

# **TOWN OF SMALL POINT-ADAM'S COVE MINUTES**

**February 10<sup>th</sup>, 2026**

## **1. Call to Order and Roll Call**

Call to order ON 10<sup>TH</sup> of February 2026 @ 6:30 PM

Attendance – Mayor Curtis Delaney, Deputy Mayor Mark Ploughman & Councillor Paul Adams, absent Councillor Susan Rose

Residents were present

## **2. Approval of Minutes from Jan. 13<sup>th</sup>, 2026, and Feb. 6<sup>th</sup>, 2026:**

**Motion 2026-015 to approve Jan. 13<sup>th</sup>, 2026, minutes made by Mayor Curtis Delaney, second by Councillor Paul Adams**

**All in Favor – Motion Adopted**

**Motion 2026-016 to approve Feb. 6<sup>th</sup>, 2026, minutes made by Mayor Curtis Delaney, second by**

**All in Favor – Motion Adopted Councillor Paul Adams.**

## **3. Residents Concerns:**

Question about grants for new positions: If grants are not approved, who pays?

- Positions will fall under different programs.
- "There is some risk there, but the risk is minimal.
- Risk exists in any application but considered necessary to fill positions.

## **4. Committee Reports:**

- Minutes from January 15 will be circulated with council
- Committee getting administrative tasks in order.
- Committee is ambitious with activities.
- Conversations about pricing structures to be had, Roger to be involved.
- Rink on the go.
- Committee making good progress.
- Pancake Tuesday coming up on the 17th.

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### 5. Previous Business:

- **Town Plan:** Meeting with Anna Thursday, FEB. 12 at 2:30pm
  - meeting with Anna (town planner) for Thursday February 12<sup>th</sup> at 2:30 pm
  - Project will require significant time commitment
- **Track Consulting Project:**
  - Proposal cost around \$25,000.
  - Funding to be sought through CFNL and wildfire fund.
  - Potential for larger scope proposal and access to fully funded grants.
  - Possible \$1 million federal funding opportunity.
  - Motion to seek funding approval through CFL.
- **Salem/Ronnie Centre rental fees:**
  - Discussion paper about Salem and Ron Johnson center to be revisited.
  - Rental fees deferred until connections are made with other parties.
- **Pending Tax Sales:**
  - Reached out to Sarah, who may be on maternity leave.
  - Notices have been sent to people.
  - Looking at half a dozen properties.

### 6. New Business:

#### 1) Monetary Donation:

- Suggested donation of \$150 to cover expenses.
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**Motion 2026-017 to make a monetary Donation made by Mayor Curtis Delaney seconded by Councillor Paul Adams.  
All In Favour – Motion Adopted**

#### 2) Adoptions of 2025 National Codes

- Double check permit application
- Add a link on the website for the codes on the building permit

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**Motion 2026-018 to Adopt the 2025 National Building Codes into effect in July 2026 made by Mayor Curtis Delaney, second by Councillor Paul Adams**

**All in Favor.**

## **3) Rual Outreach Program**

- Services are free and have a broad range of things.
- Services include 911 mapping, 360 photography, asset management, etc.
- Reach out to set up a meeting.

## **4) Western Regional Seed Library**

- Community-based initiative focused on improving local food security.
- Promoting locally adapted seed varieties, supporting biodiversity, and increasing access to gardening and food.
- Hoping to establish a seed library in the area after the Kingston choir in August.
- Only looking for letters of support, not asking for funding.
- Environmental working group to write a letter of support for the Western Regional Seed Library

## **5) Policy Adoptions**

- Working with Michelle (Comptroller) to manage finances and create efficient financial policies.
- Policies are formalizing existing practices.
- Policies as follows:
  - **Expense Reimbursement-** Covers situations where council members purchase items for the town and are reimbursed.
  - **Procurement Policy -** Aims for best value, transparency, accountability, and compliance with the Public Procurement Act (PPA). Requires three quotes for purchases above \$10,000. Adheres to the Public Procurement Act but allows discretion for urgent situations.

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"As a small town, we're always trying to get the best bang for the buck."

- **Credit Card Policy**- No personal purchases. Credit card to be used only by authorized staff and safeguarded. Town Clerk to be notified immediately of lost card or unauthorized transaction.
  - Supporting documentation: Original receipts to be submitted regularly to Town Clerk. Town Clerk to attach all supporting documentation and verify completeness of monthly statement. Monthly credit card statement to be paid by automatic withdrawal. Council to review credit card statements monthly.
- **Receipt and Deposit of Revenue Policy** - An official receipt is to be issued for all revenues received by the town. All checks should be stamped or marked immediately upon receipt for deposit only to the town. All receipts are to be deposited intact. Deposits to the bank will normally be made weekly and bank accounts to be reconciled monthly.
- **Travel Expense** - The policy abides by provincial guidelines for reimbursement (meals, mileage, etc.). A mileage form is available to record travel details (location, purpose, distance).

**Motion 2026-019 made by Mayor Curtis Delaney seconded by Councillor Paul Adams**

**All In Favour – Motion Adopted**

## **6) Website Maintenance Contract**

- Kathleen (KCD Web Services) has done work for free.
- New site is live, but there may be a few glitches.
- The professional plan is \$99 a month and includes:
  - Monthly performance testing, troubleshooting, painting breaks.
  - Daily backups.
  - 30 minutes of editing support a month.
- Move ahead based on pending funding for website design.

**Motion 2026-020 made by Councillor Paul Adams, seconded by Mayor Curtis Delaney**

**All In Favour – Motion Adopted**

## **7) Payroll Deduction**

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- A resident asked if they could do a payroll deduction for current and previous property tax.
- Two-year tax payment plan discussed.
- Town Cleak will set that up with the resident's employer.

## 8) Disclosure statements

- Council member disclosure statements are normally a yearly thing.
- Council signed disclosure statements.

## 9) Petition for Rebuilding of the school

- A petition is circulating for government commitment to rebuild the school.
- A motion to submit a letter of support along with the petition was made.

**Motion 2026-021 made by Mayor Curtis Delaney seconded by Councillor Paul Adams**

**All In Favour – Motion Adopted**

## 10) Hiring of New position:

- **Recovery Assist.**
- A candidate, Cassie Callaway from Salmon Cove, has been identified for the Recovery Assistant position.
- She requested a salary of \$45,000, higher than the originally posted \$36,000, but has 25 years of experience.
- A motion to accept the proposal was made.

**Motion 2026-022 made to hire Cassie Kelloway for the Position of by Mayor Curtis Delaney seconded by Councillor Paul Adams**

**All In Favour – Motion Adopted**

## 7. Financials

- Hold off on agency payment, as it was paid recently.
- Susan Rose payment needs to be sorted out this week, discussing cost-sharing with the fire department (potentially 50/50).
- Hold off on a payment for \$2486 due to ongoing issues with the vendor.

**Motion 2026-023 to pay bills except for the three mentioned made by Mayor Curtis Delaney seconded by Councillor Paul Adams**

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**All In Favour – Motion Adopted**

**8. Adjournment**

**Motion 2026- 024 to adjourn public meeting was made by Mayor Curtis Delaney seconded by Councillor Paul Adams**

**All In Favour – Motion Adopted**

Minutes Submitted by – Nicki Traverse, Town Clerk

Minutes Approved by - *Curtis Delaney, Mayor*

*Nicole Traverse*  
*Curt Delaney*

**Next Meeting- March 10<sup>TH</sup>, 2026**