

REGULAR MEETING
MONDAY OCTOBER 30, 2023
AGENDA

1. Minutes of October 16, 2023
2. Business Arising
3. Application to build a home at 2 Big Hill Road (A2023-80). Request to speak from applicant.
4. Application to build a retaining wall at 16 Big Hill Road (A2023-84).
5. Application to build a retaining wall at 8 O'Brien's Lane (A2023-88).
6. Application to build a retaining wall at 14 Big Hill Road (A2023-93).
7. Application to replace wooden shores with concrete footings on foundation at 14 Big Hill Road (A2023-92).
8. Application to re-route water runoff/drainage at 14 Big Hill Road (A2023-91).
9. Application to repair cribbing for shed at 54C Main Road, Petty Harbour (A2023-89).
10. Water Infrastructure Policy revision.
11. 2024 Budget
12. Commissioner's Report- Amendment 11 Cribbies Road
13. Foreperson's Report
14. Expense Claims
15. Bills
16. New Business
17. Adjourn

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY OCTOBER 30, 2023

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

#	ITEM
1	Mayor Doyle brought the meeting to order at 6:30pm.
2	Minutes of October 16, 2023, were tabled. Motion #378 Rick Raymond/Agatha Stack Balsom Proposed to accept minutes of October 16, 2023. All in favor, motion carried.
	BUSINESS ARISING
3	#3 The town has not received the quotes for the welding of the basketball nets at Cribbies Park.
4	#5 Councillor Dyke stated that the Hall of Fame Committee met last week to develop the procedures and criteria for the Hall of Fame and the committee. They will meet again on November 24, 2023. Councillor Dyke noted that the committee will be looking for a small amount of funding to replace the lights in the Hall of Fame and a few other small items. He stated it would probably be no more than \$250.00. He stated that at the next committee meeting they will discuss the current nomination that the committee has. Councillor Dyke noted that after the next meeting they will have more information for council.
5	#23 Council asked when the culvert on Motion Bay Road Extension will be replaced. It was noted that it will be done in the next week or so weather depending.
	TONIGHT'S AGENDA
6	Application to build a home at 2 Big Hill Road (A2023-80). The applicant – Glen Fitzgerald was present in chambers to answer any questions. This application went before council at the last public meeting on October 16, 2023 but was deferred until this meeting. Councillor Dyke noted that he has inspected the area several times. He stated that the home should go on the same foundation. Mr. Fitzgerald stated it would be going back on the same foundation. He stated that he had to make some repairs to the foundation at the back of the property. He stated it would not interfere with the river in the area. Councillor Dyke noted that the current height of the home is 12' and he would like to see the house go back at that height. Mr. Fitzgerald stated that he would not be able to meet the National Building Code if the height could only be 12'. He stated that he designed this house to be the lowest height possible in order to meet the National Building Code. Motion #379 Ed Dyke/Irene Stack Proposed to approve the application to build a home at 2 Big Hill Road (A2023-80) with the stipulation that the town will inspect the home at different phases of construction. The height of the home would be as per the house plans attached to the application which would be a maximum of 15'. All in favor, motion carried.
7	Application to build a retaining wall at 16 Big Hill Road (A2023-84). This went out to surrounding residents for comment. The town did not receive any comments. Councillor Dyke noted that the wall has already been built. He stated that there are no water lines in the area. Motion #380 Ed Dyke/Agatha Stack Balsom Proposed to approve the application to build a retaining wall at 16 Big Hill Road (A2023-84). All in favor, motion carried.
8	Application to build a retaining wall at 8 O'Brien's Lane (A2023-88). The Inspections and Development Committee inspected the area and signed off on the application. Motion #381 Rick Raymond/Ed Dyke Proposed to approve the application to build a retaining wall at 8 O'Brien's Lane (A2023-88). The applicant must stay within his boundary when completing this work. All in favor, motion carried.

9		<p>Application to build a retaining wall at 14 Big Hill Road (A2023-93). The Inspections and Development Committee inspected the area and signed off on the application. As this property is in the Heritage Zone, it would have to go out to surrounding residents for comment.</p> <p>Motion #382 Ed Dyke/Rick Raymond Proposed to send out a notice to surrounding residents for comment. All in favor, motion carried.</p>
10		<p>Application to replace wooden shores with concrete footings on foundation at 14 Big Hill Road (A2023-92). The Inspections and Development Committee inspected the area and signed off on the application. As this property is in the Heritage Zone, it would have to go out to surrounding residents for comment. Councillor Dyke noted that this work has already begun. Staff will contact the owner to inform them that construction must cease until they acquire a permit from the town to complete the work.</p> <p>Motion #383 Ed Dyke/Irene Stack Proposed to send out a notice to surrounding residents for comment. All in favor, motion carried.</p>
11		<p>Application to re-route water runoff/drainage at 14 Big Hill Road (A2023-91). Councillor Dyke noted that the Inspections and Development Committee inspected the area and signed off on the application. As this property is in the Heritage Zone, it would have to go out to surrounding residents for comment. Councillor Dyke stated that all members of council should visit the area to see the issue with this property. It was noted that the applicant will construct a concrete form to encase the drainage pipes and construct a access hatch at the bottom. Councillor Dyke noted that council would need to inspect once forms are in place and before the concrete is poured. It was noted that there is a sewer line in the area and the property owner would be responsible for any repairs to the sewer line or concrete form if there are issues with the sewer line in the future. Councillor Stack asked if there will be an issue redirecting water. Councillor Dyke stated that this would not redirect any water it would just channel the water that is already flowing in the area. He stated that there would be no new water, just the current water that is already there. It was also noted that the property owner would have to stay within his boundary.</p> <p>Motion #384 Rick Raymond/Beatrice Burry Proposed to send out a notice to surrounding residents for comment. All in favor, motion carried.</p>
12		<p>Application to repair cribbing for shed at 54C Main Road Petty Harbour (A2023-89). The Inspections and Development Committee inspected the area and signed off on the application.</p> <p>Motion #385 Ed Dyke/Beatrice Burry Proposed to approve the application to repair cribbing for shed at 54C Main Road Petty Harbour (A2023-89) with the condition that it is approved by the Department of Environment and Climate Change. All in favor, motion carried.</p>
13		<p>The revision to the Water Infrastructure Policy (Policy #26) was tabled.</p> <p>Motion #386 Irene Stack/Agatha Stack Balsom Proposed to approve Policy #26 Water Infrastructure Policy with the revision as follows: 2(a)if the curb stop to a property is not located within the boundaries of a property, then the property owner is responsible for the water line from their boundary line into their property. All in favor, motion carried.</p>
14		<p>2024 Budget Councillor Stack Balsom presented a report from the Finance Committee for the 2024 Budget.</p> <p>2023 has seen an increase in the costs goods and services in all realms of daily operations in Newfoundland and Labrador. Municipalities are not immune from these increases in goods and services. While budgeting for these increases can be challenging, the town did manage to deliver a balanced budget for 2024.</p> <p>Considering all aspects of the budget and the finances of the town, the committee is recommending council keep the mil rate at 6.5 mils for 2024. That being said, in order to balance the budget, the committee is suggesting the town increase the following fees: Proposed increases:</p> <p>Residential Garbage Fee – from \$100.00 to \$125.00 Commercial Garbage Fee – from \$200.00 to \$250.00 Tax Certificate & Compliance Letter –from \$100.00 to \$250.00 New Film Crew Permit - \$200.00</p> <p>It has been many years since there has been any increases in fees or mil rate in the town and the committee feels that with today’s cost of goods and services these increases are minimal.</p> <p>To balance this year’s budget, the town did not have to use any funds from their</p>

savings/operating surplus as they have done in the last two years. This is mainly because the property assessments have increased slightly. The committee feels that the town is in a good financial state, but has to be vigilant with spending.

Below are the recommendations/highlights of the committee for the 2024 budget:

- Mil rate will stay at 6.5 mils (No increase in Residential Property Tax).
- Mil rate for Commercial Property Tax will remain the same at 9 mils.
- Mile rate for Business Tax will remain the same at 10.5.
- Increase in Residential Garbage Fee from \$100.00 - \$125.00 per year.
- Increase in Commercial Garbage Fee from \$200.00 - \$250.00 per year.
- Tax Certificate and Compliance Letters from \$100.00 - \$250.00.
- A new permit fee for Film Crews in the amount of \$200.00.
- There is \$10,436.00 allocated for municipal enforcement (summer season). This covers 4 days a week (4 hrs. per day) for 12 weeks.
- Funds have been allocated for Chrome Books for councillors in the amount of \$3,000.00.
- Funds have been allocated for 1 summer student for the summer program for Recreation and a small grant in the amount of \$6,000.00. The Finance Committee is recommending the town look at Recreation's Financial Statement and Bank Statement before issuing any grants.
- We have allocated \$20,000.00 for road repairs on Southside Road and \$15,000.00 for general road repairs (potholes, etc.).
- We also have \$2,000.00 grant allocated for the museum if required.

The Finance Committee is recommending the town approve the 2024 budget in the amount of \$1,169,655.08.

Councillor Dyke stated he had some concerns with regard to the budget. He stated that he would like to see the town consider the donation for the Goulds Arena for their Zamboni. He noted that council did discuss this in a previous meeting and council stated that they would look into this for the 2024 Budget.

Councillor Dyke also noted that he would like to increase the Commercial Garbage Fee. He stated that increasing it to \$250.00 per year did not seem to be enough of an increase. He stated he would like to see it increased to \$500.00. There was some discussion with regard to this. It was noted that there were different types of businesses and businesses of different scales.

Motion #387 Agatha Stack Balsom/Irene Stack

Proposed to set the Commercial Garbage rate at \$300.00 for the 2024 Budget and Tax Schedule. All in favor, motion carried.

Councillor Dyke also stated that he would like for the Finance Committee to look at the Film Crew permit fee again and possibly set a structure fee for this. The structure fee could be as follows:

<u># of cast and crew</u>	<u>Cost of permit</u>
1 - 10	\$200.00
11-20	\$500.00
20 – over	\$1000.00

Motion #388 Ed Dyke/Beatrice

Proposed to set up a structure fee for the Film Crew permit fee as follows:

<u># of cast and crew</u>	<u>Cost of permit</u>
1 - 10	\$200.00
11-20	\$500.00
20 – over	\$1000.00

All in favor, motion carried.

The Finance Committee will meet again to review this and to update the budget. They will report back to council at the next meeting with the new budget.

15		Commissioner's Report – Amendment 11 Cribbies Road The Commissioner's Report for the Amendment for 11 Cribbies Road was tabled.
16		The Foreperson's Report was tabled. Motion #389 Agatha Stack Balsom/Beatrice Burry Proposed to accept the foreperson's report. All in favor, motion carried.
17		Expense claim for Stephanie Stack in the amount of \$30.00 was tabled. Motion #390 Rick Raymond/Ed Dyke Proposed to pay expense claim for Stephanie Stack in the amount of \$30.00. All in favor, motion carried. Expense claim for Mandy Dinn in the amount of \$10.00 was tabled. Motion #391 Ed Dyke/Irene Stack Proposed to pay expense claim for Mandy Dinn in the amount of \$10.00. All in favor, motion carried.
18		Bills in the amount of \$32,218.86 were tabled. Motion #392 Rick Raymond/Ed Dyke Proposed to pay bills in the amount of \$32,218.86. All in favor, motion carried.
	NEW BUSINESS	
19		Deputy Mayor Raymond stated that he would like for council to look at imposing a cap on the number of tourist accommodations in the town. He stated that more properties are being purchased for tourist accommodation which in turn is causing our residency to drop. He stated in this day and age permanent housing has become an issue. He stated the town should set a cap on the percentage of tourist accommodations within the town. Staff will check with other municipalities to see what they are doing with regard to this.
20		Councillor Dyke noted that it is getting late in the year to start the Capital Works Project - Storm Runoff Remediation and Mitigation (Swales). He stated that he would like to see it delayed until early in the spring. Staff will inform the engineer of this.
21		Motion Bay Road Extension Update Dynamic Engineering are looking into options for the retaining wall in the area. He will get back to council with his proposal.
22		Councillor Stack noted that the catch basin on Cribbies Road needs to be filled in. Staff will look into getting this completed.
23		Motion #393 Rick Raymond/Ed Dyke Proposed that the town hold their by-election on Thursday November 23, 2023 at the Community Centre from 8:00am to 8:00pm and appoint Stephanie Stack as the Returning Officer and Mandy Dinn as the Alternate Returning Officer. All in favor, motion carried.
24		Councillor Dyke and Deputy Mayor Raymond noted that the Trunk and Treat was a huge success. They wanted to thank staff for helping with this worthwhile project.
25		Deputy Mayor Raymond asked if the town could move the culverts at the parking lot at the ballfield before Bon Fire Night. He also noted that the area needs to be cleaned up a little as there are a few piles of sand that need to be leveled off. Staff will get this done before the Bon Fire Night.
26		Mayor Doyle noted that he received a call from the previous owners of 11 Cribbies Road with regard to the cost for the amendment for this property. He noted to the mayor that he had some issues with the invoice. Staff will contact the owner for further clarification.
27		Mayor Doyle noted that next Friday night the Museum Committee will be setting up for Remembrance Day at the Community Centre. He asked if council could help with the set up. Councillor Dyke stated that he would be there to help.
28		Motion #394 Rick Raymond/Ed Dyke Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 8:00pm.

Ron Doyle, Mayor _____

Stephanie Stack, Chief Administrative Officer _____