

REGULAR MEETING
MONDAY MARCH 25, 2019

1. Minutes of March 11, 2019
2. Business Arising
3. Insurance Review/Update
4. Insurance Claim – Roof
5. Municipal Capital Works- Water Valve Replacement-Approval to Award Tender
6. Softball NL- Request to purchase advertisement – Sean Whitten Induction into Hall of Fame
7. Request for donation from Faith Layden, Mason Lee & Chloe Kieley- Martial Arts competition in Ontario
8. Non-Profit Tax Exemption Policy
9. Request for donation- Royal Canadian Legion
10. Fence Regulations By-Law
11. Review of Traffic Regulations
12. Expense Claim – Stephanie Stack
13. Cheque Log Review
14. Bills
15. New Business
16. Adjourn

BILLS

Afonso Group (Water & Sewer Expense)	\$402.50
Irving Energy (Propane Expense)	\$162.38
Bell Mobility (Cell Phone Expense)	\$326.97
CBCL (Professional Fees Expense)	\$1,055.13
Dallas Mercer Consulting (Training Expense)	\$109.25
Keith's Plumbing (Water & Sewer Expense)	\$1,106.88
McDonald's Home Hardware (Truck Expense)	\$29.27
MFB Trucking (Water & Sewer Expense)	\$2,975.63
North Atlantic Supplies (Employee Clothing Expense)	\$195.50
Government of NL (Planning Expense)	\$57.26
Shred Guard (Office Expense)	\$27.53
Bell Aliant (Telephone Expense)	\$519.51
Rogers (Office Expense)	\$97.67
Dept. of Transportation & Works (Snow Clearing)	\$9,108.00
Xylem (W & S Expense)	\$262.20
Emco (W & S Sewer Expense)	\$976.97
Dallas Mercer Training (Employee Training)	\$218.50
T&D Enterprises (Snow Clearing Expense)	<u>\$16,042.50</u>
TOTAL	\$33,673.65

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY MARCH 25, 2019

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

#	ITEM
1	Mayor Lee brought the meeting to order at 6:30pm.
2	Minutes of March 11, 2019 were read. Motion #75 Harry Chafe/Rick Raymond Proposed minutes of March 11, 2019 be approved. All in favor, motion carried.
	BUSINESS ARISING
3	#12 Staff will look into the grease catchers this week.
4	#15 The town has sent a letter to the Department of Municipal Affairs to repurpose funds from the Capital Works Project Water Valve Replacement to complete repairs to the three lift stations in the town.
5	#18 Drain has been cleared out.
6	#21 The boundary agreement between the Town and Chafe's Landing has been signed off by both parties involved.
7	#25 Abandoned vehicles – Councillor Chafe will notify staff of any abandoned vehicles that he is aware of.
8	#36 Staff have completed the repairs to the 3/4" water line that was frozen on Main Road, Maddox Cove. There was some discussion with regard to how the line froze beyond the town's curb stop. The water line was down 9ft which was down much further than the frost line. There was also some discussion with regard to possibly developing a policy with regard to issues like this. The approximate cost to repair this line was \$5,000.00. It was noted that this type of freeze up was never a problem in the past. Staff will draft a policy with regard to water freeze ups.
	TONIGHT'S AGENDA
9	Insurance Review/Update Council met with representatives of Cal LeGrow Insurance who gave a review of the town's coverage. It was noted that this was a very informative meeting. There were some issues that were noted in the town's coverage as follows: Replacement value for Town Office/Community Centre is currently 2.2 Million. This may not cover the replacement cost for the building. All buildings should be appraised. Content values need to be updated. Staff and town committees will do an inventory of contents to insure that there is adequate coverage for this. The War Memorial has to be insured. Insurance has since been placed on the War memorial in the amount of \$150,000. The new generator for the Community Centre Warm Room has to be insured. Coverage has since been placed on the generator. Motion #76 Harry Chafe/David Green Proposed to have all town buildings appraised and then insured for the appropriate amount. All in favor, motion carried.
10	Insurance – Roof Claim The town has received confirmation that the claim for the roof will be \$54,716.05. Council has accepted this amount. Staff will have a roofer meet with Councillor Chafe to determine which sections of the roof need

		to be repaired/replaced. The town will then do up a scope of work in order to receive quotes.
11		Capital Works Project – Water Valve Replacement Petty Harbour Motion #77 Rick Raymond/David Green Proposed to accept SNC – Lavalin’s recommendation to award Cutting Edge Inc. the contract for the Water Valve Replacement Petty Harbour in the amount of \$194,460.40. All in favor, motion carried.
12		Request to purchase advertisement in the program booklet – Sean Whitten Induction into the Softball NL – Hall of Fame. Motion #78 Harry Chafe/Linda Hearn Proposed to sponsor a full page ad in the amount of \$100.00. All in favor, motion carried.
13		Request for donation from Faith Layden, Mason Lee & Chloe Kieley who will be travelling to Ottawa to take part in the WKC National Tournament. Motion #79 David Green/Kimberly Orren Proposed to donate \$100 each to Faith Layden, Mason Lee & Chloe Kieley who will be travelling to Ottawa to take part in the WKC National Tournament (as per the town’s donation policy). All in favor, motion carried.
14		Non-Profit Tax Exemption Policy A draft Non-Profit Tax Exemption Policy was tabled. An example of a non-profit (without Share Capital) incorporation form was also tabled to show council what is expected when registering as a non-profit (without Share Capital). It was noted that this discussion may be a lengthy one and council may have to meet at another time to discuss. Motion #80 Kimberly Orren/David Green Proposed to defer this agenda item until the end of the meeting after “New Business”. All in favor, motion carried.
15		Request for donation from the Royal Canadian Legion to advertise in Volume 19 “Lest We Forget” Military Service Recognition Booklet. Motion #81 Harry Chafe/Rick Raymond Proposed to place a 1/10 th color ad in Volume 19 “Lest We Forget” Military Service Recognition Booklet in the amount of \$255.00. All in favor, motion carried.
16		Fence Regulations– By Law There are currently fences throughout the community that do not conform to the town’s Fence Regulations– By Law. There is currently one at 34-36 Main Road-Petty Harbour, one at 26 Main Road-Petty Harbour and another at 56-58 Main Road-Petty Harbour. Councillor Chafe noted that these fences do not look very good. Councillor Orren noted that some are even a safety concern to residents. There was some discussion with regard to sending letters to the three property owners. Councillor Orren noted that these structures are acting as a fence and should have to abide by the fencing regulations. Motion #82 Linda Hearn/David Green Proposed to send a letter to the property owners stating that the property owner has two weeks to remove the fence and if they want to erect a fence then they would have to apply to the town for a permit and meet the fencing regulations. All in favor, motion carried.
17		Traffic Regulations Mayor Lee stated that in Section 5.1.16 it noted that vehicles cannot be parked on the easement of the roads. He noted that if this is the case then cars would not be able to park anywhere in the town. He stated that he felt that section 5.1.16 should read “Parked on the paved portion of the roadway”. Councillor Orren asked if the town should add a section that would address vehicles being parked on the town’s wharf. It was noted that No Parking – Loading and Unloading Only signs can be placed in the area. It was also noted that Section 5.1.17 should read “On any property classified as an easement unless a permit has been granted by the Town”. Motion #83 Linda Hearn/David Green Proposed to accept the Parking regulations with the changes as follows: 5.1.16 “Parked on the paved portion of the roadway” 5.1.17 “On any property classified as an easement unless a permit has been granted by the Town” All in favor, motion carried.
18		Expense claim for Stephanie Stack in the amount of \$40.00 was

		presented. Motion #84 Harry Chafe/Rick Raymond Proposed to approve the expense claim for Stephanie Stack in the amount of \$40.00. All in favor, motion carried.
19		Expense claim for Kimberly Orren in the amount of \$20.00 was presented. Motion #85 Harry Chafe/Rick Raymond Proposed to approve the expense claim for Kimberly Orren in the amount of \$20.00. All in favor, motion carried. Councillor Orren abstained from voting due to a conflict of interest.
20		Expense claim for Mayor Lee in the amount of \$20.00 was presented. Motion #86 Rick Raymond/Harry Chafe Proposed to approve the expense claim for Mayor Lee in the amount of \$20.00. All in favor, motion carried. Mayor Lee abstained from voting due to a conflict of interest.
21		The monthly Cheque Log was tabled. Motion #87 Rick Raymond/Harry Chafe Proposed to accept the tabled cheque log. All in favor, motion carried.
22		Motion #88 Rick Raymond/Harry Chafe Proposed to have the extra propane tank for the fireplace in the town office returned. All in favor, motion carried.
23		Bills in the amount of \$33,673.65 were presented. Motion #89 Harry Chafe/Rick Raymond Proposed to pay bills in the amount of \$33,673.65. All in favor, motion carried.
	NEW BUSINESS	
24		Councillor Hearn inquired about the mirror at the bottom of Skinner's Hill. The Foreman is checking into pricing and styles.
25		The silhouettes for the war memorial "There but not There" will be erected when the weather breaks.
26		Garbage on Pancake – It was noted that there is still a lot of garbage being deposited in the area of pancake. There was some discussion on having the entrance blocked from traffic. It was noted there could be enough space left for quads to access the area but cars would not be permitted to enter Motion Bay Road Extension from Cribbies Road. If property owners on Motion Bay Road Extension want to access their property they would have to access from Motion Bay Road. Motion #90 Rick Raymond/David Green Proposed to get a price to relocate the gate at the town depot to the entrance of Pancake. All in favor, motion carried.
27		Councillor Chafe noted that the flooring upstairs needs to be replaced. Council will look at this once they get a quote on getting the roof repaired.
28		Councillor Green noted that the garbage container at the parking area on Maddox Cove Beach has been moved to the picnic area in the same location. Council will get another garbage container for the parking area.
29		Councillor Green informed council that he will be out of town from April 19th to May 14 th .
30		Council Orren noted that the Job Fair took place on March 16 th and was a great success. There were representatives from The Watershed, Mini-Aquarium, Fishing for Success, Tinker's Ice Cream Shop, North Atlantic Ziplines and the PHMC Heritage Museum. Councillor Orren noted that this will be an annual event. There was some discussion on using the town email list for business events happening within the town. Stephanie Stack noted that the town's resident email list is working very well for the town when it comes to notifying residents of things such as water breaks, boil water advisories, etc.. It should not be used for promotion for businesses. Residents supplied their email to the town to be used for emergency situations or items relating to the town.
31		Mayor Lee - Wash outs Mayor Lee noted that last Wednesday the town had some road washouts due to heavy rainfall. The repairs were completed on the roads at the time. There was also another heavy rainfall event on Friday night. Staff was called in on Saturday to deal with road wash outs again. It was noted that Shore Lane seems to be a major problem when there is heavy

		<p>rainfall. Mayor Lee recommended that the town take up the culvert that is currently in place and replace with a large wide drain/swale. This wide drain would be able to accommodate the bikes that use the right of way in the area.</p> <p>Motion #91 Rick Raymond/Harry Chafe Proposed to remove the culvert on Shore Lane and construct a wide drain/swale in the area. All in favor, motion carried.</p> <p>The river on Cove Lane is overflowing causing the road and driveway in the area to be washed out. Council would like the foreman to have the drain cleared out when the weather breaks. It was noted that there may be rocks in the drain that may be causing the river to overflow.</p> <p>Motion Bay Road Subdivision at the intersection of Motion Bay Road Extension was also washed out. Staff will have this repaired.</p> <p>The culvert on Southside Road by Fisherman's Centre was also overflowing onto the road. Mayor Lee suggested the town get a camera in the coming weeks to see if the culvert is blocked or needs to be replaced.</p> <p>Mayor Lee also noted that there is a lot of water on Motion Bay Road Extension. Mayor Lee noted that this will be looked at when the town makes improvements to the road.</p>
32		<p>There are large rocks protruding through the pavement on Cribbies Road in the area close to the Catholic Cemetery. Staff will add to their list to have removed in the spring.</p>
33		<p>Parking Power House Road</p> <p>Motion #92 Rick Raymond/Linda Hearn Proposed to have a design drawing for the parking area on the power house lane completed by CBCL. All in favor, motion carried.</p>
34		<p>2019 Volunteer Night – May 11, 2019 at 7:00 pm</p> <p>The community centre has been booked for May 11, 2019. There will be finger foods and a dance. It was suggested that staff get some pricing and options for finger foods and book a DJ for the dance.</p>
35		<p>The bi-weekly Foreman's Report was tabled.</p> <p>It was noted in the report that two pumps for the lift stations need to be repaired. The cost to have both of these pumps repaired is \$5,456.00.</p> <p>Motion #93 Kimberly Orren/Rick Raymond Proposed to have repairs completed on the two lift station pumps. All in favor, motion carried.</p> <p>Motion #94 Kimberly Orren/Harry Chafe Proposed to accept the bi-weekly Foreman's Report. All in favor, motion carried.</p>
36		<p>The CAO noted that the Finance Committee met on March 19th, 2019. The budget is on track as expected. There is only one section of the budget that requires a small adjustment. This section is the Employee training section. There is a lot of training required this year as staff certificates are expiring this year. The Finance Committee moved \$2000 from the Salaries section of the budget into the employee training section account for this.</p>
37		<p>The town received an email from Nancy Wadden inquiring about holding a trail race in Petty Harbour. Staff will get more information on this and get back to council.</p>
	Agenda Cont.	
38		<p>Non-profit Tax Exemption Policy cont.</p> <p>Councillor Orren noted that non-profits throughout the community are taking on rolls that benefit the town. She noted that the town needs to have an environment that encourages non-profits. Councillor Orren also noted that places like Mt. Pearl and the City of St. John's provide other opportunities for non-profits such as grants. She noted that the town is not in a place where they could do that but could look at other avenues such as writing off water & sewer tax or garbage fees. She also noted that the City of St. John's offers landlords of non-profit a rebate on a portion of their taxes.</p> <p>Mayor Lee asked if Councillor Orren checked with other municipalities</p>

	<p>our sized to see what they do with regard to non-profits as Petty Harbour/Maddox Cove cannot compare policies with these bigger cities and town's.</p> <p>Councillor Orren noted that she did not like how council is treating non-profits differently. She also noted the town needed a policy so that non-profits are not treated on a case by case basis.</p> <p>Mayor Lee recommended that the town write off Business Tax for non-profits but not Property Tax.</p> <p>Councillor Orren stated that that most non-profits are set-up to help kids and provide programming such as Avalon FUNDamentals and Fishing for Success. If they have to pay taxes then this money would come out of programming.</p> <p>Councillor Orren stated that she could call other smaller municipalities to see what they are doing for non-profits.</p> <p>Councilor Chafe noted that non-profits pay for rent so they should be able to pay taxes.</p> <p>Motion #95 Rick Raymond/Kimberly Orren Proposed to defer this agenda item until Councillor Orren speaks with other municipalities. All in favor, motion carried.</p>
39	<p>Motion #96 Kimberly Orren/Rick Raymond Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 9:45pm.</p>

Samuel Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____