

**Minutes of a Regular Meeting
The Town Council of Pouch Cove held
Monday, November 18, 2013**

Present: Mayor Joedy Wall
Deputy Mayor Mark Vardy

Councillors: Rob Tizzard
Roger Bill
Tish Williams
Kim Jordan
Bob Brink

Also present: Barbara Tilley – Town Manager
Susan O’Keefe – Assistant Town Clerk

1. CALLED TO ORDER

Mayor Wall called the meeting to order at 6:30 p.m.

2. ADOPTION OF THE AGENDA

13-394 Motion: B. Brink/R. Bill

Motion to approve the Agenda as presented:

Motion Carried Unanimously.

3. ADOPTION OF THE MINUTES

Regular Meeting of Council Monday, November 4, 2013

13-395 Motion: R. Bill/B. Brink

Motion to approve the Minutes of a Regular meeting of council held on Monday, September 16, 2013 with proper corrections.

Motion Carried Unanimously.

4. BUSINESS ARISING

Regarding Motion 13-386, correspondence has been received from C. A. Smith, Torbay and Deborah Quilty, Paradise regarding their nomination for Regional Representative on the MNL Board of Directors.

13-396 Motion: K. Jordan/T. Williams

Motion to vote for C.A. Smith for the position of Eastern Regional Director for the MNL Board of Directors.

Motion Carried Unanimously.

5. DEVELOPMENT APPLICATIONS

(1) Carl Noseworthy Jr. – Shed – 28 Old Road

13-397 Motion: R. Tizzard/B. Brink

Motion to approve application for a 3.6m x 6.7m shed at 28 Old Road.

Motion Defeated Unanimously.

Councillor Brink discussed the application and advised that this application is in contravention with the Town Plan, as this shed will exceed the limit of accessory building space.

6. NEW CORRESPONDENCE

(A) Correspondence – Rhoda Hudson

Mayor wall advised that this matter was for information only.

(B) Correspondence – Susie Noseworthy

Discussion was held relating to the options or by-laws the Town has in order to issue a removal order. Town Manager Barbara Tilley advised that in order to deem something a 'wreck', it must meet the guidelines stated in the Municipalities Act as well as the Urban and Rural Planning Act. This vehicle is not a stationary vehicle and can be moved if needed, therefore, Council cannot issue a removal order but will continue to monitor the situation.

(C) Seniors Community Recreation Grant Program

13-398 Motion: R. Tizzard/B. Brink

Motion to apply for the Seniors Community Grant Program.

Motion Carried Unanimously.

(D) Matthew Cooper – Facility Cleaning

Council decided to defer Matthew Cooper's request for cleaning of the facility until further quotes are obtained.

(E) Matthew Cooper – Holiday Approval

13-399 Motion: R. Bill/K. Jordan

Motion to appoint the Town Manager as delegate to coordinate and approve staff holidays, in conjunction with the Human Resources Committee.

Motion Carried Unanimously.

(F) Correspondence – Jack Byrne Arena

13-400 Motion: M. Vardy/B. Brink

Motion to meet with the Chairman of the Jack Byrne Arena Board of Directors, date to be determined.

Motion Carried Unanimously.

(G) Quote – Pump – Specific to Water Treatment Plant

13-401 Motion: B. Brink/R. Tizzard

Motion to accept quote from Electric Motor & Pump for pump for the Water Treatment Plant in the amount of \$1,754.89.

Motion Carried Unanimously.

7. **ACCOUNTS PAYABLE**

13-402 Motion: B. Brink//T. Williams

Motion to accept Accounts Payables listing in the amount of \$28,508.99.

Motion Carried Unanimously.

Discussion: Councillor Bill inquired why the Town uses Stewart McKelvey, and that this service will be one of those reviewed when seeking new expressions of interest for professional services.

8. FOREMAN'S REPORT

13-403 Motion: M. Vardy/K. Jordan

Motion to accept Foreman's Report as dated November 14, 2013.

Motion Carried Unanimously.

9. LIASON REPORTS

Recreation

Councillor Tizzard reviewed the Recreation Commission's report. See attached.

10. COMMITTEE REPORTS

ICSP

Community Representative Ken Pittman addressed Council with the ICSP report. Councillor Brink advised Council that the committee is moving forward, the senior's survey will be sent to residents, and the committee is requesting the Council to identify problem areas in the Town relating to provincial highways and to send back to the committee's secretary Anna Kralik.

The next ICSP meeting will be held in Pouch Cove on December 3, 2013 at 7:00pm, food and refreshments to be provided.

Water

Councillor Tizzard updated the Council on the water committee's actions. The committee had met with Minister Steve Kent on Monday November 18, 2013, regarding the water issues in our community. The water committee gave Minister Kent an overview of our current situation, what actions they are currently taking, and what they would like to achieve in the future.

The water committee also met with the Department of Environment and Conservation to discuss our water usage and water quality. Currently there are third party contractors analyzing and identifying problems with our water system, as well as monitoring the equipment. A second flow meter has been added to monitor our water flows, with staff checking every four hours for updated flows.

Currently, the water committee is in search for companies that could provide them with strategies and or technologies that may be able to help our Town's problem. They are looking for economical and feasible solutions that will benefit the Town.

Councillor Tizzard advised that there are many steps to fixing the problems from the case study to actual implementation, but we are taking an active approach to effectively solve the water problems we currently have in Pouch Cove.

Councillor Brink advised that MHA Kevin Parsons is very involved in this process, as well as the government itself. Together, we are confident that we will find a cost-effective solution.

Mayor Wall advised that the Town's water usage is about 1100L per person per day, whereas the average usage is 340 L per person per day. He stated that the Council is tackling the water issues and working hard to find the best solution for it to keep getting better.

Councillor Tizzard advised that upon fixing some leaks in the system, the Town water may become discolored. He advised that residents should not let taps run to produce clearer water. He also stated that if the Town does not get the usage under control, there will be no funding available from the Government.

Mayor Wall stated that Residents should try and reduce their water usage as effectively as they can.

Human Resources

Councillor Bill addressed the Council with an update regarding the Human Resources Committee. He advised that there are upcoming negotiations, and the council will need to put in place, the members of the negotiating team.

13-404

Motion: R. Bill/R. Tizzard

Motion to appoint Councillor Bob Brink and Mayor Joedy Wall to the negotiating team, in place of Deputy Mayor Mark Vardy and Councillor Roger Bill.

Councillor Tish William will remain on the negotiating committee.

Motion Carried Unanimously.

Councillor Bill also advised that the Purchasing Policy had been sent to the Town Office for review and it should be forwarded to the Fire Department as well.

Finance

Councillor Brink addressed the Council with an update from the finance committee. He stated that they have begun to work on the 2014 budget. They have been working with the Town Manager regarding updating the office software package. A meeting will be scheduled with Sarah Hobbs from Procom.

Development

Councillor Brink mentioned that the Council has met with the Town Planner, Reg Garland, went through submissions and he is working on a draft plan for the 2014 Municipal Town Plan. Once draft is received, public meetings will be scheduled for resident input. Once all input is taken, the plan will come back to council, then proceed to the Government. After the plan is received back from the Government, a second consultation will take place prior to adopting the Town Plan.

11. NEW BUSINESS

Judging of Christmas Card Contest

Consensus of council that Councillor Bill would be the judge for the Christmas Card contest. He will contact Matthew Cooper to set up a time and place.

12. ADJOURNMENT

13-405 Motion: B. Brink/T. Williams

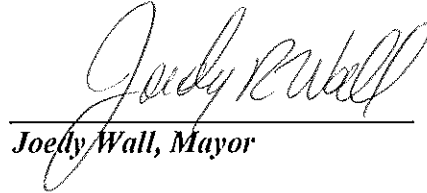
Motion to Adjourn.

Motion Carried Unanimously.

There being no further business the meeting adjourned at 7:45 p.m.



Susan O'Keefe, Assistant Town Clerk



Joedy Wall, Mayor

**RECREATION COMMITTEE
REPORT**

On September 10, 2013 Pouch Cove Recreation Commission held it's AGM. The AGM included Reports from the Chair and Treasurer and the election of officers to start our new year. We had two new members joining and accepted the resignation of one member due to other commitments. The commission currently consists of 4 elected officers, 3 members at large and 2 Council Representatives.

Since September members of the Pouch Cove Recreation Commission have actively begun planning for Fall and Winter activities in the community. Fitness programs in our community have come to be an expectation so planning for these programs were a priority. Four fitness programs were scheduled and are currently on-going. Registration for these programs is down from previous years so the feasibility of these programs will need to be re-evaluated in the upcoming months. The new facility at the Chalet, which is now available for Fitness Programming, may allow for adjustments to the fee structure which may help increase the numbers as the cost for these programs was established factoring in the cost of facility rentals which is a cost we no longer have to incur. Programming for Seniors in the community is also in high demand. Each year Pouch Cove Recreation holds a minimum of 4 Senior Outings. In the past Dinner and Bowling, Christmas at the Glacier, and various day trips have been offered for Seniors in joint outings offered by Pouch Cove and Flatrock Recreation.

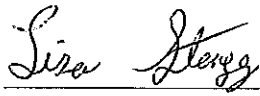
The importance of working with other community groups and organizations has been long ago established by our Commission. Meetings have already been held to discuss joint activities with CSFE and Flatrock Recreation. At the start of the year the Commission made a donation to CSFE in appreciation for the use of the school for our drop off/pick-up/rainy day facility due to construction at the Chalet at Stiles Cove. Discussions have been held with CSFE regarding Recreation being involved with a youth basketball program and after school programming. Our on-going relationship with Flatrock Recreation is a positive. This year Flatrock Recreation hosted the kids Halloween Party at Flatrock Community Centre and members of Pouch Cove Recreation were present to help out with the event. Planning with Flatrock on the joint submission of a Santa Claus Parade float was started however due to scheduling it was determined that we would be unable to organize a joint float this year. Planning for the parade float has been adjusted and we will be going ahead with a float on a smaller scale.

In the upcoming months Pouch Cove Recreation will be busy. Christmas brings with it activities and opportunities to bring our community together to celebrate the holiday season. Planning is moving ahead on a number of activities happening in December including the Santa Claus Parade float, Christmas in the Cove, Story Hour and Skate with Santa. Coming close on the heels of the Christmas activities is planning for our annual Snowfest Celebrations which will be held from February 21-March 1. This event is in coordination with Flatrock Recreation and a sub-committee has been established to be planning for the many aspects of this event.

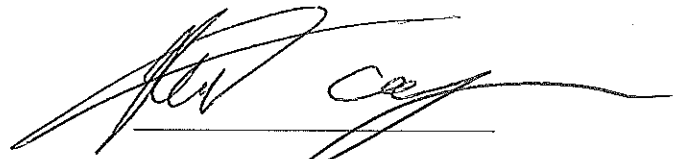
Recreation has many activities already on-going in our community that are very successful however we recognize the importance of continuing to move forward and grow. It is our goal to establish both short and long term goals for Recreation. In order to begin this process Recreation will be developing a survey for members of our community to identify what Recreation is doing well, what could be improved and to seek new ideas and suggestions for programming in our community. This survey will

be handed out at community activities by volunteers in an attempt to engage community members. Once surveys are completed the Pouch Cove Recreation Commission will hold a Planning Day retreat. The purpose of this retreat is to look at "Where to go from here?". We plan to take the feedback from the survey, reassess current programs and consider what new activities could be offered by the commission. We will also aim to consider new fundraising activities that will allow us to offer this programming at affordable rates.

The Recreation Commission is eager to move forward with these endeavours. Our experience thus far with the request for additional representation on our commission and the interaction with council reps at our most recent meeting has been a positive one. We are hopeful that a collaborative plan to move forward with community development in our community is on the Council agenda and we look forward to working with the Council to achieve this common goal.



Lisa Stagg
Chair, Pouch Cove Recreation



Matthew Cooper
Regional Recreation Coordinator

**ICSP COMMITTEE
REPORT**

Report to Pouch Cove Town Council regarding The Integrated Community Sustainability Plan Implementation Committee.

Submitted by Ken Pittman: Nov. 18, 2013.

In 2010 the Province of Newfoundland and Labrador, like its counterparts across the country, signed a Gas Tax Agreement with the Government of Canada for the purpose of sharing gas tax funds with municipalities. These funds were designated for environmentally sustainable municipal projects including the project categories of:

- Water management
- Waste-water management;
- solid waste management;
- public transit;
- community energy systems;
- municipal capacity building;
- and, roads/bridges where it can be demonstrated that it will enhance environmental sustainability outcomes.

To access these funds, municipalities were required to complete and carry out an Integrated Community Sustainability Plan (ICSP).

An ICSP is a strategic plan that supports, promotes and enhances long-term community sustainability. It is defined within the Gas Tax Agreement as “a long-term plan, developed in consultation with community members that provides direction for the cities, towns and regions to realize sustainability objectives it has for the environmental, cultural, social and economic dimensions of its identity.”

KEY SUSTAINABILITY PILLARS

have been identified and defined by the department of Municipal Affairs, province of Newfoundland and Labrador. They include:

- Environmental Sustainability – defined as the ability to meet the needs of current residents as well as future generations while preserving and protecting the area’s ecosystems and natural resources;

- Cultural Sustainability – defined as promoting community identity and cohesion and recognizing the unique cultural development and history of the province. Investment in arts and heritage is an important element of many revitalization and renewal strategies;
- Social Sustainability – defined as a process for community development that ensures harmonious social relations within and among communities and enhances social integration and living conditions for all residents;
- Economic Sustainability – defined as economic development activities that provide opportunities for all residents regardless of income and skill level, and promotes a better quality of life and protects the environment while maintaining sufficient revenues for the municipality.
- Governance Sustainability – defined as the ability to manage and operate a municipality, In particular, can the municipality generate enough revenue to meet its needs now and in the future.

In an effort to be financially prudent, the communities of Bauline, Flatrock and Pouch Cove agreed to undertake a Collaborative ICSP and contacted the Northeast Avalon Regional Economic Development Board (NEA REDB) to assist in the process. REDB under the direction of a regional committee comprised of representatives from the three councils as well as the MHA for the region commenced activities toward the shaping of a Plan.

Stakeholder Consultations:

Two mechanisms were employed to obtain feedback from residents within the Community:

- Surveys were distributed, and
- Public consultations were held. (Pouch Cove, Jan. 12th, 2010.

These were followed by a meeting with the three Councils to review initial community feedback and finally one regional session to review

draft visions, guiding principles, goals and actions (according to the five pillars of sustainability).

In the Spring of 2010 "The Integrated Community Sustainability Plan for Bauline, Flatrock and Pouch Cove –A Regional Approach to Sustainable Development." was adopted by the three towns, with Pouch Cove's signing date being Mar. 29, 2010.

This action by the Town of Pouch Cove leveraged \$320,00 to the town in Federal Gas Tax funding and legally bound the Town to include its ICSP Plan in the future governance of the Community.

Following the signing of the Agreement the three towns set up a structure to ensure the Goals and Actions contained in the Agreement reflecting the key sustainability pillars outlined above were carried out.

The ICSP Implementation Committee was their chosen instrument for the task. Comprised of representatives from the Town Councils, including Mayors, Council members and Staff, as well as community representatives appointed by each Council the Committee commenced monthly meetings.

For Pouch Cove, the regular attendees were Councilor John Sainsbury, Town Manager Barbara Tilley, and Community Rep. myself, Ken Pittman.

The Committee was facilitated by the North East Avalon Regional Development Board in the form of a management secretariat headed up by Ms Christine Snow. The offices of the NEARDB were provided as a monthly meeting location and that agency also provided such services as: meetings coordination, research, communications and publications. Each Town within the agreement contributed a payment of expenses to the agency in return for the facilitation services. This arrangement continued from the Spring of 2010 to that of 2013. Changes at the North East Avalon Board as a result of Provincial budget cuts made the arrangement impractical beyond that point, and the Committee elected to proceed with its own coordination and facilitation.

At present, monthly meetings are hosted in turn by each Town on Town Hall premises with rotating Chair duties provided by the respective mayors.

The Committee's main past and on-going areas of exploration and action include the following:

- Community Launch of the ISCP Plan, May 28, 2011
- Exploration of Joint delivery /recycling services.

- Exploration of Tourism Potential and Aspirations of Communities.

- Exploration of Wetland areas with a view to adopting a Municipal Wetland Stewardship Program.

- Exploration and implementation of Composting initiative.

- Exploration of Volunteerism issues of the three Communities.

- Creating a Three -Town Business Directory.

- Creating a Community-Based Coastal Resource Inventory.

- Exploration of Alternative Town lighting systems for cost saving and energy saving purposes.

- Exploration of ways and means of serving senior citizens.

On a concluding personal note, as one of the community representatives, I've found that the ICSP Committee provides a real chance for community representatives to add a community viewpoint to the various discussions and initiatives, at once constructive and distinct from that of elected Council members and Council staff. Furthermore, as a three-town group we are able to share questions, concerns and aspirations that are sometimes regional and sometimes unique to one town. Discussions and initiatives are wide-ranging, but as a group of Mayors, Councilors, Staff and Community Representatives our focus is always on enabling the Integrated Community Sustainability Plan to be carried out in our communities.

Representatives our focus is always on enabling the Integrated Community Sustainability Plan to be carried out in our communities.

This ends my report at this time.

K.P. Nov. 18, 2013

Follow-up records and documents are available from the Committee should anyone wish to access them.

You can do so by emailing me at kpittman@hotmail.com

ICSP Committee Membership 2011

Flatrock: Kevin Butt, Diane Stamp, Anna Kralik,

Bauline: Chris Dredge, Valery McIvoy, Wade Legrow.

Pouch Cove: John Sainsbury, Barbara Tilley, Ken Pittman

ICSP Committee Membership 2012-2013

Flatrock: Kevin Butt for 2012 (passed away Jan. 2013)

Diane Stamp, Michelle Martin, Anna Kralik

And Bob

Bauline: Christ Dredge, Craig Drover, Wade LeGrow

Pouch Cove: John Sainsbury, Barbara Tilley, Ken Pittman

ICSP Committee Membership, Post Elections 2013

Flatrock: Dianne Stamp, Bo Shmiedendorf, Michelle Martin,

Bauline: Christopher Dredge, Craig Drover, Wade Legrow.

Pouch Cove: Bob Brink, Barbara Tilley, Ken Pittman

**PUBLIC WORKS
REPORT**

Agenda

Public Works Regular Meeting

November 27, 2013

11:00 a.m.

1. Errors or Omissions
2. Roads Report
3. Buildings Report
4. Equipment – Vehicles Report
5. Water and Sewer Report
6. New items discussed
7. Next meeting date

TOWN OF POUCH COVE PUBLIC WORKS COMMITTEE

November 14, 2013

11:00 a.m. – 12:30 p.m.

Present: Tish Williams (Chairperson)
Kim Jordan (Councillor – Member)
Gerald Noseworthy (Town Foreman)

Absent: Roger Bill (Councillor – Member)

Adopted Minutes from last meeting, October 31, 2013.

Errors or Omissions: None

Roads Report:

- Asphalt patching completed by Mercers and Town Foreman very pleased with results.
- Contactor working on O'Keefe's Lane and Evans Hill. Asphalt to be started within next week or so. Unsure as to whether time will permit to get Birch Hill paved at this time. Might have to wait until spring.
- Newfoundland Power needs to move pole on O'Keefe's Lane. Town Foreman will be meeting with NL power on November 15th to discuss issue.
- What/How do we determine what roads get to be paved – to be discussed further depending on funding for 2014. Needs to check with Town Manager regarding list of roads for future paving. Need to reference town plan for determination of paving of roads.
- New culvert is installed in Marsh Road but still not completed. Town Foreman to speak to contractor to get it finished.

Building Report:

- Decision for new lighting for chalet was to install a new streetlight. Streetlight is ordered and should be here next week.
- Leak in roof of chalet. This is an on-going issue. Contractor has been in several times with this issue. Not resolved. Will get Town Manager to contact K & P Contracting.

Equipment and Vehicles:

- Diesel Doctor has been contacted and said will have all vehicles/equipment ready before flurries arrive. Currently pretty busy with other work.

Water and Sewer Report

- Two names to be added to the current list for the auto dialer for the water and sewer stations. K & D Pratt to be called when we are ready to add names. Names to be added are Mayor Wall and Deputy Major Vardy.
- Councillor Jordan brought up water on main road coming up the pinch. Could this be an indication of water leak. Town Foreman responded that it was on the opposite side of road. We need to check for leak detection. To be discussed with council members and Town Manager.
- Fire Hydrants are all checked and winterized.

New items:

- Town is in desperate need of a depot – place to store town vehicles and equipment
- K & D Pratt came down and connected a temporary flow meter. It's still connected and will leave for few more days and then Town Foreman will call to get it removed.
- Purchasing agreement being prepared by HR & Admin Committee. Will forward to council to discuss but to be deferred until all councils review. Will be referred to Finance.
- Flushing of water started on October 29, 2013. Job completed.
- Discussed snow removal procedures pertaining to ill residents of town. Town will try to get to them and clear their streets first when possible. Determination still reside with how much of main streets are cleared.
- Town Foreman replaced pump for Water Treatment Plant. Purchased identical to what we currently had in place from Electric Motor and Pump.
- Domestic pump needs to be replaced soon. Town Foreman to take care of this issue.
- As of November 20, 2013 Town Foreman will be on call 24/7 for winter season till April 2014.
- Need to confer with Town Manager on allocation of funding for pavement. Need to determine starting points and procedures to ensure we maximize all potential grants.
- Need to set up meeting with MHA and council to get the procedure started. Need to ask Town Manager to do this. We need to know timelines for submission.
- 3 leaks found identified during water main flush. Need to get quotes for repair of leaks.

Next Meeting: Wednesday, November 27, 2013 at 11:00 a.m. Meetings to be held every second Thursday before Council's Monday Meeting. This meeting is moved to Wednesday to accommodate meeting already booked for Thursday, Nov 28, 2013.