

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY MARCH 12, 2018

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

ABSENT: David Green

#	ITEM
1	Mayor Lee brought the meeting to order at 6:37 pm
2	Motion Bay Brewing Company representatives were told that their application would not be dealt with at tonight's meeting due to the fact that council would not have a quorum. There was a councillor absent and three of the councillors that were present were in conflict of interest. Council will schedule another public meeting to deal with this application.
3	Minutes of February 26, 2018 were read. Motion #64 Rick Raymond/Lynn Hearn Proposed minutes of February 26, 2018 be approved. All in favor, motion carried.
	BUSINESS ARISING
4	#19 a letter was sent to the Museum Committee congratulating them on a great presentation of pictures from the late James Kennedy along with photos from Frank Chafe.
	TONIGHT'S AGENDA
5	A letter from a resident with regard to tourist/vacation accommodations was presented to council. The resident raised some concerns over all tourists/vacation accommodations having to be licensed and having to pay commercial taxes. Councillor Orren noted that Regulation # 4.7 (d) of the Town Plan states that a Bed and Breakfast establishment be approved and licensed under the Tourist Establishment Regulations, 1996, administered by the Department of Tourism, Culture, Industry and Innovation. Mayor Lee noted that all tourist accommodations should submit their tax certification (license) to the town. It was discussed that all tourist accommodations be charged for business tax and commercial water & sewer tax along with commercial garbage fee as if the entire home is being used for the business. The owner will then have to prove to council if they are only using one room of their home for rental. Councillor Orren suggested that a letter go out to the public for comment, for all tourist accommodations. Motion #65 Sam Stack/Harry Chafe Proposed to send out a letter to all tourist accommodations requesting them to be licensed and to forward that license to the town. If they are not licensed the business owner would have to prove that they are in the process of becoming licensed. If not then they will be told that they are not permitted to operate without a license. All tourist accommodations will be charged for business tax and commercial water & sewer tax along with commercial garbage fee as if the entire home is being used for the business. The owner will then have to prove to council if they are only using one room of their home for rental. All in favor, motion carried
6	Invitation from East Coast Trail for Council to attend and speak at the 18 th Annual East Coast Trail. Councillor Chafe will call Randy Murphy.
7	Request from the Watershed Coffee Shop for approval to obtain a restaurant liquor license. Motion #66 Harry Chafe/Rick Raymond Proposed to send out a notice to the public for the proposed application to obtain a restaurant liquor license. Mayor Lee, Sam Stack, Rick

		Raymond, Lynn Hearn, Harry Chafe in favor, Kimberly Orren not in favor. Motion carried
8		Report from Darren Patey with the Department of Municipal Affairs and Environment with regard to the chlorine station. There is a part (flow portion controller) that needs to be replaced at the chlorine station. Staff will contact Dan Hynes to see when this part will be in. There was also discussion with regard to PPE. The report recommended the town's operators be equipped with full-faced respirators with approved chlorine gas cartridges and chemical resistant gloves. It was also noted by Councillor Orren that the town does not have a working alone policy. Staff will check on a price for a Man Down System and a monitor system that will allow staff to be monitor while working at the chlorine station. Staff will also check on training for Cyril for the Proper Handling of Chlorine and Chlorine Containers.
9		Gas Tax Capital Investment Plan. The Skinner's Hill road upgrade has been approved under the Gas Tax Capital Investment Plan in the amount of \$87,650.57. Staff will contact the town's engineer and get this project started as soon as possible.
10		An amendment to the 2018 Budget in the amount of \$1,603.96 was tabled. Motion #67 Sam Stack/Rick Raymond Proposed to accept the amendment to the 2018 Budget in the amount of \$1,603.96. All in favor, motion carried.
11		An application to operate a vacation rental at 16 Big Hill Road was presented. Motion #68 Harry Chafe/Kimberly Orren Proposed to send out a notice to the public for the proposed vacation rental. All in favor, motion carried.
12		Request from property owner of 51-59 Motion Bay Road Extension for Council to reconsider the stipulation on his approval with regard to the location of the driveway. Mayor Lee wanted to reiterate that the property owner is responsible for snow clearing and maintenance of the road. The town will only upgrade the road as necessary, in order to protect the waterline and to ensure that it is not exposed. Motion #69 Sam Stack/Rick Raymond Proposed to remove the stipulation on his approval with regard to the location of the driveway. Mayor Lee, Sam Stack, Lynn Hearn, Rick Raymond, Kimberly Orren in favor, Harry Chafe not in favor. Motion carried.
13		Application to operate a mobile welding business. Motion #70 Rick Raymond/Kimberly Orren Proposed to send out a notice to the public for the proposed mobile welding business. All in favor, motion carried.
14		Town Plan – There was some discussion with regard to changes to the Off-Street Parking and Loading Regulation in the town plan. Motion #71 Harry Chafe/Rick Raymond Proposed to change Section 5.3 of the Off-Street Parking and Loading Regulation to read "Parking shall be off paved portion of all roads within the Town limits or unless otherwise permitted by council, by permit only". It is also proposed to change section 5.4 (1) to read "For every building, structure or use to be erected, enlarged or established requiring the shipping, loading or unloading of goods, wares or merchandise, there shall be provided, where possible, one or more loading spaces and shall be maintained for the premises". Section 5.4 (2) will change to: "The loading facilities required by this regulation shall be arranged so that vehicles can move clear of any street, where possible". All in favor, motion carried. There were also some discussion with regard to changes to the section 8.7.5 (1). Motion #72 Rick Raymond/Sam Stack Proposed to change Section 8.7.5 (1) of the Residential Regulation to read "Council shall ensure that the impacts of proposed new development projects on the Town's water, stormwater, wastewater treatment systems and roads are assessed". All in favor, motion carried.

		Council also discussed changes to Section 8.7.5 (2) and Section 8.7.6 of the Residential Regulations. There was some concern that Policy R-4 of the Town Plan also pertains to these sections. Council will review all sections of the plan and regulations along with any policies council currently has in place. Staff will get this information for council so they can meet on this again.
15		Proposed changes to town plan zoning. Motion #73 Sam Stack/Lynn Hearn Proposed to change zoning as follows: The Harbourfront Zone from the breakwater to the zoning boundary at the point, on the water side, will change to Open Space Conservation. The Residential Zone on Shore lane will be extended to include the shoreline and include the point where current Residential Zone ends. All in favor, motion carried.
16		Ticketing. Motion #74 Sam Stack/Harry Chafe Proposed to accept the fine schedule for tickets with changes to the wording of "Parking on paved portion of road" to read "No portion of vehicle shall be on or over paved portion of road. Also an addition to the schedule to include "If paid within 5 business days fines will be \$25.00... If paid after 5 business days fines will be \$50.00. Also, disregarding a Flag person, the charge will be \$100.00. However, staff will check out the provincial charge for disregarding a flag person and it may be a possibility the recommended \$100.00 fee will change to coincide with provincial regulation. All in favor, motion carried. Staff will apply to receive Ministerial Regulation in order for the town to be able to issue these tickets.
17		An application for an approval in principle to build a duplex at 55 Main Road, Maddox Cove was presented. Motion # 75 Harry Chafe/Kimberly Orren Proposed to approve the application in principle to build a duplex at 55 Main Road, Maddox Cove with the stipulations that the development meet all the development regulations and that the building be connected to the water and sewer at the Town's specifications. The development must be final approved by the Development and Inspections Committee. All in favor, motion carried.
18		Motion #76 Harry Chafe/Sam Stack Proposed bills in the amount of \$36,768.68 be approved for payment. All in favor, motion carried.
	NEW BUSINESS	
19		An application to remove an old stage/flake at 6B Main Road, Petty Harbour was presented. Motion #77 Sam Stack/Rick Raymond Proposed to defer application until the Inspections and Development Committee meets with the applicant for clarification on the scope of work to be completed. All in favor. Motion carried.
20		Request for donation from Joel Dinn who will be travelling to Ontario in June to compete in the Taekwondo Can Ams. Motion #78 Sam Stack/Kimberly Orren Proposed to donate \$100.00 to Joel Dinn as per the Town's donation policy. All in favor. Motion carried.
21		Request for donation from Connor, Jacob and Chloe Stack who will be travelling to Ontario in June to compete in the Taekwondo Can Ams. Motion #79 Harry Chafe/ Rick Raymond Proposed to donate \$100.00 each to Connor, Jacob and Chloe Stack as per the Town's donation policy. All in favor. Motion carried.
22		An overtime policy was presented to Council by Councilor Orren. Motion #80 Kimberly Orren/Rick Raymond Proposed to accept the overtime policy. All in favor. Motion carried.
23		There was some concern by Councilor Orren that the Town does not have a working alone policy, and asked if Council still supports the Labour-Management Committee. Mayor Lee reaffirmed Council's support of the Committee and recommended meetings should be held as necessary.

24		There was a discussion regarding some members of St. Joseph's church feeling singled out with regard to the issue of no parking on the road.
25		Councilor Chafe inquired as to whether Recreation's bouncy castle would be covered under the insurance policy should there be an injury. Staff will check with the Town's insurance policy.
26		Councilor Chafe requested that Chafe's Landing be revisited by the Development and Inspections Committee now that the extension has been completed. Councilor Raymond will advise of his availability.
27		Volunteer Week 2018 is scheduled for April 15-21. Councilor Chafe will check with Ronnie & Johnnie to get a date for the proposed event.
28		The spring issue of the Town's newsletter will be going out in the next couple of weeks.
29		Congratulations were extended to Councilor Orren who was awarded a Women of Distinction award in the area of mentorship and education.
30		Staff will check on Hot Water on Demand system for the Community Centre.
31		The Finance Committee will schedule a meeting to review the budgeted and actual figures.
32		Council will set up a meeting to Write Off Tax Policy
33		Staff will contact the Department of Transportation and Works with regard to rocks falling off the hill on the Main Road from Billy Lee's to Irene Chafe's.
34		Staff to send a letter to notify property owner of 30 Motion Bay Road Extension that he has pushed blasted rock/fill out on the road side past his boundary line. Staff will also send a letter notifying the owner of the rock wall at 28 Motion Bay Road Extension that the rock wall is encroaching on the Town's road.
35		Motion #81 Rick Raymond/Harry Chafe Proposed the meeting be adjourned. All in favor, motion carried. Meeting adjourned at 9:50 pm.

Samuel Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____

TOWN OF PETTY HARBOUR/MADDOX COVE
REGULAR MEETING
MONDAY MARCH 12, 2018

1. Minutes of February 26, 2018
2. Business Arising
3. Application/Approval in Principle letter for Motion Bay Brewing Company
4. Letter from Resident regarding accommodations taxation.
5. Invitation from East Coast Trail to attend Fundraising Hike and for the Mayor to bring greetings on behalf of the Town.
6. Request from The Watershed Coffee Shop for approval in principle to obtain a liquor license from NLC.
7. Gas Tax Capital Investment Plan
8. Amendments to Budget 2018- Cover Page
9. Application to Operate a Vacation Rental at 16 Big Hill Road
10. Request from owner of 51-59 Motion Bay Road Extension for Council to reconsider the stipulation on his approval to build a house.
11. Application for mobile Welding Company
12. Town Plan
13. Ticketing
14. Approval in Principle to build duplex house at 55 Main Road, Maddox Cove
15. Bills
16. New Business
17. Adjourn

BILLS

Bidgood's (Miscellaneous Expense)	\$31.42
Bell Aliant (Telephone Expense)	\$538.55
Brenntag (Water & Sewer Expense)	\$1027.58
City of St. John's (Garbage Expense)	\$1,588.57
John Layden Trucking (Truck Expense)	\$184.00
Irving Oil Marketing (Gas Expense)	\$1,080.29
Eastchem (Water & Sewer Expense)	\$584.20
McDonalds Home Hardware (Water & Sewer/R&M/Truck Expense)	\$72.73
MFB Trucking (Truck Expense)	\$934.95
NF Power (Street Light Expense)	\$2,360.46
Government of NL (Salt and Sand Expense)	\$5,066.33
NF Power (Hydro Expense)	\$3,376.29
Orkin Canada (Pest Control Expense)	\$73.03
Rogers (Office Expense)	\$97.67
PHMC Recreation (Recreation Expense)	\$228.18
Stewart McKelvey (Professional Fees)	\$2,949.01
Staples (Office Expense)	\$167.92
Shred Guard (Office Expense)	\$135.00
T&D Enterprises (Snow Clearing Expense)	<u>\$16,272.50</u>
TOTAL	\$36,768.68