



**TOWN OF POUCH COVE
MINUTES OF A REGULAR MEETING OF COUNCIL
MONDAY JULY 12, 2022**

Mayor:	Mark Vardy (absent)	Councillors:	Todd Vaters
Deputy Mayor:	Kara Connors		Danny Connors
			Erin Nugent
Chief Administrative Officer:	Brian Peach		Jennifer Noseworthy
Finance Clerk:	Jo Barrett		Kate Sullivan

1. CALL TO ORDER

Deputy Mayor K. Connors called the meeting to order at 6:31pm.

2. ADOPTION OF THE AGENDA

22-096 Motion: K. Connors/K. Sullivan
Motion to approve the agenda as presented, adding inspection of town buildings.
Motion: Carried
For: K. Connors, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan

3. ADOPTION OF THE MINUTES

a. Regular Meeting – June 13, 2022

22-097 Motion: K. Sullivan/ J. Noseworthy
Motion to approve the minutes of a Regular Council Meeting – June 13, 2022.
Motion: Carried
For: K. Connors, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan

4. BUSINESS ARISING

Demolition Order – 369A & B Main Road

An update on the demolition orders for 369A Main Road and 369B Main Road were discussed. These were issued on June 29, 2022

5. DELEGATE

No delegate.

6. CORRESPONDENCE

No correspondence.

7. ROADS AND PUBLIC SAFETY

a. Roads and Public Safety Committee Report

No Roads & Public Safety Committee Report. Councillor D. Connors gave a brief update on current activities. Councillor J. Noseworthy reviewed Fire Chief's report

22-100 Motion: E. Nugent/ K. Sullivan
Motion to approve the Fire Chief's Report as presented.
Motion: Carried
For: K. Connors, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan

b. 2022 Ditching Phase 3

22-101 Motion: D. Connors/ J. Noseworthy
Motion to award contract to J & S Excavating
Motion: Carried
For: K. Connors, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan

Councillor K. Sullivan declared conflict and left the Council Chambers at 6:42 pm.

c. Bunker Gear Air Drying Room

- 22-102** Motion: E. Nugent/ J. Noseworthy
Motion to repurpose the old Public Works lunch room into a drying room for Fire Department bunker gear and storage of materials/supplies for an Emergency Operations Centre.
Motion: Carried
For: K. Connors, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan

Councillor K. Sullivan returned to the Council Chambers at 6:45 pm.

8. WATERWORKS AND ENVIRONMENT

a. Waterworks & Environment Report (no update)

b. Bragg's Lane Part C – Canada Community Building Fund Application

- 22-103** Motion: D. Connors/ K. Sullivan
BE IT RESOLVED that the Town of Pouch Cove complete a Capital Investment Plan under the Canada Community Building Fund to use \$83,147.40 of available funds for the Bragg's Lane Sanitary Infrastructure Part C project which has a cost of \$144,497.50 (HST included).
Motion: Carried
For: K. Connors, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan

c. Delegation of Authority – Bragg's Lane Part A

- 22-104** Motion: J. Noseworthy/ K. Sullivan
Motion to authorize the CAO to approve all decisions in relation to the project Bragg's Lane, Substandard Water Main partially funded under Municipal Infrastructure Project 17-GI-22-00073 Bragg's Lane, Substandard Water Main with overruns to be paid by the Town of Pouch Cove. The CAO may approve expenditures to any limit in relation to this project within the allotted project budget of \$255,284.91 (15% HST Included) and shall provide an update of all approved contracts/expenditures at each successive council meeting until the project is completed.
Motion: Carried
For: K. Connors, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan

d. Delegation of Authority – Bragg's Lane Part B

- 22-105** Motion: K. Sullivan/J. Noseworthy
Motion to authorize the CAO to approve all decisions in relation to the project Bragg's Lane, Stormwater Infrastructure Part B fully funded under Municipal Infrastructure Project 17-MCW-21-00004 Climate Adaptation Storm Water Control Campaign. The CAO may approve expenditures to any limit in relation to this project within the allotted project budget of \$101,163.36 (15% HST Included) and shall provide an update of all approved contracts/expenditures at each successive council meeting until the project is completed.
Motion: Carried
For: K. Connors, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan

e. Delegation of Authority – Bragg's Lane Part C

- 22-106** Motion: J. Noseworthy/ K. Sullivan
Motion to authorize the CAO to approve all decisions in relation to the project Bragg's Lane, Sanitary Infrastructure Part C partially funded under the Canada Community Building Fund with overruns to be paid by the Town of Pouch Cove. The CAO may approve expenditures to any limit in relation to this project within the allotted project budget of \$144,497.50 (15% HST Included) and shall provide an update of all approved contracts/expenditures at each successive council meeting until the project is completed.
Motion: Carried
For: K. Connors, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan

9. RECREATION AND COMMUNITY SERVICES
Recreation and Community Services Report (no update)

10. GENERAL BUSINESS

a. CAO REPORT

- 22-107** Motion: D. Connors/ J. Noseworthy
 Motion to approve CAO Report as presented.
 Motion: Carried
 For: K. Connors, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan

b. Accounts Payables Listing

- 22-108** Motion: D. Connors/ J. Noseworthy
 Motion to approve accounts payable list except for Sean Sullivan cheque #27498
 Motion: Carried
 For: K. Connors, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan

Councillor K. Sullivan declared conflict and left the Council Chambers at 7:11pm.

- 22-109** Motion: J. Noseworthy/ D. Connors
 Motion to approve Sean Sullivan cheque #27498
 Motion: Carried
 For: K. Connors, D. Connors, E. Nugent, J. Noseworthy

c. Permit Log

- 22-110** Motion: J. Noseworthy/ D. Connors
 Motion to approve permits #69 and 70 for 478 Main Road
 Motion: Carried
 For: K. Connors, D. Connors, E. Nugent, J. Noseworthy

Councillor K. Sullivan returned to the Council Chambers at 7:14pm.

- 22-111** Motion: D. Connors/E. Nugent
 Motion to approve the remainder of the Permit Log.

PERMIT LOG JUNE 13, 2022 – JULY 6, 2022

PERMIT NUMBER	DATE ISSUED	CIVIC ADDRESS	PERMIT TYPE	DESCRIPTION
2022-063	JUNE 13/22	10-12 LAWRENCE LANE	GENERAL Development - Extension	ENCLOSED DECK EXTENSION
2022-064	June 13/22	53 Cameron Place	ACCESSORY BUILDING	20' x 12' garage
2022-065	June 14/22	11 Mundy's Road	SITE CLEARING	Removing old and repaving driveway
2022-066	June 14/22	22 Marsh Road	General Repair	Repairs to existing fence and Barn/garage
2022-067	June 14/22	70 Butlers Road	General Repair	Putting new windows in house
2022-068	June 15/22	2 Matt's Place	SITE CLEARING	repaving driveway and landscaping yard
2022-069	June 20/22	478 MAIN ROAD	SITE CLEARING	Level Lot
2022-070	June 20/22	475 Main Road	General Repair	Fence along property line
2022-071	June 29/22	754 Main Road	SITE CLEARING	Removing Topsoil, Laying Asphalt
2022-072	June 21/22	82 Butlers Road	General Repair	Replacing soffit and gutters
2022-073	June 22/22	9 New Road	General Repair	Railing on Deck and Deck Boards
2022-074	June 22/22	58 VALE DR	GENERAL DEVELOPMENT	
2022-075	June 22/22	9 New Road	General Repair	Fix deck boards and install railing
2022-076	June 23/22	2 Birch Hill	SITE CLEARING	Remove backyard walkway, stairs and basement stairs. Replace with concrete
2022-077	June 23/22	18 Old Road	General Repair	Remove and repair siding and eave to repair leak damage
2022-078	June 23/22	1-3 Diamonds Road	General Repair	General repair to existing shed
2022-079	June 28/22	56-58 Vale Drive	ACCESSORY BUILDING	22x18x12 ft Accessory Building
2022-080	June 28/22	917 Pouch Cove Line	ACCESSORY BUILDING	28x32x9 Garage
2022-081	June 28/22	30 Main Road	General Repair	Siding and roof repair on house
2022-082	June 28/22	25 Sullivan's Loop	GENERAL Development - Extension	12x10x8 Gazebo affixed to existing deck
2022-083	June 29/22	9 New Road	ACCESSORY BUILDING	16x8x10 accessory building affixed to existing deck
2022-084	June 29/22	8 Bonfire Hill Road	ACCESSORY BUILDING	20x30x16 accessory building
2022-085	July 4/22	85 Marsh Road	SITE CLEARING	Replacing sewer line
2022-086	July 6/22	405 Main Road	SITE CLEARING	Level property
2022-087	July 6/22	15 Mundy's Road	General Repair	Replace window/door and siding. New front step and back deck
2022-088	July 6/22	15 Mundy's Road	General Development	Build attached 2 storey garage 36'x16'x25'
2022-089	July 6/22	15 Mundy's Road	DEMOLITION PERMIT	Remove existing garage

Motion: Carried
For: K. Connors, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan

d. Accessory Building Application – 14 Gruchy's Hill

22-112 Motion: J. Noseworthy/ K. Sullivan
To approve Accessory Building application proposed 1.5 meters away from School Lane.
Motion: Defeated
Against: K. Connors, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan

e. Subdivision of Land Application – 21 Goldsworthy's Road

22-113 Motion: D. Connors/ K. Sullivan
To approve proposed subdivision of land at 21 Goldsworthy's Road
Motion: Carried
For: K. Connors, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan

f. Adoption of Mixed Development Rezoning Amendment & Commissioner

22-114 Motion: J. Noseworthy/ K. Sullivan
Motion to approve rezoning section of Main Road from Residential to Mixed Development.
Municipal Plan Amendment No. 1, 2022
Motion: Carried
For: K. Connors, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan

22-115 Resolution: K. Sullivan/ J. Noseworthy
Motion to adopt development regulations to Amendment No. 1, 2022
Motion: Carried
For: K. Connors, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan

22-116 Resolution: D. Connors, E. Nugent
Resolution to appoint AM Group Limited for commissioner
Motion: Carried
For: K. Connors, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan

g. Subdivision Development Application – Cameron Place

Deferred to Planning and Protective Services Committee.

h. St. Agnes School Grounds – Land Acquisition

22-117 Motion: D. Connors/ K. Sullivan
Motion to accept purchase of land for \$1.00
Motion: Carried
For: K. Connors, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan

i. St. Agnes School Grounds – FCM Green Municipal Fund Commitment

22-118 Motion: D. Connors/ J. Noseworthy
Motion to repass \$49330.00 contribution to the fund.
Motion: Carried
For: K. Connors, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan

j. FCM Asset Management Project

22-119 Motion: K. Sullivan/ D. Connors
Motion to authorize and compensate the CAO to work beyond normal working hours at their discretion on FCM MAMP project 17233 "Asset Management Planning – 17 Part Comprehensive Library".
Motion: Carried
For/Against: K. Connors, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan

Councillor J. Noseworthy declared conflict and left the Council Chambers at 7:41pm.

k. General Development Application – 2-4 Central Hill

Deferred until further clarification is received to proceed with full application

Councillor J. Noseworthy returned to the Council Chambers at 7:52pm.

11. NEW BUSINESS

Discussion regarding the town building inspections. Deferred to Planning and Protective Services Committee to pay Derek Sullivan to carry out the inspections.

Councillor T. Vaters arrived to the Council Chambers at 8:07 pm

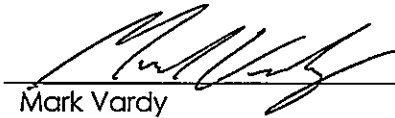
10. ADJOURNMENT

22-120 Motion: K. Sullivan

There being no further business, the meeting was adjourned at 8:11pm.



Susan Arns
Town Clerk & Program Coordinator



Mark Vardy
Mayor

**TOWN OF POUCH COVE**

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PUBLIC WORKS MEETING
JULY 18, 2022 7:50PM**Attendees:**

Councillor Danny Connors
Mayor Mark Vardy
Town Clerk & Program Coordinator Susan Arns
Lead Hand Scott Nichols

Regrets:

Councillor Kate Sullivan

1. Paving RFQ

The Hand sent list of paving to CAO for review. The committee recommends sending the proposed list of patching & paving out to contractors as presented.

2. Turnarounds

The committee recommends we proceed with the five areas presented for the turnaround upgrades. Lawrence Lane, Welch's Road, Birch Hill Road, Strugnell's Marsh Road, and the Marsh Road/Evan's Road connection.

The committee is interested in using some money from the surplus in order to increase the budget required to do the proposed turnarounds.

3. Hydrants

The committee would like to make sure that the hydrants that are not working are marked as out of order. This will be confirmed during the flushing program. The flushing program will start in the coming weeks. We will do the usual flushing procedures.

The Town is still waiting on the approvals from the government to proceed with the Hydrant Replacement Campaign.

4. Screen Chamber Building Update

The footings are done, and we are anticipating the walls to be done in the next couple of weeks. RFQ's for the building construction have been completed and will be sent out asap.

5. Lift Station Building Update

The prefab building is ready for delivery. The electrical conduits have been installed. We are anticipating the concrete work to be done in the next couple of weeks. Once these are done, the building can be delivered and installed/anchored.

6. Staff & Students

The committee held a discussion surrounding student supervision. Lead Hand advised he would recommend having a Town Staff be with the students at all times.

Meeting was adjourned at 8:49pm.

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PLANNING & PROTECTIVE SERVICES MEETING**JULY 25, 2022 6:30PM****Attendees:**

Councillor Jennifer Noseworthy
Councillor Todd Vaters
Mayor Mark Vardy
Town Clerk & Program Coordinator Susan Arns
CAO Brian Peach

1. Building Inspections

The committee discussed hiring someone externally to do the inspection of the Town Hall & Fire Hall Buildings due to the Fire Chief being unavailable to do the inspection. The committee recommendation is to confirm that the Fire Chief is not available to perform the inspection, and if so, prepare a Request for Quotes to acquire someone else (company or qualified individual) to perform the work required.

2. Screen Chamber & Lift Station Updates

This update was given during the Public Works Committee Meeting. Projects are underway.

3. Water Cleanings

The committee discussed how often cleanings are being done. The committee recommends doing more regular cleanings in the future, instead of only cleaning when necessary.

4. Traffic Calming throughout the Town

The committee would like to recommend that the Town acquire 2 solar speed signs to place around town, as well as a mobile speed sign to be used in various areas in the community.

We will be putting out an advertisement/awareness campaign for ATV safety and use. Town Clerk will check with the RNC for media resources.

5. AED's and First Aid Kits

Town Clerk is in the process of acquiring 5 AED machines (LifePak Brand). These will be installed at the Town Hall, Municipal Operations Facility, Memorial Chalet, Silver Threads and the Stiles Cove Recreation Chalet.

First aid kits in the Town are to be checked and updated as required.

6. Emergency Management Plan

Councillor J. Noseworthy will be reviewing the plan and discussing the updates with Linda.

7. 669A Main Road Removal Order (Stairs)

CAO to review and check into the status of the removal order.

8. 70 Main Road – Clean Up Order & Complaint

Multiple complaints received regarding this property. Staff will visit and issue new order if required.

Meeting was adjourned at 7:45pm.



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RECREATION & COMMUNITY SERVICES MEETING

JULY 18, 2022 6:30PM

Attendees:

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

1. Accessible Swing & Playground

Committee has chosen the bucket style swing plus a regular swing on the fixture. The proposed location of the Accessible Swing will be to the left of the existing swing set. Access to the swing will be from Satellite Road, with a few parking spots, including an accessible spot as required. A pathway from Satellite Road, to the swing, and over to the Chalet building will be constructed and paved. Town Clerk & CAO will work on getting RFQ issued for this project.

Existing playground does need some painting. We will need to sandblast some sections of the equipment and paint with corrosion proof paint.

2. Recreation Master Plan

CAO has been working on the consultant fee for the Recreation Master Plan. This will be paid for via the Community Healthy Living Fund we received for 2022.

3. Trail Construction at Satellite Road

Town Clerk & CAO are working on JCP applications to hire a trails coordinator to map out and plan the trails as well as trail workers to construct the trails. Deadline for these applications is mid-August.

4. Cameron Place Green Space

The committee recommends that we keep the piece of land we have been given for now and allow/create a trail access for residents. We will revisit after we receive any green space for the next phase of development.

5. Shoe Cove Pond

The committee would like to research the possibility of adding a floating dock to Shoe Cove Pond. The committee would also like to begin looking into working on extending the swimming area by adding material to the pond side near Main Road.

6. Swimming Pool Naturalization

The committee would like to recommend that we get the engineering scope of work done asap and to have it ready to issue in the event that we receive funding for the project. CAO is working on this SOW.

7. Memorial Field Multipurpose Court

The committee would like to have the scope of work ready to go asap in the event we receive funding for this project. CAO is working on this SOW.

8. Stencils for Pavement in Kirby's Garden

The committee recommends that we make up our own stencils, and buy pavement paint to do them ourselves. Town Clerk will work on this.

9. Community Wood Cutting

CAO suggested that the Town should create a standing list of wood cutters for when any developers or property owners need lot clearing done.

10. Accessible Taxi

The committee agrees that this is not something that would be feasible for the Town of Pouch Cove alone, however, could be a regional service.

11. Killick Coast Games

The Killick Coast Games are scheduled for August 21-26, hosted by Pouch Cove Bauline & Flatrock. Council will need to nominate an Honorary Patron for this event.

12. Other

The committee would like to explore the idea of having a mascot for the Town of Pouch Cove and to possibly have a contest in the Fall to get residents involved in the process.

Meeting was adjourned at 7:45pm.