



TOWN OF PORTUGAL COVE-ST. PHILIP'S

January 28, 2014

Regular Public Council Meeting 7:30 p.m.

IN ATTENDANCE:	Mayor	Moses G. Tucker
	Councillors:	Dave Bartlett
		Joe Butler
		Norm Collins
		Johnny Hanlon
	Town Manager/Engineer	Chris Milley
	Director of Financial Operations	Tony Pollard
	Director of Public Works	Gail Tucker
	Planning Coordinator	Les Spurrell
	Fire Chief	Brian Bailie
	Town Clerk	Judy Squires

Mayor Tucker called the meeting to order and welcomed the gallery of 22 persons in attendance. Noted regrets from Deputy Mayor Will and Councillor Facey absent from this meeting.

ADOPTION OF AGENDA

Motion: Collins/Hanlon
2014-013 Resolved that the Agenda dated **January 28, 2014**, be adopted as circulated.
Carried Unanimously

ADOPTION OF MINUTES

Motion: Hanlon/Butler
2014-014 Resolved that the minutes of **January 14, 2014**, be adopted as circulated.
Carried Unanimously

BUSINESS ARISING

The Town Manager provided updates as follows:

- the Action Item List circulated to Council contains 9 new items, 6 completed and 18 items remaining or in progress
- correspondence was received from Town of Torbay regarding a 'cross-boundary' issue and the letter will go to Planning and Public Works departments for their review/files
- the union membership met and voted in favor of the union agreement (Jan. 22nd) and a motion will come forward later in this meeting
- provided a verbal report with details on several upcoming capital works projects
- a staff quarterly training was held on Monday Jan. 27th at the Recreation Center and details of the event are available to any Councillors requesting same.

COMMITTEE REPORTS

Planning & Development Report of January 21, 2014

1. 46-50A Old Cart Road

Motion: Collins/Bartlett

2014-015 Resolved that the application to subdivide property and construct a double dwelling at Civic # 46-50A Old Cart Road be rejected as per Appendix A: Tabled Report.

Carried Unanimously

2. Submission of Updated Draft Municipal Plan

Motion: Collins/Hanlon

2014-016 Resolved that Council re-submit the updated draft Municipal Plan and Development Regulations with changes recommended in the memo from the Department of Municipal Affairs dated December 2013 to the Department of Municipal Affairs for Statutory Provincial Review and Release. The Committee also recommends that documentation [be forwarded to the Minister of Municipal Affairs] requesting an amendment to the St. John's Urban Region Regional Plan in order to bring the Town's Updated Municipal Plan and Development Regulations mapping that is currently under review into conformity with the Regional Plan.

Carried Unanimously

3. Other items discussed:

The Committee also discussion the following items as detailed in Appendix A: Tabled Report:

- a) Civic # 18 Woodland Drive – Location of Canada Post Mailboxes
- b) Civic # 18 Woodland Drive – Town Staff Visiting Property
- c) Civic # 1525 Portugal Cove Road – Potential Development
- d) Civic # 1529 Portugal Cove Road – Residential Development
- e) Civic # 627-629 Indian Meal Line – Residential Subdivision

4. Permit Stats

There were eleven (11) permits issued from January 3rd to January 16th, 2014.

Recreation Committee Report –January 21, 2014

1. Voiseys Brook Park

Controlled brush burning has started in Voisey's Brook Park for the future development of a trail system. This will run throughout the winter season. Notifications have been placed on the radio, and electronic sign at intersection of Portugal Cove Road and Indian Meal Line.

2. Events

Winter Carnival will take place Saturday February 22nd – Saturday March 1st. Staff are working with the schools to celebrate the Olympics in February.

3. Winter Programming

Children's Zumba program has been postponed from a February class to a March Class due to issues with promotion of the program. This will follow the children's Zumba party for the Winter Carnival.

4. Other

The committee discussed various other ongoing items including: Rental Forms and Rates, Woodland Drive open space from contractor, a recreation guide.

Public Works Committee Report – January 22, 2014

1. Pedestrian Safety – Update from Marketing & Communications

The Director of Economic Development, Marketing & Communications provided Committee with an update on the recently launched Pedestrian Safety Survey. Seventy (70) responses have been received to date – a significant uptake in a short period of time. The survey continues to be open to residents and all residents are encouraged to participate. Responsibility for this issue will move to the Protective Services Committee.

2. Loop Drive – Traffic Issues

As per direction from the January 14, 2014 meeting of Council, Committee discussed traffic concerns regarding the exit from Loop Drive onto Portugal Cove Road. It was agreed residents in this area need to be consulted for input on traffic issues.

3. Emergency Power Supply – Recreation Centre

Design and costing work underway to facilitate a permanent switch for emergency power supply at the Recreation Centre.

4. Regional Transportation Steering Committee

A Regional Transportation Steering Committee has been established with participation from all municipalities in the region, as well as the provincial Department of Transportation and Works. The Director of Public Works will participate on this Committee as the Town's representative.

Economic Development, Marketing & Communications Report – January 22, 2014

1. Heritage Committee and Environment Committee

Most individuals who have expressed interest in the Heritage Committee have met with the Economic Development Committee; the others are planned to next week with all appointments to be made by the end of January. Those interested in the Environment Committee will be meeting in the next few weeks with appointments by the end of February.

2. St. Philip's Beachfront Development Plan

The final draft has been received and is currently being reviewed by the Economic Development Committee. Upon completion there will be a public meeting to discuss the recommendations.

3. Tickle Newsletter

The Tickle is being expanded four pages to accommodate growing demand. Content is due in early February for the March – April edition. This edition will also include information on the 2014 budget.

4. Social Media

The Social Media Policy is being reviewed by the Economic Development Committee with a completion expected by the next council meeting.

5. UMC – Economic Development Charter

All Economic Development Staff whose towns are under the Urban Municipalities Committee (UMC) will be providing input into an Economic Development Charter being prepared by UMC, with the City of Mount Pearl taking the lead. The UMC will be meeting in Deer Lake at the end of February but the Economic Development Staff are not expected to attend.

6. Communications – Surveys

A Pedestrian Safety Survey has been up on our website for about a week and as of the date of this meeting 71 respondents have filled it out. Every edition of the newsletter we will now promote a new survey as a means to engage the residents of our Town.

7. Sponsorship Opportunities

A draft of a sponsorship sales package is being reviewed by the Committee. The package will be a marketing tool to create interest in some of our Town assets and future plans including the Lifestyle Centre.

8. Metasoft

Work is being completed with our newly acquired Metasoft software, which identifies potential funding partners. We are currently identifying strategic projects to act as our first application.

9. Newfoundland and Labrador Police Curling Association (NLPCA) Request

The NLPCA is requesting support for their Annual Charity Benefit Hockey Game at Mile One on Thursday, March 27th. This year funds are being raised for the NL Tourette Syndrome Foundation and other local charities.

Motion: Butler/Bartlett

2014-017 Resolved that the Town sponsor the NLPCS Annual Charity Benefit Hockey Game with a ¼ Page – Full Color Ad at a cost of \$325.00

Carried Unanimously

Administration and Finance Committee Report – January 21, 2014

1. Accounts for Payment

Motion: Butler/Collins

2014-018 Resolved that the accounts for payment be approved as follows:

Regular Accounts - \$34,432.81

Capital Accounts – \$5,650.00

Total \$40,082.81

Carried Unanimously

2. Correspondence from Dept. Municipal Affairs

Committee reviewed the attached revised Schedule A (which the Town requested) outlining projects approved under the 2012-2014 Multi Year Capital Works program.

These will be going to tender on February 14, 2014th and the Town Manager will follow up with the member as needed.

3. Building Renovations

The Town Manager briefed the committee on optional plans for the budgeted renovations to the Town Office building. Committee advised the Town Manager to proceed with the plan he believes meets the best operational requirements of the Town.

4. 1775 Portugal Cove Road – Motion #2013-426

Further to the directive from the December 3, 2013 meeting of Council, the developer of the property was invoiced for the charges in relation to the sewer issue and he has requested a meeting to discuss same. Committee agreed and staff will arrange for the developer/contractor to meet with committee at its next meeting on February 4, 2014.

5. Snow-clearing damage claim – 16 Hanlons Lane

The Director of Financial Operations met with the resident who provided documentation in support of the claim. It was noted that this claim was not processed by the Town's insurance provider. Committee reviewed the information provided and makes the following recommendation:

Motion: Butler/Collins
2014-019 Resolved that the Town pay a one-time payment in the amount of \$450 to the property owner at 16 Hanlons Lane to cover the costs of vehicle damages.
Carried Unanimously

6. Brush cutting – Voiseys Brook Park

The Director of Financial Operations advised that costs for brush cutting at this time of year would be reduced significantly.

Motion: Butler/Hanlon
2014-020 Resolved that the Town engage the services of Grand Concourse Authority to complete brush cutting for the Voiseys Brook Park Trail at a cost of \$20,000.
Carried Unanimously

7. Federation of Canadian Municipalities Conference

Committee agreed that the Town Manager (along with the Mayor) attend the annual F.C.M. conference being held in Niagara Falls at the end of May 2014.

8. Northeast Avalon Joint Council's meeting

Councillor Butler advised that he attended the NEAJC meeting last week on behalf of the Town and he advised that our Town is scheduled to host a meeting on March 19th. Staff will be requested to make the necessary arrangements for this event.

9. Other business discussed:

The Town Manager provided (1) an update on the status of the negotiations and (2) noted that the Dept. of Education is requesting an agenda for the next meeting regarding the proposed school.

Note: Prior to the correspondence item, Mayor Tucker noted that Staff, in response to Minister's Kent's request to municipalities, held a de-briefing to evaluate the operations of the "Warming Center" which was provided to residents during the most recent power outages.

CORRESPONDENCE

(a) Request from **MP Claude Gravelle** for support for resolution to call on all levels of government and FCM to develop a national dementia strategy.

Motion: Collins/Hanlon

2014-021 Resolved that the Town of Portugal Cove-St. Philip's calls on all levels of government and the Federation of Municipalities to adopt a national dementia strategy, and urges all citizens of our communities to become more aware and engaged concerning the far-reaching effects of this devastating disease.

Carried Unanimously

(b) response from **Dept. of Municipal Affairs** regarding Town's request regarding the City of St. John's Protected Water Supply Area definition (for info: Dept. in the process of reviewing request.)

(c) follow-up letter from **Minister Kent, Dept. of Municipal Affairs** with updates on the North East Avalon Regional planning project and a request for the Town's response by Jan. 31st.

Mayor Tucker provided background information noting the letter states that the project will be cost-shared with the province paying 50% and the 15 communities involved sharing the remaining 50% over approximate two year time frame. Therefore,

Motion: Collins/Bartlett

2014-022 Resolved that the Town participate in the new process for the development of the North East Avalon Regional Plan and participate in the financing of the project cost-shared on a per capita basis as outlined in the correspondence #COR/2014/00424 dated January 23, 2014. Furthermore, that the Town Manager be designated as the Town official engaged in this process on behalf of the Town.

Carried Unanimously

NEW/GENERAL/UNFINISHED BUSINESS

1. NAPE Union Agreement

The Town Manager advised that the bargaining unit met (on January 22nd) and agreed to the terms of the union agreement. A copy of the contract and changes were provided to Council for their review, comments and/or acceptance.

Motion: Bartlett/Collins

2014-023 Resolved that the Town accept the tentative Nape Collective Agreement which was ratified by the bargaining unit on January 22, 2014.

Carried Unanimously

ADJOURNMENT

Motion: Collins/Butler

2014-024 Resolved that this meeting be adjourned. Time 8:15 p.m.

Carried Unanimously.

Moses Tucker, Mayor

Judy Squires, Town Clerk

Attachments:

Planning & Development, Appendix) A, Tabled Report

Resolution#2014-021

**Appendix A: Tabled Report
January 21st, 2014**

Applications:

**Civic # 46-50A Old Cart Road
Subdivide Property & Construct Double Dwelling
Zoning: Residential Medium Density (RMD) - Serviced**

The Committee recommends that the application to subdivide property and construct a double dwelling at Civic # 46-50A Old Cart Road be rejected as the application is contrary to the Town's Municipal Plan & Development Regulations, specifically Plan Policy 3.3 (iv) (Infill Development), Plan Policy 3.4.2.1 (v) (Backlot Development), Use Zones Regulation 90 (Discretionary Uses), Schedule C: Residential Medium Density and Schedule C: Residential Medium Density Condition # 13 (Backlot Development).

The administrator recommended that this application be rejected.

Correspondence:

Civic # 18 Woodland Drive - Location of Canada Post Mailbox

The Planning Department is in receipt of correspondence from a resident regarding the location of a Canada Post mailbox near their property on Woodland Drive. The Committee advised Planning Staff to correspond with the resident.

Civic # 18 Woodland Drive - Town Staff Visiting Property

The Planning Department is in receipt of correspondence from a resident regarding a visit by Town Staff to their property on December 5th, 2013. The Committee advises Planning Staff to respond to the resident.

Civic # 1525 Portugal Cove Road - Potential Development

The Planning Department is in receipt of correspondence from a local business owner expressing concerns regarding the increasing amount of medium density development surrounding their existing agricultural operation. The Committee advises Planning Staff to correspond with the resident.

Civic # 1529 Portugal Cove Road - Residential Development

The Planning Department is in receipt of correspondence from a resident expressing concern regarding residential development within the Town and the effect that this activity is having on surface drainage and the natural landscape of the Town. The Committee advises Planning Staff to correspond with the resident.

Discussion:

Civic # 627-629 Indian Meal Line - Residential Subdivision

Planning Staff discussed a proposal for a fourteen (14) one-acre lot on-site serviced residential subdivision that will connect to an existing residential development in the Town of Torbay. The Developer has received preliminary support from the Town of Torbay for the development.

This proposal would require the rezoning of land from AG to Residential in order to comply. The area is proposed to remain Agriculture in the Town's updated Municipal Plan & Development Regulations and the Department of Municipal Affairs has identified the area to be rezoned from Agriculture to Rural in the St. John's Urban Region Regional Plan during its conflict report.

The Committee advises Planning Staff to correspond with the Developer stating that Council is not supportive of the proposed development at this time as it is contradictory to a Motion of Council on December 17th, 2013.