

**TOWN OF SMALL POINT-ADAMS COVE
COUNCIL MEETING MINUTES
JULY 14TH, 2026**

1. Call to Order and Roll Call:

Call to order on July 14th @ 6:30 PM

**Attendance – Curtis Delaney, Paul Adams & Annalea Pudan-Sporule,
Sue Rose. Absent Mark Ploughman**

Town residents were present

2. Approval of Minutes:

**Motion 2026 – 060 to approve May 12, 2026, and June 9th, 2026, minutes
made by Mayor Curtis Delaney, seconded by Councilor Paul Adams
All in Favor**

3. Residents Concerns:

12 Forest Rd, Ditch - Install a culvert to maintain
drainage underneath his property, directing water to the land behind.

**Motion 2026 – 061 to approve Culvert for 12 Forest Rd made by Mayor
Curtis Delaney, seconded by Councilor Paul Adams
All in Favor**

4. Committee Reports:

Res/Soc. Committee - Thanksgiving Harvest Festival will be hosted at the Salem Centre,
with collaboration with the Adams Cove School Committee.

Broad Cove Trails – currently there is no official committee, but Dave has been involved in
clean up efforts.

- There is a need to formalize a committee to make it "a little more official" and
provide "more opportunities for funding."

5. Previous Business

Meridian Engineering Update - The engineering assessment has been completed.

- Estimated Cost is around \$1200 for the initial assessment, plus \$3000-\$4000 for additional paperwork, totaling approximately \$5000 for engineering work.

Food Pantry - The policy is currently being drafted. And will be handed to council before next meeting

Municipal Planning update - Anna Myers (municipal planning consultant) is expected back at the beginning of August.

- Mapping has been submitted to Anna.
- Action Item: Anna and Council will review the mapping, hopefully before August 11th.
- Following this, Council will review the actual development regulations.

Pending Tax Sales – Request an update from legal

Accessibly Plan - The plan is progressing well.

- Working with a representative from the Coalition of Persons with Disabilities.
- Referencing frameworks from other municipalities (especially smaller ones) and government standards.
- The Coalition representative will visit mid-August to assess the town's accessibility from the perspective of a person with accessibility issues, focusing on spaces and buildings.

FCM – Climate Change – application has been submitted.

- There should be an answer in late fall/mid winter.

Arsenic Filters Bursey's Well- the filters have been changed.

Arsenic testing has been done, and non-consumption order has been lifted. Post will made on social media and website once the official letter is received.

6. New Business:

CEEP – Application was submitted by Town Clerk and Councillor Paul Adams.

Motion 2026 – 062 to approve CEEP Submission made by Mayor Curtis Delaney, seconded by Councilor Sue Rose

All in Favor

JCP - Two JCP applications were submitted: one from the fire department for the Ronnie Johnson Center and one for the town office.

Motion 2026 – 063 to approve JCP, NSVFD Submission made by Mayor Curtis Delaney, seconded by Councilor Paul Adams
All in Favor

Motion 2026 – 064 to approve JCP, Town Office Submission made by Mayor Curtis Delaney, seconded by Councilor Paul Adams
All in Favor

Crown Lands Application

- An individual has a land claim for the Crown Lands application, stating they own the land. The individual must submit documentation claiming land before the expiry date

Paint Recycling

- The town collects a significant amount of paint.
- A non-profit organization offers a paint collection program: they collect paint, provide proper containers, and charge no fees or costs for the town.
- It requires "a little bit of small bit of management" from the town and allows the town to publicize a paint drop-off location for residents.

Motion 2026 – 065 to approve to accept paint for recycling made by Mayor Curtis Delaney, seconded by Councilor Sue Rose
All in Favor

Land Ownership Claims & Notice to Residents

- A letter will be drafted to inform residents that they need to provide proof of land location, "as simple as drawing a square on a map, on a Google map and submitting to town." This information is needed for municipal agencies to assess the land, as "without an assessment we really cannot tax the land."

Motion 2026 – 066 to approve in principle of land ownership made by Mayor Curtis Delaney, seconded by Councilor Paul Adams
All in Favor

Brush disposal from private properties

- The provincial government is conducting roadside cleaning from northern Lake Kingston, involving mulching brush.
- When the government crew reaches the depot, they will mulch the existing large brush pile. The depot gates will then be opened for residents to bring brush (currently closed due to fire hazard).
- Cost will be \$60 per load. receipts will be provided for the service, which may be claimable through insurance.

Rental Policy/Pricing/Agreement

- A new Salem Community Center rental policy and rental rates have been drafted, aligned with the Ronnie Johnson Center.
- Half-day rental: \$50 rental fee, \$50 damage deposit. Full-day or evening rental: \$100 rental fee, \$100 damage deposit. Damage deposits are returned if the facility is left in good condition.
- Concern was raised that a \$50 damage deposit might not cover cleaning costs (e.g., \$120-\$130 for floor cleaning), compared to other venues with \$200 security deposits. The goal is to keep costs competitive with similar local venues to encourage usage. The policy can be amended later if problems arise, and renters sign a document making them liable for damages beyond the deposit amount.

Motion 2026 – 067 Adapt the new Salem Community Centre Policy and agreement was made by Mayor Curtis Delaney, seconded by Councilor Annalea Pudan-Sporule
All in Favor

Building Permit Policy to By Law

- The existing building permit policy will be changed to a building permit by law, aligning with a general shift towards bylaws instead of policies.
- The 2023 building permit policy must first be rescinded.

Motion 2026 – 068 to rescind the building permit policy made by Mayor Curtis Delaney, seconded by Councilor Paul Adams
All in Favor

- The by law will state that the responsibility is on the developer or contractor to conform to national building codes; Council does not check for compliance.
- A copy of the by law should be included with all issued building permits.

Motion 2026 – 069 to Adopt Building Permit By law made by Mayor Curtis Delaney, seconded by Councilor Paul Adams

All in Favor

RESOLUTION TO ADOPT BUILDING BY-LAW NO. 08-2026

Mandatory By Laws - Two more mandatory bylaws are required: one addressing the fire department and one water supply.

- **Water Supply by Law** will be add to previous business
- **Fire Dept** will be add to previous business

Tax Recovery Plan – Overdue

- The tax recovery plan is overdue and requires to be updated.
- Town clerk is responsible for collecting any overdue taxes.

Comptroller

- The controller is finishing her work with an est. 6/8 hours remaining which is saving for interim report.
- Council does not believe there is "any excess money for her services," as her current funding is from provincial special assistance grants. If her services are needed in the future, she could be engaged, but no commitment will be made to keep her on. Her primary role was related to wildfire recovery costs.

Mennonite Disaster Services (MDS) Update

- MDS visited and is interested in potentially building "three to five" houses in 2027.
- The town's role is to "try to do what we could to support them in that process," including "logistics and stuff on the ground," and "assistance in any way that they need" that does not incur costs.
- MDS has its own criteria for selecting who they build for; the town does not make these choices.
- A major need is accommodations for a group of "30 to 40 people," with options being considered within the old region or potentially in Victoria.
- The housing committee is in communication with MDS.

Contract Recovery Coordinator Contract Amendment

- The original contract was for 11 months and was amended to 12 months.

Motion 2026 – 070 to Admen Recovery Coor. Contract made by Mayor Curtis Delaney, seconded by Councilor Sue Rose

All in Favor

Eastern Regional Service Board (ERSB)

- Reached out to contact at ERBS for follow up for payment of fire fee collected.
- A letter was drafted, signed to send to the Chairperson to collect overdue fire fees.

Motion 2026 – 071 for ERSB to collect Overdue fire fees made by Mayor Curtis Delaney, seconded by Councillor Paul Adams.

All in Favor

Stop Work Order – issued for landowner.

- Discussion centered on whether to issue a stop work order on a specific property within town, with "question marks" and "investigations happening into it right now."
- Mayor Curtis Delany Defer the decision for tonight, arrange meetings with appropriate government departments, ensure all information is "in writing," and confirm the order is "legally binding" by hearing back from legal counsel.
- Councillor Paul Adams said "it has to be issued asap" due to concern about activities on the land without proper documentation (papers on the land, environmental reports, government permits). The town is only asking for documentation, not regulating the land itself, and needs to know property boundaries and the legal ability of the owner to conduct activities. Requested a vote to issue the stop work order "as soon as legal comes through and gives us the legal activities that this is the papers that they. And they serve the papers."

Motion 2026 – 072 for Stop Work Order once it is approved by legal counsel was made by Councillor Paul Adams, seconded by Councillor Sue Rose

In Favor - 3

Apposed - 1

Audit

- Still on going, auditor has some reviewing to do be for audit can be released.

CFNL Best Kind Giving Award

- Recognizes people across Newfoundland and Labrador who give back to their communities and are facing challenges where some support could make a real difference.
- Town would like to put forth 2 nominations Marie Kennell – who was here restlessly through the whole thing volunteering during and after the wildfires and Robyn Dwyer/Scott Chandler - who spent all their time at the evacuation center supporting all the residents of the shore".

CCBF – Funds Road Work Denied

- Previous Application Status: The annual CCDF application for road work (which included a cost-share component) has been denied.
- New Plan is to submit a new application to leverage the allocated money, but without cost – share component.
- Scope of work is to overlay of selected roads.

**Motion 2026 – 073 to cancel the existing CCBF Application was denied was made by Councillor Paul Adams, seconded by Councillor Sue Rose
All in Favor**

Pride flag

- Councillor Sue Rose would like to raise the pride flag for a week; council has no objection.

7. Financial

- Payables – pay the ones 30 past

**Motion 2026 – 074 to pay the overdue payables was made by Councillor Paul Adams, seconded by Mayor Curtis Delaney
All in Favor**

8. Adjournment

Meeting adjourned at 8:00 p.m.

**Motion 2026 – 075 to Adjourned the meeting was made by Mayor Curtis Delaney, seconded by Councillor Paul Adams.
All in Favor.**

Next Meeting is August 11th, 2026

Minutes Submitted by: Nicki Traverse Town Clerk

Approved By: 

Traverse