

Town of Small Point–Adam's Cove

Council Meeting Minutes

June 9, 2026

Action Items & Follow-Ups

Council Administration

- Defer approval of the May 12, 2026 meeting minutes until the next regular council meeting.
- Issue a public advisory encouraging residents to leash dogs and clean up after pets while using community trails and public spaces.
- Follow up with Curtis regarding details from the Transportation and Infrastructure roadside brush-clearing meeting.
- Continue discussions regarding community brush disposal, mulching, and chipping options for wildfire-affected properties.
- Reactivate and relocate the community water filling station to the lift station for resident use during the non-consumption order.
- Follow up with Curtis Delaney and NSVFD regarding potential JCP project applications before the deadline.
- Proceed with engagement of Meridian Engineering to support wildfire-related damage assessments and DFAA/DFAP funding claims.
- Submit required documentation for the FCM Climate Resilient Coastal Protection Program application.
- Follow up with the Coalition of Persons with Disabilities NL regarding development of a municipal Accessibility Plan.
- Schedule review of draft municipal development regulations with the Town Planner.
- Continue planning for the June 25 Community Town Hall and Broad Cove Park public engagement session.

Attendance

Council Members Present

- Mark Ploughman (Chair)
- Paul Adams
- Sue Rose
- Annalea Pudan-Sproule

Regrets

- Nikki (Town Clerk/Administration) Curtis Delaney

Minutes By Cassie Kelloway

Residents Present

- Several residents attended and participated during the residents' concerns portion of the meeting.

Call to Order

The meeting was called to order with quorum present.

It was noted that Nikki was unable to attend due to a personal family tragedy. As a result, the May 12, 2026 meeting minutes and finance report were unavailable for review.

Adoption of Agenda

The agenda for the June 9, 2026 Council Meeting was accepted as presented.

Business Arising

Approval of Previous Minutes

The approval of the May 12, 2026 Council Meeting Minutes was deferred until the next regular meeting due to the absence of the Town Clerk and unavailable records.

Residents' Concerns

Off-Leash Dogs and Pet Waste

Residents expressed concerns regarding:

- Dogs being walked off leash near the cemetery and trails.
- Pet owners failing to clean up after their animals.
- Safety concerns involving large dogs on shared trails.
- Potential conflicts involving dogs, ATVs, dirt bikes, and pedestrians.

Council discussed the lack of a municipal leash by-law and acknowledged that the Town currently lacks the enforcement capacity necessary to administer such a by-law.

Council agreed to issue a public advisory encouraging:

- Responsible pet ownership.
- Keeping dogs under control while using trails.
- Cleaning up after pets.
- Respecting other trail users.

Wildfire Debris, Brush Clearing and Mulching

Residents requested information regarding:

- Provincial roadside brush-clearing work.
- Mulching and chipping opportunities.
- Burned tree removal.
- Assistance for property owners dealing with significant wildfire debris.

Council advised:

- Transportation and Infrastructure has awarded the roadside brush-clearing contract.
- Burned trees may be removed up to approximately 35 metres from the roadway centreline.
- Collection and mulching sites are being planned as part of the broader recovery effort.
- Additional information will be provided once details from the recent provincial coordination meeting are received.

Council acknowledged that wildfire debris removal remains one of the most significant recovery challenges facing residents.

Water System and Non-Consumption Order

Residents raised questions regarding:

- Identifying which municipal well serves individual properties.
- Access to potable water during the non-consumption order.

Council advised:

- Residents can contact the Town Office to determine which well services their property.
- Bottled water continues to be provided to affected residents.
- Filtration media replacement is underway and is expected to take approximately 10 days to two weeks, followed by testing.
- The Town will reactivate a water filling station at the lift station to improve public access to potable water.

Committee & Working Group Updates

Recreation Committee

No formal Recreation Committee report was available.

A committee meeting is scheduled in advance of the next Council meeting.

Municipal Planning Working Group

Council reviewed progress on the Municipal Plan renewal process.

Updates included:

- Review of zoning classifications.
- Submission of draft mapping to the Town Planner.
- Receipt of draft development regulations for Council review.
- Public consultation anticipated later in the summer or early fall.

Council noted the Municipal Plan update remains a priority as the existing plan is overdue for renewal.

Broad Cove Park Development Project

Council received an update on the Broad Cove Park Development Project.

Highlights included:

- Positive public engagement during the EnviroFest announcement.
- Ongoing collaboration with TRACT Consulting.
- Additional concept drawings expected shortly.
- Exploration of future funding opportunities through Municipal Capital Works and SEED programming.
- The June 25 Community Town Hall will feature a public presentation and engagement session regarding the Broad Cove Park project.

Food Pantry Initiative

Discussion regarding the Food Pantry Project was deferred until Curtis Delaney is available to provide a project update and future direction. In the mean Time Annalee turn in her key.

New Business

Outstanding Fire Fee Collection

Council discussed outstanding fire protection fees owed by non-resident property owners.

Michelle Peach has completed preliminary discussions with the Eastern Regional Service Board (ERSB) and determined that collection assistance may be available.

Council agreed that recovery efforts should proceed.

Parking Lot Land Use Agreement

Council reviewed a Memorandum of Understanding with Berkeley LaGrave regarding municipal use of land currently utilized as a parking area.

The agreement permits:

- Continued municipal use of the property.
- No permanent structures.
- Preservation of future ownership options.

SEED Program

Council discussed preparation of the annual SEED funding application.

A project proposal will be finalized and presented before the June 26 deadline.

Job Creation Partnerships (JCP)

Council reviewed potential JCP opportunities but noted time limitations and application requirements.

Council will determine if any projects are sufficiently developed to warrant submission. As its due Friday June 12th 2026.

Meridian Engineering Engagement

Council discussed engaging Meridian Engineering to assist with identifying and documenting wildfire-related municipal damages for DFAA/DFAP eligibility.

The engineering review will support future reimbursement and recovery funding applications.

FCM Climate Resilient Coastal Protection Program (CRPP)

Council reviewed participation in the FCM Climate Resilient Coastal Protection Program.

The proposed project will:

- Assess coastal erosion risks.
- Examine flooding and drainage concerns.
- Evaluate climate-related vulnerabilities.
- Complement existing wildfire resiliency planning.

The Town will partner with Heart's Content, allowing access to 100% funding eligibility.

Municipal Accessibility Plan

Council discussed obligations under Newfoundland and Labrador's Accessibility Act.

Annalea reported:

- Municipal accessibility plans were required by December 31, 2023.
- The Town has not yet completed an Accessibility Plan.
- The Coalition of Persons with Disabilities Newfoundland and Labrador has offered support and guidance.

Council agreed to pursue development of an Accessibility Plan.

Motions & Resolutions

Motion #2026-06-09-01

Fire Fee Collection

Moved that Council authorize Michelle Peach to proceed with the necessary correspondence to the Eastern Regional Service Board regarding recovery of outstanding fire protection fees.

Carried Unanimously

Motion #2026-06-09-02

Parking Lot Land Use Agreement

Moved that Council approve the Memorandum of Understanding with Berkeley LaGrave regarding continued municipal use of the parking lot property.

Carried Unanimously

Motion #2026-06-09-03

Meridian Engineering Engagement

Moved that Council engage Meridian Engineering to complete wildfire-related damage assessments in support of DFAA/DFAP funding applications.

Carried Unanimously

Resolution #2026-06-09-01

FCM Climate Resilient Coastal Protection Program

Resolved that the Town of Small Point-Adam's Cove participate in the FCM Climate Resilient Coastal Protection Program and submit the required application in partnership with Heart's Content.

Resolution Carried Unanimously

Adjournment

There being no further business, the meeting was adjourned.

Respectfully Submitted, By Cassie Kelloway

Town of Small Point-Adam's Cove Council

he Mayor:
Councillor
