

REGULAR MEETING
TUESDAY OCTOBER 13, 2020
AGENDA

1. Minutes of September 28, 2020
2. East Coast Trail – Signage request
3. Business Arising
4. Application to operate a medical clinic at 13 Main Road, Petty Harbour (A2020-101)
5. Application to build an extension to the Co-op (A2020-109)
6. Condition of property at 31 Main Road, Petty Harbour
7. Motion Bay Road Extension – Dynamic Engineering – Scope of work and costing
8. Cost for video intercom for main door at town office.
9. Costing for embroidery on staff clothing
10. Request for financial assistance for the PHMC Development Corp. (to be considered for the 2021 budget)
11. Request from Fishing for Success for an extension (3 month) to their approval in principle.
12. Request to raise chickens at 42 Long Run Road
13. Foreman's Report
14. Expense Claims
15. Bills
16. New Business
17. Adjourn

BILLS

City of St. John's (Garbage Removal Expense)	\$1,838.72
Bell Mobility (Cell Phone Expense)	\$212.05
Bidgood's (Office Expense)	\$21.43
CBCL (Professional Fees Expense)	\$475.42
Construction Signs (Traffic Expense)	\$664.13
Cassie Rideout (Cleaning Expense)	\$215.00
Commissionaires (Traffic Expense)	\$621.00
Emco (Water Expense)	\$380.31
Formac (Road Maintenance Expense)	\$2,587.50
John Layden Trucking (Road Maintenance Expense)	\$230.00
GTC Training (Employee Training Expense)	\$437.00
Irving Oil Marketing (Gas Expense)	\$1,025.84
North Atlantic Supplies (Employee Clothing Expense)	\$145.30
MSS Contracting (Professional Fees Expense)	\$630.18
MFB Trucking (Water & Road Maintenance Expenses)	\$2,070.00
McDonald's Home Hardware (Cleaning Expense)	\$8.38
Provincial Fence Products (Road maintenance Expense)	\$1,582.40
Municipal Assessment Agency (Assessment Fees Expense)	\$3,932.50
Modern Paving (Road Maintenance Expense)	\$375.84
Newfoundland Power (Street Lighting & Hydro Expenses)	<u>\$3,619.90</u>
TOTAL	\$21,072.90

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

TUESDAY OCTOBER 13, 2020

This meeting took place at the community centre and all Covid protocols were in place. (The meeting was open to the public)

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

ABSENT: Harry Chafe

#	ITEM
1	Mayor Lee brought the meeting to order at 6:32 pm.
2	Minutes of September 28, 2020 were tabled. Motion #298 Rick Raymond/David Green Proposed minutes of September 28, 2020 be approved. All in favor, motion carried.
3	Patrick Ryan from the East Coast Trail Association was present in chambers to discuss proposed signage in the town for the East Coast Trail. Mr. Ryan reviewed the package proposal that was emailed to council. It was noted that there were different types of signs for different areas and usage. He noted that some of the trail head signs and parking signs are rather large (9' x 2 ½'). Mayor Lee noted that there is a parking area in Maddox Cove that has the potential for more parking if developed. Mayor Lee asked Mr. Ryan if the East Coast Trail Association would be interested in developing this area for parking for the East Coast Trail. Mr. Ryan said that he would bring it back to the Association as they are currently looking at funding opportunities for parking. It was noted that there was some concern over the size of the trail head signs and parking signs. Mr. Ryan noted that the trail head signs are located away from the community and at the beginning of the trail. It was also noted that the town has concerns over parking signs being erected in their public parking areas as residents/tourist may get confused and think that the parking is just for the East Coast Trail. Councillor Orren asked if these signs coordinate with the regional signage initiatives. Mr. Ryan noted that they have been consulting with the Province and noted that the East Coast Trail Association would not duplicate and signage that the Province may erect. Mr. Ryan noted that the association would like to start the signage project in the Spring. Deputy Mayor Stack asked about the life span of the signs and if the East Coast Trail Association will be responsible for the Maintenance. Mr. Ryan noted that the East Coast Trail Association would look after any maintenance to the signs. It was agreed by all council that they are in favor of the new signage initiatives of the East Cast Trail Association but the town would have to sign off on all the signs and their locations.
	BUSINESS ARISING
4	#4 Capital Works Project – Lift Stations The engineer should have the design work finished this week.
5	#5 NF Power - Light flashing on Cribbies Road. Staff will contact NF Power regarding this light and check to see if the other lights throughout the community were fixed.
6	#6 Staff will check with the Department of Transportation and Infrastructure regarding the guard rail on the Main Road.
7	#10 Staff will contact Byron at NF Power again regarding the river.
8	#14 The quote from Dynamic Engineering for the scope of work and costing for Motion Bay Road Extension upgrades is not available at this time. It will be ready later this week.
9	#24 St. George's Church would like to thank council for donating hand sanitizer to the church.
10	#26 The fence at the town depot should be started this week.
	TONIGHT'S AGENDA

11		<p>Application to operate a medical clinic at 13 Main Road, Petty Harbour. This is a new business application and a public notice went out to the public for comment. No comments were received.</p> <p>Councillor Orren noted that the medical clinic would only be 1,000 sq. ft. of the 2,800. She asked what the other 1,800 sq. ft. will be used for. Staff will ask the applicant for this information in the approval letter. There was some discussion over parking. It was noted that the medical clinic can avail of the public parking by the town depot.</p> <p>Motion #299 Rick Raymond/David Green</p> <p>Proposed to approve the application to operate a medical clinic at 13 Main Road, Petty Harbour. The approval letter will state that all pertinent permits from the Provincial and Federal governments would have to be in place before the clinic can open. All in favor, motion carried.</p>
12		<p>Application to construct an extension to the Petty Harbour Co-op building at 35 Southside Road.</p> <p>Mayor Lee and Councillor Hearn were in a conflict of interest and abstained from commenting or voting.</p> <p>The Inspections and Development Committee have inspected the area and signed off on the application. Councillor Raymond noted that he had no issue with the extension to the building. Councilor Green noted that the application states that it is enclosing a canopy but if there is electrical and/or plumbing going to the area then it is an extension to the building.</p> <p>Motion #300 Kim Orren/Rick Raymond</p> <p>Proposed to approve the extension in principle with the condition that it is approved by the Department of Environment, Climate Change and Municipalities. All in favor, motion carried.</p>
13		<p>Condition of property at 31 Main Road, Petty Harbour.</p> <p>Mayor Lee noted that this structure is in a state of repair for a long time. The Foreperson noted that he did not think that there was power going to the home. Councillor Green noted that the building is an eyesore to the community.</p> <p>Motion #301 Lynn Hearn/David Green</p> <p>Proposed to send a letter to the property owner of 31 Main Road, Petty Harbour giving him 30 days to have the property repaired. All in favor, motion carried.</p>
14		<p>Motion Bay Road Extension – Dynamic Engineering – Scope of work and costing. The scope of work and costing were not available. This will be placed on the agenda for the next meeting.</p>
15		<p>Quote in the amount \$1,450.00 for video intercom for main door at town office was tabled.</p> <p>Motion #302 David Green/Lynn Hearn</p> <p>Proposed to approve a video intercom for main door at town office in the amount of \$1,450.00. All in favor, motion carried.</p>
16		<p>Costing for embroidery on staff clothing.</p> <p>Councillor Green suggested staff have a Photo ID card to have on them for identifications purposes.</p> <p>Motion #303 David Green/Lynn Hearn</p> <p>Proposed that all new hi vis vests have town name on the back for identification purposes. All in favor, motion carried.</p>
17		<p>A letter from the PHMC Development Corporation requesting financial assistance to be considered for the 2021 budget was tabled. Deputy Mayor Stack noted that it was good to see that the Development Corporation was active again. Deputy Mayor Stack also noted that he is not in agreement to allocating \$10,000 to Cribbies Park for Playground equipment at this time as the drainage issue must be fixed first. He stated that any money should be allotted for drainage not playground equipment at this time. Deputy Mayor Stack also noted that the Development Corporation and the town have applied for some funding that can be used for drainage. Councillor Green, Mayor Lee and Councillor Raymond agreed with Deputy Mayor Stack that any funds should be used toward drainage. Deputy Mayor Stack also asked that the town get a copy of the second opinion from the engineer on drainage.</p> <p>Council agreed to look at this request during the 2021 budget process to see if there would be any funds available.</p>

18		<p>Request from Fishing for Success for an extension (3 month) to their approval in principle. Councillor Orren was in a conflict of interest and refrained from commenting or voting on this item.</p> <p>Deputy Mayor Stack noted that the original Approval in principle was issued back in June of 2019 and then was extended until September of 2020. He noted that Fishing for Success only applied to the Department of Environment, Climate Change and Municipalities in August 2020. Mayor Lee noted that council has to be careful of giving extensions as council tends to forget what the original scope of the application was all about. Councillor Green and the CAO noted that some of the sizes that are on the town's application and the Department of Environment, Climate Change and Municipalities are not the same.</p> <p>Motion #303 David Green/Lynn Hearn Proposed to approve a 3-month extension for the Approval in Principle for Fishing for Success. All opposed. Motion defeated.</p>
19		<p>Request to raise chickens at 42 Long Run Road. Deputy Mayor Stack noted that the applicant stated she has 10 chickens now but it could be 50 next year. He stated it is very close to neighboring properties as the houses are very close in this area of the town. Councillor Raymond noted that residents could have 20 cats and there would be nothing council could do about it. Councillor Green noted that he thinks there is a rooster in the area also. Mayor Lee noted that he would limit the amount of chickens to 10 and require the property owner to construct a chicken coop. Deputy Mayor Stack noted that you should only be allowed to have livestock if you have enough land not 8ft between properties. Councillor Green noted that the property owner should be required to construct a proper coop not on the deck of the property. Deputy Mayor Stack noted that he is not in favor of allowing the property owner to raise chickens. Councillor Orren, Mayor Lee, Councillor Raymond, Councillor Hearn and Councillor Green were in favor of sending the property owner a letter stating that the town does not have any livestock regulations. The property owner will also be told that she would have to get a permit to construct a proper chicken coop.</p>
20		<p>The Foreperson's Report was tabled. The guard rail at Hamlyn Heights will be done this week.</p> <p>Motion #304 Rick Raymond/Lynn Hearn Proposed to accept the Foreperson's Report. All in favor, motion carried.</p>
21		<p>Expense claim for Cyril Whitten in the amount of \$20.00 was tabled.</p> <p>Motion #305 Rick Raymond/Kim Orren Proposed expense claim for Cyril Whitten in the amount of \$20.00 be approved. All in favor, motion carried.</p>
22		<p>Expense claim for Stephanie Stack in the amount of \$50.00 was tabled.</p> <p>Motion #306 Rick Raymond/David Green Proposed expense claim for Stephanie Stack in the amount of \$50.00 be approved. All in favor, motion carried.</p>
23		<p>Expense claim for Mandy Dinn in the amount of \$42.37 was tabled.</p> <p>Motion #307 Kim Orren/Lynn Hearn Proposed expense claim for Mandy Dinn in the amount of \$42.37 be approved. All in favor, motion carried.</p>
24		<p>Expense claim for Matthew Chafe in the amount of \$2,333.26 was tabled.</p> <p>Motion #308 Kim Orren/Rick Raymond Proposed expense claim for Matthew Chafe in the amount of \$2,333.26 be approved. All in favor, motion carried.</p>
25		<p>Bills in the amount of \$21,072.90 were tabled.</p> <p>Motion #309 Rick Raymond/Kim Orren Proposed to pay bills in the amount of \$21,072.90. All in favor, motion carried.</p>
	NEW BUSINESS	
26		<p>Mayor Lee noted that there was a section of asphalt at the intersection of Old Maddox Cove Road and Main Road Maddox Cove that was not done. It was noted that this was marked to be done but was not done due to financial restrictions.</p>
27		<p>The 2020 MNL Conference will take place on November 5th – 7th. Council will contact staff if they would like to be registered.</p>

28		A quote from White and Abbott in the amount of \$6,750.00 plus 5% administration fee for the 2020 audit was tabled. Motion #310 Rick Raymond/David Green Proposed to accept the quote in the amount of \$6,750.00 plus 5% administration fee for the 2020 audit. All in favor, motion carried.
29		Motion #311 Sam Stack/David Green Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 8:38pm.

Sam Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____