

REGULAR MEETING
MONDAY MAY 15, 2023
AGENDA

1. Minutes of May 1, 2023
2. Business Arising
3. Application (A2023-19) for an extension to home at 12 Cribbies Road.
4. Application (A2023-20) to operate a Microbrewery/Restaurant at 11 Cribbies Road
5. Letter from property owner of 2 Main Road, Petty Harbour
6. Application (A2023-24) to clear shrubs, improve walkway and placing stone on driveway (back of property) at 61 Long Run Road
7. Application (A2023-25) for an extension to deck at 61 Long Run Road
8. Application (A2023-26) to construct a fence 61 Long Run Road
9. Application (A2023-27) to construct a commercial extension to 35 Southside Road (Co-op)
10. Application (A2023-28) for excavation at 47 Cribbies Road
11. Application (A2023-29) for an extension to deck, install pool and replace fencing at 47 Cribbies Road
12. Application (A2023-31) to construct a driveway at 18 Big Hill Road
13. Request for donation from Marissa Lee – Travelling to Ottawa for karate Nationals
14. Request for donation from Mason Lee – Travelling to Ottawa for karate Nationals
15. Revised Policy # 24 - Contractor Policy
16. Request from recreation for payment of a Coordinator position for the Canada Summer Jobs Summer Program
17. Location of shed at 59 Main Road, Maddox Cove
18. Budget review – Report from Finance Committee
19. Town Plan Amendment
20. Application (A2023-32) to excavate and pave driveway at 115 Main Road Petty Harbour
21. Application (A2023-33) to construct a fence at 87 Long Run Road
22. Application (A2023-34) to replace deck at 91 Motion Bay Road
23. Foreperson's Report
24. Expense Claims
25. Bills
26. New Business
27. Adjourn

BILLS
May 15th, 2023

Bidgood's (Office Expense)	\$12.19
Bell Mobility (Cell Phone Expense)	\$376.59
City of St. John's (Garbage Expense)	\$1,883.16
CIBC (Advertising, Postage & Cleaning Expense)	\$1,089.51
Crane Supply (Water Infrastructure Expense)	\$497.39
Bennett's Home Hardware (R&M Building & Truck Expense)	\$430.36
John Layden Trucking (Road Maintenance Expense)	\$736.00
Emco (Water Infrastructure Expense)	\$8,340.09
Irving (Gas Expense)	\$1,727.03
Modern Paving (Road Maintenance Expense)	\$658.74
MFB Trucking (Water Infrastructure Expense – Splash Pad)	\$4,025.00
MFB Trucking (Splash Pad)	\$1,035.00
Mary Bishop – Planning Consultant (Planning & Zoning Exp.)	\$1,012.00
NF Power (Street Lighting & Hydro Expense)	<u>\$5,535.82</u>
TOTAL	\$27,358.88

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY MAY 15, 2023

PRESENT: Ron Doyle, Rick Raymond, Ed Dyke, Melissa Pardy, Agatha Stack-Balsom, Irene Stack, Beatrice Burry, and Stephanie Stack

#	ITEM
1	Mayor Doyle brought the meeting to order at 6:35pm.
2	Minutes of May 1, 2023 were tabled. Motion #131 Melissa Pardy/Beatrice Burry Proposed to accept minutes of May 1, 2023. All in favor, motion carried.
	BUSINESS ARISING
3	#9 The town is waiting for a quote for the paving of the community centre parking lot to determine if the town can afford to budget for it next year or in the coming years.
4	#14 The demolition and removal order for 31 Main Road was sent out on May 15, 2023. The owner has 30 days to comply with the order.
5	#23 The look-out in Maddox Cove has been raked off and should be fertilized soon.
6	#26 The water hook-up at Cribbies Park will hopefully be completed this week.
7	#28 Councillor Stack noted that she met with the Department of Transportation and Infrastructure at 115 Main Road, Petty Harbour to discuss some work being completed in this area and paving a driveway. Councillor Stack noted that the Department of Transportation and Infrastructure stated that the owner would not be permitted to place catch basins in the area. Mayor Doyle and the CAO Stephanie Stack spoke to the homeowner on May 15, 2023 and the owner is trying to set up a meeting with the Department and the MHA.
8	#29 Staff will have to get the roads swept before the speed bumps can be put down.
9	#30 Dynamic Engineering should have the design work for Motion Bay Road Extension completed this week.
	TONIGHT'S AGENDA
10	Application (A2023-19) for an extension to home at 12 Cribbies Road. The proposed development is in the Heritage Area and went out to surrounding residents for comment. There were no comments received. The Inspections & Development Committee inspected the area and signed off on the application. Motion #132 Ed Dyke/Irene Stack Proposed to approve the application (A2023-19) for an extension to home at 12 Cribbies Road. All in favor, motion carried.
11	Application (A2023-20) to operate a Microbrewery/Restaurant at 11 Cribbies Road. This application/proposal went out to the public for comment. The town received 13 letters in total. 9 letters in favor of the application and 4 letters opposed. All letters were tabled. Mayor Doyle noted that a couple of the letters referenced Section 8.6.9 in the town's regulations. This clause states "Commercial uses such as restaurants, convenience stores and shops will only be permitted as a discretionary use under the following conditions: <ul style="list-style-type: none"> a) The store shall be located on the main road, or at an intersection with the main road;" Mayor Doyle stated that the town needs to deal with this issue. Councillor Pardy noted that Section 8.6.9 of the town plan would have to be amended if there is to be any commercial business on this property. Otherwise, the church would remain vacant. Councillor Dyke asked Mr. Todd Chafe who was present at chambers if he was okay with deferring the application until the town moves forward with an amendment to the town plan. Mr. Chafe agreed to defer his application. Motion #133 Ed Dyke/Irene Stack Proposed to defer Application (A2023-20) to operate a Microbrewery/Restaurant at 11 Cribbies Road until a decision is made with regard to amending the town plan. All in favor, motion carried.

		<p>Motion #134 Ed Dyke/Agatha Stack Balsom Proposed to move forward with the process to change the town plan to accommodate commercial uses at 11 Cribbies Road. All in favor, motion carried.</p>
12		<p>Letter from property owner of 2 Main Road, Petty Harbour with regard to ocean tides and garbage being deposited on their property. Deputy Mayor Raymond and Councillor Dyke inspected the area and noted that the garbage is coming in from the ocean during high tide and storm surges. Deputy Mayor Raymond noted that the town cannot clean up private property but can clean out any debris in the river. Councillor Dyke also stated that there is not much the town can do in this situation only to clean out any debris in the river. Councillor Dyke noted that the river could not be excavated to be clean out. It would have to be cleaned out manually. The homeowner was also asking for suggestions on how to fix this issue. Council noted that the homeowner may need to construct a fence or retaining wall to help alleviate their problem.</p>
13		<p>Application (A2023-24) to clear shrubs, improve walkway and place stone on driveway at 61 Long Run Road. The location of this excavation is at the back of the property. Deputy Mayor Raymond, Councillor Dyke and the foreman inspected the area and signed off on the application. Motion #135 Rick Raymond/Ed Dyke Proposed to approve the application to clear shrubs, improve walkway and place stone on driveway at 61 Long Run Road. All in favor, motion carried.</p>
14		<p>Application (A2023-25) for an extension to deck on back and front of home, relocate door and move window in kitchen and install larger window in bedroom. at 61 Long Run Road. Deputy Mayor Raymond, Councillor Dyke and the foreman inspected the area and signed off on the application. Deputy Mayor Raymond noted that there were no issues with regard to the boundary. Motion #136 Rick Raymond/Ed Dyke Proposed to approve Application(A2023-25) for an extension to deck on back and front of home, relocate door and move window in kitchen and install larger window in bedroom. All in favor, motion carried.</p>
15		<p>Application(A2023-26) to construct a fence at 61 Long Run Road. Deputy Mayor Raymond, Councillor Dyke and the foreman inspected the area and signed off on the application. Deputy Mayor Raymond noted that the applicant must stay within his boundary when erecting the fence. Motion #137 Rick Raymond/Agatha Stack Balsom Proposed to approve the application to construct a fence 61 Long Run Road. The fence must be a maximum of 6' high to meet the town's fencing by-law. All in favor, motion carried.</p>
16		<p>Application (A2023-27) to construct a commercial extension to 35 Southside Road (Co-op). Councillor Dyke noted that this extension is 75% completed when the Co-op was notified that they had to get a permit. The town issued a stop work order on May 10, 2023 until the Co-op applies to the town and receives a permit from the town to continue this work. As this is in the flood risk area a permit from the Department of Environment and Climate Change must be acquired before the town can issue a permit. Motion #138 Ed Dyke/Melissa Pardy Proposed to approve in principle the Application (A2023-27) to construct a commercial extension to 35 Southside Road (Co-op) with the stipulation that it is approved by the Department of Environment and Climate Change. All in favor, motion carried.</p>
17		<p>Application(A2023-28) for excavation at 47 Cribbies Road. Councillor Stack declared a conflict of interest as this applicant is for her property. Councillor Stack left chambers at 7:19pm. Deputy Mayor Raymond, Councillor Dyke and the foreman inspected the area and signed off on the application. Motion #139 Ed Dyke/Agatha Stack Balsom Proposed to approve the application for excavation at 47 Cribbies Road. All in favor, motion carried.</p>
18		<p>Application (A2023-29) for an extension to deck, install pool and replace fencing at 47 Cribbies Road. Councillor Stack was still absent from chambers due to a conflict as this is also an application for her property. Deputy Mayor Raymond, Councillor Dyke and the foreman inspected the area and signed off on the application. Councillor Dyke noted that there were no issues with the application. Councillor Dyke stated that the town does not have any regulations or by-laws pertaining to pools but would recommend the homeowner install a fence around the pool. Motion #140 Ed Dyke/Agatha Stack Balsom Proposed to approve Application (A2023-29) for an extension to deck, install pool</p>

		and replace fencing at 47 Cribbies Road with the recommendation that the pool be fenced. The fencing must be a maximum of 6ft high. All in favor, motion carried. Councillor Stack returned to chambers at 7:22pm.
19		Application (A2023-31) to construct a driveway at 18 Big Hill Road. Which would include excavation and moving a retaining wall. Councillor Dyke and the acting foreman inspected the area and met with the applicant. Councillor Dyke noted that it would have to go out to the surrounding residents as it is in the Heritage Zone. Councillor Dyke did note that there may be times when the road will have to be closed during this excavation. Councillor Stack Balsom noted that there should be a walkway clear for residents. Motion #141 Ed Dyke/Irene Stack Proposed to send out a notice to surrounding residents for comment. All in favor, motion carried.
20		Request for donation from Marissa Lee – Travelling to Ottawa for Karate Nationals. Motion #142 Rick Raymond/Beatrice Burry Proposed to approve the request for donation from Marissa Lee – Travelling to Ottawa for Karate Nationals in the amount of \$100.00. All in favor, motion carried.
21		Request for donation from Mason Lee – Travelling to Ottawa for Karate Nationals. Motion #143 Agatha Stack Balsom/Irene Stack Proposed to approve the request for donation from Mason Lee – Travelling to Ottawa for Karate Nationals in the amount of \$100.00. All in favor, motion carried. It was noted that all future requests for donations must be on official letterhead from the affiliated organization.
22		Revision - Policy # 24 Contractor Policy Motion #144 Agatha Stack Balsom/Melissa Pardy Proposed to approve the revised Contractor Policy – Policy #24. Removing the clause that a contractor cannot be an employee of the town. All in favor, motion carried.
23		Request from Recreation for payment of a Coordinator position for the Canada Summer Jobs Summer Program. There was some discussion on hiring and if the town can be involved. It was noted that the town cannot have any dealings with Recreation's or the Museum's summer students. The town was told by Canada Summer Jobs a number of years ago that they cannot have any involvement with other organizations Canada Summer Jobs. If the town does get involved, it may have to pay for 50% of the cost of the students as all municipalities have to pay for 50% of Canada Summer jobs. There was also some discussion over the finances of some of the committees that are requesting funding from the town. Motion #145 Irene Stack/Agatha Stack Balsom Proposed to request a meeting with Recreation to discuss this request. Recreation will have to submit a financial report and a bank statement before the meeting for council to review. All in favor, motion carried. Motion #146 Ed Dyke/Beatrice Burry Proposed that all town committees that request funding from the town submit financial statements and a bank statement before their request will be reviewed by council. All in favor, motion carried.
24		Location of shed at 59 Main Road, Maddox Cove. Deputy Mayor Raymond and Councillor Dyke inspected the area. Councillor Dyke noted that there were survey pegs and rope marking the boundary line. It was noted that the pegs were actual surveyors' pegs. Councillor Dyke noted that the shed is too close to the boundary and does not meet the 1.5-meter regulation. Motion #147 Ed Dyke/Agatha Stack Balsom Proposed to send a removal order to the owner of 59 Main Road, Maddox Cove. The shed will have to be moved to meet the 1.5-meter regulation. All in favor, motion carried.
25		Budget Review The finance committee met on May 8, 2023 to review the actuals and budgeted amounts from the budget. Councillor Stack Balsom tabled a report from the committee. In short, the town is meeting its financial targets and is in good financial shape.
26		Development Regulations Amendment No. 2, 2023 Motion #148 Rick Raymond/Ed Dyke Be it so resolved that Development Regulations No. 2, 2023 be adopted and forwarded to the Minister of Municipal and Provincial Affairs for registration in accordance with the Urban and Rural Planning Act, 2000. All in favor, motion

		carried.
27		Application (A2023-32) to pave driveway and finish grade for asphalt and swale ditch at 115 Main Road Petty Harbour. Motion #149 Ed Dyke/Beatrice Burry Proposed to approve application to pave driveway and finish grade for asphalt and swale ditch at 115 Main Road Petty Harbour with the condition that it is approved by the Department of Transportation and Infrastructure. All in favor, motion carried.
28		Application (A2023-33) to construct a fence at 87 Long Run Road. Stephanie Stack declared that she was in a conflict of interest as this application was for her son. Motion #150 Ed Dyke/Irene Stack Proposed the CAO -Stephanie Stack was in a conflict of interest. All in favor, motion carried. The Inspections and Development Committee inspected the area and signed off on the application. Motion #151 Ed Dyke/Melissa Pardy Proposed to approve Application (A2023-33) to construct a fence at 87 Long Run Road. All in favor, motion carried. Stephanie Stack returned to chambers at 8:05pm.
29		Application (A2023-34) to replace deck at 91 Motion Bay Road. Councillor Dyke and the foreman inspected the area and signed off on the application. Motion #152 Ed Dyke/Agatha Stack Balsom Proposed to approve the application (A2023-34) to replace deck at 91 Motion Bay Road. All in favor, motion carried.
30		Foreperson's Report Motion # 153 Ed Dyke/Irene Stack Proposed to accept the foreperson's report. All in favor, motion carried. It was noted that the bulk clean up schedule is just about full. The CAO asked if council would like to extend the date of June 30 th . Council agreed that June 30 th would be the last date for bulk pick up. They may consider a fall bulk clean-up.
31		Expense claim for Stephanie Stack in the amount of \$40.00. Motion # 154 Rick Raymond/Agatha Stack Balsom Proposed to pay expense claim for Stephanie Stack in the amount of \$40.00. All in favor, motion carried.
32		Bills in the amount of \$27,358.88 were tabled. Motion #155 Rick Raymond/Agatha Stack Balsom Proposed to pay bills in the amount of \$27,358.88. All in favor, motion carried.
	NEW BUSINESS	
33		Councillor Stack noted that the Development Corporation will be meeting on Tuesday May 23, 2023. Councillor Stack stated that they are still looking to fill two positions.
34		Councillor Dyke asked if staff could fix the 3 potholes at the bottom of Motion Bay Road Extension.
35		Councillor Dyke asked if staff could get a few picnic tables out at the look out in Maddox Cove and the point before the long weekend.
36		Mayor Doyle noted that he has been approached by a couple of people with regard to placing memorial plaques on some of our benches. Mayor Doyle asked if council would prefer to have plaques placed on our current benches or have the person purchase a bench and place the plaques on the new bench. Council agreed that they would like anyone requesting to place a memorial plaque on a bench, purchase the bench. The town can give the specifics of what type of bench must be purchased. It was noted that the town has no storage so any memorial bench would have to be left out during the winter or stored by the family. It will be noted that in any approvals that the town is not liable for damages, vandalism or wear and tear on the benches.
37		Councillor Stack noted that there is a lot of garbage between Dr. Zhang's and the Graveyard.
38		Mayor Doyle noted that there was a high-speed chase in the town this weekend. He asked if there was anything the town could do with regard to this. It was noted that the RNC has protocols when it comes to this.

39		Recreation requested to have a lock placed on the garbage box at the community centre and to have an additional box for recycling. Councillor Dyke noted that Recreation can pick up the lock and Deputy Mayor Raymond stated he would install it. Deputy Mayor Raymond stated that he would speak to Recreation with regard to the recycle bin to see what they require. Deputy Mayor Raymond stated that he may be able to subdivide the garbage bin into two sections for garbage and recycling.
40		The CAO noted that the Strategic Tourism Working group will be meeting on Wednesday May 17, 2023 at 7:00pm. The CAO and Councillor Stack will be attending on behalf of the town. Councillor Stack is the town's representative. The CAO will attend the first couple of meeting and will then step aside once the group gets up and running.
41		Motion #156 Ed Dyke/Agatha Stack Balsom Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 8:33pm.

Ron Doyle, Mayor _____

Stephanie Stack, Chief Administrative Officer _____