



**TOWN OF POUCH COVE
MINUTES OF A REGULAR MEETING OF COUNCIL
MONDAY JANUARY 24, 2022
VIRTUAL MEETING VIA ZOOM**

Mayor:	Mark Vardy	Councillors:	Todd Vaters
Deputy Mayor:	Kara Connors		Danny Connors
			Erin Nugent
Chief Administrative Officer:	Brian Peach		Jennifer Noseworthy
Town Clerk & Program Coordinator	Susan Arns		Kate Sullivan

1. CALL TO ORDER

Mayor M. Vardy called the meeting to order at 6:40pm.

2. ADOPTION OF THE AGENDA

22-001 Motion: *D. Connors/E. Nugent*
Motion to approve the agenda as presented.
Motion: *Carried*
For: *M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan*

3. ADOPTION OF THE MINUTES

22-002 Motion: *J. Noseworthy/T. Vaters*
Motion to approve the minutes of a Regular Council Meeting – December 20, 2021.
Motion: *Carried*
For: *M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan*

4. BUSINESS ARISING

No business arising.

5. DELEGATE

Mr. Sean Bradbury and his wife spoke regarding their tax account. Council will review their request.

6. CORRESPONDENCE

a. CAMA – Leadership Acknowledgement & Award Nominations

This letter acknowledged CAO Brian Peach for his leadership throughout the pandemic. The Town has also nominated 2 programs of ours for CAMA Awards.

b. Minister Response – Open Air Fire Regulations

This is a letter outlining Ministerial Approval of the Amendments to our Open Air Fire Regulations.

c. Heritage Society - Response

The Heritage Society sent a response to the Town thanking them for their commitment to helping with the SUF Hall restoration project.

d. ERSB – Service Fact Sheet

This is a fact sheet that has been mailed out to all residents of the Town, outlining the ERSB recycling guidelines and regulations.

7. ROADS AND PUBLIC SAFETY

a. Roads & Public Safety Committee Report

There was no Roads & Public Safety Meeting, however, Councillor J. Noseworthy reviewed Chief D. Sullivan's report. A reminder to residents to please adopt a hydrant if you can.

8. WATERWORKS AND ENVIRONMENT

There was no Waterworks Meeting, however, Councillor T. Vaters reviewed Lead Hand S. Nichols report.

As of January 14, 2022, all written exams by staff were successfully completed. We now have the following credentials amongst our staff, which is the most qualified group of staff to have ever worked for the Town of Pouch Cove. Congratulations to all.

Scott Nichols

Level 3 Water Distribution

Level 2 Water Treatment

Level 2 Waste Water Collection

Jamie Price

Level 1 Water Distribution

Level 1 in Water Treatment

Level 1 Waste Water Collection

Billy Codner

Level 1 Water Distribution

Level 1 Water Treatment

Level 2 Waste Water Collection

Brian Peach

Level 3 Water Distribution

Level 3 Water Treatment

Level 3 Waste Water Collection

9. RECREATION AND COMMUNITY SERVICES

a. Recreation & Community Services

22-003 Motion: *K. Connors/E. Nugent*

Motion to approve the Recreation & Community Services Committee Meeting Minutes as presented.

Motion: *Carried*

For: *M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan*

A copy of the Recreation & Community Services Meeting Minutes is attached.

10. GENERAL BUSINESS

a. CAO REPORT

22-004 Motion: *D. Connors/K. Connors*

Motion to approve CAO Report as presented.

Motion: *Carried*

For: *M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan*

b. Accounts Payables Listing

22-005 Motion: K. Connors/J. Noseworthy
Motion to approve Accounts Payables List as presented.
Motion: Carried
M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K.
For: Sullivan

c. Permit Log

22-006 Motion: D. Connors/J. Noseworthy
Motion to approve Permit Log.

PERMIT LOG DECEMBER 18, 2021 – JANUARY 20, 2022

PERMIT NUMBER	DATE ISSUED	CIVIC ADDRESS	PERMIT TYPE	DESCRIPTION
2022-001	03-01-22	844 POUCH COVE LINE	REPAIR	FENCE REPAIR, PAINT
2022-002	05-01-22	515 POUCH COVE LINE	REPAIR	SIDING, PAINT

Motion: Carried
M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K.
For: Sullivan

d. Business Application – 308 Main Road

22-007 Motion: J. Noseworthy/K. Sullivan
Motion to approve Business Application for 308 Main Road as per application, subject to no objections or opposition from the Discretionary Use Ad.
Motion: Carried
M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K.
For: Sullivan

e. Tax Exemption Request – 380-382B Main Road

22-008 Motion: K. Sullivan/J. Noseworthy
Motion to accept proposal from property owner as discussed with CAO B. Peach.
Motion: Carried
M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K.
For: Sullivan

f. Tax Exemption Request – 52-54 Diamonds Road

22-009 Motion: K. Sullivan/J. Noseworthy
Motion to accept proposal from property owner as discussed with CAO B. Peach.
Motion: Carried
M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K.
For: Sullivan

g. Tax Exemption Request – 56-58 Diamonds Road

22-010 Motion: K. Sullivan/J. Noseworthy
Motion to accept proposal from property owner as discussed with CAO B. Peach.
Motion: Carried
M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K.
For: Sullivan

h. Tax Exemption Request – 27-29 Lawrence Lane

22-011 Motion: *D. Connors/E. Nugent*
Motion to defer request until the next council meeting, February 21, 2022.
Motion: *Carried*
M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K.
For: *Sullivan*

i. Subdivision Right of Way Quit Claim

22-012 Motion: *D. Connors/E. Nugent*
Motion to defer request until the next council meeting, February 21, 2022.
Motion: *Carried*
M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K.
For: *Sullivan*

10. NEW BUSINESS

Councillor D. Connors inquired about Garbage complaints regarding the collection being delayed. Town Clerk S. Arns advised there was none to her knowledge so far.

Councillor T. Vaters inquired about Clean Up Orders for properties in the Town. This will be discussed at the next Committee of the Whole meeting.

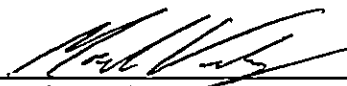
Councillor E. Nugent advised that she would like to start moving forward and getting some things done and moving. Council agreed and will discuss at the next Committee of the Whole Meeting.

10. NEW BUSINESS

22-013 Motion: *D. Connors*
There being no further business, the meeting was adjourned at 7:38pm.



Susan Arns
Town Clerk & Program Coordinator



Mark Vardy
Mayor



TOWN OF POUCH COVE

660 Main Road
PO Box 59
Pouch Cove, NL
A0A 3L0

(709) 335-2848 (ph)
(709) 335-2840 (fa)
info@pouchcove.ca
www.pouchcove.ca

ROADS & PUBLIC SAFETY MEETING

February 8, 2022 6:30pm

Attendees:

Councillor Danny Connors
Councillor Jennifer Noseworthy
Town Clerk & Program Coordinator Susan Arns
Lead Hand Scott Nichols
Fire Chief Derek Sullivan
Mayor Mark Vardy
Engineering Student Sophia Horner

1. Deficiency Lists

Engineering Student S. Horner gave an update on the deficiency list for the Municipal Operations Facility. All of the deficiencies should be completed by the end of the week, Friday February 11, 2022. Fire Chief D. Sullivan will do an inspection during the weekend.

2. Hydrant Report/Update

Lead Hand S. Nichols and Engineering Student S. Horner reviewed the Hydrant Report and gave an update regarding the outstanding issues with some of the hydrants. Staff are in the process of swapping out the Hydrant Poles for markers. With the Hydrant campaign, we are hoping to change out 20 hydrants, 10 this coming year, and 10 next year. Lead Hand S. Nichols is currently working on the procedures for replacing hydrants. During the next Hydrant Flushing, Lead Hand S. Nichols is hoping that we can include operating pressure with the other statistics.

Staff will also create a plan/procedure for clearing out around hydrants. This can include mowing, trimming, cutting trees, etc. and can be done by summer students. Town Clerk S. Arns will begin a communications strategy for getting the word out that this will be ongoing and for residents to work on hydrants that may be on their property and they may want their trees/property manicured a certain way.

Staff will remind residents to please 'Adopt a Hydrant'. We will add this to the town sign, as well as add it to our Snow Clearing information advertisement.

Fire Chief D. Sullivan inquired about hydrants on Sullivan's Loop being covered in snow. Lead Hand S. Nichols advised that we typically do not push the snow on or near the hydrants as there is a designated area for snow on Sullivan's Loop. He will check on it in the morning.

3. Pole Light Requests

We received two pole light requests for Town Circle and Gully Road. The committee advised that they will add the lights under the recommendation of Lead Hand S. Nichols and Town Clerk S. Arns. Staff will check the area and determine if area lights are required.

4. Turnarounds

The turnaround project is in the process of being done. Staff will create a list of the Turnarounds and proposals for land acquisition over the next two months. The turnarounds will be placed in order of safety requirements, land availability, ease of access, etc.

5. Snow Clearing Procedures

Fire Chief D. Sullivan requested that the Staff ensure all steps and doors are sanded around the Town Building. Lead Hand S. Nichols advised that this is a standing work order and the walkways/doorways of the Town buildings are all completed as required.

6. Emergency Management Plan (Operational/Situational)

The Town is planning to create a committee to coordinate and create an operational aspect of the Emergency Management Plan. This committee will be made up of residents and staff to create and coordinate the plan to include step-by-step processes for multiple scenarios for Pouch Cove.

7. Evan's Road/Gully Road Intersection

This intersection needs to be properly marked and lines need to be painted properly. Staff will look into getting this done for the spring when the snow clears.

8. Gas Tank

The existing gas tank needs to be sandblasted and painted. A new Oil Tank will be installed in the detached garage to replace the large tank which is being moved into the Municipal Operations Facility.

9. Fire Department Training Building

Fire Chief D. Sullivan advised that he would like this project to start in the Spring. CAO B. Peach advised that he has started working on this building Request for Proposal. Lead Hand S. Nichols said the area for the building will be completely cleared out by the Spring.

10. Procurement Process

Town Clerk S. Arns advised all department heads and staff that a new Purchase Order system has been created and will be in use going forward. This will enable the office to keep better, more precise procurement records as per the Public Procurement Act.

Meeting was adjourned at 8:46pm.



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RECREATION & COMMUNITY SERVICES MEETING

FEBRUARY 10, 2022 6:30pm

Attendees:

Deputy Mayor Kara Connors
Councillor Erin Nugent
Mayor Mark Vardy
Town Clerk & Program Coordinator Susan Arns
Lead Hand Scott Nichols

1. The Vales Development – Covenant Enforcement

The Committee discussed the concern of the Town enforcing the covenants upon residents who live in the Vales. The committee feels that it is the Developers responsibility to enforce the covenants as it is an agreement between the property owners and the Vales developers.

In a follow up meeting held February 17, 2022, the committee feels that the proposed motion will be necessary:

Motion to extend the Compliance Agreement obligation regarding the covenants for three (3) years (October 2025) – however, all other requirements still have to be completed as per the timelines in the agreement.

2. Possible Upcoming Events

Susan advised of the following upcoming events:

- Play Group is set for Wednesdays 10:00am-12:00pm, starting February 16th
- The Outdoor Walking Program is set for Tuesdays and Thursdays 10:30am-11:30am, starting February 22nd
- We are hoping to plan a Family Snow Shoe Event, if we get some steady snow that will stick around for some time.
- Council & Staff Get Together, we are hoping to have an informal Council and Staff get together. Plans will be made and communicated in the coming weeks.

3. Skating Surface

As it is late in the year, and our weather has not been ideal for a skating surface, Scott and Susan recommend that we wait until next winter to create and maintain a Skating Loop. The process for this surface will be started in the Fall, to ensure that it is ready for when the winter weather is sufficient for the ice.

4. Come Home Year

We have air marked July 14-24 for Come Home Year activities. Susan will check with neighboring communities to ensure there is no overlap in festivities.

5. Community Garden MOU

The committee is in full support of the Community Garden proposal with the following stipulations:

- i. *The area provided will be 50'x75' at the south east side of the Memorial Dog Park. This area will be marked out by Town Staff.*
- ii. *The area must be fenced with chain link with a gate and lock.*

- iii. *The area must only be used for the intended proposal, a community garden. If the area becomes dormant or used for an alternate purpose, the Town will halt the project and the area will be reinstated.*
- iv. *Should the Town, withdraw its contribution of land for this project, the area must be reinstated to the satisfaction of the Town.*

6. Clean Up Order Process

Scott and Susan will do a drive around town to compile a list of any properties that are in disarray. These properties will be sent a letter, and given thirty (30) days to clean up. If the clean up has not been completed after 30 days, a 7-day warning of an official Clean Up Order will be given. If the clean up is not completed by day 7, an official order will be issued to the property.

7. Lions Club MOU

The staff will continue to work on the MOU, outlining the following points, as well as deliberate with the Lions Club to determine all requirements and stipulations for using the Lions Club as the Warming Station for the Town during an emergency.

8. Review Master Recreation Project List

The committee reviewed the Master List and made comments on what we can do, and what they'd like to see in the next few years.

9. Recreation Survey

The Town reviewed the sample survey and think it's a great starting point. We will add a section about infrastructure and what residents would like to see in the town. We will also add a section about collaboration with neighboring towns, and would residents be willing to travel outside of the community for recreation activities or amenities.

10. Meeting Schedule

Going forward, the Recreation & Community Services Committee will meet on Mondays, the week after the regular council meetings.

Meeting was adjourned at 8:50pm.



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WATERWORKS & ENVIRONMENT MEETING

February 15, 2022 6:30pm

Attendees:

Councillor Todd Vaters
Councillor Kate Sullivan
Town Clerk & Program Coordinator Susan Arns
Lead Hand Scott Nichols
Mayor Mark Vardy
CAO Brian Peach

1. Stormwater Mitigation

Staff are to come up with a series of projects that will help mitigate storm water damage, and will give that to the students at MUN to complete their stormwater mitigation plan.

2. Waste Management Communications

The committee feels that we need to do an advertising campaign on garbage and recycling collection rules, regulations and policies (from the ERSB). Susan will start putting together some materials and begin the marketing blitz.

3. Permits to Operate

Scott & Brian will start reviewing the Permit to Operate for compliance. The goal is to review approximately 15 items per meeting. Scott will review Elysa's report and develop a cost estimate on what the total cost for completing all stipulations will be. This will be made on a spreadsheet so it can be updated and notes made on each item.

We will also push for Water Conservation within the Town and promote ways that residents can help conserve water.

4. Community Clean Up Project

There is a new grant out for \$2000 per municipality. The committee would like to host a community clean up, with marketing campaign to promote and encourage residents to help clean up the Town. This can be something we also collaborate with the school for as well. Ideally, we would like to supply each home with some gloves, garbage bags, and recycling bags. This could be a summer student job or done by student volunteers.

Susan will also look into grants or funding for replacing the Town's garbage bins. Currently the wooden bins are damaged, rotting, and extremely inconvenient when changing or fixing. This summer we will be changing them out into more convenient, more suited type receptacles. Susan has pricing and quotes for some different styles of receptacles.

5. Wastewater Treatment Study

Brian spoke about the \$60,000 funding the Town has received for the Wastewater Treatment Study in Pouch Cove. \$48,000 will go to CBCL Engineers for the plan. We are hoping to use the remaining funds for project related work, such as camera inspections. We are currently in the process of being slated to be a 2040 Town, which means we will not be required to comply with the regulations until the year 2040.

Meeting was adjourned at 8:50pm.