



**Minutes of a Meeting of Council
The Town Council of Pouch Cove held
Monday, November 4, 2013**

Present: Mayor Joedy Wall
Deputy Mayor Mark Vardy

Councillors: Tish Williams
Robert Brink
Roger Bill
Robert Tizzard
Kim Jordan

Also present: Barbara Tilley – Town Manager
Jacqueline Berkshire - Town Clerk

1. CALLED TO ORDER

Mayor Wall called the meeting to order at 6:31 p.m.

2. ADOPTION OF THE AGENDA

13-355 Motion: R. Tizzard/R. Brink

Motion to approve the Agenda as presented.

Motion Carried Unanimously.

3. ADOPTION OF THE MINUTES

Regular Meeting of Council Monday, November 4, 2013

12-356 Motion: R. Tizzard/B. Brink

Motion to approve the minutes of Monday, November 4, 2013 with the following errors and omissions.

Page 1 – *Barbara Tilley – Town Manager Annual Leave*

Motion 13-328 – *Motion to defer request to revisit Mr. Kelly's application until the completion of the engineer's recommendation in reference to MicNoel Place. Upon*

completion of the road to town standards and the road being turned over to the town at that time Mr. Kelly can reapply.

Motion 13-352 - ... Section 210.

Motion Carried Unanimously.

4. BUSINESS ARISING

13-357 Motion: R. Bill/R. Brink

BE IT RESOLVED that the annual Disclosure Statements of the Mayor and Members of the Pouch Cove Town Council required under Section 210 of the Provincial Municipalities Act shall be available for public inspection.

Motion Carried Unanimously.

Town Manager advised that she contacted Municipal Affairs regarding this matter and although not against legislation they do not recommend making them available.

Deputy Mayor Vardy stated that if any Councillor preferred that they not have their Disclosure Statement available for public viewing they may choose so.

Purchasing Policy – A draft Purchasing Policy was provided to Council to review and provide recommendations. Mayor advised of the Town Foreman's concerns regarding the Public Works Department and their purchasing requirements. He also stated that this draft Policy was a good starting point.

DBI – Garbage/Recycling Contract

13-358 Motion: T. Williams/R. Bill

Motion to extend the DBI Garbage/Recycling Contract with rates remaining the same to the end of 2014 and put contract to Tender for 2015.

Motion Carried Unanimously.

13-359 Motion: R. Bill/R. Brink

Motion to approve the request for the upcoming craft fair to take place at the Silver Threads building.

Motion Carried Unanimously.

Habitat Stewardship Presentation - Charmaine Barney, with Department of Environment – Wildlife will be available the week of November 25, 2013 to make a presentation to Council. Town Clerk will advise Ms. Barney of Councils availability during that week.

Speed Sign – Town Clerk researched the Town renting or borrowing from the Town of Torbay its Speed Sign. The Town of Torbay is not willing to rent or lend the sign however

will provide any information regarding the sign. Council asked to investigate if the neighboring towns are interested in cost sharing the speed sign.

706-712 Pouch Cove Line – Mr. Loyal Squires met with Council regarding property he is in the process of purchasing. It was the consensus of council that the previous council made the motion and the present council is not going to resind the motion of April 23rd 2013. Members of council stated in the further all application will go before the Development committee and the Town Plan will be adhered to.

Pocket Door - Town Manager's Office – Town was unable to obtain three (3) quotes for a pocket door for the Town Managers office.

5. DEVELOPMENT APPLICATIONS

(1) Development Application – Revisit – Building Lot – 4-14 Braggs Lane – G. Story

Mr. Story has met the conditions outlined in the Town's correspondence to him dated November 29, 2012.

(2) Business Application – Licensed Home Based Family Daycare – M. Maloney

13-360 Motion: R. Tizzard/ T. Williams

Motion to place a Discretionary Use Ad in the Evening Telegram for a licensed home based family daycare accommodating a maximum of six (6) children at 21 Wesbill Place, Pouch Cove.

Motion Carried Unanimously.

13-361 Motion: R. Brink/R. Tizzard

Motion to provide residents in the area with a letter advising a Discretionary Use Ad will be placed in the Telegram regarding a licensed home based family day care accommodating a maximum of six (6) children.

Motion Carried Unanimously.

Councillor Brink would like to have a policy that if a Discretionary Use Ad is required, the residents that are going to be directly affected be notified by the town.

(3) Crown Land Application – Pouch Cove Line – Todd Vaters

13-362 Motion: R. Bill/R. Brink

Motion to support Municipal Recommendation Form for Crown Land Applications within Municipal and Planning Area Boundaries for property at Pouch Cove Line as applied for by Mr. Todd Vaters.

Motion Carried Unanimously.

(4) Development Application – Shed – Mark Moores

13-363 Motion: B. Brink/M. Vardy

Motion to approve Development Application to construct a 20' x 28' shed at 1 Wesbill Place subject to building being set back equal to or more than the building line setback of the dwelling.

Motion Carried Unanimously.

(5) Development Application – Single Family Dwelling – Scott Nichols

13-364 Motion: R. Bill/ T. Williams

Motion to approve a Development Application to construct a 31' x 35' single family dwelling at 19-47 Butler's Road subject to a legal stamped survey being provided along with an approval from of Service NL.

Motion Carried Unanimously.

(6) Development Application – Shed 85 Marsh Road – Karen Ryan

13-365 Motion: R. Bill/R. Brink

Motion to approve Development Application to construct a 14'x16' shed at 85 Marsh Road.

Motion Carried Unanimously.

(7) Development Application – Lakewood Development (D. Snow) – 2 Power Sheds

13-366 Motion: R. Brink/K. Jordan

Motion to approve Development Application to construct 2 – 4'x4' Power Sheds at Marine Drive Park subject to Mr. Snow correcting and initialing on the General Development Application (B) – Purpose of Application to Building House and (C) Type of Development Subdivision as these were inappropriately marked for the power sheds.

Motion Carried Unanimously.

(8) Development Application – K & P Contracting – 9-11 Mountain Crescent

13-367 Motion: R. Brink/M. Vardy

Motion to approve Development Application for approval in principle at 9-11 Mountain Crescent subject to approval of Service NL and the installation of a culvert.

Motion Carried Unanimously.

(9) Development Application – K & P Contracting – 13-15 Mountain Crescent

13-368 Motion: R. Brink/ T. Williams

Motion to approve Development Application for approval in principle at 13-15 Mountain Crescent subject to approval of Service NL and the installation of a culvert.
Motion Carried Unanimously.

(10) Development Application – K & P Contracting – 17-19 Mountain Crescent

13-369 Motion: R. Brink/M. Vardy

Motion to approve Development Application for approval in principle at 17-19 Mountain Crescent subject to approval of Service NL and the installation of a culvert.

Motion Carried Unanimously.

(11) Development Application – K & P Contracting – 25-27 Mountain Crescent

13-370 Motion: R. Brink/ T. Williams

Motion to approve Development Application for approval in principle at 25-27 Mountain Crescent subject to approval of Service NL and the installation of a culvert.

Motion Carried Unanimously.

(12) Development Application – K & P Contracting – 28-30 Mountain Crescent

13-371 Motion: R. Bill/ T. Williams

Motion to approve Development Application for approval in principle at 28-30 Mountain Crescent subject to approval of Service NL and the installation of a culvert.

Motion Carried Unanimously.

(13) Development Application – K & P Contracting – 32-34 Mountain Crescent

13-372 Motion: R. Bill/ T. Williams

Motion to approve Development Application for approval in principle at 32-34 Mountain Crescent subject to approval of Service NL and the installation of a culvert.

Motion Carried Unanimously.

(14) Development Application - K & P Contracting – 38-40 Mountain Crescent

13-373 Motion: M. Vardy/R. Brink

Motion to approve Development Application for approval in principle at 38-40 Vale Drive subject to approval of Service NL and the installation of a culvert.

Motion Carried Unanimously.

(15) Development Application – K & P Contracting – 26-28 Vale Drive

13-374 Motion: R. Brink/M. Vardy

Motion to approve Development Application for approval in principle at 26-28 Vale Drive subject to approval of Service NL and the installation of a culvert.

Motion Carried Unanimously.

(16) Development Application – K & P Contracting – 32-34 Vale Drive

13-375 Motion: R. Brink/K. Jordan

Motion to approve Development Application for approval in principle at 32-34 Vale Drive subject to approval of Service NL and the installation of a culvert.

Motion Carried Unanimously.

(17) Development Application – K & P Contracting – 36-38 Vale Drive

13-376 Motion: R. Brink/M. Vardy

Motion to approve Development Application for approval in principle at 36-38 Vale Drive subject to approval of Service NL and the installation of a culvert.

Motion Carried Unanimously.

(18) Development Application – K & P Contracting – 48-50 Vale Drive

13-377 Motion: M. Vardy/R. Brink

Motion to approve Development Application for approval in principle at 48-50 Vale Drive subject to approval of Service NL and the installation of a culvert.

Motion Carried Unanimously.

(19) Development Application – K & P Contracting – 52-54 Vale Drive

13-378 Motion: M. Vardy/ T. Williams

Motion to approve Development Application for approval in principle at 52-54 Vale Drive subject to approval of Service NL and the installation of a culvert.

Motion Carried Unanimously.

(20) Development Application – K & P Contracting – 60-62 Vale Drive

13-379 Motion: R. Brink/R. Tizzard

Motion to approve Development Application for approval in principle at 60-62 Vale Drive subject to approval of Service NL and the installation of a culvert.

Motion Carried Unanimously.

6. NEW CORRESPONDENCE

(A) Revisit – Stiles Cove Playground (*no correspondence*)

Clarity that the playground only is named in memory of Walter Butt. Councillor Tizzard also advised that the Lion's Club Kiddie Park's name is not going to be changed.

(B) Telus Mobility – Finalize Contract (*no correspondence*)

In keeping with the Town's effort to go green. It is upgrading cell phones and IPADS. This will be a two (2) year contract and is not a great deal of difference in the annual yearly cost to the Town.

(C) Northeast Senior Eagles Sponsorship – Brian Martin

13-380 Motion: T. Williams/K. Jordan

Motion to approve one (1) year Bronze Sponsorship with the Northeast Eagles Senior Hockey Club at a cost to the Town of \$500.00.

Motion Carried. Councillor Brink Against.

(D) Fire Protection Financial Assistance Grant – Department of Municipal Affairs

13-381 Motion: R. Tizzard/ K. Jordan

Motion to approve Municipal Share less GST rebate in the amount of \$2,230.09 for Fire Protection Financial Assistance Grant Project #FES-SA0036 for Jaws of Life.

Motion Carried Unanimously.

(E)Heritage Committee – Presentation at Silver Threads – Wednesday 7:30 everyone is asked to join them for a slide show presentation.

(F) Craft Fair – Silver Threads Building – Addressed in New Business

(G)Long Service Award – S. Patten – Presentation

13-382 Motion: R. Brink/ M. Vardy

Motion to set a date (TBA) to present Sarah Patten with a Long Service award for 16 years of service. Council to present both Sarah and Walter with a portrait of Pouch Cove not to exceed 500.00

Motion Carried Unanimously.

(H)Susie Noseworthy – Complaint regarding a neighboring Property – Deferred.

(I) Quote – Town Envelopes

Town staff to research additional quotes with larger price breaks.

(J)Seminar – Highest & Best Use Analysis November 20, 2013 – For Information.

(K) Workshop – Newfoundland & Labrador Access, Privacy, Security and Records Management Workshop – November 21 – 22, 2013 – For Information.

(L) Town Jackets – Revisit

13-383 Motion: R. Tizzard/ T. Williams

Motion to approve the purchase of Town Jackets for Council and staff to be paid 100% by the Town.

Motion Carried Unanimously.

(M)Town Purchasing Policy – addressed in New Business

(N) Federation of Municipalities Conference & Trade Show – February 10-13, 2014 – For Information

(O)Scholarships/Awards

13-384 Motion: R. Tizzard/ T. Williams

Motion to create a Scholarship in the amount of \$500.00. Mayor Wall to research criteria for the Scholarship.

Motion Carried Unanimously.

(P) Correspondence – Lion’s Club Water Supply – K. Moran

13-385 Motion: T. Williams/R. Brink

Motion to make a donation to the Lion’s Club in appreciation for their efforts to the Town with making water available from their facility.

Motion Defeated.

Mayor to forward a letter of appreciation.

(Q) Correspondence – M. Cooper – Community Skate – Council will be attending the Municipalities Newfoundland and Labrador Conference from November 7-9, 2013 so will be unavailable to attend the Community Skate.

(R) Ballot for the Position of Avalon Director for the Municipal Assessment Agency

13-386 Motion: T. Williams/R. Tizzard

Motion to defer to the next meeting to review all candidates.

Motion Carried Unanimously.

(S) Annual Santa Claus Parade – PCV Fire Department – For Information.

7. Accounts Payable

13-387 Motion: R. Bill/R. Brink

Motion to approve Accounts Payable dated November 4, 2013 in the amount of \$36,853.46.

Motion Carried Unanimously.

8. FOREMAN’S REPORT

13-388 Motion: R. Brink/R. Tizzard

Motion to approve the Foreman’s Report dated October 31, 2013 as presented.

Motion carried unanimously.

9. LIAISON REPORTS

Auto Dialer – Mayor and Deputy Mayor added

ICSP – Presentation for Council – Flatrock is tendering survey on seniors and will be included in the Town's upcoming newsletter.

Add on
13-389

Library Board – Council contribution for library's extended hours.

Motion: R. Bill/T. Williams

Motion to approve funding in the amount of \$4200 for the Library Board to extend operating hours by 6 hours per week until the end of the school year.

Motion carried unanimously.

10. COMMITTEE REPORTS

Water Committee – Meeting October 31, 2013 and a review of the report provided to the previous Council. The Town is waiting to hear from Government. Public Works department is monitoring the usage for both peak times and low usage times for approximately the next 2 weeks. The Town Manager asked for a Motion for the overtime.

13-390 Motion: R. Tizzard/ R. Brink

Motion to approve scheduled overtime to monitor water usage.

Motion Carried Unanimously.

Human Resources - Councillor Bill advised that the Shop Steward will be meeting with the Frank Pittman on November 26, 2013 regarding the upcoming negotiations with respect to the Collective Agreement. A meeting should then be scheduled with Council. Town Manager has been asked to provide job descriptions of Town staff.

The Committee asked that they have access to the Town's Personnel files by placing a locked cabinet in the Chambers. Account's Payable will be reviewed by the Finance Committee.

Town Manager advised that access to the Town files isn't as per Provincial Regulations.

11. NEW BUSINESS

Fire Department – Compressor

13-391 Motion: R. Bill/R. Tizzard

Motion to move existing \$6,000.00 remaining in the Fire Department Training account which will be combined with the Fire Departments \$5000.00 to purchase a used Compressor (\$11,000.00 total) which will be used in conjunction with the Cascade System.

Motion Carried Unanimously.

Permits

13-392 Motion: R. Bill/R. Brink

Motion to refer the Town's Permit Policies and Fees to the Development Committee for review and comment.

Motion Carried Unanimously.

Councillor Tizzard spoke to the Town's expenses and recommended that it trial a new telephone system for a one (1) month period and after that month collect feedback from the Staff. He advised the Town is currently spending approximately \$8,000.00 for phone and internet services. He stated the new phone to be trial led will be at a cost of approximately \$2,000.00 per year.

12. ADJOURNMENT

13-393 Motion: R. Brink/T. Williams

Motion to Adjourn.

Motion Carried Unanimously.

There being no further business the meeting adjourned at 9:40


for Jacqueline Berkshire, Town Clerk


Joedy Wall, Mayor