

REGULAR MEETING
MONDAY SEPTEMBER 26, 2022
AGENDA

1. 60+ Achievement Award Presentation (Mayor Doyle) - Dawn Chafe (Executive Editor & Co-Owner of Atlantic Business Magazine) will be present in chambers to present award.
2. CBDC Presentation
3. Minutes of September 12, 2022
4. Business Arising
5. Application to operate a production studio at 7-11 Cribbies Road (A2022-53)
6. Application to construct two retaining walls at 27 Old Maddox Cove Road (A2022-52)
7. Application to operate a tourist accommodation at 21 Cribbies Road (A2022-42)
8. North East Avalon Regional Plan
9. Update from Inspections and Development Committee regarding buildings at 10D Main Road
10. Capital Works Project – Motion Bay Road Extension
11. Request for “School Bus Stop Ahead” sign on Long Run Road
12. 50 years on Incorporation for the town
13. Councillor Chafe resignation & By-Election
14. Draft Code of Conduct Policy – Quote for training on Code of Conduct Policy
15. Letter regarding flooding at 9 Motion Bay Road Ext.
16. Recreation – Bon Fire Night
17. Foreperson’s Report
18. Expense Claims
19. Bills
20. New Business
21. Adjourn

BILLS

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| Canoe (Office Expense) | \$313.16 |
| Bell Aliant (Telephone Expense) | \$619.75 |
| BioMax (Sewer Expense) | \$3,415.50 |
| Clean Sweep (Road Maintenance Expense) | \$2,875.00 |
| Commissionaires (Traffic Control Expense) | \$1,035.00 |
| JW Consulting (Professional Fees Expense) | \$1,975.00 |
| MFB Trucking (Road Maintenance Expense) | \$1,173.00 |
| Saltwire (Advertising Expense) | \$365.07 |
| CIBC Mellon (Employee Pension Expense) | \$3,359.48 |
| Rogers (Office Expense) | \$105.52 |
| John Layden Trucking (Road Maintenance Expense) | \$1,610.00 |
| Modern Paving (Road Maintenance Expense) | <u>\$1,579.05</u> |
| Total | \$18,425.53 |

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY SEPTEMBER 26, 2022

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

| # | ITEM |
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| 1 | Mayor Doyle brought the meeting to order at 6:27pm. |
| 2 | Dawn Chafe (Executive Editor & Co-Owner of Atlantic Business Magazine) was present in chambers to present Mayor Doyle with a 60+ Achievement Award. This award is given to people who are 60 & over and who are doing things to help transform themselves and their communities. Mayor Doyle was one of seven recipients of this award in Atlantic Canada. |
| 3 | Maryanne Boland and Gertie Molloy with CBDC (<i>Community Business Development Corporation</i>) were present in chambers to give a presentation. CBDC assist in the creation of small businesses and in the expansion and modernization of existing businesses by providing financial and technical services to entrepreneurs. |
| 4 | Minutes of September 12, 2022 were tabled. Motion #264 Rick Raymond/Beatrice Burry Proposed to accept minutes of September 12, 2022. All in favor, motion carried. |
| | BUSINESS ARISING |
| 5 | #4 The rocks at the bottom of Oceanview Boulevard have not been removed by the property owner. Staff will send a letter to the property owner. |
| | TONIGHT'S AGENDA |
| 6 | <p>Application to operate a production studio at 7-11 Cribbies Road (A2022-53). Mr. Richard Pardy was present in chambers to answer any questions council may have with regard to the application.</p> <p>Councillor Raymond asked Mr. Pardy if there would be an increase in traffic in the area. Mr. Pardy noted that sometimes there would be zero impact while other times there would just be employees going to work on a daily basis. He also stated that there would be some increase in traffic during production times. There would be approximately 75-80 people in the town during these times, but it would only be for a short duration. Mr. Pardy stated that it would be like the times when film crews were in the town to shoot scenes. Councillor Dyke asked if the production company would supply traffic control on those busy days if needed. Mr. Pardy stated that they would provide traffic control. Councillor Raymond asked how late in the night would they be operating. Mr. Pardy stated that most of the filming would be inside the building.</p> <p>Motion #265 Ed Dyke/Melissa Pardy Proposed that the application be sent to the public for comment, as this is a new business and a discretionary use in this zone. All in favor, motion carried.</p> <p>There was also some discussion with regard to the community centre parking lot. The town and Mr. Pardy have developed a MOU with regard to the concerns over parking at the community centre. Mr. Pardy was asked if they will be looking after the snow clearing for the parking area. Mr. Pardy informed the town that they will be snow clearing the parking area whenever it snows. He noted that it may not be the first area to be done but it will get completed.</p> <p>Council will review the MOU with the Recreation Commission and get back to Mr. Pardy.</p> |
| 7 | <p>Application to construct two (2) retaining walls at 27 Old Maddox Cove Road (A2022-52). The Inspections and Development Committee inspected the area and signed off on the application.</p> <p>Motion #266 Rick Raymond/Ed Dyke Proposed to approve the application to construct two (2) retaining walls at 27 Old Maddox Cove Road (A2022-52). All in favor, motion carried.</p> |

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| 8 | | <p>Application to operate a tourist accommodation at 21 Cribbies Road (A2022-42). This application went out to the public for comment. One letter was received and tabled. Councillor Raymond asked if this is a discretionary use in this zone. The CAO noted that this type of business is a discretionary use in this zone. Mayor Doyle noted that the town is trying to develop a new strategic Tourism Plan and stated that the town needs accommodations for tourists visiting the town. Councillor Dyke noted that there are other tourist accommodations in residential areas throughout the town.</p> <p>Motion #267 Agatha Stack-Balsom/Melissa Pardy Proposed to approve the application in principle to operate a tourist accommodation at 21 Cribbies Road (A2022-42) with the stipulation that it is licensed through the provincial government. Mayor Doyle, Councillor Stack-Balsom, Councillor Burry, Councillor Pardy and Councillor Dyke in favor. Deputy Mayor Raymond not in favor. Motion carried.</p> |
| 9 | | <p>Northeast Avalon Regional Plan</p> <p>Motion #268 Melissa Pardy/Beatrice Burry Proposed to withdraw the town's participation in the Northeast Avalon Regional Plan. All in favor, motion carried.</p> |
| 10 | | <p>Update from Inspections and Development Committee regarding buildings at 10D Main Road. Councillor Dyke tabled an email/report on the findings of his recent inspections of the buildings at 10D Main Road, Petty Harbour. He noted in his report that there are three buildings that do not meet the 1.5m side yard. Councillor Dyke noted that it was hard to tell the actual property line as it is not clearly marked and a long distance between the boundary pegs, but he stated he used his own judgement and line of sight, to best judge the property line. It was noted that the middle building on shoreline was erected back in 2013-2016 (foundation in 2013 and building in 2016). This was before approval letters were sent out by council with the 1.5m stipulation noted on it. The other two buildings (one at the end of the property and the one that is currently being built) were issued permits in 2021. Approval letters with the 1.5m stipulation were issued to the applicant at the time of their approval. Councillor Pardy asked if the building could be moved. Councillor Dyke noted they could be moved but it would take a bit of work. Councillor Pardy stated that she was a little uncomfortable requesting these buildings to be moved if council didn't know for sure that they did not have the 1.5-meter clearance. It was noted that the town could request a surveyor's plot plan of the buildings on the property with the distances from the boundary.</p> <p>Motion #269 Melissa Pardy/Agatha Stack-Balsom Proposed to send a letter to the owner stating that the town has some concerns with the distances of the two of buildings from their property line. The town will request the owner to supply the town with a surveyor's plot plan of the two buildings in question within two weeks. If this is not supplied to the town the town will have to go by the fence and pegs in the area. All in favor, motion carried.</p> <p>Motion #270 Melissa Pardy/Agatha Stack-Balsom Proposed to issue a stop work order for Permit #2021-14 due to the fact that it does not meet the 1.5 m side yard requirement. Deputy Mayor Raymond, Councillor Dyke, Councillor Pardy, Councillor Stack Balsom and Councillor Burry in favor. Mayor Doyle not in favor. Motion carried.</p> |
| 11 | | <p>Capital Works Project – Motion Bay Road Extension</p> <p>Council has recently discovered that the proposed drain for this project may run through some private property. The town's lawyer is looking into this and will get back to the town as soon as possible.</p> |
| 12 | | <p>Request for "School Bus Stop Ahead" sign on Long Run Road.</p> <p>Motion #271 Ed Dyke/Beatrice Burry Proposed to place a "School Bus Stop Ahead" sign on Long Run Road. All in favor, motion carried.</p> <p>Staff will check with the school bus driver to see where the best location would be.</p> |
| 13 | | <p>50 Years of Incorporation</p> <p>The town will be moving forward with a pamphlet that will commemorate the town's 50 years of incorporation. The pamphlet will include a list of all past councils and a few stories of the town. The town would like to thank Ann Payne and Ryan Chafe for all their research to compile the list of councils. They spent many days researching and looking through documents to compile the list.</p> <p>Motion #272 Ed Dyke/Melissa Pardy Proposed to give Ann Payne and Ryan Chafe a \$25 gift card as a thank you for their work. All in favor, motion carried.</p> |

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| 14 | | <p>Councillor Chafe's resignation was tabled. Motion #273 Ed Dyke/Rick Raymond Proposed to accept Councillor Chafe's resignation. All in favor, motion carried.</p> <p>Staff presented a timeline for the by-election as follows: Nomination Period – October 12 & 13, 2022 Election Day – November 8, 2022 Motion #274 Ed Dyke/Melissa Pardy Proposed that the Nomination period for the By-Election will be October 12 and October 13, 2022. Election Day will be November 8, 2022. All in favor, motion carried.</p> |
| 15 | | <p>Draft Code of Conduct Policy The draft Code of Conduct Policy was presented to council for review. Motion #275 Rick Raymond/Ed Dyke Proposed to accept the draft Code of Conduct Policy. All in favor, motion carried.</p> <p>The town received a quote from JW Consulting for training on the new Code of Conduct Policy in the amount of \$1,200.00 plus tax. Motion #276 Ed Dyke/Rick Raymond Proposed to accept the quote in the amount of \$1,200.00 for training on the new Code of Conduct Policy. All in favor, motion carried. Staff will try to schedule the training in the evening.</p> <p>It was also noted that council and senior staff must attend the following mandatory training: Roles and Responsibilities Council Meetings & Procedures Conflict of Interest Council Budgeting and Financial Management Access to Information and Protection to Privacy Council will inform the town clerk when they are available to attend this training. Councillor Stack-Balsom asked if she could attend the in-person training in Holyrood. Motion #277 Rick Raymond/Ed Dyke Proposed to approve Councillor Stack-Balsom to attend training in Holyrood. All in favor, motion carried.</p> |
| 16 | | <p>A letter from a resident regarding flooding at 9 Motion Bay Road Extension was tabled. Mayor Doyle state that this is an insurance issue. Councillor Stack-Balsom agreed with Mayor Doyle. Councillor Dyke noted that there was an extreme rainfall event and there was flooding to many areas. Mayor Doyle noted that things are changing with the weather and all we have to do is look at Port Aux Basque to see how the weather is affecting areas differently. Motion #278 Agatha Stack-Balsom/Ed Dyke Proposed to deny any funding request as this is an insurance issue for the resident. All in favor, motion carried.</p> |
| 17 | | <p>Recreation - Bon Fire Night Recreation sent an email inquiring if the town was interested in co-hosting a bonfire night on November 5, 2022. Council agreed that they would co-host this event. Councillor Dyke and Councillor Burry have agreed to sit on this event committee with Recreation and volunteer for the event. It was noted that recreation plan to have this by the slipway on the northside. Council noted that Recreation should get permission from the Harbour Authority to have the bon fore in this area and to put off fireworks.</p> |
| 18 | | <p>Foreperson's Report The Foreperson's Report was tabled. Motion #279 Agatha Stack-Balsom/Beatrice Burry Proposed to accept the Foreperson's Report. All in favor, motion carried.</p> |
| 19 | | <p>Expense claim for Stephanie Stack in the amount of \$20.00 was tabled. Motion # 280 Ed Dyke/Melissa Pardy Proposed to pay expense claim for Stephanie Stack in the amount of \$20.00. All in favor, motion carried.</p> |
| 20 | | <p>Bills in the amount of \$18,425.53 were tabled. Motion #281 Rick Raymond/Agatha Stack-Balsom Proposed to pay bills in the amount of \$18,425.53. All in favor, motion carried.</p> |

| | NEW BUSINESS | |
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| 21 | | <p>The town received an email with regard to an industrial style container at 59-61 Main Road, Maddox Cove. Councillor Dyke noted that this contradicts Section 14(f) of the Development Regulations. Councillor Raymond noted that these regulations have to be enforced.</p> <p>Motion #282 Ed Dyke/Agatha Stack-Balsom Proposed to send a letter to the owner stating that this container and any other industrial materials have to be removed from the residential property. All in favor, motion carried.</p> |
| 22 | | <p>Deputy Mayor Raymond noted that there are rocks in the river by 43-45 Cribbies Road that need to be removed before the next heavy rainfall. Deputy Mayor Raymond also noted that the river by the Catholic cemetery also needs to be cleaned out. The CAO will speak to staff about getting this completed.</p> |
| 23 | | <p>Councillor Dyke noted that since the last heavy rainfall there are numerous rocks on Motion Bay Road and Motion Bay Road Extension that need to be swept off. The CAO will speak to staff about getting this completed.</p> |
| 24 | | <p>Councillor Dyke stated that the southwest coast has been devastated by Hurricane Fiona. He stated all municipalities are thinking about the residents who have lost so much.</p> <p>Motion #283 Ed Dyke/Rick Raymond Proposed to donate \$500.00 to the Red Cross Hurricane Fiona Disaster Relief Fund. All in favor, motion carried. Staff will send a letter along to Port aux Basque letting them know that Petty Harbour/Maddox Cove is thinking about them and are here if they need support.</p> |
| 25 | | <p>Councillor Pardy noted that there was vandalism done to the swings at the playground in Maddox Cove. She also noted that the pathway to the playground is washed-out and needs repair. The CAO will have staff complete the repairs to the pathway. It was noted that the town is looking into putting new playground equipment in this area in the near future.</p> |
| 26 | | <p>Councillor Pardy noted that the town was supposed to install an "Autistic Child in the Area" sign on Long Run Road. The CAO noted that there is no road to place this sign and staff has to get permission to put the sign on private property. This is what is causing the delay.</p> |
| 27 | | <p>Motion #263 Rick Raymond/Agatha Stack-Balsom Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 8:04pm.</p> |

Ron Doyle, Mayor _____

Stephanie Stack, Chief Administrative Officer _____