



**TOWN OF POUCH COVE
MINUTES OF A REGULAR MEETING OF COUNCIL
Monday December 22, 2025**

Mayor: Brad Richards
Deputy Mayor: Kate Sullivan
Councillors: Antony Luchford
Tony Palmer
Derek Spracklin
Danny Connors
Charlotte Richards

Chief Administrative

Officer: Rodney Hynes
Deputy Clerk: Marlene Lawlor
Lead Hand: Jody Murray
Finance Manager: Lorraine Hynes
Gallery: John Shea
Lisa Reardigan

1. CALL TO ORDER

Mayor Richards called the meeting to order at 6:30 pm

2. ADOPTION OF THE AGENDA

2025-0118	Motion:	Be it resolved that the Town Council of Pouch Cove approve the Agenda as presented
	Moved/Seconded:	Moved by Deputy Mayor Sullivan, seconded by Councillor Luchford
	For:	Mayor Richards, Deputy Mayor Sullivan, Councillor Connors, Councillor Spracklin, Councillor Luchford, Councillor Palmer and Councillor Richards
	Against:	None
	Abstained:	None
	Outcome:	All in favour – motion passed

3. ADOPTION OF THE MINUTES

A. Regular Meeting – November 24, 2025

2025-0119	Motion:	Be it resolved that the Town Council of Pouch Cove approve the Regular Public Council Meeting Minutes – November 24, 2025
	Moved/Seconded:	Moved by Deputy Mayor Sullivan, seconded by Councillor Palmer
	For:	Mayor Richards, Deputy Mayor Sullivan, Councillor Connors, Councillor Spracklin, Councillor Luchford, Councillor Palmer and Councillor Richards
	Against:	None
	Abstained:	None
	Outcome:	All in favour – motion passed

4. BUSINESS ARISING

There was no business arising from the minutes.

5. PLANNING & PROTECTIVE SERVICES

A. Permit Log

2025-0120	Motion:	Be it resolved that the Town Council of Pouch Cove approve the Permit Log as presented
	Moved/Seconded:	Moved by Councillor Luchford, seconded by Councillor Palmer
	For:	Mayor Richards, Deputy Mayor Sullivan, Councillor Connors, Councillor Spracklin, Councillor Luchford, Councillor Palmer and Councillor Richards
	Against:	None
	Abstained:	None
	Outcome:	All in favour – motion passed

B. Fire Chief Report

Councillor Luchford, as chair of the Planning and Protective Services Committee read the Fire Chief Report.

2025-0121	Motion:	Be it resolved that the Town Council of Pouch Cove accept the Fire Chief Report as presented
	Moved/Seconded:	Moved by Councillor Luchford, seconded by Councillor Connors
	For:	Mayor Richards, Deputy Mayor Sullivan, Councillor Connors, Councillor Spracklin, Councillor Luchford, Councillor Palmer and Councillor Richards
	Against:	None
	Abstained:	None
	Outcome:	All in favour – motion passed

6. RECREATION & COMMUNITY SERVICES

Community Services Coordinator Report

Councillor Richards, as chair of the Recreation and Community Services Committee read the Community Services Coordinator Report.

2025-0122	Motion:	Be it resolved that the Town Council of Pouch Cove accept the Community Services Coordinator Report
	Moved/Seconded:	Moved by Councillor Richards, seconded by Councillor Spracklin
	For:	Mayor Richards, Deputy Mayor Sullivan, Councillor Connors, Councillor Spracklin, Councillor Luchford, Councillor Palmer and Councillor Richards
	Against:	None
	Abstained:	None
	Outcome:	All in favour – motion passed

7. FINANCE & HUMAN RESOURCES

Accounts Payable 0000030211

Councillor Connors declared himself in conflict on this payable and vacated his seat at 6:44 pm.

2025-0123	Motion:	Be it resolved that the Town Council of Pouch Cove approve Account Payable 0000030211 as presented
	Moved/Seconded:	Moved by Deputy Mayor Sullivan, seconded by Councillor Spracklin
	For:	Mayor Richards, Deputy Mayor Sullivan, Councillor Spracklin, Councillor Luchford, Councillor Palmer and Councillor Richards
	Against:	None
	Abstained:	Councillor Connors
	Outcome:	All in favour – motion passed

Councillor Connors returned to his seat at 6:46 pm.

Accounts Payable 0000030187

Deputy Mayor Sullivan declared herself in conflict on this payable and vacated her seat at 6:46 pm

2025-0124	Motion:	Be it resolved that the Town Council of Pouch Cove approve Account Payable 0000030187 as presented
	Moved/Seconded:	Moved by Councillor Connors, seconded by Councillor Richards
	For:	Mayor Richards, Councillor Connors, Councillor Spracklin, Councillor Luchford, Councillor Palmer and Councillor Richards
	Against:	None
	Abstained:	Deputy Mayor Sullivan
	Outcome:	All in favour – motion passed

Deputy Mayor Sullivan returned to her seat at 6:47 pm.

Accounts Payable

2025-0125	Motion:	Be it resolved that the Town Council of Pouch Cove approve Accounts Payable List minus Accounts Payable 0000030187 and 0000030211 as presented
	Moved/Seconded:	Moved by Deputy Mayor Sullivan, seconded by Councillor Spracklin
	For:	Mayor Richards, Deputy Mayor Sullivan, Councillor Connors, Councillor Spracklin, Councillor Luchford, Councillor Palmer and Councillor Richards
	Against:	None
	Abstained:	None
	Outcome:	All in favour – motion passed

2026 Budget

2025-0126	Motion:	Be it so resolved that the Council of the Town of Pouch Cove in accordance with section 84 of the Towns and Local Service Districts Act, adopt the 2026 Budget with operating revenues and expenditures totaling \$3,132,681.05
	Moved/Seconded:	Moved by Deputy Mayor Sullivan, seconded by Councillor Connors
	For:	Mayor Richards, Deputy Mayor Sullivan, Councillor Connors, Councillor Spracklin, Councillor Luchford, Councillor Palmer and Councillor Richards
	Against:	None
	Abstained:	None
	Outcome:	All in favour – motion passed

2026 Budget – Fee Structure

2025-0127	Motion:	Be it so resolved that the Council of the Town of Pouch Cove adopt the 2025 Fee Structure and Tax Rates as submitted
	Moved/Seconded:	Moved by Deputy Mayor Sullivan, seconded by Councillor Palmer
	For:	Mayor Richards, Deputy Mayor Sullivan, Councillor Connors, Councillor Spracklin, Councillor Luchford, Councillor Palmer and Councillor Richards
	Against:	None
	Abstained:	None
	Outcome:	All in favour – motion passed

9. GENERAL BUSINESS

No General Business

10. NEW BUSINESS

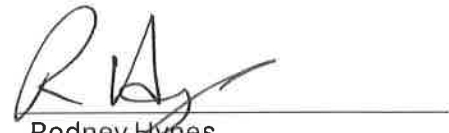
No new business. Mayor Richards thanked council and staff and wished all a Merry Christmas.

11. ADJOURNMENT

Councillor Connors made the motion to adjourn the meeting at 7:13 pm



Brad Richards
Mayor



Rodney Hynes
Chief Administrative Officer

PERMIT LOG REPORT

November 21 to December 18, 2025

NEW AND ACCESSORY BUILDING PERMITS

PERMIT NUMBER	DATE ISSUED	CIVIC ADDRESS	PERMIT TYPE	Description
2025-D-081	November 28, 2025	4 Foley Crescent	Accessory Building	New shed one level

OTHER PERMITS

PERMIT NUMBER	DATE ISSUED	CIVIC ADDRESS	PERMIT TYPE	Description
2025-129	November 24, 2025	14 Noseworthys Place	General Repair	Electrical upgrades and general repair
2025-130	November 24, 2025	153 Town Circle	General Repair	Remove patio and shed/ interior repairs
2025-131	November 26, 2025	16 Spruce Grove Place	Occupancy	New Single family home
2025-132	November 27, 2025	26-28 Vale Drive	Occupancy	New Single family home
2025-133	December 2, 2025	17 Viking Drive	Occupancy	New Single family home
2025-134	December 8, 2025	10 Old Road	Occupancy	New Single family home
2025-135	December 16, 2025	24 Walls Road	Occupancy	New Single family home
2025-136	December 17, 2025	77 Cameron Place	Occupancy	New Single family home

FIRE CHIEF REPORT

Since last council meeting the PCVFD has responded to:

- 7 Medical calls
- 1 Brush fires
- 1 RTA's
- 1 Wire down
- 1 Extra service

And performed:

- 2 home oxygen inspections

The Department's training consisted of:

- Live fire at PCVFD training building (including search & rescue & knock down of live fire)
- In-house training very Wednesday evening

Other activities included:

- Chief meet with the Fire Fighter association on retention and recruitment of Fire Fighters
- PCVFD held its annual Santa clause parade and breakfast with Santa and served 414 breakfasts.
- Chief and Asst Chief went to CBN for there Fire Fighter ball
- PCVFD helped out in the kitchen for the Lions Club seniors Christmas dinner.
- Chief and Sparky attended the special needs Christmas party that Torbay FD puts off.
- PCVFD had the new paramedic students down to the PCVFD training building doing vehicle extractions for an afternoon.
- Chief attended the regional # 1 association meeting

Recreation and Community Services Report – December 2025

- December has been a month full of Christmas activities in the Town of Pouch Cove. By the time of this meeting, all our Christmas events should be complete. It was a busy but awesome month in our community.

Wreath Making Workshop

We held two sessions, with 18 people registered altogether. One class had to be rescheduled because of weather, but it was still a great turnout with beautiful wreaths. Thank you to Councillor Richards and Mayor Richards for hosting the second session.

Tree Lighting

This event was also postponed due to the weather, but we still had a wonderful turnout despite the chilly temperatures. CSFE students sang Christmas carols for us, and we enjoyed a hot chocolate bar. The winner of our Christmas Card contest was announced—congratulations to Noah Knight!

Thank you to Public Works for doing such a great job with the lights. The Town Hall, Kirby's Garden, and Silver Threads all look lovely. Thanks, Mayor Richards, Deputy Mayor Sullivan, Councillor Richards, , Councillor Connors, Councillor Luchford, and Councillor Spracklin for attending.

Paint Night

This event also had to be rescheduled due to weather, but we held it the following Monday. We had 25 people registered between the kids' and adult classes.

50+ Seniors Outing

What a fantastic afternoon! Fifty people attended—our highest number of registrations for a seniors outing since I've started. McNiven's provided a delicious meal, complete with dessert and live entertainment. Everyone seemed to really enjoy themselves, and hopefully we'll be back soon for another event! Thanks, Mayor Richards, Deputy Mayor Sullivan, and Councillor Richards, for attending.

Family Ornament Making

Unfortunately, this event didn't have a strong turnout this year. Still, we had fun and added a couple of ornaments to our tree.

Christmas in the Cove

Hands down, an amazing night! Every act was truly incredible. Our lineup included John Shea, Jorja Smith, Debby and Zak Chaulk, Rugged Santa, The LMG Project, Guitars and Cadillacs, and Sons of Mary.

Thank you to Staff, the Recreation Advisory Committee volunteers for taking care of tea, coffee, and sweets. Everything ran so smoothly—it was a perfect evening that put everyone in the Christmas spirit. We donated a full truckload of food to the NEA Food Bank. Thanks to everyone who contributed! Thanks, Mayor Richards, Deputy Mayor Sullivan, Councillor Richards, and Councillor Connors for attending

Santa Clause Parade

Our community services coordinator and public works staff worked incredibly hard in preparing the Peanuts themed float. Thanks to Mayor Richards and Councillors Spracklin and Luchford for being on the float.

Cape St. Francis Elementary

Mayor Richards, Deputy Mayor Sullivan and Councillor Richards along with staff person Hayley Coady attended at Cape St. Francis Elementary on December 18 and 19 to serve hot chocolate to the students

Juniper Ridge Intermediate

Mayor Richards attended Juniper Ridge Intermediate for their Christmas Breakfast program

Remaining Christmas events include:

- Christmas Eve Church Services at both the Anglican and United Church
- Pouch Cove Library will be having a New Year's Craft on December 30th, 2-4 PM.
- NYE Dance at the Lions Club featuring The Crowd'ers
- New Year's Day Fireworks will take place on the Cove Bank at 6:30 PM. These are fireworks left from Canada Day, as we were unable to use them during the summer months.
- Thank you to the community groups and volunteers who have organized events this holiday season. There has been something for everyone, and these events have been enjoyed by so many.

- **Best Decorated House Winners:**
 - 1st Place: The Vokey Family
 - 2nd Place: Bernie Shea and Wanda Owens
 - 3rd Place: The Yates Family

There were so many beautifully decorated homes in Pouch Cove this year – these are only a handful. Try to get out and enjoy the lights around town over the next couple of weeks. Our residents have done a great job.

- **Holiday Hunt Winners** to be announced on Christmas Eve – I have the prize picked up for the winner.
- **Community Skate Date Reminder:**
 - December 20th, 3:30-4:20 pm
 - January 31st 3:30-4:20 pm
 - March 21st 3:30-4:20 pm

Grants and Funding:

- CSJ Funding Application Submitted
- MCW Submitted
- Municipal Training Funding Submitted
- Rodney and I met with Deann Spurell from the provincial government to discuss CCBF.

To Mayor Richards, Deputy Mayor Sullivan and Councillors and residents here tonight – Merry Christmas to you and your families.