

REGULAR MEETING
MONDAY JUNE 3, 2019

1. Minutes of May 21, 2019
 2. Business Arising
 3. Application to build a deck at 24 Motion Bay Road Extension
 4. Application to construct a fence at 8 Church Lane
 5. Application to operate a tourism accommodation at 24A Skinner's Hill
 6. Application for Fishing for Success – Wheelchair accessible fishing pier, twine loft, flake, end stage, repair slipway and wheelbarrow runway
 7. Draft “Accessory Building Water Taxation Policy”
 8. Traffic issues throughout Petty Harbour
 9. A thank-you from Faith Layden and Mason Lee
 10. Request from the RNC Association for a donation
 11. Quotes for consulting fees for the re-zoning of land on Cribbies Road
 12. Request from Avalon FUNdamentals for “in-kind” support
 13. Tax sales
 14. Expense claims
 15. Bills
 16. New Business
 17. Adjourn
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BILLS

Big Erics (Cleaning Supplies Expense)	\$317.88
Cassie Rideout (Cleaning Expense)	\$140.00
Dallas Mercer Consulting (Training Expense)	\$316.25
Eastchem (Water & Sewer Expense)	\$285.78
McDonald's Home Hardware (R&M Building Expense)	\$36.79
MSS Contracting (R&M Building Expense)	\$1,493.91
NL Power (Street Lighting Expense)	\$2,433.81
Shaw Service Station (Truck Expense)	\$695.15
Trio (Pension Plan Expense)	\$1,093.76
White & Abbott (Professional Fees Expense)	\$661.25
King Process Technology (Water & Sewer Expense)	<u>\$517.50</u>
TOTAL	\$7,992.08

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY JUNE 3, 2019

PRESENT: Sam Lee, Sam Stack, Rick Raymond, Harry Chafe, Linda Hearn, David Green (arrived at 7:40pm) and Stephanie Stack

ABSENT: Kimberly Orren

#	ITEM
1	Mayor Lee brought the meeting to order at 6:30pm.
2	Minutes of May 21, 2019 were read. Motion #192 Harry Chafe/Lynn Hearn Proposed minutes of May 21, 2019 be approved. All in favor, motion carried.
	BUSINESS ARISING
3	#3 The Petty Harbour/Maddox Cove Recreation Commission discussed the possibility of moving the proposed multi-purpose surface from the Maddox Cove ballfield to Cribbies Park. Recreation decided that they will not be moving the location of the proposed multi-purpose surface as there is a building with washrooms in the area and there are more youth in Maddox Cove. Staff notified the Cribbies Park Committee of this decision and they will get back to council with what the committee will need next for Cribbies Park and council may be able to help them.
4	#5 The Department of Environment has informed council that there is no requirement for grease catchers to be installed for businesses. Staff will contact the City of St. John's to see if they have a requirement for this.
5	#6 The CAO - Stephanie Stack has resubmitted the request to repurpose the funds from the Capital Works Project – Valve Replacement to replace the three lift station in the town. Ms. Stack was informed by the department that the lift station may not be able to be covered under this capital works project due to the fact that is too far beyond the scope of work. It was noted by the department that the town could repurpose the funds to complete the water valves in Maddox Cove. Ms. Stack informed the department that there is one lift station that is a safety concern for staff when completing maintenance due to electrical panel. The department will look into the possibility of replacing the one lift station that is a major concern and then the balance of the funds to be used for valve replacements in Maddox Cove. The department will get back to the town with regard to this.
6	#7 Skinner's Hill – Parking Area The town's engineer is completing the scope of work and the design drawing for the parking area off Skinner's Hill. There was an issue with the type of traffic arm that will be placed in the area. The original quote was for a traffic arm that required key fobs. This type of traffic arm would not work for the town. The town received another quote for a coin operated arm. The engineer will add this to the scope of work and staff will get the request for tenders out in the coming days.
7	#8 The foreman met with the Department of Transportation and Works to go over all the areas that need to be repaired in the town such as potholes, drains, shoulder of roads and guard rails.
8	#15 The town's engineer has reviewed the storm water management for Motion Bay Road Extension. The engineer recommends that the storm water upgrades start at the drainage basin outlet (on the Main Road in Maddox Cove). The culvert in this area would have to be upgraded before drainage work on Motion Bay Road Extension can be started. Mayor Lee noted that maybe the Department of Transportation and Works could look after the replacement of this culvert. Staff will set up a meeting at 4:00pm or 4:30pm to meet with the engineer to discuss.
9	#14 The contract between the town and the owners of 55 Main Road, Maddox Cove for tax exemption has been signed.
10	#17 The overflow pipe at the lift station by the Fisherman's Centre needs to be repaired as soon as possible. Staff will get a price on this.

11		#12 Councillor Chafe was speaking to the representative from Rigid Contracting with regard to the replacement of the town's roof. There is a dip in the roof that would need to be fixed and the contractor noted that he will repair this when he is replacing the roof. He noted he may need some plywood to complete the job. Councillor Chafe noted that the contractor will start the roof as soon as the weather breaks.
12		#22 The barking pot will now be moved to the area outside the museum instead of the Bidgood's Cove. The War Memorial Committee will be installing the "There but not There" silhouettes.
13		#24 A thank you has been sent to Eric Healey and Emma Healey for the painting that was donated to the town.
14		#36 A letter has been sent to the Harbour Authority requesting a traffic mirror be installed at the driveway to the slipway on the Northside.
15		#38 A traffic mirror for Skinner's Hill has been ordered.
16		#40 The Department of Transportation and Works has cleaned out the drain on Long Run Road that was blocked due to wash outs.
17		#45 The culvert at the intersection of Long Run Road and Southside Road has been installed. Staff will have rock placed at the end of the culvert and cover over with fill. There was a berm constructed around the perimeter of the look-out area in Maddox Cove. Mayor Lee asked if council will be leaving this open to the public now or closing it off. Councillor Hearn noted that she had some concerns about the area being settled enough. Mayor Lee noted that the area was tamped in and is settled. Deputy Mayor Stack noted he has no issue with opening it up. Councillor Raymond also noted that he had some concerns about the area and noted that there should be a fence erected as there is concern over children climbing on/over the berm. Motion #193 Sam Stack/Harry Chafe Proposed to open the look out to the public. Mayor Lee, Deputy Mayor Stack, Councillor Hearn, Councillor Green in favor. Councillor Raymond not in favor. Motion carried. Staff will purchase and erect a sign in the area notifying the public of the steep drop off.
	TONIGHT'S AGENDA	
18		Application to build a deck at 24 Motion Bay Road Extension. Motion #194 Rick Raymond/Harry Chafe Proposed to approve the application to build a deck at 24 Motion Bay Road Extension. All in favor, motion carried.
19		Application to construct a fence at 8 Church Lane. Motion #195 Sam Stack/Lynn Hearn Proposed to approve the application to build a fence with the stipulation that the if the fence has to be moved due to the maintenance of the town's water or sewer line the fence would have to removed at the owner's expense. All in favor, motion carried.
20		Application to operate a tourism accommodation at 24A Skinner's Hill. Motion #196 Sam Stack/Lynn Hearn Proposed to send notice to the public for comment. All in favor, motion carried.
21		Application for Fishing for Success – Wheelchair accessible fishing pier, twine loft, flake, end stage, repair slipway and wheelbarrow runway and fence. There were representatives from Fishing For Success present in chambers to answer any questions council may have. The Inspections and Development Committee and staff inspected the area. Councillor Chafe noted that he had some concern with regard to the wheelchair accessible fishing pier as it would be 12 feet over the water. Mayor Lee noted that if the wheelchair accessible fishing pier was going to be extended out into the water, it would have to be approved by the Harbour Authority. Council asked the representatives of Fishing For Success how the wheelchair accessible fishing pier would be supported in the water. The representatives stated that they are unsure as to how they will be supporting the structure over the water. Councillor Chafe asked if there were any regulations due to the fact that this was being built alongside a river. Fishing for Success representatives noted that this was previously approved by the Department of Municipal Affairs and Environment. Councillor Raymond noted that all the structures would have to be 5ft from the property owner's boundary. Motion #197 Rick Raymond/Lynn Hearn

		<p>Proposed to approve in principle, the wheelchair accessible fishing pier, twine loft, flake, end stage, repair slipway and wheelbarrow runway and fence with the stipulation that a permit is acquired from the Department of Municipal Affairs and Environment and approval from the Harbour Authority for any structures that will extend over the water.</p> <p>Mayor Lee noted that he had some concerns over the wheelchair accessible fishing pier due to the fact that Fishing For Success is unsure how this will be constructed.</p> <p>Mayor Lee, Deputy Mayor Stack, Councillor Raymond, Councillor Hearn, Councillor Chafe not in favor. Motion defeated.</p> <p>Motion #198 Rick Raymond/Harry Chafe</p> <p>Proposed to approve in principle the twine loft, flake, end stage, repair slipway and wheelbarrow runway and fence with the stipulation that a permit is acquired from the Department of Municipal Affairs and Environment and approval from the Harbour Authority for any structures that will extend over the water. The wheelchair accessible fishing pier will not be approved at this time. Once more information is obtained from the applicant, council will review. All in favor, motion carried.</p>
22		<p>The draft "Accessory Building Water Taxation Policy" was tabled.</p> <p>Motion #199 Harry Chafe/Lynn Hearn</p> <p>Proposed to accept the draft "Accessory Building Water Taxation Policy". Mayor Lee, Councillor Chafe, Councillor Hearn in favor, Councillor Raymond and Deputy Mayor Stack not in favor. Motion carried.</p>
23		<p>Traffic issues</p> <p>Deputy Mayor Stack noted that there have been some major traffic issues in the town over the last couple of weeks. Deputy Mayor Stack stated that the town needs to do something about this such as have staff work on the weekend to try to control the traffic or hire a parking attendant. Mayor Lee noted that the town has tried everything to try to alleviate the traffic issue. He noted that the town has secured funding for a parking area on Skinner's Hill. Mayor Lee also noted that at this time the town does not have the ability to fine/ticket people that are parked illegally. Councillor Chafe noted that the town can't control traffic on the road. He stated that this is an RNC issue. Staff will contact the RNC to try to do some extra patrols especially on the weekends. Staff will also ask the RNC to hold a town meeting with residents.</p> <p>Councillor Green arrived at 7:40pm.</p> <p>Councillor Raymond noted that there is an issue with the parking spaces at post office boxes being blocked. Staff will erect a sign for 5 minute parking for post office patrons.</p>
24		<p>Two letters of thanks were tabled from Faith Layden and Mason Lee for the donation that the town gave them to travel to Ottawa for the National World Karate Commission.</p>
25		<p>Request from the RNC Association for a donation for their Crime Prevention Guide.</p> <p>Motion #200 Sam Stack/David Green</p> <p>Proposed not to donate to the RNC Association. All in favor, motion carried.</p>
26		<p>Two quotes were received for consulting fees to re-zone land on Cribbies Road.</p> <p>Baird Planning Associates - \$1,300 (does not include attendance at any meetings or attendance at the Public Consultation Meeting). There would be a cost of \$120 per hour and a travel fee of \$250.00 for any time needed to attend any meetings or attendance at the Public Consultation Meeting.</p> <p>Boundridge Planning and Development Services - \$2,500 (includes attendance at any meetings or attendance at the Public Consultation Meeting)</p> <p>There was some discussion that if the town did go with Baird Planning Associates that it would not take long for the cost to increase if he is needed for a couple of meetings.</p> <p>Motion #201 Sam Stack/David Green</p> <p>Proposed to accept the quote from Boundridge Planning and Development Services in the amount of \$2,500.00. All in favor, motion carried.</p>
27		<p>The town received a letter from Avalon FUNdamentals requesting "in kind" support which would include use of the photo copier and use of the meeting room. Deputy Mayor Stack noted that he has heard nothing but good things about this program.</p> <p>Motion #202 Harry Chafe/David Green</p> <p>Proposed to approve Avalon FUNdamentals to use the town's meeting room and to use the photo copier during their summer softball program. All in favor, motion carried.</p>
28		<p>Tax sales</p>

		<p>1. 28 Main Road, Petty Harbour 31 Main Road, Petty Harbour 31A Main Road, Petty Harbour</p> <p>2. 27-31 Main Road, Maddox Cove</p> <p>Motion #203 Harry Chafe/David Green Proposed to proceed with the tax sales on .28 Main Road Petty Harbour, 31 Main Road Petty Harbour, 31A Main Road Petty Harbour and 27-31 Main Road Maddox Cove. All in favor, motion carried.</p>
29		<p>Expense Claims</p> <p>Motion #204 Rick Raymond/Harry Chafe Proposed to approve expense claim for Matthew Chafe in the amount of \$56.84. All in favor, motion carried.</p> <p>Motion #205 Rick Raymond/Harry Chafe Proposed to approve expense claim for Stephanie Stack in the amount of \$20.00. All in favor, motion carried.</p>
30		<p>Bills in the amount of \$7,992.08 were tabled.</p> <p>Motion #206 Harry Chafe/Rick Raymond Proposed to pay bills in the amount of \$7,992.08. All in favor, motion carried.</p>
	NEW BUSINESS	
31		<p>Councillor Hearn tabled a letter requesting a donation for Riley Hutchings who will be travelling to Saskatchewan for the softball Nationals.</p> <p>Motion #207 Sam Stack/Rick Raymond Proposed to approve a donation as per the town's donation policy. All in favor, motion carried.</p>
32		<p>The Petty Harbour/Maddox Cove Recreation Commission is requesting that the town cover half the cost (expenses over the cost of the grant) of the Canada Day Celebrations as done in previous years.</p> <p>Motion #208 Rick Raymond/David Green Proposed to cover ½ the cost of the Canada Day Celebrations as done in previous years. All in favor, motion carried.</p>
33		<p>The Petty Harbour/Maddox Cove Recreation Commission will be looking after the community clean-up this year. The community clean-up will take place on Sunday June 5 from 1:30 – 3:00. Recreation is requesting that the town cover the cost of garbage bags, gloves, hot dogs and drinks for the community clean-up.</p> <p>Motion #209 David Green/Sam Stack Proposed for recreation to pick up the supplies and council will reimburse them. All in favor, motion carried.</p>
34		<p>Councillor Raymond noted that the culvert by the chlorine station is in disrepair and need to be checked. Staff will look into this.</p>
35		<p>Councillor Chafe noted that recreation received a letter of concern from a resident with regard to the summer program registration process. Councillor Chafe noted that there may have been some misunderstanding as recreation has always taken all the children from Petty Harbour/Maddox Cove. Recreation will be in touch with this person to clarify.</p>
36		<p>Deputy Mayor Stack noted that the fencing by-law needs to be updated. Deputy Mayor would like council to review the policy for the next meeting. Deputy Mayor Stack had some concerns over # 14 of the by-law as it relates to punishment for not complying with this by-law. Staff will check to see if this is something that can stay in the by-law.</p>
37		<p>Councillor Chafe noted that there has been a report of a bear encounter by first pond. It was also noted that there were numerous fox sightings in the area. Staff will add this to the Newsletter.</p>
38		<p>The foreman's report was tabled.</p> <p>Mayor Lee noted that the town has been picking up bulk garbage on the waterfront. Mayor Lee stated that in the past the Harbour Authority cost shared the tipping fees for bulk garbage pick-up on the waterfront. Staff will send a letter to the Harbour Authority asking them if they are willing to cost share the bulk garbage on the waterfront. If the Harbour Authority are not willing to cost share the tipping fees then council will not be picking up bulk garbage on the waterfront during future bulk clean-ups.</p>
39		<p>The town received the appraiser's report for the replacement cost for all building for insurance purposes.</p> <p>Motion #210 Rick Raymond/Sam Stack Proposed to update the town's insurance policy as per the report. All in favor,</p>

		motion carried.
40		Staff will have the drains on Shore Lane by Bernard Martin's cleaned out
41		The Speed bumps will placed on the roads in the coming weeks. They will all go back in the same locations as last year except for the speed bumps on Southside Road. These speed bumps will be relocated to the upper section of Motion Bay Road.
42		<p>The foreman forwarded a list of things to do for the summer for council's review.</p> <p>There was some discussion on the contract for grass mowing on the Bidgood's property and the ballfield in Maddox Cove. Deputy Mayor Stack noted that he felt this could be done by staff. Rick Raymond noted that it would take staff too long for staff to do with a push lawnmower. Councillor Chafe noted that staff are too busy to do this. The CAO noted that the ballfield is booked out for a number of days each weeks and the ballfield needs to be mowed regularly.</p> <p>Motion #211 Rick Raymond/Dave Green</p> <p>Proposed to contract the mowing of the ballfield in Maddox Cove. Mayor Lee, Councillor Green, Councillor Chafe, Councillor Hearn and Councillor Raymond in favor. Deputy Mayor Stack not in favor. Motion carried.</p>
43		The Petty Harbour Maddox Cove Recreation Commission will be taking the town's fireplace as a fundraiser.
44		<p>Motion #212 Lynn Hearn/David Green</p> <p>Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 8:57pm.</p>

Samuel Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____