

**REGULAR MEETING**  
**MONDAY APRIL 6, 2026**  
**AGENDA**

1. Minutes of March 9, 2026
2. Business Arising
3. Application A2026-05 for an approval in principle to build house at 41-45 Motion Bay Road Extension
4. Application A2026-06 for an approval in principle to build house at 51-59 Motion Bay Road Extension
5. Application A2026-13 for an approval in principle to build house at 30 Motion Bay Road Extension
6. Application A2026-07 to build an extension to home at 125 Main Road, Maddox Cove
7. Application A2026-14 to construct patio at 50 Main Road, Petty Harbour
8. Application A2026-11 to construct a fence at 21 Shore Lane
9. Application A 2026-15 to construct a fence at 23 Shore Lane
10. Request for tax write-off for 1-21 Hannaford's Lane
11. Request for tax write for business at 7 Long Run Road
12. Request for signage near 76 Old Maddox Cove Road
13. Request for donation from resident
14. Request to provide a recognition letter for distinguished service and contributions, Royal Canadian Navy
15. Traffic/Parking Enforcement 2026
16. Letter of Concern regarding 28 Main Road, Petty Harbour
17. Daily Foreperson's Log
18. Expense Claims
19. Bills
20. New Business
21. Adjourn

## **BILLS**

**April 6, 2026**

CIBC Visa (Postage & Office Expense)	\$399.27
Government of NL (Snow Clearing Expense)	\$20,527.96
Bell Mobility (Cell Phone Expense)	\$425.43
Bell Aliant (Office Expense)	\$559.45
Bell Aliant (Office Expense)	\$560.27
Bidgood's (Office Expense)	\$27.38
Brenntag (Water Infrastructure Expense)	\$4,251.84
Bennett's Home Hardware (Road Maintenance & Truck Expense)	\$163.37
Cassie Rideout (Cleaning Expense)	\$500.00
Cal Legrow (Insurance Expense)	\$39,511.75
City of St. John's (Garbage Expense)	\$517.31
CIBC Visa (Tools & Hardware & Office Expense)	\$297.24
Hiscock Rentals (Tools and Hardware Expense)	\$56.81
Hi Tech Communications (Truck Expense)	\$91.98
Orkin (Pest Control Expense)	\$90.19
NF Power (Street Lighting Expense)	\$2,572.45
T&D Enterprises (Snow Clearing Expense)	\$26,583.33
Rogers (Office Expense)	\$114.98
Reprographics (Copier Expense)	\$46.93
Triware (Office Expense)	<u>\$236.67</u>
TOTAL	\$97,534.61

**TOWN OF PETTY HARBOUR/MADDOX COVE**

**REGULAR MEETING**

**MONDAY APRIL 6, 2026**

**PRESENT: Ed Dyke, Sam Stack, Rick Raymond, Nancy Bungay, Todd Chafe, Kayla Parsons and Mandy Dinn**

**ABSENT: Irene Stack**

		<b>ITEM</b>
1		Mayor Dyke brought the meeting to order at 6:31pm.
2		<b>Motion #52 Sam Stack/Kayla Parsons</b> Proposed to accept minutes of March 9, 2026. All in favor. Motion carried.
	<b>BUSINESS ARISING</b>	No new business.
	<b>TONIGHT'S AGENDA</b>	
3		<p>Application A2026-05 for an Approval in Principle to build a house at 41-45 Motion Bay Road Extension. This application was deferred from the last meeting of February 23, 2026. A public consultation meeting regarding possible development along Motion Bay Road Extensions was held on March 30, 2026. Written submissions were accepted by council to consider and interested parties also had an opportunity to speak at the meeting. Council reviewed all written submissions and took all spoken and written comments into consideration when discussing the application for an approval in principle.</p> <p><b>Motion #53 Kayla Parsons/ Sam Stack</b> Proposed to approve Approval in Principle to build a house at 41-45 Motion Bay Road Extension subject to the following conditions:</p> <p><b>1. Acknowledgment of Existing Road Condition and Agreement</b></p> <p>a. Applicants developing properties along Motion Bay Road Extension shall do so with the understanding that the road remains in its current condition, and that no significant upgrades or improvements will occur unless and until Council adopts a feasible and economically sound plan, and only if such upgrades are within the Town's financial means.</p> <p>b. Developers shall not request or rely upon future Council action respecting the current width, condition, or standard of the road as justification for additional upgrades or improvements.</p> <p>c. As a condition precedent to the issuance of any development permit, the applicant shall enter into a legally binding written agreement with the Town acknowledging the conditions outlined herein, which agreement shall:</p> <ul style="list-style-type: none"> <li>• be <b>registered against the title of the subject property</b> in the Registry of Deeds;</li> <li>• <b>run with the land</b> and be binding upon the applicant and all <b>future owners, successors, and assigns</b>; and</li> <li>• clearly acknowledge the existing condition of Motion Bay Road Extension and the limitations on municipal upgrades and services as outlined in this motion.</li> </ul> <p>d. The owner shall provide <b>written disclosure</b> to any prospective purchaser of the property of the existence and implications of this registered agreement prior to the completion of any sale.</p> <p><b>2. Safety and Emergency Services Access</b></p> <p>a. Development permits shall not be issued unless the appropriate emergency services authorities confirm that emergency vehicles can safely access the property under current road conditions.</p> <p>b. Snow clearing and routine operational maintenance may be provided by the Town where feasible; however, no additional upgrades or improvements are guaranteed unless and until a comprehensive plan is approved by Council.</p>

	<p><b>3. Drainage and Septic Approval</b></p> <p>a. Applicants must submit a drainage plan, signed and sealed by a qualified professional engineer, demonstrating compliance with Town standards and confirming that the proposed development will not increase surface water flow or negatively impact adjacent or downstream properties.</p> <p>b. All on-site sewage disposal systems must receive approval from the appropriate provincial authority, confirming that the system will not adversely affect neighbouring properties.</p> <p><b>4. Local Improvement Fee</b></p> <p>a. Any future upgrades or improvements to Motion Bay Road Extension may be funded, in whole or in part, through a Local Improvement Fee, in accordance with Section 135 of the Town and Local Service District Act, and subject to the adoption of a formal Council by-law.</p> <p><b>5. Further Analysis and Planning</b></p> <p>a. Council acknowledges that the full scope of required work, associated costs, and allocation of responsibility for any future upgrades have not yet been determined.</p> <p>b. No commitment is made by the Town at this time regarding funding, cost-sharing arrangements, or timelines for completion of any such improvements.</p> <p>c. Additional legal, engineering, and financial analysis may be required, and any future decisions regarding upgrades shall be contingent upon the findings of such assessments.</p> <p><b>6. Road Restrictions</b></p> <p>a. Motion Bay Road Extension may be subject to operational restrictions, including but not limited to one-way traffic, vehicle weight limits, or other measures deemed necessary to protect infrastructure and ensure safe access for emergency services and municipal operations, in accordance with applicable Town by-laws.</p> <p><b>7. Council Discretion</b></p> <p>a. Council reserves the right to impose additional conditions or modify the terms of this approval in principle, where necessary to protect the Town's interests, ensure public safety, or manage impacts on municipal infrastructure, in accordance with its statutory authority.</p> <p>Councillor Parsons also read a statement regarding how she arrived at her decision regarding the application and the 2 other applications on the agenda (A2026-06 and A2026-13).</p> <p><i>At 6:39pm Mayor Dyke stepped down as chair to comment of the application. As the Deputy Mayor was absent from the meeting, Councillor Raymond Motioned <b>Motion # 54</b> to have councillor Parsons assume the chair. This was seconded by councillor Bungay. All in favor. Councillor Parsons assumed the chair.</i></p> <p>Mayor Dyke read a statement regarding how he arrived at his decision regarding the application and the 2 other applications on the agenda (A2026-06 and A2026-13).</p> <p>Mayor Dyke resumed the chair at 6:46pm.</p> <p>Mayor Dyke, Councillor Raymond, Parsons, Bungay, Stack in favor. Councillor Chafe not in favor. Motion carried.</p>
4	<p>Application A2026-05 for an Approval in Principle to build a house at 51-59 Motion Bay Road Extension. This application was deferred from the last meeting of February 23, 2026. A public consultation meeting regarding possible development along Motion Bay Road Extensions was held on March 30, 2026. Written submissions were accepted by council to consider and interested parties also had an opportunity to speak at the meeting. Council reviewed all written submissions and took all spoken and written</p>

comments into consideration when discussing the application for an approval in principle.

**Motion #55 Kayla Parsons/ Nancy Bungay**

Proposed to approve Approval in Principle to build a house at 51-59 Motion Bay Road Extension subject to the following conditions/Stipulations

**1. Acknowledgment of Existing Road Condition and Agreement**

a. Applicants developing properties along Motion Bay Road Extension shall do so with the understanding that the road remains in its current condition, and that no significant upgrades or improvements will occur unless and until Council adopts a feasible and economically sound plan, and only if such upgrades are within the Town's financial means.

b. Developers shall not request or rely upon future Council action respecting the current width, condition, or standard of the road as justification for additional upgrades or improvements.

c. As a condition precedent to the issuance of any development permit, the applicant shall enter into a legally binding written agreement with the Town acknowledging the conditions outlined herein, which agreement shall:

- be **registered against the title of the subject property** in the Registry of Deeds;
- **run with the land** and be binding upon the applicant and all **future owners, successors, and assigns**; and
- clearly acknowledge the existing condition of Motion Bay Road Extension and the limitations on municipal upgrades and services as outlined in this motion.

d. The owner shall provide **written disclosure** to any prospective purchaser of the property of the existence and implications of this registered agreement prior to the completion of any sale.

**2. Safety and Emergency Services Access**

a. Development permits shall not be issued unless the appropriate emergency services authorities confirm that emergency vehicles can safely access the property under current road conditions.

b. Snow clearing and routine operational maintenance may be provided by the Town where feasible; however, no additional upgrades or improvements are guaranteed unless and until a comprehensive plan is approved by Council.

**3. Drainage and Septic Approval**

a. Applicants must submit a drainage plan, signed and sealed by a qualified professional engineer, demonstrating compliance with Town standards and confirming that the proposed development will not increase surface water flow or negatively impact adjacent or downstream properties.

b. All on-site sewage disposal systems must receive approval from the appropriate provincial authority, confirming that the system will not adversely affect neighbouring properties.

**4. Local Improvement Fee**

a. Any future upgrades or improvements to Motion Bay Road Extension may be funded, in whole or in part, through a Local Improvement Fee, in accordance with Section 135 of the Town and Local Service District Act, and subject to the adoption of a formal Council by-law.

**5. Further Analysis and Planning**

a. Council acknowledges that the full scope of required work, associated costs, and allocation of responsibility for any future upgrades have not yet been determined.

b. No commitment is made by the Town at this time regarding funding, cost-sharing arrangements, or timelines for completion of any such improvements.

c. Additional legal, engineering, and financial analysis may be required, and any future decisions regarding upgrades shall be contingent upon the findings of such assessments.

**6. Road Restrictions**

a. Motion Bay Road Extension may be subject to operational restrictions,

	<p>including but not limited to one-way traffic, vehicle weight limits, or other measures deemed necessary to protect infrastructure and ensure safe access for emergency services and municipal operations, in accordance with applicable Town by-laws.</p> <p><b>7. Council Discretion</b></p> <p>a. Council reserves the right to impose additional conditions or modify the terms of this approval in principle, where necessary to protect the Town's interests, ensure public safety, or manage impacts on municipal infrastructure, in accordance with its statutory authority.</p> <p>Mayor Dyke, Councillor Raymond, Parsons, Bungay, Stack in favor. Councillor Chafe not in favor. Motion carried.</p>
5	<p>Application A2026-05 for an Approval in Principle to build a house at 30 Motion Bay Road Extension. This application was received on March 17, 2026. A public consultation meeting regarding possible development along Motion Bay Road Extensions was held on March 30, 2026. Written submissions were accepted by council to consider and interested parties also had an opportunity to speak at the meeting. Council reviewed all written submissions and took all spoken and written comments into consideration when discussing the application for an approval in principle.</p> <p><b>Motion #56 Kayla Parsons/ Nancy Bungay</b> Proposed to approve Approval in Principle to build a house at 30 Motion Bay Road Extension subject to the following conditions/Stipulations:</p> <p><b>1. Acknowledgment of Existing Road Condition and Agreement</b></p> <p>a. Applicants developing properties along Motion Bay Road Extension shall do so with the understanding that the road remains in its current condition, and that no significant upgrades or improvements will occur unless and until Council adopts a feasible and economically sound plan, and only if such upgrades are within the Town's financial means.</p> <p>b. Developers shall not request or rely upon future Council action respecting the current width, condition, or standard of the road as justification for additional upgrades or improvements.</p> <p>c. As a condition precedent to the issuance of any development permit, the applicant shall enter into a legally binding written agreement with the Town acknowledging the conditions outlined herein, which agreement shall:</p> <ul style="list-style-type: none"> <li>• be <b>registered against the title of the subject property</b> in the Registry of Deeds;</li> <li>• <b>run with the land</b> and be binding upon the applicant and all <b>future owners, successors, and assigns</b>; and</li> <li>• clearly acknowledge the existing condition of Motion Bay Road Extension and the limitations on municipal upgrades and services as outlined in this motion.</li> </ul> <p>d. The owner shall provide <b>written disclosure</b> to any prospective purchaser of the property of the existence and implications of this registered agreement prior to the completion of any sale.</p> <p><b>2. Safety and Emergency Services Access</b></p> <p>a. Development permits shall not be issued unless the appropriate emergency services authorities confirm that emergency vehicles can safely access the property under current road conditions.</p> <p>b. Snow clearing and routine operational maintenance may be provided by the Town where feasible; however, no additional upgrades or improvements are guaranteed unless and until a comprehensive plan is approved by Council.</p> <p><b>3. Drainage and Septic Approval</b></p> <p>a. Applicants must submit a drainage plan, signed and sealed by a qualified professional engineer, demonstrating compliance with Town standards and confirming that the proposed development will not increase surface water flow or negatively impact adjacent or downstream properties.</p> <p>b. All on-site sewage disposal systems must receive approval from the appropriate provincial authority, confirming that the system will not adversely</p>

		<p>affect neighbouring properties.</p> <p><b>4. Local Improvement Fee</b>  a. Any future upgrades or improvements to Motion Bay Road Extension may be funded, in whole or in part, through a Local Improvement Fee, in accordance with Section 135 of the Town and Local Service District Act, and subject to the adoption of a formal Council by-law.</p> <p><b>5. Further Analysis and Planning</b>  a. Council acknowledges that the full scope of required work, associated costs, and allocation of responsibility for any future upgrades have not yet been determined.  b. No commitment is made by the Town at this time regarding funding, cost-sharing arrangements, or timelines for completion of any such improvements.  c. Additional legal, engineering, and financial analysis may be required, and any future decisions regarding upgrades shall be contingent upon the findings of such assessments.</p> <p><b>6. Road Restrictions</b>  a. Motion Bay Road Extension may be subject to operational restrictions, including but not limited to one-way traffic, vehicle weight limits, or other measures deemed necessary to protect infrastructure and ensure safe access for emergency services and municipal operations, in accordance with applicable Town by-laws.</p> <p><b>7. Council Discretion</b>  a. Council reserves the right to impose additional conditions or modify the terms of this approval in principle, where necessary to protect the Town's interests, ensure public safety, or manage impacts on municipal infrastructure, in accordance with its statutory authority.</p> <p>Mayor Dyke, Councillor Raymond, Parsons, Bungay, Stack in favor.  Councillor Chafe not in favor. Motion carried.</p>
6		<p>Application A2026-07 to build an extension to home at 125 Main Road, Maddox Cove. The inspections committee (Stack &amp; Parsons) inspected the area.</p> <p><b>Motion # 57 Sam Stack/ Nancy Bungay</b>  Proposed to approve application A2026-07 to build an extension at 125 Main Road, Maddox Cove. There was some discussion as to the rear yard not meeting the 23 feet requirement in the residential use zone. The applicants were present in chambers and requested to have the application deferred until they can meet onsite with the Inspections Committee. Councillors Stack and Bungay rescinded their motion.</p> <p><b>Motion # 58 Sam Stack &amp; Nancy Bungay</b>  Proposed to defer application A2026-07 until the meeting of April 21, 2026. All in favor. Motion carried.</p>
7		<p>Application A2026-14 to construct a deck at 50 main Road. The inspections Committee (Stack &amp; Parsons) inspected the area.</p> <p><b>Motion #59 Kayal Parsons/Sam Stack</b>  Proposed to approve application A 2026-14 with the stipulations that the deck is located with the applicant's property boundary and that exaction does not cause issues for other property owners in the area.  All in favor. Motion carried.</p>
8		<p>Application A 2026-11 to construct a fence at 21 Shore Lane. The inspections Committee (Stack &amp; Parsons) inspected the area.</p> <p><b>Motion #60 Nancy Bungay/ Kayla Parsons</b>  Proposed to approve application A 2026-11 to construct a fence at 21 Shore Lane with the stipulations that it be no taller than 6 feet, be entirely within the applicant's property boundary and does not impede any utility easements. All in favor. Motion carried.</p>

9		<p>Application A 2026-15 to construct a fence at 23 Shore Lane. The inspections Committee (Stack &amp; Parsons) inspected the area.</p> <p><b>Motion #61 Sam Stack/ Kayla Parsons</b> Proposed to approve application A 2026-23 to construct a fence at 23 Shore Lane with the stipulations that it be no taller than 6 feet, be entirely within the applicant's property boundary and does not impede any utility easements. All in favor. Motion carried.</p>
10		<p>Request for Tax write-off at 1-21A Hannaford's Lane.</p> <p><b>Motion #62 Kayla Parsons/ Sam Stack</b> Proposed to write off the 2026 property taxes for 1-21A Hannaford's Lane.</p> <p>The property owner was sent a letter from council on February 18, 2025 requested that an updated engineer's report would be required before council could consider any future tax write-offs for the property. Then same report from 2013 accompanied the request for council's consideration. All opposed. Motion defeated.</p> <p><b>Motion #63 Kayla Parsons/ Nancy Bungay</b> Proposed to defer the request until such time as an update engineer's report is received for council to review. All in favor. Motion carried.</p>
11		<p>Request to have 2026 business tax written off for business located at 7 Long Run Road as it is no longer operating.</p> <p><b>Motion #64 Kayla Parsons/ Nancy Bungay</b> Proposed to write off 2026 business tax for 7 Long Run Road as the business has closed. All in favor. Motion carried.</p>
12		<p>Request for signage near 76 Old Maddox Cove Road. There was some discussion about the wording of signage that should be avoided to keep children safe.</p> <p><b>Motion #65 Nancy Bungay/ Sam Stack</b> Proposed to purchase and erect Caution-Children at Play sign near 76 Old Maddox Cove Road. All in Favor. Motion carried.</p>
13		<p>Request for donation from resident who is travelling out of province for hockey.</p> <p><b>Motion #66 Kayla Parsons/Rick Raymond</b> Proposed to donate \$100 as per the town's donation policy. All in favor. Motion carried.</p>
14		<p>Request to provide a recognition letter by the Royal Canadian Navy for Sailor 1<sup>st</sup> Class Patrick Pilon who is a former resident of Petty Harbour who is retiring from the Canadian Armed Forces.</p> <p><b>Motion #67 Nancy Bungay/ Kayla Parsons</b> Proposed to send a letter of recognition to Sailor 1<sup>st</sup> Class Patrick Pilon via the Royal Canadian Navy. All in favor. Motion carried.</p>
15		<p>2026 Parking/Traffic Enforcement</p> <p><b>Motion #68 Sam Stack/ Rick Raymond</b> Proposed to have staff get quotes for the 2026 traffic/parking enforcement. Mayor Dyke, Councillor Raymond, Stack, Bungay and Parsons in favor. Councillor Chafe not in favor. Motion carried.</p>
16		<p>Letter of concern regarding condition of property situated at 28 Main Road.</p> <p><b>Motion #69 Rick Raymond/ Nancy Bungay</b> Proposed to get a professional to provide a report to council regarding the structure as per section 285 (7) of the Towns and Local Service Districts Act. Staff will try to get the most cost-efficient option. All in favor. Motion carried.</p>
17		<p>Foreman's Log</p> <p><b>Motion #70 Kayla Parsons/ Nancy Bungay</b> Proposed to accept the foreman's log. Mayor Dyke, Councillor Raymond, Stack, Bungay and Parsons in favor. Councillor Chafe not in favor. Motion carried.</p>

18		Expense claims in the amount of \$47.88 and \$19.74 for Matthew Chafe.  <b>Motion #71 Sam Stack/ Rick Raymond</b> Proposed to pay expense claims in the amount of \$47.88 and \$19.74 for Matthew Chafe. All in favor. Motion carried.
19		Bills in the amount of \$97,534.61 were presented. <b>Motion #72 Kayla Parsons/ Nancy Bungay</b> Proposed to pay bills in the amount of \$97,534.61. All in favor. Motion carried.
	<b>NEW BUSINESS</b>	
20		Councillor Bungay noted that the condition of Old Maddox Cove Road has deteriorated due to the construction in the area. The foreman will inspect the area and if required, the applicant will be notified to make repairs to the area.
21		Councillor Parsons wished council and residents a Happy Easter. She noted that the Breakfast with the Easter Bunny and Egg Hunt hosted by Recreation was a huge success. She also noted that summer students' positions should be advertised in the coming weeks.
22		Councillor Chafe noted that the solar speed sign at Long Run Road is not working. The Garbage truck was in the garbage to have the per steering line repaired. Staff will contact NF Power to have the graffiti removed from their infrastructure on Long Run Road.
23		Councillor Stack requested that The Department of Transportation be reminded of the water hose on Long Run Road near civic #9.
24		Mayor Dyke requested that staff monitor and fill potholes as they appear in the spring. Mayor Dyke thanked all for attending the Public Consultation meeting that was held on March 30, 2026. Staff will send off an email to MHA Loyola O'Driscoll to see if any new funding opportunities are available.
25		<b>Motion #73 Rick Raymond/ Nancy Bungay</b> Proposed meeting be adjourned. All in favor. Motion carried. Meeting adjourned at 7:26pm.

Mayor, Ed Dyke \_\_\_\_\_

Chief Administrative Officer, Mandy Dinn \_\_\_\_\_