



**Minutes of a Meeting of Council
The Town Council of Pouch Cove held
Monday, October 21, 2013**

Present: Mayor Joedy Wall
Deputy Mayor Mark Vardy

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

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

1. CALLED TO ORDER

Mayor Wall called the meeting to order at 6:35 p.m.

2. ADOPTION OF THE AGENDA

13-325 Motion: R. Brink/M. Vardy

Motion to approve the Agenda as presented.

Motion Carried Unanimously.

3. ADOPTION OF THE MINUTES

Regular Meeting of Council Monday, October 7, 2013

12-326 Motion: R. Tizzard/B. Brink

Motion to approve the minutes of Monday, October 7, 2013 as presented.

Motion Carried Unanimously

Special Meeting of Council – Tuesday, October 8, 2013

12-327 Motion: R. Tizzard/T. Williams

Motion to approve the minutes of Special Meeting of Council – Tuesday, October 8, 2013 as presented.

Motion Carried Unanimously.

4. **BUSINESS ARISING – No Business Arising**

Mayor Wall Welcomed MHA Kevin Parsons to the meeting at 6:50 p.m.

5. **DEVELOPMENT APPLICATIONS**

(1) Development Application – Revisit – Lot 3 MicNoel Place – M. Kelly

13-328 Motion: R. Bill/T. Williams

Motion to defer Development Application (revisit). It is Council's understanding that Mr. Kelly has sold the subdivision and the Town is awaiting a Conveyance from Mr. Kelly to the Purchaser. The conditions outlined in the correspondence provided to Mr. Kelly upon his original application for Lot 3 MicNoel Place are still required to be met. Upon receipt of Conveyance and conditions being met, Council will revisit application.

Motion Carried Unanimously.

(2) Approval in Principle 706-712 Pouch Cove Line – L. Squires

13-329 Motion: R. Bill/B. Brink

Motion to defer Mr. Squires request to confirm approval in principle for two half acre building lots at 706-712 Pouch Cove Line in an effort for the Development Committee to research zoning of the land. Council recognizes that this is time sensitive and the Committee will endeavor to obtain relevant information to bring back to Council for a decision at its next meeting on November 4, 2013.

Motion Carried Unanimously.

(3) Development Application – Shed – 28 Old Road – Carl Noseworthy

Councillor Jordan advised that the applicant is her brother and asked if Council felt she was in conflict. Council did not feel that she was in conflict and the Application moved forward.

13-330 Motion: R. Tizzard/B. Brink

Motion to defer Development Application to obtain additional information regarding existing garage.

Motion Carried Unanimously.

(4) Development Application – Shed – 1 Wesbill Place – Mark Moores

13-331 Motion: R. Tizzard/R. Bill

Motion to defer as application fee was not received by the office prior to going to Council.

Motion Carried Unanimously.

(5) Development Application – Shed – 23 O’Keefe’s Lane – Kevin Walsh

13-332 Motion: R. Bill/B. Brink

Motion to approve Development Application to construct a shed at 23 O’Keefe’s Lane subject to shed being located behind apartment building.

Motion Carried Unanimously.

(6) Development Application – Shed – 85 Marsh Road – G. & K. Ryan

13-333 Motion: R. Bill/R. Tizzard

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

Motion Defeated Unanimously.

Property is not large enough to accommodate accessory building. Additionally proposed building is outside the maximum allowable total square metres.

6. NEW CORRESPONDENCE

(A) Proposed Amendment – St. John’s Urban Region Regional Plan Amendment No. 14, 2013 and Portugal Cove-St. Philip’s Development Regulations Amendment No. 53, 2013

13-334 Motion: R. Tizzard/B. Brink

Motion to support Proposed Amendment – St. John’s Urban Region Regional Plan Amendment No. 14, 2013 and Portugal Cove-St. Philip’s Development Regulations Amendment NO. 53, 2013..

Motion Carried Unanimously.

(B) Proposed St. John's urban Region Regional Plan Amendment Town of Bauline Municipal Plan Amendment No. 4, 2013 and Development Regulations Amendment No. 4, 2013.

13-335 Motion: M. Vardy/R. Brink

Motion to support Proposed St. John's urban Region Regional Plan Amendment Town of Bauline Municipal Plan Amendment No. 4, 2013 and Development Regulations Amendment No. 4, 2013.

Motion Carried Unanimously.

(C) Town of Paradise – St. John's Urban Region Regional Plan Amendment NO. 11, 2013 Town of Paradise Development Regulations Amendment NO. 73, 2013 – Residential Subdivision Area (RSA) for property located at 34 Ortega Drive

13-336 Motion: R. Tizzard/K. Jordan

Motion to support Town of Paradise – St. John's Urban Region Regional Plan Amendment No. 11, 2013 Town of Paradise Development Regulations Amendment No. 73, 2013 – Residential Subdivision Area (RSA) for property located at 34 Ortega Drive.

Motion Carried Unanimously.

(D) Proposed St. John's Urban Region Regional Plan Amendment and Town of Bay Bulls Municipal Plan and Development Regulations 2013-2023

13-337 Motion: T. Williams/B. Brink

Motion to support Proposed St. John's Urban Region Regional Plan Amendment and Town of Bay Bulls Municipal Plan and Development Regulations 2013-2023.

Motion Carried Unanimously.

(E) DBI Contract for Garbage/Recycling Collection for 2014

13-338 Motion: R. Bill/M. Vardy

Motion to refer extending the Town's garbage and recycling contracts under the same terms, conditions and pricing as currently exists, to the Public Works Committee.

Motion Carried unanimously.

(F)Correspondence from Kathleen Connors –Request for Reimbursement

13-339 Motion: M. Vardy/R. Bill

Motion to approve reimbursement to Kathleen Connors in the amount of \$100.00 paid for the rental of All Saints Anglican Church Hall on Tuesday, September 17, 2013 for an “*All Candidates Meeting*” organized by a small group of interested residents who saw a need for the community to meet and ask questions to those Candidates running for election at the October 24, 2013 Municipal Election in Pouch Cove.

Motion Carried.

Mayor Wall and Councillor Tizzard Against

(G)Correspondence – Jack Byrne Arena & ICSP Community Representatives

13-340 Motion: T. Williams/K. Jordan

Motion to appoint Ed Quilty as the Community Representative for the Jack Byrne Arena Board. Mayor Wall will be the Council Representative.

Motion Carried unanimously.

13-341 Motion: T. Williams/K. Jordan

Motion to appoint Ken Pittman as the Community Representative for the ICSP Committee.

Motion Carried unanimously.

Mr. Pittman who was in the gallery accepted the appointment. Mayor Wall thanked him for his previous service and congratulated him on his appointment.

(H) Email – S. Ozon – Water Quality

Councillor Tizzard advised that there is a meeting scheduled for October 22, 2013 and the Water Committee hopes to have information to bring forward at the next Council Meeting on November 4, 2013. He also advised that MHA Kevin Parsons would be attending the meeting on October 22, 1013

(I)Pouch Cove Volunteer Fire department Expense Claims (Milage/Meal Allowance/Training Allowance) – J. Shea, T. LeGrow, B. Murray

13-342 Motion: B. Brink/R. Tizzard

Motion to approve Expense Claims for Mileage, Meal Allowance and Training Allowance for J. Shea, T. LeGrow, and B. Murray for attendance at Fire Inspection Training October 8-9, 2013 in the amount of \$706.01.

Motion Carried unanimously.

(J)Email – Charmaine Barney – Municipal Habitat Stewardship Proposals

13-343 Motion: R. Tizzard/T. Williams

Motion to arrange a meeting with the Municipal Habitat Stewardship to discuss the Program as per correspondence from Charmaine Barney. Town Clerk to set up meeting and advise Council.

Motion Carried unanimously.

(K) Correspondence – CBDC AGM – Wednesday, November 6, 2013

Mayor Wall and Councillor Tizzard are both interested in attending this Annual General Meeting.

(L)LW. Consulting Councillor Orientation Proposal & Presenters Bios

13-344 Motion: R. Bill/B. Brink

Motion to defer setting up Councillor Orientation Proposal at a cost of \$1150.00 plus tax until after the Municipal Affairs Orientation. If Council feels the additional session is required they will revisit LW Consulting's proposal.

Motion Carried unanimously

(M)Correspondence – CWTA – “Recycle my cell in NL Program”

Councillor Bill to bring this to the Library Board Meeting on Wednesday, October 23, 2013 as this may be an initiative they may want to undertake.

(N) Quote – Sean’s Contracting Ltd. – Pocket Door

13-345 Motion: R. Tizzard/R. Bill

Motion to defer until three (3) quotes are received including labour, materials, plastering and painting.

Motion Carried unanimously.

(O) Correspondence – Eastern Waste Management – Call for Nominations

For information. Council was asked if they were interested to put their name forward. Nominations close on Wednesday, November 13, 2013.

(P) Correspondence – Department of Municipal Affairs – Long Service Award – Sarah Patten

13-346 Motion: T. Williams/K. Jordan

Motion to recognize Sarah Patten for her contribution to the Town at a date to be determined and present her with her Certificate of Long Service from the Department of Municipal Affairs Local Governance.

Motion Carried unanimously.

(Q) Correspondence – Dept. of Municipal Affairs – Proposed 2014-2015 Municipal Capital Works Program 2014-2015 – 2016-2017 Multi Year Capital Works Program

For Council's information. Town Manager noted on the circular that the Town submit an application for the Study on Water. Referred to the Water Committee.

(R) Quote – Town Jackets

Mayor Wall advised the Town researched the cost of Town Jackets at a cost of \$96.28 for Council and Staff cost shared at 60/40 for anyone who was interested in purchasing a jacket.

(S) Signing Officer – Assistant Town Clerk – S. O'Keefe

Town Manager spoke with Municipal Affairs and was advised that the Assistant Town Clerk is not normally a signing officer. Only in the event the Town Clerk is absent for an extended period, i.e. Sick Leave, Vacation, the Assistant Town Clerk would, by a Motion of Council, take on the Acting Town Clerk position until the return of the Town Clerk upon completion of bank document authorizing her as a signing officer.

(T) Municipal Assessment Agency – Call for Nominations – Avalon Region Director

For Information. Council was advised that if anyone was interested in putting their name forward for the position of Avalon Director with the Municipal Assessment Agency Inc. they should do so by 4:00 p.m., October 22, 2013.

(U) Quote – Pavement Repairs

13-347 Motion: R. Tizzard/T. Williams

Motion to accept Mercer's Paving Incorporated quote for paving repairs as per attached quote. Town Clerk to contact Mercer's Paving and will advise Council when work should begin.

Motion Carried unanimously.

7. Accounts Payable

13-348 Motion: R. Bill/M. Vardy

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

Motion Carried Unanimously.

8. FOREMAN'S REPORT

13-349 Motion: M. Vardy/T. Williams

Motion to approve the Foreman's Report dated October 18, 2013 as presented.

Motion carried unanimously.

9. LIAISON REPORTS

13-350 Motion: R. Tizzard/K. Jordan

Motion to defer the decision to not use the Silver Threads building for the upcoming Craft Fair on December 2, 2013

Motion Carried Unanimously.

10. COMMITTEE REPORTS

Public Works – Report attached

Human Resources – Committee is currently looking at the collective agreement as negotiations with the Union will begin soon. Town Manager briefed the committee at a meeting held on Wednesday, October 16, 2013.

11. NEW BUSINESS

(1) Purchasing Policy

13-351 Motion: R. Tizzard/R. Bill

Motion to establish a standard policy for purchasing for the Town. Council to research what other Towns are doing in an effort to design a policy that will work with the Town's day to day operations.

Motion Carried Unanimously.

(2) Disclosure Statements

13-352 Motion: M. Vardy/R. Bill

BE IT RESOLVED 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 on a go forward basis further to the 2013 Municipal Election.

Motion Carried Unanimously.

(3) RNC Meeting

Councillor Tizzard met with Staff Sergeant Sean Ennis with the RNC to discuss issues of concern with ATV's and speeding on the Town streets. Councillor Tizzard outlined some of the requirements with respect to ATV's such as it is mandatory to wear a helmet, insurance if driving on the road. Additionally there were concerns from residents of unenforced speed signs. S/Sgt. Ennis ensured Councillor Tizzard the RNC would continue increased police patrols to cut down on speeding within the Town.

(4) Town of Torbay – Speed Sign

The Town of Torbay has recently acquired a digital sign which monitors vehicle speed. Council asked that the Town research whether it might rent the sign from Torbay to use in various areas of the Town with speed problems. Town Clerk will contact the Town of Torbay to obtain information regarding the sign.

(5) Development Application - Deadline to Submit

13-353 Motion: M. Vardy/T. Williams

Motion to move the deadline to submit Development Applications from the Thursday prior to the Council meeting to one week prior to the Council meeting in order for the Development Committee to meet on all applications.

Motion Carried Unanimously.

12. **ADJOURNMENT**

13-354 Motion: R. Brink/M. Vardy

Motion to Adjourn.

Motion Carried Unanimously.

There being no further business the meeting adjourned at 8:25 p.m.



Jacqueline Berkshire, Town Clerk



Joedy Wall, Mayor