

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY JANUARY 15, 2018

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

#	ITEM
1	Mayor Lee brought the meeting to order at 7:12 pm
2	Minutes of December 18, 2017 were read. There were no errors or omissions. <b>Motion #1 Harry Chafe/Kimberly Orren</b> Proposed minutes of December 18, 2017 be approved. All in favor, motion carried.
	<b>BUSINESS ARISING</b>
3	# 3 Two drains on Motion Bay Road Ext. have been filled in.
4	# 4 There seems to be some confusion with regard to staff parking. Staff have been parking parallel but the lines are painted in the opposite direction. <b>Motion #2 Kimberly Orren/David Green</b> Proposed to paint over the current lines as a temporary fix. New lines will be painted in the spring. All in favor, motion carried.
5	#6 Application from North Atlantic Ziplines to relocate and operate a restaurant and one-bedroom B&B. Councillor Chafe noted that there is a current permit issued to this applicant for another proposed business that would be using the parking spaces on the waterfront. These parking spaces are noted in parking plan for the current application. Staff will send a letter to applicant inquiring if he will be moving forward with the current permit issued to him that will be using these parking spaces.
6	#7 First Aid Training – Councillor Hearn will get further information at the Recreation meeting that will be held on Tuesday January 16, 2018 and get back to Council.
7	#9 Return to Work Policy. There was some discussion with regard to a section of the Return to Work Policy that states “Any personal information received or collected that can lead to the identification of an injured worker will be held in the strictest confidence”. It was decided that the policy will remain the same.
8	#12 Muster Station – Sign has been purchased. Staff will place on the deck of the Tourist Information Station temporarily, a pole will be installed in the spring.
9	#21 Councillor Stack inquired about council being privy to the identity of persons who write letters to council. It was noted that it was on a need to know basis.
10	# 22 Staff sent a letter to the Co-op requesting a copy of an internal review that they conducted. Staff did not receive a response from the Co-op.
11	#23 The port-a-potty on the North side has been removed.
	#25 Parking in the community – Mayor Lee noted that there is not a lot of areas that Council can avail of as most areas are private property. The only option that seems to be available is the area of the river by the town depot.
12	#26 The order to have a tractor repaired or removed at 31 Main Road was sent. The date to have it repaired or removed is January 20, 2018. There was some discussion with regard to the next steps. It was noted that there was a tarp placed over the tractor. There were 5 other abandoned vehicle that were identified throughout the community. <b>Motion #3 David Green/Kimberly Orren</b> Proposed to send an order to the owners of the 5 vehicles to have repaired or removed. All in favor, motion carried.

13		#27 Fallen tree from the river near Councillor Raymond's home has been removed.
14		#28 Labour Management Meeting – Councillor Raymond will be an alternate on this committee. Staff will set up a meeting in the coming days.
15		#31 Some discussion with regard to applicant being required to obtain all permits and approvals before a permit is issued from the Town.
	<b>TONIGHT'S AGENDA</b>	
16		Request for donation from Emily Lee who will be travelling to Ottawa for the Forum for Young Canadians. <b>Motion #4 David Green/Kimberly Orren</b> Proposed to approve donation in the amount of \$100 as per the Town's Donation Policy. All in favor, motion carried.
17		Request for donation from Mason Lee and Faith Layden who will be travelling to Scotland for the WKC Aberdeen Open Tournament. <b>Motion #5 Sam Stack/David Green</b> Proposed to approve donation in the amount of \$100 each for Mason Lee and Faith Layden as per the Town's Donation Policy. All in favor, motion carried.
18		Canada Summer Jobs is now accepting applications for 2018.
19		The Town received an email from Lori Evoy with the Department of Municipal Affairs with regard to the Travel Expense Policy. The email stated that the Department reviewed the policy and it appears that the policy may be contrary to the Municipal Councillor Remuneration and Reimbursement Regulations. Mayor Lee stated that he spoke to Lori Evoy and she stated that the policy as it reads now could be considered double dipping. Mayor Lee received legal advice and the lawyer stated that Council is entitled to set a per diem rate. <b>Motion #6 Sam Stack/Lynn Hearn</b> Proposed to change section 5 of the policy to read "Councillors that are required to attend meetings for 8 hours or more will be paid a daily per diem of \$150.00 which will include meals and incidentals. All in favor, motion carried.
20		The annual water report was presented. The THM's and the HAA's are a little over the standard. The CAO spoke to the Department of Environment they stated that this is not a big concern and that there are a large number of communities that are at 3 times the levels. She noted that there are a couple of things the town could do to try to bring the levels down a little. First would be to reduce the amount of chlorine in the system. She would not recommend this for us as our chlorine levels are very good. She also noted that chlorine levels trump the THM and HAA readings. First and foremost the Town's chlorine levels have to be kept at the appropriate levels so she would not recommend that for us. The second thing the town could do is to add a filtration system to the choline system. This will help with removing the organic matter entering the system. Staff will contact Dan Hynes to discuss what the cost would be to install a filtration system.
21		An expenses claim for Mayor Lee for the Christmas supper and an expense claim for Stephanie Stack for millage to the Post Office were presented for approval. <b>Motion #7 Harry Chafe/Sam Stack</b> Proposed to approve the expense claims for Mayor Lee and Stephanie Stack. Harry Chafe, Rick Raymond, Lynn Hearn, Sam Stack and Sam Lee in favor, David Green and Kimberly Orren not in favor. Motion carried.
22		Email from resident of 57 Main Road Maddox Cove with regard to water/drainage issues. Councillor Chafe noted that the issue may be from the last house constructed on Oceanview Boulevard. Councillor Stack mentioned that there may be a conflict of interest for a couple of councillors. It was stated that there was no monetary gain so there would not be a conflict of interest. Mayor Lee spoke to the home owner to let him know that the drainage issues are not being caused by

		the work that was completed on Motion Bay Road Extension. Mayor Lee also stated that there had been a new driveway constructed next door to his property that could possibly be causing an issue. Staff will send a letter to the resident asking him to take pictures and notify the town as soon as he has an issue again. If we get a heavy rain event again staff will visit the area and also look where the new home was constructed on Oceanview Boulevard to see where the problem is arising.
23		Skinner's Hill road repairs – Costing from CBCL was presented to Council. Staff will set up a meeting for February 12 at 5:30 pm. <b>Motion #8 Sam Stack/Lynn Hearn</b> Proposed to apply to the Gas Tax Secretariat to use gas tax funds in the amount of \$75,000.00. All in favor, motion carried.
24		Green Team Project. There was some discussion with regard to the Town moving forward with this project possibly for the walking trail in Maddox Cove. Councillor Orren noted that the Town would have to pay \$3,500.00 along with materials for this project. She also noted that there would have to be a full time supervisor on site. Mayor Lee stated that there is a substantial cost to moving forward with this and that the town should have a worthwhile project in mind before moving forward. The CAO noted that the Finance Committee did not account for this expenses in the 2018 budget. Councillor Stack will inquire and get more information for the next meeting. This will be placed on the agenda for the next meeting.
25		Update on meeting of NEAJC. Mayor Lee and Deputy Mayor Stack attended a meeting of the NEAJC. Chief Joe Boland was the guest speaker. Mayor Lee and Deputy Mayor Stack spoke to the Chief with regard to traffic issues in the Town. Chief Boland stated that he is developing a new team to make more traffic runs through communities. He also mentioned that officer will drop by the Town Office when driving through the community. There was also some discussion with regard to speeding ATV's in the community. Chief Boland noted that the town and its' residents need to identify the persons who are the speeding on the ATV's. The issuing of municipal fines were also discussed. The Chair of the NEAJC stated that the committee would check into this and have an answer for the next meeting of the NEAJC.
26		<b>Motion #9 Harry Chafe/Rick Raymond</b> Proposed to add an invoice in the amount of \$1506.50 for Stewart McKelvey. All in favor, motion carried.  Bills in the amount of \$40,475.32 <b>Motion #10 Harry Chafe/Rick Raymond</b> Proposed to pay the bills in the amount of \$40,475.32 All in favor. Motion carried.
27		The CAO's after hour's phone log was tabled.
	<b>NEW BUSINESS</b>	
28		Mayor Lee requested to be approved to contact lawyers when needed in legal matters pertaining to Council. <b>Motion #11 Lynn Hearn/Rick Raymond</b> Proposed to approve for Mayor Lee or Deputy Mayor Stack, when the Mayor is unavailable, to contact lawyers when needed in legal matters pertaining to Council. Harry Chafe, Rick Raymond, Sam Stack, David Green, Lynn Hearn and Sam Lee in favor. Kimberly Orren not in favor. Motion carried.
29		Councillor Chafe noted that he attended a meeting of the Co-op where he was informed that the Micro-brewery will be increasing the square footage of the business from 1,050 sq. ft. to 1,700 sq. ft. The CAO noted that the "Approval in Principle" letter has not been signed off by the applicant and there is a clause in the letter stating that if signage for parking is not erected in 30 days then the Approval in Principle would be revoked. Councillor Orren mentioned that some coucillors may be in conflict by discussing the Co-op. Staff will place this item on the agenda for the next meeting.

30		Parking – It was noted by Council that there are issues with parking throughout the community. It was suggested that businesses should attend the public consultation meeting on February 1 to voice their concerns over parking.
31		Change to Office Hours. There was a discussion with regard to lunch/supper breaks and 15 minute breaks. Mayor Lee noted that he was unsure of what staff hours are now. Councillor Hearn stated that staff could look after their own lunch/supper breaks and 15 minute breaks as they currently are doing this. There was also some discussion with regard to the grievance that the union has brought forward with regard to the change in office hours and the cost associated with legal fees. It was noted that the Town lawyer stated that this process could take up to a year to resolve. <b>Motion #12 Lynn Hearn/Rick Raymond</b> Proposed to change office hours as per town Policy # 15 effective January 22, 2018. All in favor, motion carried.
32		Councillor Orren noted that Leo Hearn was named by Seamus O'Regan as a Canada 150 Local Hero. Mr. Hearn received this for volunteering for Fishing for Success and Women & Youth Fishing Heritage. Council will send a letter of congratulations to Mr. Hearn.
33		Staff will check into the work orders for the new pole lights.
34		Deputy Mayor Stack inquired about expense claims and when they could be submitted. He wanted to know if there could be a dollar value assigned or and if they could be presented monthly. Council has no issue with expense claims carrying forward for a month or so, that being said they would like for the expenses claims to be presented within a couple months.
35		Mayor Lee had some concern over signing overtime sheets when signing cheques. He noted that the Town Manager should sign off on the overtime forms as he is unaware as to what/when the overtime was for. Stephanie Stack noted that the forms have all the information on them which includes the date and time that staff went out and when they finished. Mayor Lee noted that he cannot confirm if staff were out for overtime. CAO also noted that she would not be able to follow staff around to see if they were physically out. She noted that Jack is the supervisor for outside staff and keeps a log of overtime. Mayor Lee also noted that when an employee was off on jury duty earlier today and there was a part time employee called back was not notified. He stated that the employee that was off on jury duty had a meeting scheduled with council representatives that afternoon. CAO noted that staff did not know how long the employee would be off and that he could have been gone only a couple of hours. CAO reiterated that staff issues should not be brought forward at a public meeting and that it should be dealt with at the Labour Management meeting. <b>Motion #13 Sam Stack/Harry Chafe</b> Proposed that the CAO sign off on employees overtime sheets, Mayor Lee or Deputy Mayor Stack will sign off on the CAO's overtime. All in favor, motion carried.
36		<b>Motion #14 Lynn Hearn/Sam Stack</b> Proposed to send out notice to the public on January 22, 2018 for the Town Hall Meeting that will take place on February 1, 2018 at 7:00pm. The notice will also note the change in office hours. All in favor, motion carried.
37		<b>Motion #15 Sam Stack/Rick Raymond</b> Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 10:20pm.

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

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

**TOWN OF PETTY HARBOUR/MADDOX COVE**  
**REGULAR MEETING**  
**MONDAY JANUARY 15, 2018**

1. Minutes of December 18, 2017
2. Business Arising
3. Request for donation for Emily Lee
4. Request for donation from Mason Lee
5. Request for donation from Faith Layden
6. Canada Summer jobs
7. Travel Expense Policy
8. Water Reports (THM's and HAA's)
9. Expense claims – Sam Lee and Stephanie Stack
10. Email from resident of 57 Main Road Maddox Cove with regard to water/drainage issues
11. Costing from CBCL for Skinner's Hill road repair
12. Green Team Project
13. NEAJTC update
14. Bills
15. CAO – Phone log
16. New Business
17. Adjourn

## BILLS

Babb Security (R&M Building)	\$115.23
Bell Aliant (Telephone Expense)	\$538.91
Bell Mobility (Cell Phone Expense)	\$84.52
City of St. John's (Garbage Removal Expense)	\$1,886.73
CBCL Limited (Professional Fees)	\$651.88
Cal LeGrow (Insurance Expense)	\$2,299.00
Geomatics Services Ltd. (Mapping Expense)	\$2,012.50
Irving Oil Marketing (Gas Expense)	\$963.11
Impact Signs (Road Maintenance Expense)	\$65.78
Municipal Assessment Agency (Assessment Fees)	\$4,016.25
McDonald's Home Hardware (R&M Building & Truck Expense)	\$89.88
NF Power (Hydro & Street Lighting Expense)	\$5,834.90
Orkin (Pest Control Expense)	\$73.03
Reprographics Ltd. (Copier Expense)	\$406.35
Rogers (Office Expense)	\$97.67
Stewart McKelvey (Professional Fees)	\$248.98
Staples (Office Expense)	\$410.72
Government of NL (Salt & Sand Expense)	\$3,130.88
T&D Enterprises (Snow Clearing Expense)	<u>\$16,042.50</u>
<b>TOTAL</b>	<b>\$38,968.82</b>