

**REGULAR MEETING**  
**MONDAY NOVEMBER 4, 2019**  
**AGENDA**

1. Minutes of October 21, 2019
2. Business Arising
3. Minutes of October 28, 2019
4. Application to build shed at 79 Motion Bay Road
5. Tender results – CWP Water Valve Replacement Maddox Cove
6. Tender results - Pick-up truck
7. Assessment Review Commissioner
8. Development Corporation
9. Tourist Accommodation Taxation Policy
10. Conflict of Interest – Councillor Orren
11. Bills
12. New Business
13. Adjourn

## **BILLS**

Big Eric's (Cleaning Expense)	\$221.82
Brenntag (Water Expense)	\$1,116.16
Cassie Rideout (Cleaning Expense)	\$185.00
Bell Mobility (Cell Phone Exp.)	\$187.46
Dicks & Co. (Office Exp.)	\$51.74
Impact Signs (Street Signs Expense)	\$1,612.30
Emco (Water & Sewer Expense)	\$346.45
Kanstor (Traffic Expense)	\$511.75
McDonald's Home Hardware (R&M Building Expense)	\$150.66
NF Power (Street Lighting Expense)	\$2,485.21
Orkin (Pest Control Expense)	\$86.25
Reprographics (Office Expense)	\$416.68
Shaw Service Station (Truck Expense)	\$4,495.26
T&D Enterprises (Truck Expense)	\$288.82
The Business Post (Advertising Expense)	\$398.99
Irving Oil Marketing (Gas Expense)	\$1,231.46
S & S Supply (Road Maintenance)	\$106.95
North Atlantic Supplies (Employee Clothing Exp.)	<u>\$89.58</u>
 <b>TOTAL</b>	 <b>\$13,982.54</b>

**TOWN OF PETTY HARBOUR/MADDOX COVE**

**REGULAR MEETING**

**MONDAY NOVEMBER 4, 2019**

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

#		ITEM
1		Mayor Lee brought the meeting to order at 6:30pm.
2		Minutes of October 21, 2019 were read. <b>Motion #370 Rick Raymond/Harry Chafe</b> Proposed minutes of October 21, 2019 be approved. All in favor, motion carried.
	<b>BUSINESS ARISING</b> <b>October 21/19</b>	
3		#3 Council met with the applicant for the “Off-Grid Domes” on Tuesday October 22, 2019. The applicant was notified that his application would have to go out to the public for comment. The applicant will get back to council.
4		#5 The town has not heard back from the Cribbies Park Committee.
5		#7 The guardrail on Southside Road should be replaced this week.
6		#8 The town received a quote from CBCL Limited in the amount of \$1,200.00 to have a geotechnical engineer look at the erosion issue on Motion Bay Road Extension. Deputy Mayor Stack noted that the water is going across the road. He noted that nothing the property owner did in the area is causing this issue. Staff inspected the area and noted that the water is running under the road. Mayor Lee noted that once the drainage is completed in the area it should solve this problem. Councillor Green noted that once the ditching is completed on the inside of the road it should help with the water running across the road. Mayor Lee noted that the town is hoping to start the drainage in the spring and this should alleviate some of this problem. Staff will keep an eye on this problem over the winter. Council will not be moving forward with the geotechnical work.
7		#11 The work to the community centre is complete. The flooring has been laid in the main hall and in the hallway. The community centre has also been painted throughout. Councillor Hearn noted that the extra cost to complete this work was as follows: Extra flooring and labour - \$1,357.00 Paint/supplies - \$1,030.90 Councillor Hearn noted that the town has already agreed to pay \$1,244.29 as this was the amount left from the insurance claim and would like to know if the town would cover the extra cost for the flooring in the amount of \$112.71. Recreation will cover the cost of the paint for the community centre. <b>Motion #371 Sam Stack/David Green</b> Proposed to cover the extra cost in the amount of \$112.71. For a total cost of \$1,357.00. All in favor, motion carried.
8		#14 The electrical upgrades to the Tourist Information Centre have been completed.
9		#15 Deputy Mayor Stack will be attending the Graduation Ceremony at St. Kevin’s High School on Wednesday November 9. Deputy Mayor Stack will be presenting 8 scholarships to the graduates.
10		#22 Staff inspected the area on Southside Road behind Peerless Fish that is eroding. It was noted that there was some eroding but that it was due to the heavy rainfall that was experienced that week. Councillor Chafe also noted that there are bikes that travel up this area that are causing some of the wash-outs.
11		#24 Deputy Mayor Stack inquired about the issue of right of ways. Deputy Mayor Stack noted that the town should know what right of ways are in the town and which ones are public and which ones are private. Stephanie Stack (CAO) noted that the town received legal advice and have been informed that the town does not have any authority enforcing right-of-ways if they are not owned by the town. It was also noted that right of ways are identified on surveys when the town is reviewing applications.

12		<p>Minutes of October 28, 2019 were read.</p> <p><b>Motion #372 David Green/Sam Stack</b></p> <p>Proposed minutes of October 28, 2019 be approved. All in favor, motion carried.</p>
	<b>TONIGHT'S AGENDA</b>	
13		<p>Application to build a shed at 79 Motion Bay Road.</p> <p>Mayor Lee left chambers at 7:55pm due to a conflict of interest.</p> <p>The application met all the regulations in the Residential Zone. The Inspections and Development Committee have inspected the area and have signed off on the application.</p> <p><b>Motion #373 Harry Chafe/Kimberly Orren</b></p> <p>Proposed to approve the application to build a shed at 79 Motion Bay Road. All in favor, motion carried. Mayor Lee returned to chambers at 7:57pm.</p>
14		<p>Tender results – Capital Works Project Water Valve Replacement Maddox Cove Cutting Edge Excavation \$192,142.00 Eric Taylor Ltd. \$206,741.25 Garrison Construction Ltd. \$211,967.67 Dexter Construction Company \$241,126.25</p> <p>SNC Lavalin have reviewed the bids and have recommended Cutting Edge Excavation Inc. to be awarded the contract.</p> <p><b>Motion #374 Sam Stack/Kimberly Orren</b></p> <p>Proposed to award the contract to Cutting Edge Excavation in the amount of \$192,142.00. All in favor, motion carried.</p>
15		<p>Tender results – 3/4 ton, extended cab pick-up truck</p> <p>The town received 5 bids as follows:</p> <p>Enterprise Rent a Car \$1800.00 per month The Royal Garage \$54,101.75 Hickman Chrysler \$50,749.50 Hickman Motors \$46,530.15 Terra Nova GMC Buick \$51,421.10</p> <p>Enterprise Rent a Car was disqualified due to the fact that the town was not looking for a monthly lease. Stephanie Stack (CAO) recommended that the town award the contract to Hickman Motors in the amount of \$46,530.15.</p> <p><b>Motion #375 Harry Chafe/Lynn Hearn</b></p> <p>Proposed to award the tender to Hickman Motors in the amount of \$46,530.15. All in favor, motion carried.</p>
16		<p>Assessment Review Commissioner</p> <p>The town received a letter from Mitchell Moran requesting to be considered the town's Assessment Review Commissioner for 2020. Staff will speak to the past commissioner (Tom Strickland) for a reference for Mr. Moran. The town will also request Mr. Moran's resume.</p>
17		<p>Development Corporation</p> <p>The town received two names that are interested in becoming part of the Development Corporation. The past chair of the Development Corporation has noted that he may still be interested in sitting on the Development Corporation but would like to know what projects council would have in mind for the Development Corporation to focus on. The past chair also noted that they would require a minimum of 5 members. It was recommended that council meet with the past chair and the two interested new members to discuss the mandate of the Development Corporation moving forward. Staff will set up a meeting.</p>
18		<p>Tourist Accommodation Policy</p> <p>Councillor Green, Councillor Hearn and Councillor Chafe left chambers at 7:15pm due to a conflict of interest.</p> <p>Mayor Lee noted that there is an issue with some accommodations not becoming licensed through the provincial government. These accommodations are not abiding by the town's Tourist Accommodation Policy. Mayor Lee noted that these accommodation should be charged a higher rate of business tax. Deputy Mayor Stack noted that they should be charged double the rate. It was noted that there should be two classes of Tourist Accommodations. One class would be licensed tourist accommodation and the other class would be unlicensed tourist accommodation. A licensed tourist accommodation would be taxed the business rate of 9.5 mils and unlicensed tourist accommodation will be charged 19 mils. The minimum business tax will be \$400.00 for a licensed accommodation and \$800.00 for an unlicensed tourist accommodation. Staff will revise the Tourist Accommodation Policy and place on the next agenda for review.</p> <p>Councillor Green, Councillor Hearn and Councillor Chafe returned to chambers at 7:22pm</p>

19		<p>Conflict of Interest – Councillor Orren  Councillor Orren left chambers at 7:25pm  <b>Motion #376 Sam Stack/Rick Raymond</b>  Proposed to defer this item until the next meeting as the council is waiting on further clarification. All in favor motion carried.  Councillor Orren returned to chambers at 7:26pm  Council Orren noted that she has a new disclosure statement and she will present at the next meeting.</p>
20		<p>Bills in the amount of \$13,982.54 were tabled.  <b>Motion #377 Rick Raymond/David Green</b>  Proposed to pay bills in the amount of \$13,982.54. All in favor, motion carried.</p>
	<b>NEW BUSINESS</b>	
21		<p>Councillor Orren tabled a motion from the City of St. John’s with regard to a climate change emergency. She asked council to review for the next meeting.</p>
22		<p>Deputy Mayor Stack inquired about the scope of work for Motion Bay Road Extension. Deputy Mayor Stack presented a time line of correspondence and events with regard to the completion of the scope of work. Mayor Lee noted that the engineer was waiting for the town to hear back from the Department of Transportation and Works with regard to paying for or supplying the culvert on the Main Road. Mayor Lee also noted that the engineer also needs to map out the surveys of the land in the area to see if the drain will encroach on any property in the area. It was noted that the scope of work should hopefully be completed by the next meeting. Staff will contact the engineer to see when the scope of work will be completed. Mayor Lee and Stephanie Stack (CAO) will set up a conference call with the engineer to discuss.</p>
23		<p>The foreman’s report was tabled.  <b>Motion #378 Sam Stack/Rick Raymond</b>  Proposed to accept the foreman’s report. All in favor, motion carried.  Mayor Lee noted that the fence at the Town depot needs to be completed.</p>
24		<p><b>Motion #379 David Green/Rick Raymond</b>  Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 7:51pm.</p>

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

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