

**REGULAR MEETING**  
**MONDAY MAY 10, 2021**  
**AGENDA**

1. Minutes of April 19, 2021
2. Business Arising
3. Application for an Approval in Principle to build a home at 29-43 Shore Lane. A2021-015
4. Application for an occupancy permit to place 2 office trailers, lunchroom and washroom at the NF Power property (during penstock replacement) App# A2021-017
5. Application to place culvert and grade property at 4 Oceanview Boulevard. App#2021-18
6. Cribbies Park update on meeting
7. Vote by Mail – 2021 Municipal Election
8. Request for tank sponsorship – Petty Harbour Mini Aquarium
9. Request from resident for signage on the ATV approved routes
10. Request from the Museum for the town to pay for cost of “Clean it Right” Training for Tourist Information Summer Staff.
11. Letter from property owner of 54-56 Cribbies Road regarding a walking trail
12. Request from the Royal Newfoundland Constabulary Association for a donation
13. Foreperson’s Report
14. Expense Claims
15. Cheque Log
16. Bills
17. New Business
18. Adjourn

**BILLS**

CIBC Visa (Cell Phone & Miscellaneous Expense)	\$274.10
Atlantis Business Forms (Office Expense)	\$286.35
Bidgood’s (Office Expense)	\$14.17
Dynamic Engineering (Professional Fees Expense)	\$3,519.00
Cassie Rideout (Cleaning Expense)	\$200.00
Access (Office Expense)	\$9.18
Emco (Water & Tool Expense)	\$1,396.53
Eastern Siding (R&M Building Expense)	\$7,292.48
Irving Oil Marketing (Gas Expense)	\$1,554.77
McDonald’s Home Hardware (Office & Road Maintenance Expense)	\$16.87
MFB Trucking (Water & Road Maintenance Expense)	\$1,667.50
Modern Paving (Road Maintenance Expense)	\$535.04
NF Power (Street Lighting & Hydro Expense)	\$2,557.85
Orkin (Pest Control Expense)	\$181.14
Rodco (Capital Works Project Expense)	\$13,880.50
Government NL (Snow Clearing Expense)	\$9,669.29
McElhanney (Cribbies Park Expense)	\$419.75
S&S Supply (Tool Expense)	\$104.65
Xylem Canada (Sewer Expense)	\$1,163.09
CIBC Mellon/ Trio (Employee Pension Plan Expense)	\$3,314.12
SNC Lavalin (Professional Fees Expense)	\$11,866.15
Bell Mobility (Cell Phone Expense)	\$283.01
City of St. John’s (Garbage Expense)	\$2,412.44
NF Power (Hydro Expense)	<u>\$2,867.10</u>
<b>Total</b>	<b>\$65,485.08</b>

**TOWN OF PETTY HARBOUR/MADDOX COVE**

**REGULAR MEETING**

**MONDAY MAY 10, 2021**

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

**ABSENT: Harry Chafe and David Green**

#		ITEM
1		Mayor Lee brought the meeting to order at 6:32 pm.
2		Minutes of April 19, 2021 were tabled. <b>Motion #96 Rick Raymond/Lynn Hearn</b> Proposed minutes of April 19, 2021 be approved. All in favor, motion carried.
	<b>BUSINESS ARISING</b>	
3		<p>#6 Councillor Orren noted that she had some concerns with regard to this decision of council. She stated that council went against the CAO's statement that if the development/extension to the property at 49 Cribbies Road has caused an increase in water then the property owner should be fixing the problem. She also noted that the approval letter that was sent to this property owner stated "that should ditching be required now or in the future, as a result of the development of this property in whole or in part, it is the responsibility of the builder/developer/owner". Councillor Orren asked why council is now taking responsibility for this water issue. Councillor Orren also noted that at a meeting of April 19, 2021 council decided that any councillor that was in a conflict of interest had to leave chambers when discussing and voting on a matter. She stated that Deputy Mayor Stack did not leave the room when discussing this issue. Councillor Orren also stated that the inspection of the area was done by Mayor Lee and Deputy Mayor Stack. Deputy Mayor Stack noted that council did discuss the issue of councillors leaving the room when in a conflict but did not make a motion. Deputy Mayor Stack noted that he was in a conflict of interest when discussing the driveway but not in a conflict of interest when discussing the road drainage.</p> <p><b>Motion #97 Rick Raymond/Lynn Hearn</b> Proposed that Deputy Mayor Stack was in a conflict of interest when discussing this issue due to the fact that it is his son's driveway where some of the work will commence. Councillor Orren and Councillor Raymond in favor. Mayor Lee and Councillor Hearn not in favor. Motion defeated.</p> <p>There was more discussion regarding the drainage/water issue in the area. Councillor Raymond noted that if the water has increased and is now going across the road due to the development on 49 Cribbies Road then it should be the responsibility of the homeowner. Mayor Lee noted that according to the approval letter that the homeowner received, it may be their responsibility to fix the water issue. Councillor Raymond stated that he had concerns over the town going over someone's property doing work. He asked what would happen if down the road there is problems with the driveway. Would the town be responsible?</p> <p><b>Motion #98 Lynn Hearn/Rick Raymond</b> Proposed to pause/stop the work in this area (as per Motion #83 – April 19 minutes) until the town investigates the issue further. All in favor, motion carried.</p>
4		#7 The town has not heard anything back on the Capital Works Application.
5		#8 Old Maddox Cove Road It was noted that staff has drilled some holes in the pavement on a section of Old Maddox Cove Road to drain water that is pooling. The water is draining a little faster but there may need to be something else done with the road to eliminate the water.
6		#9 Condition of property at 36 and 36B Long Run Road. The property owner of 36B visited the office and is in the process of getting costing on having this property demolished. Staff will contact the owner to see when this demolition is planned for.
7		#10 Proposed walkway on the Main Road. This will be placed on the agenda for the next meeting.

8		#13 Garbage truck will be going up on auction Saturday May 15, 2021.
9		#17 The new bulk garbage schedule is going well.
10		#26 NL Power – Lights Staff will get a price from NL Power to switch out a shorter arm with a longer.
11		#31 Staff will get a couple of quotes to have the drains in the community cleaned out.
12		#33 The Finance Committee met on Tuesday April 27 <sup>th</sup> at 6:30pm. The committee reviewed all the line items in the budget and the town is in a good financial state.
	<b>TONIGHT'S AGENDA</b>	
13		<p>Application for an Approval in Principle to build a home at 29-43 Shore Lane. A2021-015. Ms. Shelley Bryant and Mr. Bernard Martin were present in chamber to answer any questions. The CAO Stephanie Stack noted that this property does not front on a publicly maintained road and that council should require the road to be upgraded to town standards before a permit is issued. The Inspections and Development Committee have inspected the area and signed off on the application. Mayor Lee noted that when he did the inspection the markings for the house were not that clear. He noted that before a permit is issued, a plot plan will be presented for inspection. Mayor Lee also noted that he had a significant concern over the road. Mayor Lee noted that Shore Lane is only wide enough for one vehicle. He stated that it would not be good planning on the town to keep extending the road at its current width. Deputy Mayor Stack stated there may be some issues with getting the road width in the area as it may be private property. The CAO noted that the applicant should have engineered drawings/specifications of the upgrades to the road. The drawings should take into consideration property in the area that the road may encroach on. Council noted that they want to be clear with the applicant that the road must be upgraded to town standards as per the town's Street Extension Policy and approved by the town before any work can commence for the home. Ms. Bryant asked if the upgrades to the road would be their responsibility or a cost share with the town. It was noted that the town could not make that decision now as they do not have an appropriate quote of the road upgrades. It was noted that if there is private land that needs to be used for the road upgrades then it would have to be conveyed to the town prior to a development permit for the home. Staff will forward a copy of the Street Extension Policy to Ms. Bryant. Deputy Mayor Stack noted that he wanted to be clear that the road must be completed before a permit for the house will be issued. It was also noted that the East Coast trail were contacted with regard to this development but the town received no reply.</p> <p><b>Motion #99 Sam Stack/Rick Raymond</b> Proposed to approve the application in principle with the stipulation that the road be upgraded and approved to the town standards/Street Extension Policy including ditching and that it is approved by Service NL for water and sewer. All in favor, motion carried.</p>
14		<p>Application for an occupancy permit to place 2 office trailers, lunchroom and washroom at the NL Power – Powerhouse location.</p> <p><b>Motion #100 Rick Raymond/Lynn Hearn</b> Proposed to approve the application for an occupancy permit to place 2 office trailers, lunchroom and washroom at the NL Power – Powerhouse location. (Application # A2021-09). All in favor, motion carried.</p>
15		<p>Application to place culvert and grade property at 4 Oceanview Boulevard. App#2021-18. The Inspections and Development Committee have inspected the area and signed off on the application. Mayor Lee noted that he inspected the area and had no issue with the culvert being placed in the area. Mayor Lee noted that the applicant should keep the culvert back far enough so that it will drain into the current ditch.</p> <p>Councillor Orren asked if the property grade would be raised. The property owner stated that the property grade would not be raised.</p> <p><b>Motion #101 Sam Stack/Rick Raymond</b> Proposed to approve the application to place culvert and grade property at 4 Oceanview Boulevard. All in favor, motion carried.</p>
16		<p>Cribbies Park/Development Corp. update on funding.</p> <p>Members of council met with the Development Corporation to discuss the funding for the drainage issue on Cribbies Park. The Development Corporation are considering getting 2 concept drawings from two separate engineers. Council noted that they had some reservations on the Development Corp. spending funds for two</p>

		<p>concepts drawings instead of one. The Development Corp. stated that they will bring this back to the committee to decide whether or not to use two concept drawings.</p>
17		<p>Vote by Mail -2021  Council discussed the option to have vote by mail available to residents for the 2021 Municipal Election. Residents of the community will still have the option to vote in-person but they would also be able to vote by mail.  <b>Motion #102 Rick Raymond/Lynn Hearn</b>  Be it resolved that the Town of Petty Harbour/Maddox Cove request permission from the Minister of Municipal and Provincial Affairs to exercise the option under Section 54 of the <i>Municipal Elections Act</i> to authorize residents to vote by mail in the 2021 Municipal Election.” All in favor, motion carried.</p>
18		<p>Request for tank sponsorship – Petty Harbour Mini Aquarium  <b>Motion #103 Rick Raymond/Lynn Hearn</b>  Proposed to defer this request for a donation until the next meeting as there was not a quorum to vote on the topic. All in favor. Motion carried.</p>
19		<p>Request from resident for approved ATV routes and signage throughout the town. Councillor Raymond stated that the town could not approve ATV’s on public roads. He stated that it is not legal for these bikes to be on the town roads. Councillor Hearn agreed with Councillor Raymond. Councillor Orren noted that ATV’s are only allowed to cross over roads not travel on roads. Councillor Raymond noted that this would be a liability for the town.  <b>Motion #104 Rick Raymond/Kim Orren</b>  Proposed that the town does not accept the proposal to approve ATV trails and signage throughout the town. All in favor, motion carried.</p>
20		<p>Request from the Museum for the town to pay for cost of “Clean it Right” Training for Tourist Information summer students in the amount of \$90.00.  <b>Motion #105 Sam Stack/Rick Raymond</b>  Proposed to approve for the town to pay for cost of “Clean it Right” Training for Tourist Information summer students in the amount of \$90.00. All in favor, motion carried.</p>
21		<p>Request from property owner of 54-56 Cribbies Road regarding a walking trail. This land was acquired through crown lands and there was a walking path that was stipulated on the survey and deed. The property owner was asking the town where the liability for this trail falls. Council agreed to inform the property owner that he should contact his attorney to ask any liability questions.</p>
22		<p>Request from the Royal Newfoundland Constabulary Association for a donation.  <b>Motion #106 Sam Stack/Rick Raymond</b>  Proposed not to donate to the Royal Newfoundland Constabulary Association at this time. All in favor, motion carried.</p>
23		<p>Foreperson’s Report  Church Lane – Mayor Lee stated that he inspected this area with the foreperson. The road is not washing out but the bricks at the end of the culvert need to be put back in place. Mayor Lee stated that a headwall would be very expensive and difficult to construct as there is a cliff in the area. It was agreed by council that staff should move forward with placing the brick back in place at the end of the culvert and to fix the shoulder of the road.  O’Brien’s Lane – Mayor Lee inspected the area with the foreperson. Mayor Lee recommended that the town erect swales in the area to direct the water to the drain. Mayor Lee noted that the foreperson could erect a catch basin on the other side of the road or just try the swale first. Council agreed to erect a swale in the area and for the foreperson to decide if a catch basin is needed.  <b>Motion #107 Rick Raymond/Lynn Hearn</b>  Proposed to approve the Foreperson Report. All in favor, motion carried.</p>
24		<p>Expense Claims    The expense claim for Mayor Lee was reviewed. Mayor Lee stated he was in a conflict of interest as this was his expense claim. Council voted and all were in favor that Mayor Lee was in a conflict of interest. Mayor Lee left the chambers at 8:15pm. Councillor Orren stated that she was not asked about the gift (flowers and wine) for staff for Professional Administrators Day. Councillor Orren also noted that she does not think alcohol is an appropriate workplace gift.  <b>Motion #108 Rick Raymond/Lynn Hearn</b>  Proposed to approve the expense claim for Mayor Lee in the amount of \$110.59</p>

		Deputy Mayor Stack, Councillor Hearn, Councillor Raymond in favor. Councillor Orren not in favor. Motion carried. Mayor Lee returned to chambers at 8:19pm. <b>Motion #109 Lynn Hearn/Rick Raymond</b> Proposed to approve the expense claim for Stephanie Stack in the amount of \$60.00 All in favor, motion carried.  <b>Motion #110 Rick Raymond/Sam Stack</b> Proposed to approve the expense claim for Mandy Dinn in the amount of \$20.00 All in favor, motion carried.
25		The Cheque Log was tabled. <b>Motion #111 Rick Raymond/Sam Stack</b> Proposed the cheque log be approved. All in favor, motion carried.
26		Bills in the amount of <b>\$65,485.08</b> were tabled. <b>Motion #112 Rick Raymond/Lynn Hearn</b> Proposed to pay bills in the amount of <b>\$65,485.08</b> . All in favor, motion carried.
	<b>NEW BUSINESS</b>	
27		Councillor Hearn noted that she was informed by the resident at 93 Motion Bay Road that her water had some discoloration. Staff will look into this.
28		The town recently won a prize of \$5000.00 from the Rock Network. This organization recently asked the town to sign a letter of support to actively seek out rural broadband solutions for the province.
29		Councillor Hearn noted that the Recreation Commission is considering using the funds for the multipurpose surface on the playground instead. Councillor Hearn was wondering if the town would be willing to put the \$4000 recreation grant and the \$5000 prize the town won from Rock Network toward upgrades to the playground. Council agreed that this is a good idea but would need to see a proposal from recreation before making the commitment of funds.
30		Councillor Orren noted that council should be careful about workplace gifts in the future. Staff was given flowers and wine for Professional Administrators Day. She stated that alcohol is not an appropriate workplace gift.
31		Staff received a price to get a shadow box of the town flag and description for the town office. The price to have this completed is approximately \$400.00 <b>Motion #113 Sam Stack/Lynn Hearn</b> Proposed to purchase a shadow box of the town flag and description for the town office. All in favor, motion carried.
32		It was noted that Skinner's Hill will be one-way again this summer starting June 1, 2021.
33		Parking Area off Skinner's Hill Mayor Lee noted that the town will need to erect barricades in the area of the parking area that is adjacent to the river for safety concerns. He noted that the town could go with guard rail, chain link fence or armour stone. <b>Motion #114 Rick Raymond/Kim Orren</b> Proposed to erect guard rail in the parking area that is adjacent to the river for safety concerns. All in favor, motion carried.
34		<b>Motion #115 Rick Raymond/Lynn Hearn</b> Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 9:02pm.

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

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