REGULAR MEETING

MONDAY August 24, 2026

AGENDA

1. Minutes of August 10, 2026
2. Business Arising
3. Application A2026-88 to construct a gate at 11 Cribbies Road
4. Application A2026-83 for an approval in principle to build house at 13 Big Hill Road
5. Development AIPs- Motion Bay Road Extension
6. Letter of concern regarding cutting of trees at 3 Hamlyn Heights
7. Letter from Recreation regarding 2027 PHMC Days
8. Request from Recreation to pay half of Sound system rental
9. Request for donation- Royal Canadian Legion
10. Abandoned Vehicle in Community Centre parking lot
11. Drain- 116 Motion Bay Road
12. Daily Foreperson's Log
13. Expense Claims
14. Bills
15. New Business
16. Adjourn

BILLS

August 24, 2026

Bennett's Home Hardware (Tools & Hardware & Truck Expense)	$75.00
Bidgood's (Office Expense)	$13.69
Brenntag (Water Infrastructure Expense)	$1,786.42
Bell Mobility (Cell Phone Expense)	$354.69
City of St. John's (Garbage Expense)	$3,058.78
CIBC Visa (Postage & Office Expense)	$1,110.91
CIBC Mellon (Employee Pension Expense)	$1,403.30
GardaWorld (Traffic Enforcement Expense)	$2,655.12
Eastern Ventures (Safety Training Expense)	$91.88
High Tech (Truck Expense)	$91.98
Orkin (Pest Control Expense)	$90.19
T&D Enterprises (Road Maintenance Expense)	$644.00
Rogers (Office Expense)	$114.98
Windco (R&M Building Expense)	$259.67
Xylem Sewer Infrastructure Expense)	$717.60
TOTAL	$12,468.21

TOWN OF PETTY HARBOUR/MADDOX COVE

REGULAR MEETING

MONDAY AUGUST 24, 2026

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

		ITEM
1		Mayor Dyke brought the meeting to order at 6:32pm.
2		**Motion #224 Irene Stack/ Sam Stack** Proposed to accept minutes of August 10, 2026. All in favor. Motion carried.
	BUSINESS ARISING	
3		#9 The patch paving throughout the community should be completed by next week.
4		#20 Staff was speaking to supervisor with the Department of Transportation. They will be erecting a speed sign on Long Run Road.
5		#11 Staff will obtain legal advice regarding disposing of the abandoned vehicle at the community centre parking lot.
6		#20 There was discussion regarding the condition of the section of paving that has been completed on Old Maddox Cove Road by the developer. Council advised that it was currently in a substandard condition. **Motion #225 Irene Stack/ Nancy Bungay** Proposed to send a letter to the property owner/developer advising that they have 2 weeks to complete the paving and that the paving must be completed to a condition consistent with pre-existing condition of the roadway before it was excavated for development. All in favor. Motion carried.
	TONIGHT'S AGENDA	
7		Application A2026-88 to construct a gate at 11 Cribbies Road. Mayor Dyke and Councillor Chafe declared themselves in a conflict of interest. **Motion #226 Rick Raymond/ Sam Stack** Proposed Mayor Dyke was in a conflict of interest. All in favor Motion carried. **Motion #227 Kayla Parsons/ Nancy Bungay** Proposed Councillor Chafe was in a conflict of interest. All in favor. Motion carried. Mayor Dyke and Councillor Chafe removed themselves from discussions. Deputy Mayor Stack assumed the chair. The inspections committee (Sam Stack & Kayla Parsons) inspected the area. There was a discussion regarding the property being involved in an appeal. Section 46 of the Urban and Rural Planning Act was referenced during discussions. **Motion #228 Kayla Parsons/ Sam Stack** Proposed to approve application A2026-88 to erect a gate at 11 Cribbies Road as it was not a part of the application under appeal as per section 46 of the Urban and Rural Planning Act. All in favor. Motion carried. Mayor Dyke and Councillor Chafe rejoined the meeting.

8		Application A2026-83 for an approval in principle to build a house at 13 Big Hill Road. The inspections committee (Sam Stack & Kayla Parsons) inspected the area. As the approval in principle application involved the requirement to rebuild the house on the exact same footprint in the Heritage Zone, a notice was sent to surrounding properties advising of the request. One letter of concern was received and it was reviewed by council. The applicant has provided a survey of the property with the location of the home that was previously located on the lot. The previous house as torn down many years ago and was a non-conforming property in the Heritage Zone. The application included a height of 35 feet which is not compliant with the 8m height regulation in the heritage zone. The application also lacked detailed house plans for council to consider. **Motion #229 Irene Stack/ Nancy Bungay** Proposed to approve application A2026-83 to build a house at 13 Big Hill Road. All opposed. Motion Defeated.
9		Development Approval in Principles- 41-45, 51-59 and 30 Motion Bay Road Extension. **Council considered the following resolution regarding the approval in principle that was issued on April 7, 2026 for 41-45 Motion Bay Road Extension:** **Motion #230 Irene Stack/ Kayla Parsons** proposed **WHEREAS** *The applicant* applied to the Town by application no. A2026-05 dated January 27, 2026 to construct a residence within the Town at a civic address identified as 41-45 Motion Bay Road Extension (hereafter referred to as the "**Property**"); **AND WHEREAS** Council resolved, at its regular meeting of Council on April 6, 2026, at Motion #53, to issue an approval-in-principle allowing for the development (hereafter the "**Approval Resolution**"); **AND WHEREAS** the approval-in-principle, as passed, was expressly subject to the applicant entering into an agreement with the Town which, without limitation and as more fully set out in the Approval Resolution, would have required the developer to provide assurances that emergency vehicles can access the Property under current road conditions, an acknowledgement that there might be operational restrictions applicable to the access to the Property, and an acknowledgement that snow clearing and routine operational maintenance may be provided by the Town where feasible; **AND WHEREAS** the Town subsequently issued an approval-in-principle dated April 7, 2026 in the form and manner contemplated by the Approval Motion which, without limitation, required the execution of an agreement of the form contemplated by the Approval Motion, which agreement was to be registered on title against the Property (hereafter the "**AIP**"); **AND WHEREAS** no permits have been issued further to the AIP; **AND WHEREAS** the Property does not front onto a municipal street that has been constructed to standards established by Council or, in Council's opinion, to reasonable standards which might be acceptable to the Town, as required by section 4.18 of the Town's *Development Regulations*; **AND WHEREAS** the Property's frontage is on a narrow gravel throughfare that is not maintained by the Town, was not constructed by the Town for the purpose of being used as a Town street, and has never been maintained by the Town as a municipal street (the "**Gravel Portion**"); **AND WHEREAS** the Town does not intend the Gravel Portion to be part of the Town's municipal street infrastructure;

AND WHEREAS the Approval Motion was therefore passed in error and, or alternatively, contrary to the Town's *Development Regulations*, in light of the fact that the Property does not front on a Town street, that the Gravel Portion has not been brought up to the standards required of the Town, that the Gravel Portion is materially different from both access points to the Gravel Portion, including the inability to allow for two-way traffic, and that the Town is not desirous of itself incurring the expense of upgrading the Gravel Portion to generally accepted standards and is not prepared to incur any ongoing maintenance obligations of the Gravel Portion as required by section 162 of the *Towns and Local Service Districts Act*;

IT IS THEREFORE MOVED, further to section 3.12 of the Town's *Development Regulations*, that the Approval Motion be rescinded and that the AIP be revoked in its entirety.

Mayor Dyke, Deputy Mayor Stack, Councillor Raymond and Councillor Bungay in favor. Councillor Stack, Councillor Chafe and Councillor Parsons not in favor. Motion carried.

Council considered the following resolution regarding the approval in principle that was issued on April 7, 2026 for 51-59 Motion Bay Road Extension:

Motion #231 Irene Stack/ Sam Stack proposed

WHEREAS *The applicant* applied to the Town by application no. A2026-06 dated February 17, 2026 to construct a residence within the Town at a civic address identified as 51-59 Motion Bay Road Extension (hereafter referred to as the "**Property**");

AND WHEREAS Council resolved, at its regular meeting of Council on April 6, 2026, at Motion #55, to issue an approval-in-principle allowing for the development (hereafter the "**Approval Resolution**");

AND WHEREAS the approval-in-principle, as passed, was expressly subject to the applicant entering into an agreement with the Town which, without limitation and as more fully set out in the Approval Resolution, would have required the developer to provide assurances that emergency vehicles can access the Property under current road conditions, an acknowledgement that there might be operational restrictions applicable to the access to the Property, and an acknowledgement that snow clearing and routine operational maintenance may be provided by the Town where feasible;

AND WHEREAS the Town subsequently issued an approval-in-principle dated April 7, 2026 in the form and manner contemplated by the Approval Motion which, without limitation, required the execution of an agreement of the form contemplated by the Approval Motion, which agreement was to be registered on title against the Property (hereafter the "**AIP**");

AND WHEREAS no permits have been issued further to the AIP;

AND WHEREAS the Property does not front onto a municipal street that has been constructed to standards established by Council or, in Council's opinion, to reasonable standards which might be acceptable to the Town, as required by section 4.18 of the Town's *Development Regulations*;

AND WHEREAS the Property's frontage is on a narrow gravel throughfare that is not maintained by the Town, was not constructed by the Town for the purpose of being used as a Town street, and has never been maintained by the Town as a municipal street (the "**Gravel Portion**");

AND WHEREAS the Town does not intend the Gravel Portion to be part of the Town's municipal street infrastructure;

AND WHEREAS the Approval Motion was therefore passed in error and,

or alternatively, contrary to the Town's *Development Regulations*, in light of the fact that the Property does not front on a Town street, that the Gravel Portion has not been brought up to the standards required of the Town, that the Gravel Portion is materially different from both access points to the Gravel Portion, including the inability to allow for two-way traffic, and that the Town is not desirous of itself incurring the expense of upgrading the Gravel Portion to generally accepted standards and is not prepared to incur any ongoing maintenance obligations of the Gravel Portion as required by section 162 of the *Towns and Local Service Districts Act*;

IT IS THEREFORE MOVED, further to section 3.12 of the Town's *Development Regulations*, that the Approval Motion be rescinded and that the AIP be revoked in its entirety.

Mayor Dyke, Deputy Mayor Stack, Councillor Raymond and Councillor Bungay in favor. Councillor Stack, Councillor Chafe and Councillor Parsons not in favor. Motion carried.

Council considered the following resolution regarding the approval in principle that wase issued on April 7, 2026 for 30 Motion Bay Road Extension:

Motion # 232 Irene Stack/ Nancy Bungay proposed

WHEREAS *The applicant* applied to the Town by application no. A2026-13 dated March 17, 2026 to construct a residence within the Town at a civic address identified as 30 Motion Bay Road Extension (hereafter referred to as the "**Property**");

AND WHEREAS Council resolved, at its regular meeting of Council on April 6, 2026, at Motion #56, to issue an approval-in-principle allowing for the development (hereafter the "**Approval Resolution**");

AND WHEREAS the approval-in-principle, as passed, was expressly subject to the applicant entering into an agreement with the Town which, without limitation and as more fully set out in the Approval Resolution, would have required the developer to provide assurances that emergency vehicles can access the Property under current road conditions, an acknowledgement that there might be operational restrictions applicable to the access to the Property, and an acknowledgement that snow clearing and routine operational maintenance may be provided by the Town where feasible;

AND WHEREAS the Town subsequently issued an approval-in-principle dated April 7, 2026 in the form and manner contemplated by the Approval Motion which, without limitation, required the execution of an agreement of the form contemplated by the Approval Motion, which agreement was to be registered on title against the Property (hereafter the "**AIP**");

AND WHEREAS no permits have been issued further to the AIP;

AND WHEREAS the Property does not front onto a municipal street that has been constructed to standards established by Council or, in Council's opinion, to reasonable standards which might be acceptable to the Town, as required by section 4.18 of the Town's *Development Regulations*;

AND WHEREAS the Property's frontage is on a narrow gravel throughfare that is not maintained by the Town, was not constructed by the Town for the purpose of being used as a Town street, and has never been maintained by the Town as a municipal street (the "**Gravel Portion**");

AND WHEREAS the Town does not intend the Gravel Portion to be part of the Town's municipal street infrastructure;

AND WHEREAS the Approval Motion was therefore passed in error and, or alternatively, contrary to the Town's *Development Regulations*, in light of the fact that the Property does not front on a Town street, that the Gravel

		Portion has not been brought up to the standards required of the Town, that the Gravel Portion is materially different from both access points to the Gravel Portion, including the inability to allow for two-way traffic, and that the Town is not desirous of itself incurring the expense of upgrading the Gravel Portion to generally accepted standards and is not prepared to incur any ongoing maintenance obligations of the Gravel Portion as required by section 162 of the *Towns and Local Service Districts Act*; **IT IS THEREFORE MOVED**, further to section 3.12 of the Town's *Development Regulations*, that the Approval Motion be rescinded and that the AIP be revoked in its entirety. Mayor Dyke, Deputy Mayor Stack, Councillor Raymond and Councillor Bungay in favor. Councillor Stack, Councillor Chafe and Councillor Parsons not in favor. Motion carried. Discussions continued regarding Motion Bay Road Extension. **Motion #233 Irene Stack/ Kayla Parsons** Proposed to have a title search completed for the gravel posrtion of Motion Bay Road Extension. All in favor. Motion carried. **Motion #234 Irene Stack/ Nancy Bungay** Proposed to get a quote from an engineering firm to complete an assessment of what would be involved in possibly making the gravel portion of Motion Bay Road a one-way road and to include a detailed scope the required unfractured such as streetlights, signage and guardrails. All in favor. Motion carried. **Motion #235 Irene Stack/ Nancy Bungay** Proposed to develop a road's standards policy for one- way gravel roads. All in favor. Motion carried.
10		Letter of concern regarding trees that were cut back by town staff at Hamlyn Heights. **Motion #236 Kayla Parsons/ Nancy Bungay** Proposed to send an apology letter to the residents concerned advising them that steps have been taken to make sure this type of mistake doesn't happen in the future. All in favor. Motion carried.
11		2027 Petty Harbour-Maddox Cove Days. **Motion #237 Kayla Parsons/ Nancy Bungay** Proposed to approve for Recreation to form a sub-committee to plan for Petty Harbour Days which will be planned for late August 2027. All in favor. Motion carried.
12		Request from Recreation requesting the Town to pay for half the sound system for an afternoon concert to be held at Bidgood's Cove on August 30, 2026 in the amount of $1,150.00. **Motion #238 Irene Stack/ Sam Stack** Proposed to pay for half of the sound system in the amount of $1,150.00. All in favor. Motion carried.
13		Request for donation- Royal Canadian Legion. Veteran's Service Recognition Book. **Motion #239 Nancy Bungay/ Irene Stack** Proposed to donate $255.00 to the Royal Canadian Legion to purchase a 1/10th page business card in their Veteran's Service Recognistion Book. All in favor. Motion carried.
14		Abandoned vehicle in Community Center parking lot. This item was discussed under business arsing.

15		Culvert and drain near 116 Motion Bay Road. Then Inspections committee inspected the area (Sam Stack & Kayla Parsons). **Motion #240 Irene Stack/ Kayla Parsons** Proposed to defer item until the foreman can inspect. Foreman will also compile a list of culverts according to high, medium and low replacement priority. All in favor. Motion carried.
16		Foreman's Log **Motion #241 Sam Stack/ Rick Raymond** Proposed to accept the foreman's log. All in favor. Motion carried.
17		Expense claim for Mandy Dinn in the amount of $60.00. **Motion #242 Irene Stack/ Kayla Parsons** Proposed to approve expense claim for Mandy Dinn in the amount of $60.00. All in favor. Motion carried.
18		Bills in the amount of $12,468.21. **Motion #243 Kayla Parsons/ Irene Stack** Proposed to pay bills in the amount of $12,468.21. All in favor. Motion carried.
	NEW BUSINESS	
19		Councillor Bungay advised council that new pamphlets have been developed for the Tourist Chalet and will be on display next summer. Mayor Dyke will look into getting the glass replaced in the window at the tourist chalet. Staff will ask Orkin to complete insect control in the museum. Councillor Bungay thanked staff for updating the flags at the war memorial site.
20		Councillor Parsons requested that an end of summer message be sent to residents . Councillor Parsons thanked Recreation for the great work they did in relation to the summer program. A thank you was given to the summer staff and volunteers who help the various committees in the community this summer.
21		Councillor Stack requested that staff trim the brush at the ballfiend from the chalet to the park area. Staff will also send out a notice to residents that cats are not free to roam in the community.
22		Deputy Mayor Stack requested that a meeting be set up with Recreation after the summer to keep up to date and communication open.
23		**Motion #244 Irene Stack/ Kayal Parsons** Proposed meeting be adjourned. All in favor. Motion carried. Meeting adjourned at 8:00 pm.

Mayor, Ed Dyke _____

Chief Administrative Officer, Mandy Dinn _____