

REGULAR MEETING
TUESDAY OCTOBER 12, 2021
AGENDA

1. Minutes of October 4, 2021
2. Business Arising
3. Adopt the Roberts Rules of Order
4. Application to operate a vinegar manufacturing business at 35B Southside Road (A2021-32)
5. Application to build an extension to house at 52 Southside Road, Petty Harbour(A2021-68)
6. Application to build a fence at 61 Main Road, Petty Harbour (A2021-69)
7. Application to build a deck at 61 Main Road, Petty Harbour (A2021-70)
8. Request for donation from St. Kevin's High School – 2020-2021 Scholarships
9. Municipalities NL & Labrador Annual General Meeting
10. Proposed draft "Release of Personal Information Policy"
11. Foreperson's Report
12. Expense Claims
13. Bills
14. New Business
15. Adjourn

BILLS

Bennett's Home Hardware (Cleaning Supplies)	\$14.93
Cassie Rideout (Office Cleaning Expense)	\$175.00
Kent (Fence Skinner's Hill Parking Area)	\$1,096.18
JW Consulting (Training Expense)	\$1,725.00
Irving Oil Marketing (Gas Expense)	\$1,373.66
CIBC Visa (Gas, Employee Training, Office Exp.)	\$1,305.72
Construction Signs (Road Signs)	\$207.00
NF Power (Street Lighting & Hydro Exp.)	\$4,091.61
T & D Entreprises (Truck Exp.)	\$182.79
MFB Trucking (Road Maintenance)	\$646.88
Municipal Assessment Agency (Assessment Fees)	\$3,900.00
Orkin (Pest Control)	\$60.38
City of St. John's	2,213.18
Reprographics (Office Exp.)	570.12
North Atlantic Supplies (Safety Supplies)	<u>\$55.20</u>
TOTAL	\$17,617.65

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

TUESDAY OCTOBER 12, 2021

PRESENT: Ron Doyle, Rick Raymond, Agatha Stack-Balsom, Sherrylynn Rowe, Beatrice Burry, Daphne Chafe, Ed Dyke and Stephanie Stack

#	ITEM
1	Mayor Doyle brought the meeting to order at 6:30pm.
2	Minutes of October 4, 2021 were tabled. Motion #296 Daphne Chafe/Beatrice Burry Proposed minutes of October 4, 2021 be approved. All in favor, motion carried.
	BUSINESS ARISING
3	#14 The CAO noted that there will likely be a long wait for the appeal to erect a fence at 10D Main Road, Petty Harbour to be heard. It looks like it will be in December or after.
	TONIGHT'S AGENDA
4	Roberts Rules of Procedure Councillor Rowe noted that this procedure should be amended to make it gender neutral. There are also some spelling/grammar corrections. These changes will be made and it will be placed on the next meeting agenda.
5	Application (A2021-32) to operate a Vinegar Manufacturing Business at 35 Southside Road. The applicant was present in chambers to answer any questions council may have. Councillor Rowe asked the applicant would there be any waste from the manufacturing. The applicant noted that there would be very little waste only consisting of cardboard. Councillor Rowe also asked how many people would be employed. The applicant noted that it would only be herself and her husband and possibly a casual worker. Motion #297 Rick Raymond/Ed Dyke Proposed to approve the application to operate a Vinegar Manufacturing Business at 35 Southside Road. All in favor, motion carried.
6	Application to build an extension to house at 52 Southside Road, Petty Harbour (A2021-68). This has been inspected and signed off on by the Inspections and Development Committee and meets the lot regulations for the Heritage Zone. Motion #298 Ed Dyke/Beatrice Burry Proposed to approve the application to build an extension to house at 52 Southside Road, Petty Harbour (A2021-68). All in favor, motion carried.
7	Application to build a fence at 61 Main Road, Petty Harbour (A2021-69). This has been inspected and signed off on by the Inspections and Development Committee. Councillor Rowe asked if the gate would obstruct traffic in the area. The applicant noted that it will open inward. Motion #299 Rick Raymond/Agatha Stack-Balsom Proposed to approve the application to build a fence at 61 Main Road, Petty Harbour (A2021-69). All in favor, motion carried.
8	Application to build a deck at 61 Main Road, Petty Harbour (A2021-70). This has been inspected and signed off on by the Inspections and Development Committee Motion #300 Agatha Stack-Balsom/Rick Raymond Proposed to approve the application to build a deck at 61 Main Road, Petty Harbour (A2021-70). All in favor, motion carried.
9	Request for donation from St. Kevin's High School – 2020-2021 Scholarships Motion #301 Rick Raymond/Daphne Chafe Proposed to approve a donation for St. Kevin's High School's 2020-2021 Scholarships Program in the amount of \$1000.00 (10 - \$100.00 scholarships) as per the town's Policy #7. Five of the scholarships will go to graduates of Petty Harbour/Maddox Cove and the remaining five will be determined by St. Kevin's. All in favor, motion carried.
10	Municipalities NL & Labrador Annual General Meeting will take place on November 3 – 6 in Corner Brook. There is also a virtual session available. Councillors will inform the CAO if they would like to attend.

11		<p>A draft "Release of Personal Information Policy" was tabled. Councillor Rowe noted that it would be useful to have this information due to the conflict of interest issue but she would not want to see a complaint not brought forward to council because of this policy. Councillor Rowe also stated that there are two ways to look at this policy. One being that people should "own" any complaint being forwarded and two, will it prevent anyone from coming forward with a complaint. Councillor Chafe and Councillor Stack-Balsom noted that if it is a legitimate complaint then they will put their name on it.</p> <p>Motion #302 Ed Dyke/Agatha Stack-Balsom Proposed to adopt the "Release of Personal Information Policy" (Policy #28). All in favor, motion carried.</p>
12		<p>Foreperson's Report The Foreperson's Report was tabled. There was a request to hire the part-time employee for a day to have the grass mowed at the Ron Weir Memorial Ballfield.</p> <p>Motion #303 Ed Dyke/Rick Raymond Proposed to hire back the part-time staff for one day to cut the grass at the Ron Weir Memorial Ballfield. All in favor, motion carried.</p> <p>Council will look at this again in the Spring to see how they will handle the mowing of the town's properties in the future.</p> <p>Councillor Rowe asked if the town tested for particulate matter in the water. She noted that a few residents had informed her that they had sediment in their water. Councillor Rowe noted that she will speak to the foreperson with regard to this.</p>
13		<p>Expense Claim</p> <p>Expense claim in the amount of \$20.00 for Stephanie Stack was tabled.</p> <p>Motion #304 Rick Raymond/Beatrice Burry Proposed expense claim in the amount of \$20.00 for Stephanie Stack be approved. All in favor, motion carried.</p>
14		<p>Bills in the amount of \$17,617.65 were tabled.</p> <p>Motion #305 Rick Raymond/Ed Dyke Proposed to pay bills in the amount of \$17,617.65. All in favor, motion carried.</p> <p>Councillor Dyke noted that he was the salespersons for the town's Kent Account. He wanted to inform council that he has transferred the account to another salesperson now that he is a councillor.</p>
	NEW BUSINESS	
15		<p>Capital Works Applications 2022-2023 There were two items discussed for the 2022-2023 Capital Works Application. One project was to complete numerous swales throughout the town and the other was to upgrade the road to the chlorine station. It was noted that council has to keep in mind that the cost share for the town for road upgrade projects is 50%. Council agreed that the swales would be the best project at this time. Staff will get pricing on this project to see what the town's cost would be.</p>
16		<p>Capital Works Project – Motion Bay Road Extension Staff have not heard anything back with regard to the Capital Works Application for Motion Bay Road Extension. The climate lens is in the process of being completed and it looks positive for the project.</p>
17		<p>Councillor Chafe noted that there are trees on Old Maddox Cove Road and some on Long Run Road that need to be cut back. Staff will look into this.</p>
18		<p>Petty Harbour/Maddox Cove Recreation have requested to meet with council for a brief introduction and to provide an overview of the committee. Staff will set up a meeting time with recreation and get back to council.</p>
19		<p>The first finance meeting will take place on Monday October 18, 2021 at 7:00pm. Mayor Doyle, Councillor Stack-Balsom and Stephanie Stack will be sitting on the finance committee.</p>
20		<p>Councillor Dyke wanted to congratulate Mark Stack – a resident of Petty Harbour/Maddox Cove and the son of the CAO on making the Team Canada softball roster. Mark will be travelling to Columbia, Argentina and the United States.</p>

21		Councillor Raymond noted that the speed bump on Cribbies Road needs to be secured. Staff will look into this.
22		Mayor Doyle noted that he would like to see a festival next summer. He would like to see a 3 - 4 day event that would encompass all the different age groups in the community. He noted that the town could get other committees on board to take on one or two smaller projects within the festival. It was noted that there would have to be money budgeted for this in this year's budget.
23		Motion #306 Rick Raymond/Beatrice Burry Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 7:58pm.

Ron Doyle, Mayor _____

Stephanie Stack, Chief Administrative Officer _____