

**REGULAR MEETING**  
**TUESDAY JULY 16, 2024**  
**AGENDA**

1. Minutes of July 2, 2024
2. Business Arising
3. Application to pave driveway at 59 Main Road Maddox Cove (A2024-37)
4. Application to pave driveway at 23 Old Maddox Cove Road (A2024-41)
5. Application to construct retaining walls and step at 23 Old Maddox Cove Road (A2024-43)
6. Application to place fill at 23 Old Maddox Cove Road (A2024-42)
7. Application to excavate at 27 Skinner's Hill (A2024-47)
8. Application to construct fence at 27 Skinner's Hill (A2024-46)
9. Application to construct a fence at 14 Big Hill Road (A2024-48)
10. Application to construct a deck at 14 Big Hill Road (A2024-49)
11. Application to pave parking lot at 11 Main Road, Petty Harbour (A2024-50)
12. Application to pave parking lot at 23 Main Road, Petty Harbour (A2024-51)
13. Application to construct retaining wall at 53 Long Run Road (A2024-52)
14. RNC Association – Request for donation
15. Daily Foreperson's Log
16. Expense Claims
17. Bills
18. New Business
19. Adjourn

## **BILLS**

**July 16, 2024**

Bennett's Home Hardware (Keys & Cleaning Supplies)	\$277.54
CBS Rentals (Speed Bumps Anchors)	\$487.59
Bell Mobility (Cell Phone Exp)	\$368.93
CIBC Mellon (Pension Plan Exp.)	\$1,276.58
CIBC Visa (Postage, Advertising, Road Main. & Office Exp)	\$1,655.39
Bidgood's (Office Exp.)	\$12.19
Canoe (Office Exp.)	\$83.15
Commissionaires (Traffic Services)	\$483.00
Cassie Rideout (Office Exp.)	\$200.00
City of St. John's (Garbage Fee)	\$2,192.75
Impact Signs (Signage)	\$466.05
Eastern Ventures (Employee Training)	\$253.00
Hiscock's (Tools)	\$136.23
Emco (Water Infrastructure Exp.)	\$128.62
Kent (Cleaning Supplies & Road Maintenance)	\$296.98
John Layden Trucking (Water Infrastructure Exp.)	\$1,242.00
Irving Oil Limited (Gas Exp.)	\$1,380.72
MFB Trucking (Recreation Exp & Water Infrastructure Exp.)	\$3,348.80
NF Power (Hydro & Street Lighting Exp)	\$4,413.81
Municipal Assessment Agency (Assessment Fees)	\$3,926.00
Rogers (Office Exp.)	\$145.28
Source Atlantic (Cleaning and Safety Supplies)	\$131.08
North Atlantic Supplies (Employee Clothing Exp.)	\$281.63
Work Authority (Employee Clothing Exp.)	\$114.99
Weir's Construction (CWP Shore Lane)	<u>\$47,654.28</u>
TOTAL	\$70,956.59

**TOWN OF PETTY HARBOUR/MADDOX COVE**

**REGULAR MEETING**

**TUESDAY JULY 16, 2024**

**PRESENT: Ron Doyle, Agatha Stack Balsom, Ed Dyke, Irene Stack David Balsom, Kayla Parsons and Stephanie Stack**

**ABSENT: Rick Raymond**

	<b>ITEM</b>
1	Prior to the public meeting council reviewed Councillor Parson's Disclosure Statement.
2	Mayor Doyle brought the meeting to order at 6:30pm.
3	Minutes of July 2, 2024, were tabled. <b>Motion #205 Dave Balsom/Agatha Stack-Balsom</b> Proposed to accept minutes of July2, 2024. All in favor, motion carried.
	<b>BUSINESS ARISING</b>
4	#4 The drain on Cribbies Road should be completed this week.
5	#14 The water meter at Peerless Fish has not been corrected. Staff will check with the owner again.
6	#18 The cost for a back-up camera for the garbage truck was tabled in the amount of \$955.75. It was agreed that for now the second person on the truck will guide the driver whenever they are backing up.
7	#23 Councillor Stack asked if the town could consider a "No overnight/extended parking" sign at the look-out in Maddox Cove. Councillor Balsom noted that it seems like the town is driving tourists away if they do that. It was noted that council do not have an issue with a one-night stay but does have an issue with extended stays. Council and staff will monitor this to see if there are any issues. Councillor Stack noted that maybe next year council could look at a permit fee for this type of stay.
8	#24 Council will discuss the Stop Work Order and drainage issue at 14 Big Hill Road at the next meeting as Deputy Mayor Raymond was not present.
9	#25 Weir's Construction has been sent the award letter for the CWP Motion Bay Road Extension. They are preparing the necessary documents to submit to the town and the engineers before they can start the project.
10	#27 <b>Motion #206 Dave Balsom/Agatha Stack-Balsom</b> Proposed to have EnviroMasters spray the area on Southside Road by the lift station with Round-up. Council requests that the contractor place a sign in the area stating that the area has been sprayed. All in favor, motion carried.
	<b>TONIGHT'S AGENDA</b>
11	Application to pave driveway at 59 Main Road Maddox Cove (A2024-37). The Inspections and Development Committee inspected the area and signed off on the application. Council approved this application on July 5, 2024, but had to ratify the motion. <b>Motion #207 Ed Dyke/Agatha Stack-Balsom</b> Proposed to approve the application to pave driveway at 59 Main Road Maddox Cove (A2024-37). All in favor, motion carried.
12	Application to pave driveway at 23 Old Maddox Cove Road (A2024-41). The Inspections and Development Committee inspected the area and signed off on the application. <b>Motion #208 Ed Dyke/Dave Balsom</b> Proposed to approve the application to pave driveway at 23 Old Maddox Cove Road (A2024-41). All in favor, motion carried.
13	Application to construct retaining walls and step at 23 Old Maddox Cove Road (A2024-43). Councillor Dyke noted that the Inspections and Development Committee inspected the area and while there the applicant noted that he would like to extend the retaining wall from what he had noted on his application. <b>Motion #209 Ed Dyke/Irene Stack</b> Proposed to defer the application until the applicant places a survey pin of his boundary and revises his application. All in favor, motion carried.

14		<p>Application to place fill at 23 Old Maddox Cove Road (A2024-42). The Inspections and Development Committee inspected the area and signed off on the application. Councillor Dyke noted that the fill that will be placed will not encroach on the river in the area. Councillor Stack asked that if approved that the applicant's approval letter state that he cannot infringe on the river and that no debris/fill enter the river.</p> <p><b>Motion #210 Ed Dyke/Agatha Stack Balsom</b> Proposed to approve the application to place fill at 23 Old Maddox Cove Road (A2024-42). All in favor, motion carried.</p>
15		<p>Application to excavate at 27 Skinner's Hill (A2024-47). The Inspections and Development Committee inspected the area and signed off on the application.</p> <p><b>Motion #211 Ed Dyke/Agatha Stack Balsom</b> Proposed to approve the application to excavate at 27 Skinner's Hill (A2024-47). All in favor, motion carried.</p>
16		<p>Application to construct fence at 27 Skinner's Hill (A2024-46). The Inspections and Development Committee inspected the area and signed off on the application. Councillor Dyke noted that the applicant is putting back the fence in the same location as the old fence.</p> <p><b>Motion #212 Ed Dyke/Irene Stack</b> Proposed to approve to construct fence at 27 Skinner's Hill (A2024-46). All in favor, motion carried.</p>
17		<p>Application to construct a fence at 14 Big Hill Road (A2024-48). The Inspections and Development Committee inspected the area and signed off on the application. Councillor Dyke noted that the applicant has a retaining wall in the area that he would like to place a rail around so that no one falls over the retaining wall.</p> <p><b>Motion #213 Ed Dyke/Kayla Parsons</b> Proposed to approve the application to construct a fence at 14 Big Hill Road (A2024-48). All in favor, motion carried.</p>
18		<p>Application to build a deck at 14 Big Hill Road (A2024-49). The Inspections and Development Committee inspected the area and signed off on the application. Councillor Dyke noted that the deck is already completed.</p> <p><b>Motion #214 Ed Dyke/Irene Stack</b> Proposed to approve the application to build a deck at 14 Big Hill Road (A2024-49). All in favor, motion carried.</p>
19		<p>Application to pave the parking lot at 11 Main Road, Petty Harbour (A2024-50). Councillor Parsons noted that she is in a conflict of interest as the applicant is her employer.</p> <p><b>Motion #215 Ed Dyke/Dave Balsom</b> Proposed that Councillor Parsons is in a conflict of interest with regard to this application. All in favor, motion carried. Councillor Parsons left chambers at 6:55pm.</p> <p>The Inspections and Development Committee inspected the area and signed off on the application. Councillor Dyke noted that there is a water valve and manhole in this parking area that needs to be left accessible. It was noted that the applicant has approval from the Department of Transportation and Infrastructure.</p> <p><b>Motion #216 Ed Dyke/Agatha Stack Balsom</b> Proposed to approve the application to pave the parking lot at 11 Main Road, Petty Harbour (A2024-50) with the stipulation that the manhole and water valve remain accessible and raised or area slanted as needed. All in favor, motion carried.</p>
20		<p>Application to pave parking lot at 23 Main Road, Petty Harbour (A2024-51).</p> <p><b>Motion #217 Irene Stack/Ed Dyke</b> Proposed that Councillor Parsons is in a conflict of interest with regard to this application as the applicant is her employer. All in favor, motion carried.</p> <p>The Inspections and Development Committee inspected the area and signed off on the application. Councillor Dyke noted that there is a water shut-off in this parking area that needs to be left accessible. It was noted that at the time of the inspection, they could not locate the water shut-off. This shut-off must be raised or left accessible. It was noted that the applicant has approval from the Department of Transportation and Infrastructure.</p> <p><b>Motion #218 Ed Dyke/Agatha Stack Balsom</b> Proposed to approve the application to pave the parking lot at 23 Main Road, Petty Harbour (A2024-51) with the stipulation that the water shut-off in this parking area is located and left accessible or raised. All in favor, motion carried.</p>
21		<p>Application to construct retaining wall at 53 Long Run Road (A2024-52).</p> <p><b>Motion #219 Ed Dyke/Irene Stack</b> Proposed that Councillor Parsons is in a conflict of interest with regard to this application as the applicant is her employer. Mayor Doyle, Councillor Dyke and Councillor Stack were in favor. Councillor Balsom and Councillor Stack Balsom were not in favor. Motion carried.</p>

		<p>The Inspections and Development Committee inspected the area and signed off on the application.</p> <p><b>Motion #220 Ed Dyke/Dave Balsom</b> Proposed to approve the application to construct retaining wall at 53 Long Run Road (A2024-52). All in favor, motion carried. Councillor Parsons returned to chambers at 7:01 pm.</p>
22		<p>Request for donation – RNC Association</p> <p><b>Motion #221 Agatha Stack Balsom/Irene Stack</b> Proposed not to donate to the RNC Association. All in favor, motion carried.</p>
23		<p>Foreperson’s Daily Log.</p> <p><b>Motion # 222 Dave Balsom/Agatha Stack-Balsom</b> Proposed to accept the foreperson’s daily log. All in favor, motion carried. Councillor Stack asked if there was an update on the water break and if everything was back to normal. It was noted that everything was back in working condition.</p>
24		<p>Expense claim in the amount of \$575.00 for Matthew Chafe was tabled.</p> <p><b>Motion # 223 Irene Stack/Agatha Stack-Balsom</b> Proposed to approve expense claim for Matthew Chafe in the amount of \$575.00. All in favor, motion carried.</p> <p>Expense claim in the amount of \$20.00 for Stephanie Stack was tabled.</p> <p><b>Motion # 224 Agatha Stack-Balsom/Ed Dyke</b> Proposed to approve expense claim for Stephanie Stack in the amount of \$20.00. All in favor, motion carried.</p> <p>Expense claim in the amount of \$43.68 for Bill Coady was tabled.</p> <p><b>Motion # 225 Ed Dyke/Agatha Stack-Balsom</b> Proposed to approve expense claim for Bill Coady in the amount of \$43.68. All in favor, motion carried.</p>
25		<p>Bills in the amount of \$70,956.59 were tabled.</p> <p><b>Motion #226 Agatha Stack-Balsom/Dave Balsom</b> Proposed to pay bills in the amount of \$70,956.59. All in favor, motion carried.</p>
	<b>NEW BUSINESS</b>	
26		<p>Councillor Dyke and Councillor Parsons noted that there are some potholes in the area of 103-105 Motion Bay Road that need to be repaired. Staff will have these repaired.</p>
27		<p>Councillor Dyke asked for an update on Phase 2 of Motion Bay Road Extension. The CAO noted that the engineer will have the project kick off meeting on July 29, 2024.</p>
28		<p>Councillor Balsom noted that there are tourists that can’t seem to find the East Coast Trail on Southside Road. Staff will contact the East Coast Trail to make sure there are signs in the area.</p>
29		<p>Councillor Balsom noted that the light is on in the lift station on Southside Road. It was noted that there was a blockage in the pumps again as residents continue to put wipes into the sewer system.</p>
30		<p>Councillor Balsom noted that he would like to see an AED accessible to the community at all times. Council will look at this in the 2025 budget.</p>
31		<p>It was noted that Recreation has not responded to the letter that was sent to them with regard to an itemized list of what Recreation will be using the grant money for.</p>
32		<p>Staff asked if the part-time employee can be paid for his milage when he uses his personal vehicle. Councillor Balsom noted that there may be issues with liability and insurance. It was noted that other staff are already using their vehicles for bank deposits and other errands. Staff will look into this with insurance and Municipal Affairs.</p>
33		<p><b>Motion #227 Irene Stack/Agatha Stack-Balsom</b> Proposed meeting be adjourned. All in favor, motion carried. Meeting adjourned at 7:21 pm.</p>

Ron Doyle, Mayor \_\_\_\_\_

Stephanie Stack, Chief Administrative Officer \_\_\_\_\_