

REGULAR MEETING
MONDAY SEPTEMBER 23, 2019

1. Minutes of September 9, 2019
2. Business Arising
3. Presentation from St. John's Regional Fire Department (Inspector Gary Power) – Fire Prevention Week and signing of proclamation.
4. Cribbies Park – Request for funding
5. Fencing Regulation
6. Application to build shed at 6 Motion Bay Road Extension
7. Application for an approval in principle to connect to the water & sewer and build extension to building at 52A Main Road, Petty Harbour
8. Application to build a 50ft X 80ft Cultural & Events Centre at 56-58 Main Road, Petty Harbour.
9. Application to build shed at 56 Main Road, Petty Harbour (Different application)
10. Quote from White and Abbott for 2019 audit
11. Alan Doyle Sign
12. Potential sale of town property behind the Tourist Information Centre
13. Parking Area – Maddox Cove
14. Resolution to borrow for the 2020-2021 Capital Works Projects
15. Status of Development Corporation
16. Request for donation from the St. John's Fire Fighters Association – Fire Prevention Guide
17. Quote to replace guardrail on Southside Road near 90 Southside Road.
18. Replacement of culverts on Cribbies Road by Chlorine Station
19. Quote on Cribbies Road culvert and catch basin
20. Quote to landscape bank at the back of the Ron Weir Memorial Ballpark
21. Expense Claims
22. Bills
23. New Business
24. Adjourn

BILLS

Bell Aliant (Telephone Expense)	\$600.31
CBCL (Professional Fees)	\$11,445.52
Formac 2002 (Road Maintenance Expense)	\$67,956.15
John Layden Trucking (Road Maintenance Expense)	\$1,328.25
Kent (Recreation Expense)	\$356.37
Modern Paving (Road Maintenance Expense)	\$610.42
McDonald's Home Hardware (R&M Building & Recreation Exp.)	\$104.23
Rogers (Office Expense)	\$292.93
Staples (Office Expense)	<u>\$343.71</u>
	\$83,037.89

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY SEPTEMBER 23, 2019

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

ABSENT: David Green

#		ITEM
1		Mayor Lee brought the meeting to order at 6:30pm.
2		Minutes of September 9, 2019 were read. Motion #313 Rick Raymond/Linda Hearn Proposed minutes of September 9, 2019 be approved. All in favor, motion carried.
3		Inspector Gary Power and Platoon Chief Dean Foley were present in chambers to sign a proclamation for Fire Prevention Week. Mayor Lee proclaimed October 6 th – 12 th , 2019 as Fire Prevention Week. The next community newsletter will contain some important information with regard to fire prevention.
	BUSINESS ARISING	
4		#4 Capital Works Project – Water Valve Replacement Maddox Cove. The town is waiting for the approval from the Department of Municipal Affairs and Environment to go to tender.
5		#5 The rocks protruding through the pavement on Cribbies Road have been removed.
6		#6 Staff will set up a meeting with the developer that is requesting “Off-Grid Domes” in the hills of Maddox Cove for tourist accommodations.
7		#7 The paving/patching is complete.
8		#8 Atlantic Home Furnishings has started to replace the flooring in the Community Centre.
9		#9 The bench and picnic table for the playground in Maddox Cove have been purchased.
10		#12 Staff could find no agreement with regard to Lee’s Lane. Staff also contacted Mr. Ron Doyle (former member of the Development Corp.) to see if he was aware of any agreement. Mr. Doyle was not aware of any agreement.
11		#15 The owner of the temporary storage trailer at 56-58 Main Road Petty is out of town for two weeks and will remove the trailer when he returns from vacation.
12		#22 A letter was sent to owner of the property at 34-36 Main Road informing him that the town was not interested in leasing the property at this time.
13		#24 Mr. Joe Dunford at the Department of Transportation and Works has been contacted by email asking him when the repairs to the roads would be completed but there has been no response to date. Mayor Lee agreed to follow-up with Mr. Dunford.
	TONIGHT’S AGENDA	
14		Cribbies Park request for funding. The Cribbies Park Committee sent a letter to the town requesting funding for Cribbies Park in the amount of \$12,880.00. \$2,880 to fix the drainage, \$3,000 to purchase/install a swing set (basic swing set cost \$4000 + \$2,000 installation cost), \$5,000 to purchase topsoil and sods, \$2,000 to purchase signage, garbage buckets, and fencing. \$12,880 - Total The original quote to have the drainage fixed in the area was for \$40,278.75. Ms. Wareham from the Cribbies Park Committee recently submitted another quote with a reduced scope of work in the amount of \$12,880.00.

		<p>The town was recently informed by the Development Corporation that they have \$14,000.00 in their bank account that belongs to Cribbies Park. \$10,000.00 is a grant to fix the drainage problems at Cribbies Park and \$4000 for a swing set. The Development Corporation has been inactive for four years and the chair would like to return these funds to the Town or to Cribbies Park. Mayor Lee noted that he would like to see the funds turned over to the town to hold in trust for Cribbies Park. Mayor Lee also asked staff to contact Cribbies Park to confirm when the Cribbies Park Committee will be holding its AGM. He also wanted a copy of the minutes of the last AGM for Cribbies Park. Councillor Chafe noted that he felt that the money in the Development Corporations account should be turned over to the Cribbies Park Committee not the town. Councillor Raymond noted that the committee has been trying to meet since they requested funding from the town back on August 19, 2019 but have not had a meeting to date. Mayor Lee noted that the funding may have to be given to Cribbies Park in phases and the first phase would be the drainage. Mayor Lee also noted that the town is waiting on the engineer to do a revised scope of work and costing to have the drainage issues fix. This should be done by next week. Deputy Mayor Stack reiterated Mayor Lee's comments that the work at Cribbies Park would have to be done in phases. He stated that the Committee currently has a grant for \$10,000 to fix the drainage and once the town receives the costing from the engineer they will decide what funding the town can contribute to fix the drainage.</p> <p>Staff will send a letter to the Development Corporation to confirm if the committee is disbanded.</p>
15		<p>Fence Regulation/By-law The draft Fencing Regulations/By-Law was tabled. There were changes to Section 2(g), Section 3, Section 5 (c) and (d), Section 9 (b) and Section 10 (b). Motion #314 Sam Stack/Rick Raymond Proposed to accept the Draft Fence Regulations/By-Law with changes. All in favor, motion carried.</p>
16		<p>Application to build a shed at 6 Motion Bay Road Extension. The shed meets all the requirements in the Residential Zone and has been inspected and signed off on by the Inspections and Development Committee. Motion #315 Harry Chafe/Rick Raymond Proposed to approve the application to build a shed at 6 Motion Bay Road Extension. All in favor, motion carried.</p>
17		<p>Application for an approval in principle to connect to the town's water & sewer and the build a 6 x 12 x 9 extension at 52A Main Road, Petty Harbour. Councillor Orren stated a conflict of interest as her husband owns the property at 52A Main Road. Councillor Orren left chambers at 7:15pm. The town's foreman inspected the area and does not see any issues with the request to hook on to the water and sewer and build an extension to the building. The foreman noted that the applicant would have to install his own curb stop and a back water valve. The applicant should also be made aware that he may be required to install a lift station/pump on his toilet if he is unable to achieve the grade for the sewer. The foreman also recommends that the applicant install a clean-out on the sewer line because of the length of the sewer line. This would only be a recommendation as the owner would be responsible for his sewer line. Councillor Raymond noted that the location of the water and sewer line noted on the applicant runs across another person's property. The applicant would have to get permission to place the water and sewer line in this location or change the location. Motion #316 Rick Raymond/Linda Hearn Proposed to approve the application in principle with the following conditions:</p> <ul style="list-style-type: none"> - That the applicant get permission from the property owners to place the water and sewer line in this location on his application or change the proposed location of the water and sewer line. - That the applicant install a back water valve - That the applicant install a lift station if he cannot achieve the appropriate grade for the sewer - That the applicant get approval from the Department of Municipal Affairs and Environment to construct an extension to the building. - That the application meet all the requirements of the Harbourfront Zone - The town recommends that the applicant install a clean-out on the sewer due to the length of the proposed sewer line. <p>All in favor, motion carried.</p>
18		<p>Application to build a 50ft X 80ft Cultural & Events Centre at 56-58 Main Road.</p>

		<p>Mr. Gerry Hearn was present in chambers to speak. Mr. Hearn noted that there is a major parking problem in the town and this will add to the problem. Mr. Hearn also noted that there are right of ways that are in this area that need to be addressed. He also added that there is a Shoreline reservation (15m from shoreline) that should be reserved. Mr. Hearn stated that council should put a freeze on any new business applications until the town has a more detailed building plan. Councillor Raymond noted that according to the survey and the aerial map, a section of the proposed building is not on the applicant's property, Councillor Raymond stated that the town should request a plot plan of the building on the survey. Councillor Orren noted that there is a right of way on this property that should be maintained and transferred. Councillor Chafe expressed concerns over the applicant building over the water. Mayor Lee noted that it is the Harbour Authority that has jurisdiction over building being built over the water and the applicant has approval from the Harbour Authority.</p> <p>Motion #317 Rick Raymond/Harry Chafe Proposed to defer the application until the applicant provides a plot plan and parking plan. Once a plot plan is received it would have to be inspected again and approval given by the Harbour Authority. All in favor, motion carried.</p>
19		<p>Application to build a shed at 56 Main Road, Petty Harbour (Different applicant)</p> <p>Motion #318 Sam Stack/Rick Raymond Proposed not to approve the application, due to information with regard to ownership that the town has received. It was noted that the town has received confirmation that this property is owned by someone else. All in favor, motion carried.</p>
20		<p>Quote from White and Abbott for 2019 audit in the amount of \$6,750.00.</p> <p>Motion #319 Harry Chafe/Linda Hearn Proposed to accept the quote from White and Abbott for 2019 audit in the amount of \$6,750.00. All in favor, motion carried.</p>
21		<p>A quote for Alan Doyle signs in the amount of \$256.00 each was tabled.</p> <p>Motion #320 Sam Stack/Harry Chafe Proposed to order 2 "Alan Doyle" signs in the amount of \$256.00 each. All in favor, motion carried.</p>
22		<p>Potential sale of town property behind the Tourist Information Centre. Councillor Orren noted that she would be interested in selling if the proceeds from the sale could go to Cribbies Park. Mayor Lee disagreed and stated the proceeds should go to the town's general revenues. Councillor Raymond noted that the property would be worth selling if the proceeds went to a specific project. Deputy Mayor Stack stated he did not agree with selling this parcel of land. Councillor Hearn noted that this area is used during some of the town's functions such as the Remembrance Day Celebrations.</p> <p>Motion #321 Harry Chafe/Rick Raymond Proposed to sell the parcel of land behind the Tourist Information Centre. The starting bid would be the appraised value plus legal expenses. Councillor Raymond and Councillor Chafe in favor. Mayor Lee, Deputy Mayor Stack, Councillor Orren, Councillor Hearn not in favor, motion defeated.</p>
23		<p>Quote to excavate and grade parking area in Maddox Cove. The town received two quotes:</p> <p>John Layden Trucking - \$3,716.00 ForMac 2002 Ltd. - \$6,500.00</p> <p>Councillor Chafe asked if this was a project that needed to be done now. Mayor Lee noted that council should put it off for now as there is currently some new parking in the area and there are no parking issues at this time in this area. Council could consider this project in the 2020 budget.</p>
24		<p>Request for approval to borrow \$82,000.00 from the Canadian Imperial Bank of Commerce which will cover the cost of the town's portion of 10% for the 2020-2021 Capital Works Project- Sewer Extension, Main Road Maddox Cove. It is also approved for the Mayor and Chief Administrative Officer to sign on behalf of the town for this project.</p> <p>Motion #322 Sam Stack/Harry Chafe Proposed to approve to borrow \$82,000.00 from the Canadian Imperial Bank of Commerce which will cover the cost of the town's portion of 10% for the 2020-2021 Capital Works Project- Sewer Extension, Main Road Maddox Cove. It is also approved for the Mayor and Chief Administrative Officer to sign on behalf of the town for this project All in favor, motion carried.</p> <p>Request for approval to borrow \$21,000.00 from the Canadian Imperial Bank of Commerce which will cover the cost of the town's portion of 10% for the 2020-</p>

		<p>2021 Capital Works Project- Lift Stations - Retrofitting. It is also approved for the Mayor and Chief Administrative Officer to sign on behalf of the town for this project.</p> <p>Motion #323 Rick Raymond/Harry Chafe Proposed to approve to borrow \$21,000.00 from the Canadian Imperial Bank of Commerce which will cover the cost of the town's portion of 10% for the 2020-2021 Capital Works Project- Lift Stations - Retrofitting. It is also approved for the Mayor and Chief Administrative Officer to sign on behalf of the town for this project. All in favor, motion carried.</p>
25		<p>Request for donation from the Fire Fighters Association</p> <p>Motion #324 Rick Raymond/Linda Hearn Proposed to make a donation in the amount of \$245.00 to the Fire Fighters Association. Councillor Chafe, Councillor Orren, Councillor Hearn and Councillor Raymond in favor. Mayor Lee and Deputy Mayor Stack not in favor. Motion carried.</p>
26		<p>Quote to replace guardrail on Southside Road near 90 Southside Road in the amount of \$7,532.50. Staff informed council that there is an area that may require fill in order to secure the posts for the guardrail. Mayor Lee noted that the area has a large drop off and he feels that it would be a waste of money placing fill in this area. Mayor Lee recommended moving the posts out 6 to 8 inches toward the road.</p> <p>Motion #325 Rick Raymond/Linda Hearn Proposed to accept the quote and move forward with the guardrail if the finance committee confirms the funds are available in the budget to complete the project. All in favor, motion carried.</p>
27		<p>Replacement of culverts on Cribbies Road by Chlorine Station. The foreman inspected the area and noted that the culverts are in need of repair. The foreman also noted that he inspected the culverts during a rainfall event and the culverts are taking away water. Councillor Raymond noted that you may be able to move the culvert and put a connector on it without replacing the entire culvert. Staff will have the foreman investigate again and come back with a recommendation.</p>
28		<p>Quote in the amount \$4,700.00 plus HST for install the culvert and catch basin on Cribbies Road was tabled. Deputy Mayor Stack stepped out of chambers at 8:30 pm due to a conflict of interest as his son owns the property directly behind the proposed catch basin and culvert.</p> <p>Motion #326 Rick Raymond/Harry Chafe Proposed to accept the quote to install the culvert and catch basin on Cribbies Road in the amount of \$4,700.00 plus HST. Councillor Chafe, Councillor Orren, Councillor Hearn and Councillor Raymond in favor. Mayor Lee not in favor, motion carried.</p> <p>Motion #327 Rick Raymond/Harry Chafe Proposed to order 2 or 3 reflective signs to be placed in this area. All in favor, motion carried. Deputy Mayor Stack returned at 8:37pm.</p>
29		<p>A quote to landscape the bank at the back of the Ron Weir Memorial Ballpark was tabled. Council noted that they will hold off on this item until the spring.</p>
30		<p>Expense Claims</p> <p>Motion #328 Harry Chafe/Rick Raymond Proposed to approve expense claim for Stephanie Stack in the amount of \$40.00. All in favor, motion carried.</p>
31		<p>Bills in the amount of \$83,037.89 were tabled.</p> <p>Motion #329 Rick Raymond/Kim Orren Proposed to pay bills in the amount of \$83,037.89. All in favor, motion carried.</p>
	NEW BUSINESS	
32		<p>Mayor Lee noted that council may want to set aside a portion of the meeting to discuss recreation business. During this time Councillor Hearn and Councillor Chafe may have to temporarily step down from council to discuss. Councillor Orren noted that Councillor Chafe or Councillor Hearn do not have any monetary gain with sitting on recreation. Staff will contact Municipal Affairs with regard to this.</p>
33		<p>Councillor Chafe noted that all public notices which request a response from the public to be out in the mail for a minimum of two weeks.</p> <p>Motion #330 Harry Chafe/Kim Orren</p>

		Proposed that all public notices which request a response from the public to be out in the mail for a minimum of two weeks. All in favor, motion carried.
34		<p>Electrical issues</p> <p>The community centre had a few issues with their electrical. The town's electrician has fixed these issue.</p> <p>The outside outlets at the War Memorial are not working and need to be repaired. The Tourist Information Centre – All electrical in this building is on one breaker and needs to be fixed. Staff will check to see when this electrical was done and who did the electrical.</p> <p>Motion #331 Linda Hearn/Rick Raymond</p> <p>Proposed to have the electrician fix the outlets at the War Memorial. All in favor, motion carried.</p>
35		Deputy Mayor Stack noted that there is some brush cutting required on the road to the Catholic Cemetery. Foreman to have a look at this area.
36		Deputy Mayor Stack asked if council could have a conversation with the City of St. John's to see if they are interested in the town collecting the garbage on the Main Road in Maddox Cove past the town limits in exchange for the City covering the cost of the town's fire protection. Councillor Raymond noted that this would be union work and this would not be something that the City of St. John's could do. Staff will contact the city.
37		<p>The Mayor received a complaint from the owner of Harbour House that a vehicle in the town's public parking area hit her fence. The owner is requesting the town fix the fence. Councillor Orren asked if this would be setting a precedent. Mayor Lee noted that this area is the town's property and feels they would be responsible to fix the property owner's fence.</p> <p>Motion #332 Rick Raymond/Kim Orren</p> <p>Proposed to have staff fix the fence. All in favor, motion carried.</p> <p>Mayor Lee noted that if this happens again the town may have to look at some sort of guardrail/barricade along the side of the fence.</p>
38		<p>The town received a request to place a memorial bench on the beach area in Maddox Cove.</p> <p>Motion #333 Rick Raymond/Kim Orren</p> <p>Proposed to approve the request to place a memorial bench on the beach area in Maddox Cove. All in favor, motion carried.</p>
39		<p>The foreman's report was tabled.</p> <p>Councillor Chafe noted that there is still an abandoned car on Southside Road and stated it should be removed by the winter. Staff will send a letter to the owner of the vehicle to have removed.</p>
40		Mayor Lee noted that the town received a request from a group of artists to visit the town to do some painting. Staff will find out how many there are in the group and where they will be setting up.
41		<p>Motion #334 Rick Raymond/Kim Orren</p> <p>Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 9:17pm.</p>

Sam Lee, Mayor _____

Stephanie Stack, Chief Administrative Officer _____