

REGULAR MEETING
MONDAY APRIL 7, 2025
AGENDA

1. Minutes of March 18, 2025
2. Business Arising
3. Request to Speak- Adrian Tanner
4. Application (A2025-12) to operate an upholstery business at 95 Motion Bay Road
5. Application (A2025-15) to replace wharf at 56 Main Road, Petty Harbour
6. Application (A2025-17) to operate a tourist accommodation business at 24 Motion Bay Road Extension.
7. Application (A2025-18) to operate an aesthetic lounge business at 94 Motion Bay Road
8. Application (A2025-19) to replace deck at 4 Main Road Lane
9. Application (A2025-16) to replace fence at 2 Long Run Road
10. Request for tax write-off I&J Sealing
11. Request for variance at 132 Main Road, Maddox Cove
12. Request to have lawn repaired at 33 Cribbies Road
13. Draft plans of community food pantry
14. Quotes to have light bar supplied and installed on garbage truck
15. Traffic control
16. Request to have number of letters received regarding application (A2024-77) included in minutes
17. Mandatory town by-laws
18. Mayor's Resignation
19. Daily Foreperson's Log
20. Expense Claims
21. Bills
22. New Business
23. Adjourn

BILLS
April 7, 2025

Cal Legrow (Insurance Expense)	\$36,689.00
Atlantis Business Forms (Office Expense)	\$457.70
Bell Aliant (Telephone Expense)	\$681.66
Government NL (Ice Control Expense)	\$5,184.38
Grainger (Tools Expense)	\$555.67
Eastern Ventures (Training Expense)	\$568.10
Hi Tech Communications (Truck Expense)	\$91.98
John Layden Trucking (Road Maintenance Expense)	\$517.50
Cassie Rideout (Cleaning Expense)	\$200.00
NF Power (Street Lighting Expense)	\$2,392.61
MFB Trucking (Road Maintenance Expense)	\$2,728.38
Orkin (Pest Control Expense)	\$83.51
Triware (Office Expense)	\$1,490.17
Stewart McKelvey (Professional Fees Expense)	\$1,593.90
T&D Enterprises (Snow Clearing Expense)	\$26,583.33
Practica (Cleaning Expense)	\$237.30
Kent (Tools & Hardware Expense)	<u>\$215.89</u>
TOTAL	\$80,271.08

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY APRIL 7, 2025

PRESENT: Rick Raymond, Ed Dyke, Irene Stack, David Balsom, Agatha Stack-Balsom, Kayla Parsons and Mandy Dinn

ABSENT: Ron Doyle

		ITEM
1		Acting Mayor Raymond brought the meeting to order at 6:30pm.
2		Minutes of March 18, 2025, were tabled. Motion #79 Ed Dyke/Irene Stack Proposed to accept minutes of March 18, 2025. All in favor. Motion carried.
	BUSINESS ARISING	
3		#6 The town has not yet received approval from the Department of Environment for Application A2025-14 to relocate cooler at 11 Main Road, Petty Harbour.
	TONIGHT'S AGENDA	
4		Mr. Adrian Tanner was present to speak to council. Mr. Tanner spoke of concerns of rising sea-levels and flooding that has occurred to his home. Mr. Tanner advised council that a contractor has noted that he can either build a seawall or raise his home as a potential remedy to the flooding. Councillor Dyke advised Mr. Tanner that council can consider either option once an application is received. Mr. Tanner must acquire approval from the Department of Environment for either application as his home is located in the flood risk area. Mr. Tanner was also advised of the height regulations for houses.
5		Application (A2025-12) to operate an upholstery business at 95 Motion Bay Road. A notice was sent to the public for review. There were no comments or concerns received. Councillor Dyke noted that should the business request to place a sign in the residential area, they will have to apply to council for approval. Motion # 80 Ed Dyke/Irene Stack Proposed to approve the application (A2025-12) to operate an upholstery business at 95 Motion Bay Road with the stipulation that if a sign is to be erected in the residential area an application must be submitted to council for review. All in favor. Motion carried.
6		Application (A2025-15) to replace wharf at 56 Main Road, Petty Harbour. The Inspections and Development Committee inspected the area and noted that there was a measurement missing from the drawing provided by the applicant. Motion #81 Ed Dyke/Irene Stack Proposed to defer the application until the applicant provides the missing measurement. All in favour. Motion carried.
7		Application (A2025-17) to operate a tourist accommodation business at 24 Motion Bay Road Extension. The applicant has noted that there are 4 off-street parking spaces available. Motion #82 Kayla Parsons/Ed Dyke Proposed to send a notice to the public for comment as the business is a discretionary use in the residential zone. All in favor. Motion carried.
8		Application (A2025-18) to operate an aesthetic lounge at 94 Motion Bay Road. The applicant has noted that there is a garage and 2 parking spaces available off-street. Motion #83 Kayla Parsons/Irene Stack Proposed to send a notice to the public for comment as the business is a discretionary use in the residential zone and to confirm with the applicant that one parking space will be dedicated to the business. All in favor. Motion carried.

9	Application (A2025-19) to replace deck at 4 Main Road Lane. The deck will be the same size and location as the existing deck. The Inspections and Development Committee inspected the area and signed off on the application. Motion #84 Ed Dyke/Kayla Parsons Proposed to approve Application (A2025-19) to replace deck at 4 Main Road Lane. All in favor. Motion carried.
10	Application (A2025-16) to replace fence at 2 Long Run Road. The Inspection & Development Committee inspected the area and signed off on the application. Motion #85 Ed Dyke/ Irene Stack Proposed to approve Application (A2025-16) with the stipulations that approval is acquired from the Department of Transportation and Works. All in favor. Motion carried.
11	Request to write off taxes for I&J Sealing as they are no longer in business. Motion #86 Irene Stack/Kayla Parsons Proposed to write off Jan-June 2025 taxes for I&J Sealing and apply the administrative fee as per the town's 2025 tax schedule. All in favor. Motion carried.
12	Request for Variance at 132 Main Road, Maddox Cove. Councillor Balsom advised that he believed he was in a conflict of interest as he has his boat stored on the property. Motion #87 Ed Dyke/ Irene Stack Proposed that Councillor Balsom is in a conflict of interest. Councillor Stack Balsom in favor. Acting Mayor Raymond, Councillors Dyke, Stack and Parsons not in favor. Motion defeated. Council discussed the request and noted that no variance is required for the rear yard as the regulations were amended to 7-meter rear yard in the residential zone. Section 3.28 of the town plan states that a variance can only be considered "where an approval or permit cannot be given by the authority because a proposed development does not comply with development standards to a maximum of 10%." As the proposed location of the home does comply with the development standards, a variance cannot be considered. It was also noted that development would require approval from the Department of Transportation and Works and the Department of Environment.
13	Request to have the town repair the lawn at 33 Cribbies Road due to washouts in the area. The Inspections & Development Committee inspected the area and will consider the request once the swale is completed on Cribbies Road.
14	Draft plans from Recreation Committee of Community Pantry. Council reviewed a free-standing and a bracketed plan. Motion #88 Ed Dyke/ Kayla Parsons Proposed to accept the bracketed plan as it would be more secure. All in favor. Motion carried.
15	Quotes to have light bar supplied and installed on garbage truck. Staff were successful in acquiring 2 quotes. A third business did not provide a quote when requested. The quotes were Action \$2016.67 and City Tire \$1649.37. Motion #89 Ed Dyke/ Kayla Parsons Proposed to accept the quote from City Tire in the amount of \$1649.37 to supply and install a light bar on the garbage truck. All in favor. Motion carried.
16	Traffic Control Motion #90 Ed Dyke/ Irene Stack Proposed that staff get quotes on traffic control for 4 hours a day for 4 days a week from June to September. All in favor. Motion carried.
17	Request to have numbers of letters received regarding Application (A2024-77) included in minutes. There were 12 letters of support and 22 of concern.
18	Mandatory Town By-laws. The mandatory by-laws as directed by the Towns and Local Service Districts Act are as follows: Rules of Procedure By-law, Prohibited Water Source By-law, Development Specifications By-law, Tax Collection & Arrears By-law, and Fire Protection By-law. Council had the opportunity to review the mandatory by-laws that were presented.

		<p>Motion #91 Kayla Parsons/ Irene Stack Proposed to accept the Rules of Procedure By-law, Prohibited Water Source By-law, Development Specifications By-law, Tax Collection & Arrears By-law, and Fire Protection By-law. All in favor. Motion carried.</p>
19		<p>Resignation Letter from Mr. Ron Doyle was presented. Motion #92 Ed Dyke/ Irene Stack Proposed to accept Mayor Doyle's resignation letter from council. All in favor. Motion carried. Councillors thanked Mayor Doyle for his dedication to the town and wished him and his family well.</p> <p>Deputy Mayor Raymond assumed the mayor's chair. He called for nominations for deputy mayor. Irene Stack nominated Ed Dyke. Ed accepted the nomination. Dave Balsom nominated Kayla Parsons. Kayla Accepted the nomination. Councillors held a secret ballot. The results were tied 3-3. All votes were placed in a hat and Tom Clarke (in chambers) drew Kayla Parsons. Kayla Parsons is the new deputy mayor.</p>
20		<p>Foreman's Log Motion #93 Irene Stack/Agatha Stack Balsom Proposed to accept the foreman's log. All in favor. Motion carried.</p>
21		<p>Expense claim in the amount of \$50.00 for Mandy Dinn Motion #94 Irene Stack/Agatha Stack Balsom Proposed to pay expense claim for Mandy Dinn in the amount of \$50.00. All in favor. Motion carried.</p> <p>Expense Claim for Michael Hayes in the amount of \$144.88. Motion #95 Irene Stack/ Kayla Parsons Proposed to pay expense claim for Michael Hayes in the amount of \$144.88. All in favor. Motion carried.</p>
22		<p>Bills in the amount of \$80,271.08 were presented. Motion #96 Kayla Parsons/ Irene Stack Proposed to pay bills in the amount of \$80,271.08. All in favor. Motion carried.</p>
	NEW BUSINESS	
23		<p>Councillor Parsons noted that there is a large dip in the parking area in front of the mailboxes near the ballfield on Motion Bay Road. Staff will have repaired.</p>
24		<p>Councillor Stack noted that the town has 2 new management contracts. One is a general contract for any future management positions and the other is a CAO contract. The town has hired Mandy Dinn as the new Chief Administrative Officer. Mandy signed her CAO contract in chambers along with Mayor Raymond. Councillor Stack also wished the new CAO a Happy Birthday.</p>
25		<p>Motion Bay Road Extension Phase 2 will be ready for tender in short order.</p>
26		<p>Councillor Dyke requested that staff fill in the potholes around the community.</p>
27		<p>Councillor Dyke congratulated Councillor Parsons on becoming the new deputy mayor. He also thanked Mayor Doyle for all the work he had done for the town over the years. Councillor Dyke thanked the new CAO for accepting the role.</p>
28		<p>Deputy Mayor Parsons thanked Councillor Stack for all her work on the HR Committee. Councillor Stack thanked Deputy Mayor Parsons for all her help.</p>
29		<p>Motion #97 Irene Stack/Ed Dyke Proposed meeting be adjourned. All in favor. Motion carried. Meeting adjourned at 7:17 pm.</p>

Rick Raymond, Mayor _____

Mandy Dinn, Chief Administrative Officer _____