

REGULAR MEETING
MONDAY MAY 29, 2023
AGENDA

1. Minutes of May 15, 2023
2. Business Arising
3. Application (A2023-31) to construct a driveway at 18 Big Hill Road
4. Application (A2023-37) to operate a business at 34 Motion Bay Road
5. Application (A2023-35) to pave driveway at 111 Main Road, Petty Harbour
6. Application (A2023-39) to install curb on both sides of driveway at 115A Main Road, Petty Harbour
7. Application (A2023-40) to construct a greenhouse at 4 Oceanview Boulevard
8. Application (A2023-41) to clear brush at 28 Cribbies Road
9. Application (A2023-42) to construct a deck and concrete slab and hot tub at 115A Main Road
10. Letter with regard to garbage/debris at back of property at 46-48 Main Road, Petty Harbour
11. Request from recreation for payment of a Coordinator position for the Canada Summer Jobs Summer Program
12. Request from recreation Re: Community Clean-up
13. Letter regarding property on Weir's Lane
14. Revision to Policy #12 Tourist Accommodation Taxation Policy
15. PRV repairs
16. Request for donation from Sara Taylor
17. Request for donation from Olivia Taylor
18. Letter with regard to garbage bin at Chafe's Landing
19. Capital Works Project Swales – Results from tender for engineering services
20. Municipal Assessment Agency – 2024 tax year evaluations
21. Town Plan Amendment – 7-11 Cribbies Road
22. Foreperson's Report
23. Expense Claims
24. Bills
25. New Business
26. Adjourn

BILLS

May 29th, 2023

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| Rogers (Office Expense) | \$91.92 |
| Bennett's Home Hardware (Cleaning Supplies) | \$20.69 |
| CIBC Mellon (Pension Plan) | \$3,359.48 |
| Atlantic Business Forms (Office Expense) | \$316.25 |
| Bell Aliant (Telephone Exp.) | \$612.33 |
| Chandler (Cleaning Supplies) | \$201.79 |
| Atlantic Purification Systems (Water Infrastructure Exp.) | \$210.45 |
| MFB Trucking (Road Maintenance & Splash Pad) | \$1,502.50 |
| Modern Paving (Road Maintenance Expense) | \$696.19 |
| Central Cashier's Office (Snow Clearing) | \$2,415.00 |
| Cassie Rideout | \$200.00 |
| Orkin (Pest Control) | <u>\$71.60</u> |
| TOTAL | \$9,698.20 |

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY MAY 29, 2023

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

| # | ITEM |
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| 1 | Mayor Doyle brought the meeting to order at 6:30pm. |
| 2 | Minutes of May 15, 2023 were tabled. Motion #157 Rick Raymond/Agatha Stack Balsom Proposed to accept minutes of May 15, 2023. All in favor, motion carried. |
| | BUSINESS ARISING |
| 3 | #3 The town received a quote to have the community centre parking lot paved in the amount of \$31,500.00. This is not something the town can do at this time. Council did speak with Recreation, and they noted that they may be able to have some fundraisers to try to cover the cost of paving. |
| 4 | #6 The water hook-up at Cribbies Park should be completed tomorrow June 13, 2023. Councillor Stack will meet with staff to determine the exact location of the line. |
| 5 | #9 The town has not received design drawings from Dynamic Engineering. |
| 6 | #24 The owner of the property at 59 Main Road, Maddox Cove sent a letter to council stating that he will move the shed to meet the town's requirements. He noted that once the shed is moved, he will not be taking any responsibility for the bank behind the shed further giving away. |
| 7 | #36 Mayor Doyle noted that a memorial bench has been purchased and is at the Maddox Cove look-out. A memorial plaque will be placed on it in the coming days/weeks. |
| 8 | #40 Councillor Stack noted that the Strategic Tourism Working Group met on May 17, 2023 for their first meeting. The plan was reviewed, and some goals were set. The group will be meeting again on June 14. It was noted that the group would like to see more participation from businesses in the town. |
| | TONIGHT'S AGENDA |
| 9 | Application (A2023-31) to remove the existing retaining wall and construct a new retaining wall and driveway at civic number 18 Big Hill Road. Mayor Doyle noted that the applicant is his cousin's daughter and asked if he would be in a conflict of interest. Motion #158 Ed Dyke/Melissa Pardy Proposed that Mayor Doyle was not in a conflict of interest. All in favor, motion carried. 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. Councillor Dyke stated that there were no issues and recommended that the road only be closed from 9:00am – 3:00pm during construction. He also noted that the applicant would have to let the town know a few days before the road is closed so that they could inform the residents that will be affected. Motion #159 Ed Dyke/Melissa Pardy Proposed to approve the application (A2023-31) to remove the existing retaining wall and construct a new retaining wall and driveway at civic number 18 Big Hill Road with the recommended conditions from Councillor Dyke and the Inspections Committee as noted above. All in favor, motion carried. |
| 10 | Application (A2023-37) to operate a business at 34 Motion Bay Road. As this is a new business and a discretionary use in the Residential Zone, it would have to go out to the public for comment. Motion #160 Rick Raymond/Beatrice Burry Proposed to send the application to operate a business at 34 Motion Bay Road out to the public for comment. All in favor, motion carried. |

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| 11 | | <p>Application (A2023-35) to pave driveway at 111 Main Road, Petty Harbour. The Inspections & Development Committee inspected the area and signed off on the application. Councillor Dyke noted that there is a curb stop in the area that has to be identified and left accessible.</p> <p>Motion #161 Ed Dyke/Irene Stack Proposed to approve the application to pave driveway at 111 Main Road, Petty Harbour with the stipulation that the curb stop is identified and left accessible. The application would also have to be approved by the Department of Transportation and Infrastructure. All in favor, motion carried.</p> |
| 12 | | <p>Application (A2023-39) to install curb on both sides of driveway at 115A Main Road, Petty Harbour. Deputy Mayor noted that he was in a conflict of interest when discussing this application as he is working as a contractor on this property.</p> <p>Motion #162 Agatha Stack Balsom/Beatrice Burry Proposed that Deputy Mayor Raymond is in a conflict of interest when discussing this application. Mayor Doyle, Councillor Stack, Councillor Stack Balsom, Councillor Pardy and Councillor Burry in favor. Councillor Dyke not in favor. Motion carried. Deputy Mayor Raymond left chambers at 6:45pm.</p> <p>Councillor Dyke noted that the Inspections & Development Committee inspected the area and signed off on the application.</p> <p>Motion #163 Ed Dyke/Melissa Pardy Proposed to approve the application to install curb on both sides of driveway at 115A Main Road, Petty Harbour with the stipulation that it is approved by the Department of Transportation and Infrastructure. All in favor, motion carried. Deputy Mayor Raymond returned at 6:47pm.</p> |
| 13 | | <p>Application (A2023-40) to construct a greenhouse at 4 Oceanview Boulevard. The greenhouse meets the requirements for an accessory building in the Residential Zone. The Inspections & Development Committee inspected the area and signed off on the application. Deputy Mayor Raymond noted that there are power lines in the area. He recommended that the applicant be informed that the greenhouse should be 3.7 meters from a three wire power line or 2.7 meters from a one line power line.</p> <p>Motion #164 Rick Raymond/Beatrice Burry Proposed to approve Application(A2023-40) to construct a greenhouse at 4 Oceanview Boulevard with the condition that the greenhouse be located either 3.7 meters from a three wire power line or 2.7 meters from a one line power line. All in favor, motion carried.</p> |
| 14 | | <p>Application (A2023-41) to clear brush at 28 Cribbies Road. The Inspections & Development Committee inspected the area and signed off on the application. Councillor Dyke noted that the applicant has to stay clear of the brook in the area.</p> <p>Motion #165 Ed Dyke/Beatrice Burry Proposed to approve the application (A2023-41) to clear brush at 28 Cribbies Road with the condition that the applicant does not interfere with the brook in the area. All in favor, motion carried.</p> |
| 15 | | <p>Application (A2023-42) to construct a deck and concrete slab and hot tub at 115A Main Road, Petty Harbour. Deputy Mayor Raymond left chambers at 6:51pm due to a conflict of interest. The Inspections & Development Committee inspected the area and signed off on the application.</p> <p>Motion #166 Ed Dyke/Agatha Stack Balsom Proposed to approve the application to construct a deck and concrete slab and hot tub at 115A Main Road, Petty Harbour. All in favor, motion carried. Deputy Mayor Raymond returned at 6:52pm.</p> |
| 16 | | <p>A letter with regard to garbage/debris at back of property at 46-48 Main Road, Petty Harbour was tabled. Stephanie Stack noted that she was in a conflict of interest with regard to this letter.</p> <p>Motion #167 Irene Stack/Ed Dyke Proposed Stephanie Stack was in a conflict of interest when discussing this letter. All in favor, motion carried. Stephanie Stack left chambers at 6:52pm.</p> <p>Mayor Doyle noted that he may be in a conflict and asked council to vote.</p> <p>Motion #168 Rick Raymond/Ed Dyke Proposed that Mayor Doyle was in a conflict of interest. No one in favor, motion defeated.</p> <p>The Inspections and Development Committee noted that the homeowner is in the process of cleaning up the property. The Inspections and Development Committee stated that they will inspect again before the next meeting on June 12, 2023.</p> <p>Motion #169 Irene Stack/Agatha Stack Balsom Proposed to send a letter to the complainant stating that the homeowner is in the process of cleaning up the property and that the Inspections and Development Committee will inspect again before the next meeting. The property owner will also</p> |

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| | | <p>be sent a letter stating that there was a complaint and that council will be inspecting again before the next meeting. All in favor, motion carried. Stephanie Stack returned at 6:57pm.</p> |
| 17 | | <p>Request from Recreation for funding for a Coordinator position for the Canada Summer Jobs Summer Program. It was noted that council met with Recreation to clarify their request for the summer program. Recreation clarified that they were only looking for funding for one student this year. It would be for a coordinator position. This student would be paid \$17.00 per hour. Recreation is hoping to get a more mature student that can help run the program this year. Recreation also requested to have a port a potty for Cribbies Park as there will be some activities happening at the park for the summer program. Mayor Doyle noted that if council agrees to give Recreation the funding it would be as a grant. If Recreation uses it for the coordinator position, then they would be responsible for the hiring and supervising of this hire.</p> <p>Motion #170 Irene Stack/Ed Dyke Proposed to provide Recreation a \$6,000.00 grant for the potential hire of a coordinator for the summer program and a port a potty for Cribbies Park for the summer program. It was noted that recreation would be responsible for the hiring and supervising of this hire. Recreation would also be responsible for ordering of the Port a Potty for Cribbies Park. All in favor, motion carried.</p> |
| 18 | | <p>Request from Recreation for the town to help with the cost of bags, gloves and pickers for the Community Clean-up and to have someone available to pick up the garbage on the day of the clean-up.</p> <p>Motion #171 Melissa Pardy/Beatrice Burry Proposed for the town to cover the cost of bags, gloves and pickers for the Community Clean-up up to a maximum of \$200.00. All in favor, motion carried.</p> <p>Motion #172 Agatha Stack Balsom/Rick Raymond Proposed to see if a staff member will volunteer to pick up this garbage if they are not willing to volunteer, ask if they will come in to pick up the garbage and then get 3hrs off. All in favor, motion carried.</p> |
| 19 | | <p>Letter regarding condition of property on Weir's Lane. Councillor Dyke noted that he visited the area and the area is in very good condition. It was noted that some of crush stone is getting pushed around during snow clearing. Councillor Stack noted that the area is very tight for snow clearing. Councillor Stack stated that the town can ask the contractor to try to avoid that area. Councillor Pardy noted that council could pay attention to that area and clean it up early in the spring. It was noted that staff send a letter to the property owner stating that council has repaired the area and it is back to its original condition. Council will also ask the contractor to staff away from the area as much as possible.</p> |
| 20 | | <p>Revision to Policy #12 Tourist Accommodation Taxation Policy to match new government regulations for Tourist Accommodations. The old regulations required tourist accommodation to be licensed. The new regulations requires tourist accommodations to be registered.</p> <p>Motion #173 Rick Raymond/Melissa Pardy Proposed to revise Policy #12 Tourist Accommodation Taxation Policy to match new government regulations for Tourist Accommodations. All in favor, motion carried,</p> |
| 21 | | <p>Pressure Reducing Station Repairs The town recently received a quote to complete repairs the Pressure Reducing Station in the amount of \$105,294.00.</p> <p>Motion #174 Ed Dyke/Melissa Pardy Proposed to defer this quote until the Capital Works application process in the fall. The town will then have to get a revised quote. All in favor, motion carried.</p> |
| 22 | | <p>Request for donation from Sara Taylor – Travelling to Kamloops, BC to attend a Stem Based Program.</p> <p>Motion #175 Ed Dyke/Rick Raymond Proposed to approve the request for donation from Sara Taylor in the amount of \$100.00. All in favor, motion carried.</p> |
| 23 | | <p>Request for donation from Olivia Taylor – Travelling to Winnipeg, Manitoba to represent Newfoundland at the National Skills Canada Competition for public speaking.</p> <p>Motion #176 Ed Dyke/Rick Raymond Proposed to approve the request for donation from Olivia Taylor in the amount of \$100.00. All in favor, motion carried.</p> |

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| 24 | | <p>Letter with regard to an uncovered garbage bin at Chafe's Landing. Deputy Mayor Raymond stated that the Inspections & Development Committee inspected the area and noted that there is an open dump trailer at the back of the property with no cover. Deputy Mayor Raymond stated that Chafe's Landing should have a proper garbage dumpster with a cover. Councillor Pardy stated that a busy restaurant like this should have an appropriate dumpster.</p> <p>Motion #177 Rick Raymond/Agatha Stack Balsom Proposed to send a letter to Chafe's Landing stating that they should have a proper sanitary bin with a cover for their garbage. Mayor Doyle, Deputy Mayor Raymond, Councillor Stack, Councillor Stack Balsom and Councillor Burry in favor. Councillor Pardy and Councillor Dyke not in favor. Motion carried.</p> |
| 25 | | <p>Capital Works Project – Swales (Project#17-GI-23-00093). The town recently received the results from the tender for engineering services for the Capital Works Project – Swales (Project#17-GI-23-00093). The bids came in well over the estimated cost for engineering services for this project. The estimated value was \$11,625.08. There were two bids received. The lowest bid came in at \$28,108.69. The town can do one of the following:</p> <ol style="list-style-type: none"> 1. The town pay the extra cost of \$16,483.61 for engineering services out of pocket. <p style="text-align: center;">or</p> <ol style="list-style-type: none"> 2. Reduce the scope of work for the project and go back out to tender. <p>Motion #178 Ed Dyke/Irene Stack Proposed for the foreman to give a prioritize list of the swales to see how the projects scope of work can be reduced. All in favor, motion carried.</p> |
| 26 | | <p>The Municipal Assessment Agency's 2024 tax year evaluations were tabled. It was noted that assessed values for the town are up by 7.14%.</p> |
| 27 | | <p>Town Plan Amendment – 7-11 Cribbies Road Council reviewed the draft amendments to the town plan and town plan regulations (Amendment #2 and Amendment #3) with regard to 7-11 Cribbies Road.</p> <p>Motion #179 Irene Stack/Melissa Pardy Proposed to move forward with the process to amend the town plan and regulations (Amendment #2 and Amendment #3). Deputy Mayor Raymond stated that he did not feel tax payers should have to pay for this amendment. He stated the owner of the property or the applicant should pay for the cost of the amendment. Councillor Dyke and Mayor Doyle agreed. Councillor Stack and Councillor Pardy rescinded their motion (Motion # 179).</p> <p>Motion #180 Irene Stack/Melissa Pardy Proposed to move forward with the process to amend the town plan and regulations (Amendment #2 and Amendment #3) for 7-11 Cribbies Road if the property owner is in favor of paying the cost of the amendment. All in favor, motion carried.</p> |
| 28 | | <p>Foreperson's Report It was noted that the town is getting a number of calls for bulk garbage however, all the appointments are booked up. There was some discussion about having a fall bulk garbage pick up. Councillor Pardy noted that maybe the town should have the bulk cleanup in the fall every year as the spring is a very difficult time for staff to make time to get this completed. Council will look into a fall cleanup later in the year.</p> <p>Motion # 181 Agatha Stack Balsom/Beatrice Burry Proposed to accept the foreperson's report. All in favor, motion carried.</p> |
| 29 | | <p>Expense claim for Stephanie Stack in the amount of \$20.00. Motion # 182 Rick Raymond/Ed Dyke Proposed to pay the expense claim for Stephanie Stack in the amount of \$20.00. All in favor, motion carried.</p> |
| 30 | | <p>Bills in the amount of \$9,698.20 were tabled. Motion #183 Ed Dyke/Rick Raymond Proposed to pay the bills in the amount of \$9,698.20. All in favor, motion carried.</p> |
| | <p>NEW BUSINESS</p> | |
| 31 | | <p>Councillor Pardy wanted to thank the Development Corporation for the donation of a wiper snipper to the town.</p> |

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| 32 | Councillor Stack Balsom asked when the deadline was for the order at 31 Main Road, Petty Harbour. It was noted that June 15, 2023 was the deadline. |
| 33 | Councillor Stack informed council that the Development Corporation will be holding its first formal meeting in the next couple of weeks. She noted they still have \$3,000.00 for a Healthy Living Grant that needs to be utilized soon. This was originally for playground equipment but the cost has since doubled. The Development Corporation is working on other ways to utilize these funds. |
| 34 | Councillor Dyke noted that there was a softball tournament at the Ron Weir Memorial Ball Park over the weekend. He stated that there were a lot of cars parked on the side of the road from Dean Bidgood's to the ball fields lower-level parking lot. Councillor Dyke stated that there used to be No Parking signs on that side of the road but they are no longer there. Staff will look into this and get the signs erected. |
| 35 | Councillor Dyke asked if the foreman could check Motion Bay Road Extension ("Old Way") to make sure it is safe. It was noted that there was recently a concrete barrier that fell over the bank in the area. Staff will investigate the area. |
| 36 | Deputy Mayor Raymond asked if staff could draft a new business garbage bin policy. Staff will get this drafted. |
| 37 | The new Nape Contract was discussed. The consultant has recommended it for signing. Councillor Pardy left the chamber due to a conflict of interest as her sister is an employee of the town. Motion #184 Ed Dyke/Irene Stack Proposed to accept the new Nape Contract and for the Mayor and CAO to sign on behalf of the town. All in favor, motion carried. |
| 38 | Motion #185 Rick Raymond/Agatha Stack Balsom Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 8:12pm. |

Ron Doyle, Mayor _____

Stephanie Stack, Chief Administrative Officer _____