



Minutes of a Regular Meeting of Council
The Town Council of Pouch Cove held
Monday, December 12, 2016

Mayor: Joedy Wall
Deputy Mayor: Mark Vardy (absent)

Councillors: Rob Tizzard
John Sainsbury
Tish Williams
Robert Brink
Greg King

Town Manager/Clerk: Barbara Tilley
Executive Clerk: Susan O'Keefe

1. CALL TO ORDER

Mayor J. Wall called the meeting to order at 4:34pm.

2. ADOPTION OF THE AGENDA

16-291 Motion: J. Sainsbury/R. Tizzard

Motion to approve the agenda for December 12, 2016 as presented.

Motion: Carried

For: J. Wall, R. Tizzard, J. Sainsbury, T. Williams, R. Brink, G. King

3. ADOPTION OF THE MINUTES

16-292 Motion: T. Williams/G. King

Motion to approve the minutes of a Regular Council Meeting dated November 21, 2016 as presented.

Motion: Carried

For: J. Wall, R. Tizzard, J. Sainsbury, T. Williams, R. Brink, G. King

4. BUSINESS ARISING

Hobby Farm – 930 Pouch Cove Line

It was discussed and the consensus of council is not to approve a business of a 'petting/visiting' farm.

Manhole on Main Road

This project has been postponed until the new year as the asphalt plant are now closing.

Turkey Drive

Pouch Cove donated 12 turkeys to the Turkey Drive.

5. CORRESPONDENCE

i. RBC Community Advice Event

It was the consensus of Council that we take part in partnering with the Lions Club to offer a day of RBC advice, as well as medical information/advice.

ii. Bugs & Debbie Greene Show – Filming & Promotion Services

16-293 Motion: J. Sainsbury/T. Williams

Motion to approve \$1000 for filming & promotion services offered from Bugs & Debbie Greene.

Motion: Defeated

For: R. Brink

Against: J. Wall, R. Tizzard, J. Sainsbury, T. Williams, G. King

6. BUSINESS

A. Development

i. General Development (House) – 229-237 Main Road (Lot 1)

16-294 Motion: R. Brink/R. Tizzard

Motion to approve general development for a single family dwelling with apartment located at 229-237 Main Road (Lot 1) as presented with a 7% variance for the rear yard depth, subject to approvals from all Government Services departments.

Motion: Carried

For: J. Wall, R. Tizzard, J. Sainsbury, T. Williams, R. Brink, G. King

i. General Development (House) – 229-237 Main Road (Lot 2)

16-295 Motion: R. Brink/J. Sainsbury

Motion to approve general development for a single family dwelling with apartment located at 229-237 Main Road (Lot 2) as presented, subject to approvals from all Government Services departments.

Motion: Carried

For: J. Wall, R. Tizzard, J. Sainsbury, T. Williams, R. Brink, G. King

ii. General Development (House) – 383-387 Main Road

16-296 Motion: R. Brink/J. Sainsbury

Motion to approve general development for a single family dwelling located at 383-387 Main Road as presented, subject to approvals from all Government Services departments.

Motion: Carried

For: J. Wall, J. Sainsbury, T. Williams, R. Brink, G. King

Against: R. Tizzard

Council used their Discretionary Use Regulation 10 as per the Town Plan, as the proposed location is zoned commercial. Councillor R. Tizzard felt that a discretionary use ad should be placed.

iii. Commercial Development (Extension) – 376 Main Road

16-297 Motion: R. Brink/T. Williams

Motion to approve commercial development for an extension to the existing building located at 376 Main Road as presented, subject to approvals from all Government Services departments.

Motion: Carried

For: J. Wall, R. Tizzard, J. Sainsbury, T. Williams, R. Brink, G. King

B. Public Works

i. Committee Report

There is no public works report.

ii. Expression of Interest – Flow Meter, Sampler, Oil Tank

No offers were received for the flow meter or the sampler. One offer was received for the oil tank.

16-298 Motion: T. Williams/R. Tizzard

Motion to approve offer of \$600 for the removal of the old oil tank.

Motion: Carried

For: J. Wall, R. Tizzard, J. Sainsbury, T. Williams, R. Brink, G. King

iii. Ice Control Materials, Winter 2016/2017

16-299 Motion: J. Sainsbury/T. Williams

Motion to approve 300 tonnes of salt/sand mixture for the 216/2017 winter season in the amount of \$47.50 /tonne.

Motion: Carried

For: J. Wall, R. Tizzard, J. Sainsbury, T. Williams, R. Brink, G. King

iv. Domestic Garbage/Recycling Contractor Request

16-300 Motion: R. Tizzard/J. Sainsbury

Motion to approve request for the garbage contractor to use a 4x4 Dodge Pick Up with enclosed back as a *secondary* vehicle for garbage pick up, for by-roads within Pouch Cove during the winter season only, subject to a vehicle inspection being done by the Town Manager.

Motion: Carried

For: J. Wall, R. Tizzard, J. Sainsbury, T. Williams, R. Brink, G. King

C. Finance

i. Accounts Payable \$54,721.39

16-301 Motion: T. Williams/R. Brink

Motion to approve accounts payable listing dated December 12, 2016 as presented with the addition of \$5000 plus hst for Dominion Paving (patchwork).

Motion: Carried

For: J. Wall, R. Tizzard, J. Sainsbury, T. Williams, R. Brink, G. King

ii. Council Remuneration

16-302 Motion: R. Tizzard/T. Williams

Motion to approve Council Remuneration for Quarter 4.

Motion: Carried

For: J. Wall, R. Tizzard, J. Sainsbury, T. Williams, R. Brink, G. King

iii. Christmas Bonuses

16-303 Motion: J. Sainsbury/T. Williams

Motion to approve Christmas Bonuses in the amount of \$100 per employee.

Motion: Carried

For: J. Wall, R. Tizzard, J. Sainsbury, T. Williams, R. Brink, G. King

iv. Adjustments 2016

16-304 Motion: R. Tizzard/J. Sainsbury

Motion to approve Adjustments for April-December 2016 in the amount of \$11,559.18.

Motion: Carried

For: J. Wall, R. Tizzard, J. Sainsbury, T. Williams, R. Brink, G. King

Date	Account Number	Amount Adjusted	Date	Account Number	Amount Adjusted	Date	Account Number	Amount Adjusted	Date	Account Number	Amount Adjusted
07-Apr-16	NOSED012	\$ 3.67	25-Aug-16	JORDW002	\$ 12.00	29-Sep-16	FLEMD003	\$ 10.00	02-Nov-16	BREND001	\$ 3.68
05-May-16	SULLF001	\$ 500.00	25-Aug-16	MAHE0001	\$ 21.04	03-Oct-16	BRAGS003	\$ 200.96	02-Nov-16	SULLS006	\$ 0.32
05-May-16	KNIGA001	\$ 724.05	25-Aug-16	SAINA001	\$ 3.30	12-Oct-16	SULLC004	\$1,754.61	15-Nov-16	FURLP003	\$ 10.00
26-May-16	NSEG008	\$ 125.43	29-Aug-16	STUCG001	\$ 30.08	12-Oct-16	SAINA001	\$ 330.00	23-Nov-16	MULLB001	\$ 80.16
13-Jun-16	PIKEA001	\$ 98.78	09-Sep-16	HUDSW001	\$ 3.48	12-Oct-16	SAINA002	\$ 3.30	08-Dec-16	MURR.005	\$ 23.63
16-Jun-16	CONNK006	\$ 280.00	29-Sep-16	WHALB003	\$ 190.00	11-Oct-16	SMYTC001	\$ 7.80	08-Dec-16	GILLB001	\$ 40.42
27-Jul-16	HATCJ001	\$ 340.72	29-Sep-16	WHALB004	\$ 1.90	27-Oct-16	J-3H.001	\$3,254.33	08-Dec-16	KNIGH004	\$ 500.00
27-Jul-16	GALLJ001	\$ 162.75	29-Sep-16	FLEMD002	\$ 500.00	02-Nov-16	JOY.K001	\$ 0.48	09-Dec-16	KAVAJ002	\$ 2,296.49
25-Aug-16	AUCHR001	\$ 45.80									\$ 11,559.18

v. Fee Structure 2017

- 16-305** Resolution: R. Tizzard/R. Brink
BE IT RESOLVED that the Town of Pouch Cove Town Council adopt the proposed Fee Structure for 2017.
Resolution: Carried
For: J. Wall, R. Tizzard, J. Sainsbury, T. Williams, R. Brink, G. King

vi. Council Remuneration/Policy

- 16-306** Resolution: R. Tizzard/R. Brink
BE IT RESOLVED that the Town of Pouch Cove Town Council adopt the Council Remuneration Policy as presented with a proposed increase of \$3750.00 from 2016 totalling \$20,950.00 for 2017.
Resolution: Carried
For: J. Wall, R. Tizzard, J. Sainsbury, T. Williams, R. Brink, G. King
The current council will be entitled to the retention amount for next year at a prorated amount based on the adoption date of this policy.

vii. Budget 2017

- 16-307** Resolution: R. Brink/R. Tizzard
BE IT RESOLVED that the Town of Pouch Cove Town Council approves the Budget for 2017 as presented in the amount of \$2,002,626.73.
Motion: Carried
For: J. Wall, R. Tizzard, J. Sainsbury, T. Williams, R. Brink, G. King

TOWN OF POUCH COVE BUDGET 2017

Our budget shows projected decrease in spending of about 1% over our amended 2016 budget. Our total expenditures are budgeted at \$2.003 million. This includes \$114,000 earmarked for paving under capital costs.

We have agreed to keep the mill rate in 5.25. We have reduced the minimum tax to \$400.

We continue to monitor our spending requirements for 2017 and beyond for our aging infrastructure as well as needs to finance a water and waste water treatment.

In 2016 we spent \$236,000 on road paving which made a great reduction in our backlog of unpaved roads.

We are looking forward to having our new water treatment plant. We remain optimistic that provincial and federal approval will come through in the next few months. If so, construction and commissioning of would likely be completed in 2018. However, we have made provision for some of our payments in 2017.

New federal regulations require expensive monitoring of our sewage flows and will likely require a treatment plant in the future.

We have been informed that the Pouch Cove Volunteer Fire Department's pumper truck will need to be replaced in February 2020.

Water and sewer rates were increased last year. That was the first time since 2010. Even with the increases the rates do not cover the actual costs of providing the services as we must continually pay for repairs in addition to the recurrent costs of supplies and having our staff monitor the chlorination and pumping facilities. The state of our infrastructure can greatly impact our finances, including spending on unbudgeted emergency repairs. In 2016 we were lucky to avoid the high costs of \$242,000 on water and sewer repairs and upgrades that we encountered in 2015, but will likely incur more costs in the coming years. We have therefore decided that water and sewer rates will each be increased by \$25 in 2017 which still leaves a shortfall in direct funding for the services. The remainder is made up from general revenue sources.

The permit fee has been increased to \$2 per sq. meter. We removed the fee for repairs, but permits are still required. Business Taxes have remained the same except for the combining of the contractor category with construction/home renovations.

Other fees remain the same.

The amount for councilor remuneration has not changed for several years. All councils experience the problem of councilors not finishing their terms. The resignations of councilors disrupt the work of council and directly adds the costs of bi-elections and extra training. This council is adopting a new Councillor Remuneration Policy which is intended to provide incentive for future councilors to remain for their four-year terms as the money will only be paid to those finishing their terms. This incentive will not be retroactive for the present council as provision has been made for only nine months in 2017.

D. General Business

i. Quotes – 2017 Calendar Magnet

16-308 Motion: R. Tizzard/G. King
Motion to approve staff choosing the proper company to order the 2017 calendar magnet.
Motion: Carried
For: J. Wall, R. Tizzard, J. Sainsbury, T. Williams, R. Brink, G. King

ii. Everbridge Renewal 2017

16-309 Motion: R. Tizzard/T. Williams
Motion to approve one-year renewal for the Everbridge contract in the amount of \$5000.00.
Motion: Carried
For: J. Wall, R. Tizzard, J. Sainsbury, T. Williams, R. Brink, G. King

iii. ATV Vehicles – Regulations

It was a consensus of council to begin research and strike a committee to pursue creating ATV Regulations for the Town of Pouch Cove.

7. LIAISON REPORTS

Recreation Christmas Story Hour December 13th, Christmas in the Cove December 14th.
Heritage Heritage Society is looking for a contribution to their Heritage Days for 2016.

16-310 Motion: J. Sainsbury/T. Williams
Motion to approve sponsorship of \$800 for the 2016 Heritage Days.
Motion: Carried
For: J. Wall, R. Tizzard, J. Sainsbury, T. Williams, R. Brink, G. King

Fire Department Communications discussion ongoing between Fire Dept and the Town of Bauline. Chief Derek Sullivan would like to meet with all council. Breakfast with Santa and the Parade went well.

NEAJC No update.

NEAR No update.

Councillor J. Sainsbury was excused from the chambers at 5:53pm.

Mayors/MHA No update.

Councillor J. Sainsbury returned to the chambers at 5:54pm.

Environment No update.

Library No update

Arena No update.

ICSP Meeting in the new year.
HTH School Council No update.

8. OTHER COMMITTEE REPORTS

Water Committee

Councillor R. Tizzard advised that there will hopefully be an announcement between Christmas and New Years stating our funding for the Water Treatment Facility. If this does not happen, Council will be moving further to investigate why nothing is happening and get the residents involved in the process as well.

9. NEW BUSINESS

Next Meeting

Mayor J. Wall advised the next regular council meeting will be scheduled for Monday January 9, 2017.

Message from the Mayor

"Merry Christmas and a Happy and Healthy New Year from my family to yours!"

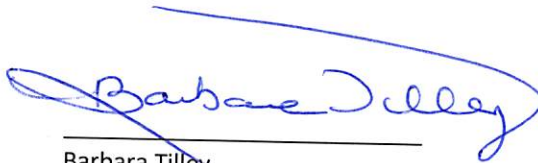
10. QUESTION & ANSWER

Council was addressed by Mr. Garry Knight.

11. ADJOURNMENT

16-311 Motion: R. Tizzard/G. King

There being no further business, the meeting adjourned at 6:03pm.



Barbara Tilley
Town Manager/Clerk



Joedy Wall
Mayor