

**TOWN OF PETTY HARBOUR/MADDOX COVE**

**REGULAR MEETING**

**MONDAY JUNE 18, 2018**

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

#	ITEM
1	Mayor Lee brought the meeting to order at 6:45pm.
2	Minutes of June 4, 2018 were read. <b>Motion #213 Harry Chafe/Rick Raymond</b> Proposed minutes of June 4, 2018 be approved. All in favor, motion carried.
	<b>BUSINESS ARISING</b>
3	#4 Staff is still investigating if signs are required for speed bumps.
4	#9 Staff have not heard anything back with regard to the letter that was sent regarding the sewer holding tank. Staff will call the property owner to inquire about the holding tank.
5	#11 The Street sign for Long Run Road has been purchased. The new sign will be placed on the post at the bottom of Long Run Road. This post currently has a sign for Southside Road. Staff will contact St. George's Church to see if the town can place the Southside Road street sign on the fence in the area.
6	#13 Dan Hynes and staff will be increasing the pressure in Maddox Cove on Wednesday, June 20 <sup>th</sup> . It was originally scheduled for Tuesday, June 19 <sup>th</sup> but had to be changed due to scheduling issues.
7	#17 Councillor Green noted that the grass has not been cut at the War Memorial and is in bad shape. Councillor Green asked if the council would consider having Enviromasters add the War Memorial to the current contract for lawn care. Stephanie Stack noted that staff has been very busy as there are only two workers. Mayor Lee noted that the grass would be cut for the July 1st ceremony.
8	#33 The CAO noted that they received a quote for the large town flags in the amount of \$100.05 each. <b>Motion #214 Dave Green/Rick Raymond</b> Proposed to cancel order for large flags. All in favor, motion carried. Councillors will be given a small flag. Staff will place a notice in the newsletter letting residents know the cost of the small flags and will note that they will be sold at cost.
9	#39 The area at the bottom of Big Hill that needed to be barricaded off was investigated and it is private property. Council will not be placing a barricade there at this time.
10	#43 Mayor Lee was speaking to the owner of the retaining wall on Motion Bay Road Extension. The property owner stated that he will pass this over to his insurance company. He also noted that it may be possible to come to some sort of agreement with the insurance company to move the water line instead of removing the retaining wall.
	<b>TONIGHT'S AGENDA</b>
11	Replacement of culvert on Cribbies Road – Denny Maher was present in chambers to speak. Mr. Maher noted that he sent council a letter that he was given by a previous council back in 2006 that stated that council had no knowledge of the drain/ditch and who had placed it there. Councillor Green asked what Mr. Maher's objection was for the culvert. Mr. Maher noted that the drain cuts his property in half which causes the back portion of his property to be useless. Councillor Raymond noted that in the past there was a clean out in the area of Todd Chafe's and Jerry Doyle's. There was also some discussion with regard to creating a new ditch. Mayor Lee noted that there is cliff in the area and could pose a problem with creating a ditch.

		<p><b>Motion #215 Sam Stack/Rick Raymond</b> Proposed to defer this item until council gets a quote on re-ditching the area. All in favor, motion carried. Staff will place rock in the hole that is in the area to eliminate any safety concerns.</p>
12		<p>An expense claim for Stephanie Stack in the amount of \$60.00 was tabled. <b>Motion #216 Sam Stack/Lynn Hearn</b> Proposed to pay expense claim for Stephanie Stack in the amount of \$60.00. All in favor, motion carried.</p>
13		<p>A request from Tidy Towns to order 20 benches for the community in the amount of \$3,250.00. When Tidy Towns sold the fountain, they had approval from the previous council that proceeds would be used to put infrastructure around the community in the form of benches for people to sit and enjoy our community. <b>Motion #217 Rick Raymond/Harry Chafe</b> Proposed for Tidy Towns to purchase benches for the community in the amount of \$3,250.00. All in favor, motion carried.</p>
14		<p>Proposed re-zoning of Cribbies Road – The property owner that is requesting the rezoning of the area has agreed to pay all costs associated with the rezoning of this area. Mayor Lee noted that the town would require a written agreement between the town and the property owner with regard to the property owner paying all cost for the amendment. Staff will get a contract drafted.</p>
15		<p>Proposed amendments (Policy R-4 and Section 8.7.6) to the Town Plan for the Dept. Municipal Affairs &amp; Environment were tabled. <b>Motion #218 Sam Stack/Lynn Hearn</b> Proposed to approve amendments with changes which include the removal of the following: “The St. John’s Regional Fire Department is also being consulted as they previously expressed concerns about the accessibility of development along Motion Bay Road Extension for emergency vehicles.” <b>And</b> “,more specifically development of a residence at Civic No. 51-59 Motion Bay Road Extension.” Mayor Lee, Deputy Mayor Stack, Councillor Hearn, Councillor Raymond and Councillor Green in favor. Councillor Chafe and Councillor Orren not in favor. Motion carried.  Staff will follow up with the St. John’s Regional Fire Department to see if there are any concerns in the area.</p>
16		<p>Write offs: <b>Motion #219 Sam Stack/David Green</b> Proposed to write off 2018 business tax for Fishing For Success from July - December in the amount of \$150.00. All in favor, motion carried.  <b>Motion #220 David Green/Rick Raymond</b> Proposed to write off 2018 property tax for Fishing For Success from July - December in the amount of \$350.00. Councillor Green, Councillor Orren and Councillor Raymond in favor. Mayor Lee, Deputy Mayor Stack, Councillor Chafe and Councillor Hearn not in favor, motion defeated.  <b>Motion #221 Rick Raymond/David Green</b> Proposed to write off 2018 business tax for St. John’s Mini Aquarium Inc. from July - December in the amount of \$150.00. Mayor Lee, Deputy Mayor Stack, Councillor Green, Councillor Orren, Councillor Hearn, Councillor Green and Councillor Raymond in favor. Councillor Chafe not in favor. Motion carried.  <b>Motion #222 Sam Stack/Rick Raymond</b> Proposed to NOT to write off 2018 property tax for The Nature Conservancy of Canada from July - December in the amount of \$300.00. Mayor Lee, Deputy Mayor Stack, Councillor Green, Councillor Chafe, Councillor Hearn in favor. Councillor Raymond and</p>

		<p>Councillor Orren not in favor, motion carried.</p> <p><b>Motion #223 Rick Raymond/Sam Stack</b> Proposed to NOT write off 2018 property tax for 78 – 86A Motion Bay Road from July - December in the amount of \$300.00. Mayor Lee, Deputy Mayor Stack, Councillor Hearn, Councillor Green, Councillor Orren and Councillor Raymond in favor. Councillor Chafe not in favor, motion carried.</p> <p><b>Motion #224 Rick Raymond/David Green</b> Proposed to NOT to write off 2018 property tax for 1 -21A Hannaford’s Lane from July - December in the amount of \$300.00. Mayor Lee, Deputy Mayor Stack, Councillor Green, Councillor Hearn and Councillor Raymond in favor. Councillor Chafe and Councillor Orren not in favor, motion carried.</p> <p><b>Motion #225 Sam Stack/Rick Raymond</b> Proposed to write off 2018 property tax for 51–59 Motion Bay Road Extension from July - December in the amount of \$300.00. All in favor, motion carried.</p> <p><b>Motion #226 Harry Chafe/Rick Raymond</b> Proposed to write off 2018 property tax for 41-45 Motion Bay Road Extension from July - December in the amount of \$300.00. All in favor, motion carried.</p>
17		<p>Application to operate a business (Convenience Store and Tourist Accommodation Rental) at 2-8 Main Road, Maddox Cove.</p> <p><b>Motion #227 Rick Raymond/David Green</b> Proposed to send out public notice to the community for comments or concerns. All in favor, motion carried.</p>
18		<p>Request from the Heritage Museum Committee for the Mayor to lay a wreath and speak on behalf of the town at the July 1<sup>st</sup> wreath laying service. Also the Heritage Museum are requesting a donation for the social that will follow the wreath laying service and for town staff to oversee traffic services on July 1<sup>st</sup>.</p> <p><b>Motion #228 David Green/Rick Raymond</b> Proposed to approve for a donation in the amount of \$300 and for town staff to oversee traffic services. The Mayor will also lay a wreath and speak on behalf of the town. All in favor, motion carried.</p>
19		<p>Town wharf fees. Council will meet with regard to setting up a fee schedule for wharf fees.</p> <p><b>Motion #229 Harry Chafe/David Green</b> Proposed to defer this item on the agenda until council meets to discuss the fee schedule. All in favor, motion carried.</p>
20		<p>Snow clearing contract.</p> <p><b>Motion #230 Harry Chafe/Lynn Hearn</b> Proposed to defer this item on the agenda until council meets to discuss the contract. All in favor, motion carried.</p>
21		<p>Request for donation from Ryan Maher who will be travelling to Ontario for the Fast Pitch Nationals. Mayor Lee left chambers at 8:10pm due to a conflict of interest.</p> <p><b>Motion #231 Rick Raymond/Harry Chafe</b> Proposed to approve donation for Ryan Maher as per the donation policy. All in favor, motion carried. Mayor Lee returned at 8:11pm</p>
22		<p>Request for donation from Alicia Warford who will be travelling to Nova Scotia for the Atlantic Canada Agricultural Conference.</p> <p><b>Motion #232 Sam Stack/Rick Raymond</b> Proposed to approve donation for Alicia Warford as per the donation policy. All in favor, motion carried.</p>
23		<p>Application to operate a home office at 39 Cribbies Road.</p> <p><b>Motion #233 Rick Raymond/David Green</b> Proposed to send out public notice to the community for comments or concerns. All in favor, motion carried.</p>
24		<p>Order to repair or demolish home at 1 Long Run Road. The 30 days for this order was up on June 10, 2018. Council noted that there is a “For sale” sign on the property.</p>

		<p><b>Motion #234 Rick Raymond/Harry Chafe</b> Proposed to send property owner a letter stating that the 30 days has expired. It will also be noted in the letter that the property owner will have 2 weeks from receipt of this letter to notify the town of his intentions with regard to the property. If the town does not hear back from the property owner, they will move forward with the order. Council will also note in the letter that this order may impede any potential sale on the property. All in favor, motion carried.</p>
25		<p>A request from recreation to cover half of the cost of the Canada Day Celebrations. Councillor Hearn noted that the town did not receive a grant this year and they usually receive \$1000. <b>Motion #235 Rick Raymond/David Green</b> Proposed that council cover half the cost of the Canada Day Celebrations to a maximum of \$1000.00. All in favor, motion carried.</p>
26		<p>Mail boxes at Town Office – There was some discussion with regard to the possibility of moving the mail boxes away from the town office due to traffic congestion. There was also some discussion of moving the mail boxes to the Town Depot parking area. It was noted that this area is gated and cannot be left open. There was no decision made on moving the mail boxes.</p>
27		<p>Application to operate a convenience store at 38 Main Road, Petty Harbour. A notice was sent out to the public with one response in favor of the business. <b>Motion #236 David Green/Harry Chafe</b> Proposed to approve the application to operate a convenience store at 38 Main Road, Petty Harbour. All in favor, motion carried.</p>
28		<p>Gas Tax Capital Investment Plan. The quote for Gas Tax Capital Investment Plan for the sewer extension on Motion Bay Road Extension was tabled in the amount of 129,466.14. <b>Motion #237 Rick Raymond/Harry Chafe</b> Proposed to apply for the Capital Investment Plan for the sewer extension on Motion Bay Road Extension in the amount of \$129,466.14. All in favor, motion carried.</p>
29		<p>The Municipal Legislative Review will take place on Wednesday June 20, 2018 at 7:00 at the Jack Byrne Arena in Torbay. Mayor Lee stated that it would be great if a few councillors could make this meeting. The issue of ticketing in the community would be something that could be addressed at this meeting.</p>
30		<p>Councillor Green noted that the laptop at the Tourist Information Centre is very old and needs to be replaced. Last year the summer students had a lot of trouble with it. The CAO noted that there is a laptop in the town office that the summer students could use for the summer.</p>
31		<p>Garbage on the side of the road at 29-31 Southside Road. <b>Motion #238 Rick Raymond/Sam Stack</b> Proposed to send an order to the property order giving him 30 days to clean up the garbage or the town will have it removed at the owners cost. All in favor, motion carried.</p>
32		<p>Application to operate a mobile vending truck in the community. <b>Motion #239 Rick Raymond/Sam Stack</b> Proposed to send out public notice to the community for comments or concerns. All in favor, motion carried.</p>
33		<p>There were no after-hour calls to the CAO to table.</p>
34		<p><b>Motion #240 Harry Chafe/ Rick Raymond</b> Proposed bills in the amount of \$9,254.78 be approved for payment. All in favor, motion carried.</p>
	<b>NEW BUSINESS</b>	
35		<p>The Bank Reconciliation and Income Statement for May were tabled.</p>
36		<p>Councillor Raymond asked if there were going to be any play sets placed on Cribbies Park. It was noted that the committee has been working hard trying to avail of funding as there is a drainage problem in the area that needs to be addressed before further development occurs. The Finance Committee will discuss this at the next Finance Committee Meeting.</p>
37		<p>Councillor Hearn asked if bulk garbage was completed. CAO notified</p>

		council that the bulk garbage has not been completed yet.
38		Councillor Hearn stated that recreation had 11 summer students this year and they will start the summer program on July 2, 2018.
39		The Labour Management Meeting is scheduled to take place on Wednesday June 27, 2018. Councillor Orren will check with Mandy for availability.
40		Councillor Orren noted that the residents of 6 Main Road Lane have to go against traffic to proceed to their driveway. It was noted that the residents could back into the driveway. Councillor Orren wanted to make note that this is a dangerous situation. Councillor Chafe suggested to block off the road and place the mail boxes in the area.
41		Councillor Orren left the meeting at 9:10pm
42		Deputy Mayor Stack noted that the town's website needs to be updated with regard to staff contacts. The Mayor's message also needs to be updated. Staff will also place the town's policies online.
43		Deputy Mayor Stack suggested that the next time council meets they should discuss roles and responsibilities for privileged meetings.
44		The Northeast Avalon Joint Council Summer Social will take place on Friday, June 29, 2018 @ 7:00-9:00pm at the St. John's Convention Centre.
45		Mayor Lee noted that the parking area at the back of the ball field needs to be cleared and graded. The Finance Committee will discuss this at the next meeting.
46		Mayor Lee noted that councillors should ensure that if they have any items for the agenda it should be into staff the Thursday before the meeting. This ensures that staff can investigate any issues in order to give council all the information that is need to review an issue.
47		Culvert wing wall for Cribbies Road. Mayor Lee visited a manufacturer of these wing walls to determine what council would need for the area. Mayor Lee noted that this is a big undertaking and it could not be done by town staff. Council will have the town engineer investigate this when he is in town for the pre-construction meeting for Skinner's Hill upgrades.
48		There is garbage placed on the side of the road at 47 Cribbies Road. Staff will have this picked up.
49		Councillor Green asked if there was a permit issued for the extension to a house at 20 Cribbies Road. The CAO noted that a permit was issued.
50		The Inspections and Development Committee will investigate damage to St. Joseph's Church landscaping due to the flood a couple of weeks ago.
51		Make shift fence of crab pots at 34-36 Main Road, Petty Harbour. The Mayor met with the owner of the property. The property owner asked for an extension until Friday June 22, 2018 in order to rectify the problem. The town will give the property owner until June 22, 2018 to remove the crab pots after that time council will enforce their fence by-law.
52		<b>Motion #241 Rick Raymond/Harry Chafe</b> Proposed the meeting be adjourned. All in favor, motion carried. Meeting adjourned at 9:28pm.

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

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

**TOWN OF PETTY HARBOUR/MADDOX COVE**  
**REGULAR MEETING**  
**MONDAY JUNE 18, 2018**

1. Minutes of June 4, 2018
2. Business Arising
3. Cribbies Road culvert – Request to speak
4. Expense Claim Stephanie Stack – Mileage.
5. Tidy Towns – 20 benches
6. Re-Zoning of Cribbies Road
7. Proposed amendments to the Town Plan for the Dept. Municipal Affairs & Environment
8. Tax write offs
9. Application to operate a business (Convenience Store and Tourist Accommodation) at 2-8 Main Road, Maddox Cove
10. Request from the Heritage Museum Committee for the Mayor to speak at the July 1<sup>st</sup> wreath laying service and to place a wreath on behalf of the town
11. Town wharf fees
12. Snow Clearing Contract
13. Request for donation from Ryan Maher
14. Request for donation from Alicia Warford
15. Application to operate a home office at 39 Cribbies Road
16. Order to repair or demolish home at 1 Long Run Road
17. Canada Day Celebrations
18. Mail boxes – Town Office
19. Application to operate a Convenience Store at 38 Main Road, Petty Harbour
20. Resolution to apply for Gas Tax Capital Investment Plan – Sewer Extension Motion Bay Road Ext.
21. Municipal Legislative Review – June 20
22. Laptop for the Tourist Information Centre
23. Garbage on Southside Road before Co-op entrance
24. Application to operate a mobile Vending truck – Southside Road
25. CAO call log
26. Bills
27. New Business

28. Adjourn

BILLS

1. Emco Corp (Road Maintenance- Dye Tablets)	\$218.50
2. Impact Signs & Graphics (Traffic – Long Run Rd. Sign)	\$177.50
3. John Layden Trucking (Road Maintenance)	\$230.00
4. MSS Contracting (Water & Sewer)	\$145.82
5. Newfoundland Power (Hydro Exp.)	\$2,230.03
6. Bell Mobility (Cell Phone Exp.)	\$87.06
7. CBCL Ltd. (Sewer Exp – Flow Meter Installation)	\$736.00
8. City of St. John's (Garbage Exp.)	\$2,134.80
9. CBCL Ltd. (Gas Tax Account - Skinner's Hill upgrades)	<u>\$3,295.07</u>
<b>TOTAL</b>	<b>\$9,254.78</b>