



**TOWN OF POUCH COVE
MINUTES OF A REGULAR MEETING OF COUNCIL
MONDAY AUGUST 8, 2022**

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 6:38pm.

2. ADOPTION OF THE AGENDA

22-0121 Motion: K. Connors/D. Connors
Motion to approve the agenda as presented.
Motion: Carried
For: M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy

3. ADOPTION OF THE MINUTES

a. Regular Meeting – July 12, 2022

22-122 Motion: J. Noseworthy/E. Nugent
Motion to approve the minutes of a Regular Council Meeting – July 12, 2022.
Motion: Carried
For: M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy

4. BUSINESS ARISING

a. Demolition Order & Plan for 369A & 369B Main Road

Has the pest control been completed for the property? CAO B. Peach advised that the Pest Control has not yet been completed, however our Public Works staff have cut back the trees and growth surrounding the house so the Pest Control company can start.

5. DELEGATE

No delegate.

6. CORRESPONDENCE

7. PUBLIC WORKS

a. Public Works Report

Councillor D. Connors reviewed the Public Works Report.

22-123 Motion: K. Connors/E. Nugent
Motion to approve the Public Works Report as presented.
Motion: Carried
For: M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy

a. RFQ – Patching & Paving 2022

22-124 Motion: K. Connors/E. Nugent
Motion to amend the Municipal Budget to approve patching and paving for 2022 as presented by the Public Works Committee in the amount of \$100,000.
Motion: Carried
For: M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy

- 22-125** Motion: *K. Connors/E. Nugent*
 Motion to authorize the CAO to approve all decisions in relation to the project of Patching & Paving for 2022. The CAO may approve expenditures to any limit in relation to this project within the allotted project budget of \$100,000 (15% HST Included) and shall provide an update of all approved work once completed.
 Motion: *Carried*
 For: *M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy*

Councillor K. Sullivan arrived to the council chambers at 6:49pm.

8. PLANNING & PROTECTIVE SERVICES

a. Planning & Protective Services Report

Councillor J. Noseworthy reviewed the Planning & Protective Services Report.

- 22-126** Motion: *D. Connors/K. Connors*
 Motion to approve the Planning & Protective Services Report as presented.
 Motion: *Carried*
 For: *M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan*

b. Permit Log

- 22-127** Motion: *D. Connors/J. Noseworthy*
 Motion to approve the Permit Log as presented.

PERMIT LOG MAY 14, 2022 – JUNE 13, 2022

PERMIT NUMBER	DATE ISSUED	CIVIC ADDRESS	PERMIT TYPE	DESCRIPTION
2022-090	July 7/22	16 Farm Road	General Repair	Replace back deck, fence repair, replace access to crawl space, entrance well repair, shed siding/door and add deck
2022-091	July 8/22	820 Main Road	General Repair	4' Welded wire fence
2022-092	July 8/22	14 SULLIVANS LOOP	General Repair	Replace back deck
2022-093	July 12/22	70 Butlers Road	General Repair	Reshingle roof
2022-094	July 12/22	14 Strugnells Marsh Road	General Repair	Replacing the Siding
2022-095	July 14/22	35 Vale Drive	General Repair	Replace patio and add hot tub
2022-096	July 14/22	820 Main Road	ACCESSORY BUILDING	12x10x8 accessory building
2022-097	July 14/22	820 Main Road	ACCESSORY BUILDING	8x5x5 fowl enclosure
2022-098	July 14/22	405 Main Road	ACCESSORY BUILDING	16x10x8 Accessory building
2022-099	July 14/22			
2022-100	July 14/22	14 Sullivans Loop	General Repair	Replace Shingles
2022-101	July 14/22	17 - 19 Shoe Cove Road	General Repair	Install Padio
2022-102	July 19/22	18-20 Connors Hill	SITE CLEARING	Paving driveway
2022-103	July 19/22	80 Gully Road	SITE CLEARING	Land clearing on side and rear yards
2022-104	July 20/22	80 Gully Road	Repair	fence
2022-105	July 20/22	78 Gully Road	General Repair	Fence
2022-106	July 25/22	682 Main Road	General Repair	General repair and siding replacement
		10 Strugnells Marsh Road		
2022-107	July 25/22	Road	General Repair	Siding on house
2022-108	July 26/22	2 Matt's Place	General Repair	replace deck
2022-109	JULY 27/22	49 CAMERON PL	OCCUPANCY PERMIT	
2022-110	July 28/22	45 Cameron Place	OCCUPANCY PERMIT	
				Replace back deck, fence repair, replace access to crawl space, entrance well repair, shed siding/door and add

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

b. Fire Chief's Report

Councillor J. Noseworthy reviewed the Fire Chief's Report.

9. RECREATION AND COMMUNITY SERVICES

a. Recreation & Community Services Report

Deputy Mayor K. Connors reviewed the Recreation & Community Services Report.

- 22-128** Motion: *D. Connors/J. Noseworthy*
Motion to approve the Recreation & Community Services Report as presented.
Motion: *Carried*
For: *M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan*

b. Killick Coast Games – Honorary Patron

- 22-129** Motion: *K. Connors/E. Nugent*
Motion to nominate Lisa Stagg as the 2022 Killick Coast Games Honorary Patron for Pouch Cove.
Motion: *Carried*
For: *M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan*

c. RFQ – Kirby's Garden Electrical Upgrades

- 22-130** Motion: *K. Connors/T. Vaters*
Motion to approve Starlite Electrical in the amount of \$11,750 plus hst for the Kirby's Garden Electrical Upgrades.
Motion: *Carried*
For: *M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan*

d. RFQ – Silver Threads Renovations

- 22-131** Motion: *K. Connors/E. Nugent*
Motion to approve Cutting Edge in the amount of \$31,500 plus hst for the Silver Threads Renovations.
Motion: *Carried*
For: *M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan*

e. RFQ – Accessible Entrance & Tourist Lookout

- 22-132** Motion: *K. Connors/K. Sullivan*
Motion to approve up to \$80,601 hst included to complete the Accessible Entrance and Tourist lookout.
Motion: *Carried*
For: *M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan*

CAO B. Peach to contact contractors and re-issue call for quotes, as well as look into other areas of funding for this project.

10. FINANCE AND HUMAN RESOURCES

a. Finance & Human Resources Report

b. CAO Report

- 22-133** Motion: *K. Sullivan/D. Connors*
Motion to approve the CAO report as presented.
Motion: *Carried*
For: *M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan*

c. Accounts Payables Listing

- 22-134** Motion: *K. Sullivan/J. Noseworthy*
Motion to approve Accounts Payable List as presented.
Motion: *Carried*
For: *M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan*

d. CAO Recruitment

22-135 Motion: *K. Sullivan/D. Connors*
Motion to hire Colin Holloway as Chief Administrative Officer for the Town of Pouch Cove on a 3-year contract.
Motion: *Carried*
For: *M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan*

e. Adjustment – 14-20 Meadow Place

22-136 Motion: *D. Connors/E. Nugent*
Motion to approve adjustment for 14-20 Meadow Place as per CAO recommendation.
Motion: *Carried*
For: *M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan*

e. Adjustment – 78 Gully Road

22-137 Motion: *K. Sullivan/J. Noseworthy*
Motion to approve adjustment for 78 Gully Road as per CAO recommendation.
Motion: *Carried*
For: *M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan*

f. Adjustment – 1-7 Farm Road

22-138 Motion: *K. Sullivan/J. Noseworthy*
Motion to approve adjustment for 1-7 Farm Road as per CAO recommendation.
Motion: *Carried*
For: *M. Vardy, K. Connors, T. Vaters, D. Connors, E. Nugent, J. Noseworthy, K. Sullivan*

11. NEW BUSINESS

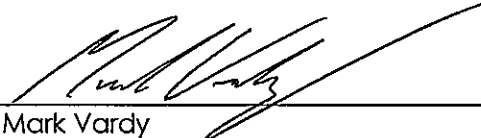
There is no new business.

12. ADJOURNMENT

22-139 Motion: *K. Sullivan*
There being no further business, the meeting was adjourned at 8:13pm.



Susan Arns
Town Clerk & Program Coordinator



Mark Vardy
Mayor



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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.