

Public Meeting of Witless Bay Town Council
Town Hall – 7:30 p.m.
May 13, 2014

Attending: Mayor Sébastien Després, Deputy Mayor Dena Wiseman, Councillors Rene Estrada,
Ralph Carey
Absent: Councillors Terry Dunne, Kevin Smart, Tommy Crocker
Recording: Geraldine Caul/Barb Harrigan

1. The meeting was called to order at 7:37 p.m.
2. **2014-069** – Dena Wiseman/Ralph Carey
Be it resolved Council adopt May 13, 2014 Agenda as amended to include under Other Business
j) MMSB
Motion carried unanimously.
3. **2014-070** – René Estrada/Dena Wiseman
Be it resolved Council adopt April 8, 2014 Minutes of Meeting as presented.
Motion carried unanimously.
4. Business Arising from Minutes:
 - a. Update on Council's work to bring substandard roads up to town standards – Dena explained that Public Works created a list of town roads and private roads (private roads with houses on them). She said Council would be meeting with Municipal Affairs in the coming weeks for guidance on this matter.
 - b. Right-of-Way on 432 Southern Shore Highway – Sébastien explained there are two issues with this property. The Town previously sent a letter to the property owner requesting he remove the structure because it was blocking a Right-of-Way. A response was received from his attorney advising this is private property and they would not be removing it. Sébastien said the other issue is that the building is dilapidated, that public works did a site visit, which resulted in a recommendation it be removed because of safety concerns for the public.

Ralph Carey added that he spoke to the property owner who said if Council had approached him when it was first determined to be an issue, he would have removed it. Ralph suggested Council table this matter until he discusses it with the property owner, and if after a brief period of time no action is taken from him, Council can then proceed with a removal order.

2014-071 – Ralph Carey/René Estrada
Be it resolved Council table the matter of structure removal from Right-of-Way on 432 Southern Shore Highway until Ralph Carey speaks to the property owner regarding his statement that he would remove it himself.
Motion carried unanimously.
 - c. Motion to ratify proposed Regulations on Permits – Sébastien gave a Notice of Motion for June Meeting to include additional items, including one pertaining to ditching for driveways. Sébastien read each of the proposed regulations so the public would be informed.

2014-072 – Dena Wiseman/Ralph Carey

Be it resolved Council ratify omnibus the Town's Regulations on Permits

Motion carried unanimously.

d. Town Plan Amendment Revisions:

i. Council's Revisions – Sébastien explained that Council made a number of revisions to the Land Use and Zoning Map, and pointed each of these out on the map.

2014-073 – Dena Wiseman/Ralph Carey

Be it resolved Council accept changes as noted on the Land Use and Zoning map and forward these to the town planner and on to Municipal Affairs.

Motion carried unanimously.

2014-074 – Dena Wiseman/René Estrada

Be it resolved Council make an additional revision noting the sections zoned "Rural Residential" (RR) on the map being areas identified as future subdivisions, and making a change from the existing $\frac{3}{4}$ requirement of the new town plan to one acre for all RR areas.

Motion carried unanimously.

2014-075 – Dena Wiseman/René Estrada

Be it resolved Council accept the inclusion of new and improved flowing text that describes the town and highlights Tourism in the new Town Plan.

Motion carried unanimously.

e) ii. Request to re-zone rectory from Public Use to Residential -

2014-076 - René Estrada/Dena Wiseman

Be it resolved Council suspend for May meeting only, previous motion made not to accept rezoning request until after the Town Plan is completed (Motion #2011-113).

Motion carried unanimously.

2014-077 - René Estrada/Dena Wiseman

Be it resolved Council re-zone Rectory on The Avenue from Public Use to Residential.

Motion carried unanimously.

5. Other Business:

a. Damaged catch basin on The Avenue

2014-078 – Dena Wiseman/Ralph Carey

Be it resolved Council investigate whether there is a problem with the catch basin on The Avenue, and if the catch basin is town owned, it be addressed.

Motion carried unanimously.

b. Resident's concern on Southside Track –

2014-079 – Ralph Carey/Dena Wiseman

Be it resolved Council meet with resident to discuss their concerns.

Motion carried unanimously.

c. Request for the Town to acknowledge Right-of-Way to private property - Sébastien explained that Council has no interest in preventing residents from using any existing right of way to access their property, and that there is no need to draft a letter.

d. Quote for website design –

2014-080 – Ralph Carey/Dena Wiseman

Be it resolved Council upgrade the current website and accept quote from Blue River Media.

Motion carried unanimously.

e. Mayor's March – Information purpose.

f. NEAR Plan Process – Sébastien explained that the Town's revised Land Use and Zoning map will be forwarded to Municipal Affairs, and that the Plan should be completed very soon because extra staff was hired at the Department's office.

g. 20-year plan for the Town Hall and the Municipal Garage – Sébastien reported that he met with the fire department and the architect to discuss the plans for both buildings. Sébastien said the fire department may be moved to the municipal garage with an extension being added to it, and Council would then take over the entire Town Hall. He said an architect was working on a draft sketch which should be ready for the next public meeting.

h. Concordia University student working with Council – Sébastien explained that the student, Glenda Nash, who was studying under a program called Human Systems Intervention, will be working with Council. He said this program is designed to help businesses and groups work together in a more efficient manner.

i. Nomination of the Heritage Committee for the NL Environmental Awards – Sébastien said at a past meeting Council nominated the Heritage Committee for this award, and felt confident the committee had a good chance of receiving this award.

j. MMSB – The Town purchased 50 compost bins, with 10 being committed to Petty Harbour. He said Council was selling the bins, valued at approximately \$80+, for \$25. He said there would be a training session on how to use the compost bins at the next Community Enhancement Committee.

6. Finance:

a. Cash Flow Analysis Report/Payables – Submitted for Council information purpose only.

b. BBBAA – Financial Statement – Sébastien explained this was also for Council information purpose, and that the BBBAA would be submitting a monthly financial statement to Council.

c. **2014-081** – Ralph Carey/René Estrada

Be it resolved Council approve snow clearing logs for payment

Motion carried unanimously.

7. Community Enhancement Committee:

- a. Kinsmen Clean-up – Sébastien vacated the chair at 8:49 for discussions on items a – e, and was replaced by Dena Wiseman.

Sébastien explained that he contacted Guinness Records regarding the clean-up and the puffin they created from the garbage that was collected. He said there was much news coverage on this event as well through newspapers and interviews. Sébastien's plan for next year is to make it a regional event and to beat the Town's own record. He recognized the sponsors, Witless Bay Hardware, Tim Horton's for their snacks and t-shirts, Eastern Waste Management who collected free of charge, and the Kinsmen Club who organized it along with the Town.

- b. Official flower for Witless Bay – Sébastien announced that the town will now recognize the orange daylily as the official flower of Witless Bay. He said the \$500 saved through the Eastern Waste Management's picking up garbage at no cost could be used to purchase a stock of the flower for distribution.

2014-082 – Sébastien Després/Ralph Carey

Be it resolved Council adopt the orange daylily as the official flower of Witless Bay.

Motion carried unanimously.

2014-083 - Sébastien Després/Ralph Carey

Be it resolved Council purchase stocks of orange daylilies (up to \$500) for distribution.

Motion carried unanimously.

- c. Signage – Sébastien explained that in order to complete the Town's new look, signage is needed, but that the Town has to have a Needs Analysis Survey done to access funding for this signage. He said some projects would be put on hold but we will still do signage that highlights major tourism areas within the community.
- d. Community Mapping Initiative - Sébastien said the Community Enhancement Committee has begun a community mapping initiative which would identify areas of interest for tourists to visit. He added that the Town is collecting stories from the community that visitors would like to read about.
- e. Community Capacity Building fund application –

2014-084 - Sébastien Després/Ralph Carey

Be it resolved Council submit an application for a Community Capacity Building Fund.

Motion carried unanimously.

Sébastien returned to the Chair at 9:02 p.m.

8. Heritage Committee:

- a. Maintenance of old cemetery –

2014-085 – Ralph Carey/Dena Wiseman

Be it resolved Council table this item for June 10 public meeting.

Motion carried unanimously.

9. Public Works and Compliance:

- a. Right-of-Way and flooding on 36A Gallows Cove Road –

2014-086 – Ralph Carey/Dena Wiseman

Be it resolved Council table Right-of-Way and flooding on 36A Gallows Cove Road for June 10 public meeting.

Motion carried unanimously.

- b. Application to extend or move existing driveway on 285 Southern Shore Highway –

2014-087 – Ralph Carey/Dena Wiseman

Be it resolved Council approve application to extend or move existing driveway on 285 Southern Shore Highway subject to approvals from other departments or agencies.

Motion carried unanimously.

- c. Application to excavate property 1-3 Carey's Road– Staff member left the Chamber for discussions on this item.

2014-088 – Ralph Carey/Dena Wiseman

Be it resolved Council table this item for June 10 public meeting.

Motion carried unanimously.

- d. Application to replace siding and deck on 3 Gull Pond Road –

2014-089 – Ralph Carey/René Estrada

Be it resolved Council approve application to replace siding and deck on 3 Gull Pond Road.

Motion carried unanimously.

- e. Application to build garage on 169 Gull Pond Road –

2014-090 – Ralph Carey/Dena Wiseman

Be it resolved Council approve application to build garage on 169 Gull Pond Road pending site visit.

Motion carried unanimously.

- f. Application to build single family dwelling on 17-19 Andrew's Lane –

2014-091 – Ralph Carey/Dena Wiseman

Be it resolved Council approve in principle application to build single family dwelling on 17-19 Andrew's Lane pending site visit and subject to approval from Services NL.

Motion carried unanimously.

- g. Application to build single family dwelling on Lot 23 (33 Tamarack Drive) –

2014-092 – Ralph Carey/René Estrada

Be it resolved Council table this item for June 10 public meeting and get the town engineer to view the property.

Motion carried unanimously.

- h. Application to build single family dwelling on Lot 61 (2-4 Country Path Drive) – Council was informed the development had commenced without a permit, and therefore, decided a Stop Work Order should be issued. [Note: The following day Council found that the information provided regarding this property was erroneous, that no development was taking place, and the Stop Work Order was revoked]
- i. Application to build single family dwelling on 153-159 Harbour Road – This application was for a development that would use Jockey’s Lane for access. This road is a substandard road, yet still on the town’s Limits of Service map. Sébastien said that if Council approves this development, we will have to bring the road to the current town standard.

2014-093 – Ralph Carey/René Estrada

Be it resolved Council table application for single family dwelling on 153-159 Harbour Road for June 10 public meeting.

Motion carried unanimously.

10. **2014-094**

Ralph Carey/René Estrada

Be it resolved Council adjourn at 9:34 p.m.

Motion carried unanimously.