southside Road was tabled. There were two options in the report. One was a gabion option in the amount of \$174,000.00. The other was a recon block option in the amount of \$188,000.00.</p> <p>There was some discussion with regard to signs being placed in the area due to the fact that the report states there should be a parking restriction in the area of the retaining wall. Council will meet with the engineer to discuss the report and to determine where to place these signs. Staff will set up a meeting.</p>
18		<p>Expense claim for Stephanie Stack in the amount of \$100.87 was presented.</p> <p><b>Motion # 5 Rick Raymond/Sam Stack</b> Proposed to approve the expense claim for Stephanie Stack in the amount of \$100.87. All in favor, motion carried.</p>
19		<p>Letter from the town of Conception Bay South with regard to a proposed amendment to the St. John's Region Regional Plan.</p> <p><b>Motion # 6 Rick Raymond/Sam Stack</b> Proposed that the town has no issues with the proposed amendment to the St. John's Region Regional Plan. All in favor, motion carried.</p>
20		<p>Request from the Co-op/Mini Aquarium for a special events license for January 24, 2019.</p> <p><b>Motion # 7 Rick Raymond/Sam Stack</b> Proposed to defer this item as there is not a quorum to vote on this issue due to the fact that there are 3 councillors in a conflict of interest. All in favor, motion carried. Mayor Lee, Councillor Chafe and Councillor Hearn did not vote due to conflict of interest.</p>
21		<p>Request from SNC Lavalin to move forward with the tender process for Capital Works Project – Water Valve Replacement – Petty Harbour.</p> <p><b>Motion # 8 Rick Raymond/Harry Chafe</b> Proposed to approve for SNC Lavalin to proceed to the tendering phase of the Capital Works Project – Water Valve Replacement – Petty Harbour. All in favor, motion carried.</p>
22		<p>Request from the RNC Association for a donation for the 28<sup>th</sup> Annual Community Crime Prevention Guide.</p> <p><b>Motion # 9 Sam Stack/Lynn Hearn</b> Proposed not to make a donation to RNC Association for a donation for the 28<sup>th</sup> Annual Community Crime Prevention Guide. Mayor Lee, Deputy Mayor Stack, Councillor Chafe, Councillor Hearn and Councillor Raymond in favor. Councillor Orren not in favor. Motion carried.</p>
23		<p>A letter from a property owner inquiring if the sewer would be extended on Motion Bay Road Extension. There are no plans to extend the sewer on Motion Bay Road Extension at this time. Council may consider this for A FUTURE Capital Works Project or a Gas Tax initiative. For this year, projects under these initiatives have been decided. Staff will send a letter to the property owner.</p>
24		<p>Parking area in Maddox Cove -- The town has currently received two quotes to have this work completed. One quote in the amount of \$2,760.00 and one in the amount of \$3,450.00. This item will be placed on the agenda for April.</p>
25		<p>Request for foreman to have Health &amp; Safety training and GIS training.</p> <p><b>Motion # 10 Rick Raymond/Kimberly Orren</b></p>

		Proposed to approve Health & Safety training and GIS training for the new foreman. All in favor, motion carried.
26		Commercial businesses – grease catchers There was some discussion with regard to making grease catcher’s mandatory. Staff will check with the city of St. John’s to inquire about what they require of restaurants. This will be placed on the agenda for the next meeting.
27		Commercial parking spaces – Deputy Mayor Stack noted that the town should have some guidelines in place with regard to the number of parking spaces required of businesses. Currently the town plan states that the number of parking spaces for commercial, industrial, general and public uses shall be determined at the discretion of council. Deputy Mayor Stack noted it should be defined better so that when council is reviewing applications they have guidelines to go by. The CAO noted that the town may have to develop a policy with regard to this. There was a long discussion with regard to parking issues in the Town. It was also noted that council is working with the Department of Tourism, Culture, Industry and Innovation and ACOA to develop a proposal with regard to developing extra parking off Skinner’s Hill (Powerhouse Lane). The CAO noted that the proposal and budget for this proposal has to be completed as soon as possible. Council will have to meet to discuss the specifics of the proposal such as mechanical arm vs meters vs no fee. Staff will get the cost of meters for the area and create a list of items for council to discuss at a meeting on Wednesday January 16, 2019.
28		Bills in the amount of \$41,308.49 were presented. <b>Motion # 11 Rick Raymond/Sam Stack</b> Proposed to pay bills in the amount of \$41,308.49. All in favor, motion carried.
	<b>NEW BUSINESS</b>	
29		Councillor Hearn reminded council that the Canada Summer Jobs applications are due in the coming weeks. She also wanted to remind council of the request to hire a mature person to be hired for the coordinator of the program at a 50/50 cost share between council and recreation. The CAO asked if recreation could apply for an extra position on the application to cover the coordinator position now that the summer jobs requirements for students has changed so that anyone could apply for the positions. Councillor Hearn stated recreation would apply for the extra position.
30		Councillor Raymond noted that the culverts are still in the drain on Cribbies Road. Mayor Lee noted that these culverts are not obstructing water from draining in the area.
31		Deputy Mayor Stack noted that the town has been waiting to have the town amendments registered with the Department of Municipal Affairs and Environment. The Town has since received an email from the department stating that “There are key concerns outlined in the commissioner’s report, and it is unclear if or how Council intends to address them. Specifically, the road. The amendment documents note that Council wishes to declare Motion Bay Road Extension a “Publicly Maintained Road” which would enable the development to comply to the planning requirement that homes must front on a publicly maintained road; however, the Council minutes of October 22 note that there is Council consensus to do “some upgrades to the road”. Reviewing the documentation of the hearing process, it begs questions about how Council is addressing the road and if the approach is in keeping with its municipal requirements. <ul style="list-style-type: none"> <li>- Is the road being developed in accordance with Town standards (and certified by an engineer), and</li> <li>- What are the directives for how the costs are to be addressed (i.e. fully paid by Council or borne by the developer)?</li> </ul> Please provide us with information to establish who is responsible for bringing the road into compliance with Town standards and who will maintain it going forward. The Town may wish to consider:

		<ol style="list-style-type: none"> <li>1. Enter into an agreement with the property owner/developer to bring the road up to the appropriate standard and transfer title to the Town to maintain; or</li> <li>2. If the Town plans to pay for the upgrades and maintenance, was this discussed and decided in an open meeting as tax payer funds will be expended for the benefit of one or a few residents?"</li> </ol> <p>Deputy Mayor Stack noted that it is not the property owner's responsibility to upgrade the town's road. Deputy Mayor Stack also noted that the amendment started off on the wrong foot when the town's planner, Mary Bishop, conducted the town hall meeting and the development was presented in a negative light. Deputy Mayor Stack also stated that all council wishes to do is change the town plan and to expand/develop the area. He stated that he feels this is a good thing for the town.</p> <p>Mayor Lee also agreed that this amendment is not just for one developer.</p> <p>Councillor Orren noted that council should not speak about anyone doing work on behalf of the town in a negative context in a public meeting. All council needs to do is to have a meeting with the Department and to reassert that it is not just one property owner and to also note that the town's water line also runs through the road in the area. Staff will try to set up a meeting with the Department of Municipal Affairs and Environment for Thursday January 17<sup>th</sup> to discuss this issue.</p>
32		Council will send a letter to MP Seamus O'Regan congratulating him on his new appointment of Minister of Indigenous Services.
33		Expense claim for Mayor Lee in the amount of \$109.69 was presented. <b>Motion # 12 Sam Stack/Harry Chafe</b> Proposed to approve the expense claim for Mayor Lee in the amount of \$109.69. All in favor, motion carried.
34		Mayor Lee noted that he had a discussion with the new Foreman and the CAO with regard to the possibility of the town purchasing a new leak detection system and a new camera for the sewer system. This is something the town will look into.
35		East Coast Trail meeting – Will place on the agenda for next meeting.
36		The new foreman inquired about using his personal phone for town business and to possibly get a cell phone allowance. There were some discussion with regard to the problems this may cause such as not being able to transfer the phone when the foreman is on holidays and issues with regard to usage. <b>Motion # 13 Sam Stack/Kimberly Orren</b> Proposed that the foreman use the town's cell phone. Mayor Lee, Deputy Mayor Stack and Councillor Raymond in favor. Councillor Chafe, Councillor Hearn and Councillor Orren not in favor. Motion defeated. Foreman will continue to use the town's current cell phone.
37		<b>Motion #14 Harry Chafe/Rick Raymond</b> Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 8:27pm.

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

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