

**REGULAR MEETING**  
**MONDAY JUNE 28, 2021**  
**AGENDA**

1. Minutes of June 7, 2021
2. Business Arising
3. Application to build a shed at 159 Main Road, Maddox Cove A2021-33
4. Application to operate a convenience store at 3 Southside Road A2021-29
5. Application to operate a tourist accommodation at 88 Southside Road A2021-20
6. Application to build extension at 55A Main Road Maddox Cove A2021-34
7. Application to excavate property at 22 Cribbies Road A2021-36
8. Email requesting stop work order of building at 10D Main Road, Petty Harbour
9. Request for extension of permit 2020-32 and 2021-14
10. Request for letter of support from 3F Waste Recovery
11. Request from Youth Ventures to waive permit and license fees for student entrepreneurs ages 12-29
12. Proposed amendment to the St. John's Region Regional Plan – Town of Portugal Cove-St. Philip's
13. Request from Cribbies Park to have the park added to regular lawn maintenance
14. Sewer outfall monitoring training
15. Request for wifi extender for Museum
16. Request for a "special needs child in the area" sign at Long Run Road
17. Mail in voting – motion
18. Paving Quote
19. Museum Covid Plan
20. Foreperson's Report
21. Expense Claims
22. Bills
23. New Business
24. Adjourn

## BILLS

|   |                 |
|---|-----------------|
| Bidgood's (Office Supply Expense)                   | \$13.02         |
| Construction Signs (Signage Expense)                | \$66.13         |
| Bennett's Home Hardware (R&M Building Expense)      | \$298.63        |
| Bell Aliant (Telephone Expense)                     | \$566.57        |
| Hiscock Rentals (R & M Building & Road Maintenance) | \$70.32         |
| CBCL (Professional Fees Expense)                    | \$524.40        |
| Geo-Matic Services (Office Expense)                 | \$427.80        |
| North Atlantic Supplies (Employee Clothing Expense) | \$147.49        |
| Modern Paving (Road Maintenance Expense)            | \$393.33        |
| MSS Contracting (R&M Building Expense)              | \$362.34        |
| Orkin (Pest Control Expense)                        | \$60.38         |
| Staples (Office Expense)                            | \$263.79        |
| Stanley Flowers (Tidy Town's Expense)               | \$1,406.84      |
| SJN Services (Generator Expense)                    | \$304.75        |
| Rogers (Office Expense)                             | \$97.67         |
| Kent (Signage Expense)                              | \$13.00         |
| Apex (Road Maintenance Expense)                     | \$174.36        |
| Alarm Services (Fire Safety Expense)                | <u>\$500.25</u> |
| Total   | \$5,691.52      |

**TOWN OF PETTY HARBOUR/MADDOX COVE**

**REGULAR MEETING**

**MONDAY JUNE 28, 2021**

**PRESENT: Sam Lee, Harry Chafe, Linda Hearn, Kimberly Orren, David Green, Rick Raymond (arrived at 6:40pm) and Stephanie Stack**

**ABSENT: Sam Stack**

| #  | ITEM   |
|----|--|
| 1  | Mayor Lee brought the meeting to order at 6:32 pm.   |
| 2  | Minutes of June 7, 2021 were tabled.<br><b>Motion #148 Linda Hearn/Kim Orren</b><br>Proposed minutes of June 7, 2021 be approved. All in favor, motion carried.  |
|    | <b>BUSINESS ARISING</b>  |
| 3  | #6 Staff will have pricing to erect the wooden fence and guard rail at the parking area off Skinner's Hill for the next meeting. NL Power will reimburse the town for the chain link fence that has to be removed.   |
| 4  | #14 Councillor Chafe wanted to inform council that recreation will be postponing the fireworks on July 1 <sup>st</sup> to show support for Indigenous Communities throughout the Province and the Country. Councillor Chafe noted that they will have the fireworks display later this summer.   |
| 5  | #15 Overflow at lift station on Northside (beach area)<br>Afonso was out and cleaned some of the debris from the overflow at the lift station on Northside (beach area). A camera was inserted in the line and a large rock was discovered about 17ft down in the pipe. Staff will speak with Afonso to see what the next steps will be to fix the overflow.   |
| 6  | #25 Councillor Green noted that there was some asphalt patch work completed on Long Run Road. Councillor Green noted that only one side of the road was done and there still needs to be more patching completed. Staff will contact the Department of Transportation and Infrastructure.  |
| 7  | #27 The sand underneath the guard rail by the Co-op needs to be moved.   |
| 8  | #29 Garbage truck repairs<br><b>Motion #149 Harry Chafe/Rick Raymond</b><br>Proposed to approve the quote to have the garbage truck repaired from Harry Summers in the amount of \$1,500.00 plus tax. All in favor, motion carried.  |
| 9  | #30 Vote by Mail<br><b>Motion #150 Rick Raymond/Harry Chafe</b><br>Proposed not to move forward with Mail in Voting. Mayor Lee, Councillor Raymond, Councillor Green, Councillor Hearn and Councillor Chafe in favor. Councillor Orren not in favor. Motion carried.   |
|    | <b>TONIGHT'S AGENDA</b>  |
| 10 | Application to build a shed at 159 Main Road, Maddox Cove A2021-33. This application meets all the regulations for accessory buildings in the Residential Zone. The Inspections and Development Committee have inspected the area and signed off on the application.<br><b>Motion #151 Harry Chafe/Rick Raymond</b><br>Proposed to approve the application to build a shed at 159 Main Road, Maddox Cove A2021-33. All in favor, motion carried.   |
| 11 | Application to operate a convenience store at 3 Southside Road A2021-29.<br>Councillor Green noted that vehicles parking in this area may have a tendency to park close or onto the road. Councillor Green suggested that the applicant erect a fence to avoid this. Councillor Chafe noted that a fence in this area would make it difficult for snow clearing. Councillor Chafe noted that there would be ample parking and stated that this lot is bigger than most lots in the community.<br><b>Motion #152 David Green/Kim Orren</b><br>Proposed to send out a public notice with regard to the new business for comment. All in favor, motion carried. |
| 12 | Application to operate a tourist accommodation at 88 Southside Road A2021-20.  |

|    |  |   |
|----|--|---|
|    |  | <p>This application went out to the public for comment. No comments were received.</p> <p><b>Motion #153 Linda Hearn/David Green</b></p> <p>Proposed to approve the application in principle to operate a tourist accommodation at 88 Southside Road A2021-20 with the condition that a Tourist Establishment License is acquired from the Department of Tourism, Culture, Arts and Recreation. All in favor, motion carried.</p>   |
| 13 |  | <p>Application to build extension to a shed at 55A Main Road Maddox Cove A2021-34. This application meets all the regulations for accessory buildings in the Residential Zone. The Inspections and Development Committee have inspected the area and signed off on the application.</p> <p><b>Motion #154 Harry Chafe/Rick Raymond</b></p> <p>Proposed to approve the application to build an extension to a shed at 55A Main Road Maddox Cove A2021-34. All in favor, motion carried.</p>  |
| 14 |  | <p>Application to excavate property at 22 Cribbies Road A2021-36. This application was inspected and signed off on by the Inspections and Development Committee. Councillor Raymond left chambers at 6:58pm due to a conflict of interest. Councillor Raymond is the applicant.</p> <p><b>Motion #155 Harry Chafe/Lynn Hearn</b></p> <p>Proposed to approve the application to excavate property at 22 Cribbies Road A2021-36. All in favor, motion carried.</p> <p>Councillor Raymond returned at 7:03pm.</p>  |
| 15 |  | <p>Email requesting stop work order of building at 10D Main Road, Petty Harbour. Councillor Orren left chambers at 7:03pm due to a conflict of interest. Councillor Orren is the owner of the property at 10D Main Road Petty Harbour. Mayor Lee noted that this is a property dispute between two parties and not something council should be involved in. Mayor Lee noted that this is a private matter and should not be before council. Mayor Lee also noted that the town has no reason to issue a stop work order. Councillor Chafe asked should council be approving land that is in ownership dispute. Mr. Scouthen was present in chambers to speak on behalf of Fishing for Success. Mr. Scouthen stated that the town issued the permit to Fishing for Success. Mr. Scouthen also noted that the owners of the land have occupied it for the last 10 years with no dispute and that a permit was received from the Provincial Government to complete this development.</p> <p><b>Motion #156 Rick Raymond/Harry Chafe</b></p> <p>Proposed to issue a stop work order for #5 and #6 building on Permit # P2021-14 due to the fact that there is a dispute over the ownership of the land. Councillor Raymond and Councillor Chafe in favor. Mayor Lee, Councillor Green and Councillor Hearn not in favor. Motion defeated.</p> |
| 16 |  | <p>Request from the owner of 10D Main Road Petty Harbour for extension of permit 2020-32 and 2021-14. There was some discussion over Permit # 2020-32 for the fence. Councillor Raymond noted that this permit was issued without it being passed by council. There was some confusion over the date on Permit # 2020-32 and the application. Staff will investigate this and get back to council.</p> <p><b>Motion #157 Rick Raymond/David Green</b></p> <p>Proposed to issue a stop work order on Permit #2020-32 as it was issued in error. All in favor, motion carried.</p> <p>Councillor Raymond noted that an extension did not need to be issued for Permit #2021-14 as it does not expire until May 19, 2022.</p> <p><b>Motion #158 Rick Raymond/Lynn Hearn</b></p> <p>Proposed not to give an extension to Permit #2021-14 as it does not expire until May 19, 2022. All in favor, motion carried.</p> <p>Councillor Orren returned at 7:45pm. Councillor Orren stated that a stop work order did not have to be issued as permit # 2020-32 had expired effective June 2, 2021.</p>   |
| 17 |  | <p>Request for letter of support from 3F Waste Recovery (biotechnology company that takes waste materials and turns them into natural products and ingredients like pet treats, soaps and cosmetics). This company will fully utilize the moose carcasses (bones and other waste like the neck). By utilizing the full carcass they eliminate this waste entering landfills. This will result in less bears and other wild animals in the landfills and surrounding communities, making it safer for residents, and for employees working at these landfills.</p> <p><b>Motion #159 David Green/Rick Raymond</b></p> <p>Proposed to sign a letter of support for 3F Waste Recovery. All in favor, motion carried.</p>   |
| 18 |  | <p>Request from Youth Ventures to waive permit and license fees for student entrepreneurs ages 12 – 29.</p> <p><b>Motion #160 Kim Orren/Rick Raymond</b></p>  |

|    |  |  |
|----|--|--|
|    |  | Proposed to waive permit and license fees for student entrepreneurs ages 12 – 29. All in favor, motion carried.  |
| 19 |  | Proposed amendment to the St. John's Region Regional Plan – Town of Portugal Cove-St. Philip's. The town has no comment on this amendment.   |
| 20 |  | Request from Cribbies Park to have the park added to regular lawn maintenance.<br><b>Motion #161 Harry Chafe/Rick Raymond</b><br>Proposed to have staff cut grass at Cribbies Park. All in favor, motion carried   |
| 21 |  | Sewer flow monitoring training<br>The cost to have the foreman complete the sewer flow monitoring training is \$1,350.00.<br><b>Motion #162 Linda Hearn/David Green</b><br>Proposed for the foreperson to complete the sewer flow monitoring training. All in favor, motion carried.   |
| 22 |  | Request for wifi extender for Museum<br>Staff will relocate the wifi extender at the community centre to the museum or purchase a new one for the museum.  |
| 23 |  | Request for a "special needs child in the area" sign at Long Run Road.<br>Councillor Raymond left chambers due to a conflict of interest at 8:10pm. The person requesting this sign is a relative of Councillor Raymond.<br><b>Motion #163 Harry Chafe/David Green</b><br>Proposed to erect a "special needs child in the area" sign at Long Run Road. All in favor, motion carried.<br>Councillor Raymond returned at 8:12pm.   |
| 24 |  | #17 Mail in Voting<br>This was already addressed in the Business Arising section of the minutes.   |
| 25 |  | Paving Quote<br>The town received a quote to have the asphalt patching and swales completed throughout the town. The quote from Formac Ltd. came in at \$92,265.00 plus tax. The foreman called a number of contractors for quotes but all were not interested in quoting. It was noted that that the town only budgeted \$55,000.00 for paving in the 2021 budget. There is a short fall of \$37,265.00. The Finance Committee met and it is recommended that the town use the funds from the Safe Restart Program to cover this short fall. It was also noted that there is a swale required on Church Lane.<br><b>Motion #164 Rick Raymond/David Green</b><br>Proposed to accept the quote from Formac Ltd. in the amount of \$92,265.00 with the addition of the swale on Church Lane. All in favor, motion carried. |
| 26 |  | The Museum Committee presented the town with a Covid-19 re-opening plan.<br><b>Motion #165 David Green/Lynn Hearn</b><br>Proposed to accept the Museum Committee's Covid-19 re-opening plan. All in favor, motion carried.   |
| 27 |  | Foreperson's Report was tabled<br>It was noted that the guard rail post that was recently erected on Southside Road needs to be cut off. Councillor Raymond noted that there is a sweeper that you can purchase that goes in the front of the pick-up that the town should investigate. Staff will get pricing on this.<br><b>Motion #166 Rick Raymond/David Green</b><br>Proposed to accept the Foreperson's Report. All in favor, motion carried.  |
| 28 |  | <b>Motion #167 Rick Raymond/Harry Chafe</b><br>Proposed to approve the expense claim for Stephanie Stack in the amount of \$350.47. All in favor, motion carried.<br><br><b>Motion #168 Rick Raymond/David Green</b><br>Proposed to approve the expense claim for Stephanie Stack in the amount of \$1,023.14. All in favor, motion carried.<br><br><b>Motion #169 Rick Raymond/Kim Orren</b><br>Proposed to approve the expense claim for Ann Payne in the amount of \$41.94. All in favor, motion carried.<br><br><b>Motion #170 Rick Raymond/Kim Orren</b><br>Proposed to approve the expense claim for Jackie Connolly in the amount of \$74.40. All in favor, motion carried.   |
| 29 |  | Bills in the amount of <b>\$5,691.52</b> were tabled.<br><b>Motion #171 Kim Orren/Rick Raymond</b><br>Proposed to pay bills in the amount of <b>\$5,691.52</b> . All in favor, motion carried.   |

|    | <b>NEW BUSINESS</b> |  |
|----|---------------------|--|
| 30 |                     | <p>Councillor Green noted that the Provincial Government will be lowering their flags on Thursday July 1, 2021 in respect to those who fought and died at Beaumont Hamel. They are also be lowered to show support/respect for Indigenous Communities throughout the Province and the Country.</p> <p><b>Motion #172 David Green/Rick Raymond</b><br/>Proposed to lower the town flags on July 1, 2021. All in favor, motion carried.</p>  |
| 31 |                     | <p>Councillor Green asked about the town getting a price for a ride on lawn mower. It was noted that it was a good idea but the town does not have a trailer or a place to store the ride on lawn mower.</p>   |
| 32 |                     | <p>Councillor Chafe noted that recreation is in the process of applying for a grant for playground at the Sarah Chafe Memorial Park. The grant will include paving the area to the park with new playground equipment.</p>   |
| 33 |                     | <p>Councillor Hearn noted that the recreation will be requesting the \$4,000.00 grant from the town if they move forward with repairs to the playground. Mayor Lee noted that recreation can request this grant at any time when required as it was budgeted for in the 2021 budget.</p>   |
| 34 |                     | <p>The repairs to Old Maddox Cove Road have begun. The expected completion date is July 27, 2021</p>   |
| 35 |                     | <p>The summer student Parking Attendants will start work on July 5, 2021. There was some discussion if the town will be hiring the Commissioners again this year for parking tickets. Council will discuss this at the next council meeting.</p>   |
| 36 |                     | <p>Mayor Lee noted that he would like to see the shoulder of the road from 69 Main Road to 91 Main Road levelled to allow for people to walk on the shoulder. Staff will get a price to have this work completed.</p>  |
| 37 |                     | <p>The Finance Meeting met on June 23.<br/>The Finance Committee made a number of recommendations for the council to consider:</p> <ol style="list-style-type: none"> <li>1. It was noted that there will be approximately \$70,000 left over from the Gas Tax Project – Old Maddox Cove Road Repairs as the project came in under budget. The town had secured a loan against the gas tax funds in the amount of \$100,000 to cover the cost of this project. The Finance Committee is recommending that council use whatever funds are left on this project to pay back the loan.</li> <li>2. Paving 2021 – The town received a quote to have the paving and swales completed in the town. The quote came in at \$92,265.00. The town only budgeted \$54,718.00 for paving in the 2021 budget. This leaves a short fall of \$37,547.00 for the paving repairs. The finance Committee is recommending using the \$36,372.67 that is left from the Safe Restart Program to cover this expense.</li> <li>3. There was some discussion on the condition of Motion Bay Road Extension. It was noted that if the town does not receive Capital Works funding for this then they consider a loan to do the drainage on the road.</li> <li>4. Shoulder of the road from Billy Lee’s to Cyril Stack’s. The finance Committee recommended that the town get a price for a contractor to take the sod off the shoulder, level as much as they can (no busting) and place class A in the area.</li> <li>5. The extra \$2000 budgeted for the Beatification Project will be taken from Community Improvements and Development that was budgeted.</li> </ol> <p>Mayor Lee noted instead of doing all the drains on Motion Bay Road that the town should only do the ones that are the most problematic. The CAO will inform the foreperson to only clean out the drains on Motion Bay Road that are problematic.</p> |
| 38 |                     | <p>2021 Elections – Nominations Day<br/><b>Motion #173 Rick Raymond/David Green</b><br/>Proposed to have two days for nominations. Wednesday September 1, 2021 and Thursday September 2, 2021 from 9:00am to 4:00pm. All in favor, motion carried.</p>   |
| 39 |                     | <p><b>Motion #174 Rick Raymond/Harry Chafe</b><br/>Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 9:02pm.</p>   |

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

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