



**TOWN OF PORTUGAL COVE-ST. PHILIP'S**

February 11, 2014

Regular Public Council Meeting 7:30 p.m.

<b>IN ATTENDANCE:</b>	Mayor	Moses G. Tucker
	Deputy Mayor	Gavin Will
	Councillors:	Dave Bartlett
		Norm Collins
		Johnny Hanlon
	Director of Financial Operations	Tony Pollard
	Director of Public Works	Gail Tucker
	Planning Coordinator	Les Spurrell
	Town Clerk	Judy Squires

Mayor Tucker called the meeting to order and welcomed the gallery of 12 persons in attendance. Noted regrets from Councillors Butler and Facey and the Town Manager, absent from this meeting.

**ADOPTION OF AGENDA**

Motion: Will/Bartlett  
2014-025 Resolved that the Agenda dated **February 11, 2014**, be adopted as circulated.  
Carried Unanimously

**ADOPTION OF MINUTES**

Motion: Collins/Hanlon  
2014-026 Resolved that the minutes of **January 28, 2014**, be adopted as circulated and amended.  
Carried Unanimously

**BUSINESS ARISING** Action item list circulated with meeting package

**COMMITTEE REPORTS**

**Planning & Development Report of February 4, 2014**

1. 8 Rosemary Rise  
Motion: Collins/Will  
2014-027 Resolved that the application to construct a single dwelling and accessory building at Civic # 8 Rosemary Rise be granted approval in principle as per Appendix A: Tabled Report.  
Carried Unanimously

**2. 20-22 Rustys Loop**

Motion: Collins/Bartlett  
2014-028 Resolved that the application to construct an accessory building at Civic # 20-22 Rustys Loop be granted approval in principle as per Appendix A: Tabled Report.  
Carried Unanimously

**3. 757-765 Old Broad Cove Road - Deferred**

Applicant requested to meet with committee next week.

**4. 29-31 Thorpes Road**

Motion: Collins/Hanlon  
2014-029 Resolved that Council approve the Municipal Recommendation Form for Crown land at Civic # 29-31 Thorpes Road for the purpose of electrical infrastructure installation.  
Carried Unanimously

**5. Gails View Subdivision – infrastructure and open space**

Motion: Collins/Bartlett  
2014-030 Resolved that Council grant final acceptance of infrastructure and public open space, as per Section 4.6 (Services and Works Vesting in the Town) of the Subdivision Agreement, located within the Gails View Residential Subdivision as per legal documentation submitted to the Town by the Developer on January 31<sup>st</sup>, 2014.  
Carried Unanimously

**6. Street name change**

Motion: Collins/Hanlon  
2014-031 Resolved that Council change the street name of a cul-de-sac within Stage IV of the Thorburn Woods Residential Subdivision from “Willow Bend Place” to “Willow Bend Close.”  
Carried Unanimously

**7. Discussion items:**

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

- a) Civic # 1455 Portugal Cove Road – Required Demolition of Single Dwelling
- b) Civic # 734A Indian Meal Line – Potential Property Rezoning & Development
- c) Civic # 98 Dogberry Hill Road – Proposed Construction of a Private Wind Turbine

**8. Permit Activity**

There were ten (10) permits issued from January 17<sup>th</sup> to January 30<sup>th</sup>, 2014.

**Recreation Committee Report –February 4, 2014**

**1. Facility Usage for Summer 2014**

User groups of both Voisey’s Brook Park and Rainbow Gully Park have submitted their requests for summer use of the fields. Recreation Department is looking through for conflicts, efficient use of the space, and other private rentals.

**2. Communications and Recreation**

The communications department has increased the size of the Newsletter to include four pages to be branded for Recreation only. Recreation has a high volume of information monthly to reach residents for events and programs.

**3. Winter Carnival and other Events**

Flyers for winter carnival should be delivered to mailboxes today or tomorrow, can be found on the website and at store throughout the Town.

There are numerous other events taking place throughout the month: an Olympic visit by staff and Special guests Chris Facey and Mel Fitzgerald to Beachy Cove Elementary and Leary’s Brook Junior High.

A Senior’s Day St. Patrick’s Day celebration will be held in March at Murray’s Pond Country Club.

Hiring for Easter Camp staff will close on Friday February 21<sup>st</sup> a weeklong camp will run April 21<sup>st</sup> – 25<sup>th</sup>.

**4. Forms and Rental fees**

Committee reviewed the proposed changes for rental fees and conditions (as highlighted in the attached document) specifically for the use of the Recreation Center building and makes the following recommendation:

Motion: Hanlon/Bartlett  
2014-032 Resolved that the Recreation Centre Rental/User Agreement and Rental Fees as attached are approved effective February 2014.  
Carried Unanimously

This new policy rental form would also be used with the regular user groups of the Towns’ facilities.

Note: Councillor Hanlon noted that Recreation Staff did a lot of work on these documents and consulted with other Towns regarding their policies and rates.

**5. Other**

The committee discussed various other ongoing items including: Rainbow Gully Parking Lot, Grand Concourse looking into Inclusion Swing, Promotional Items for Recreation.

**Public Works Committee Report – February 5, 2014**

**1. Municipalities Newfoundland and Labrador (MNL) – Fiscal Framework Consultation**

Committee discussed the upcoming MNL consultation and agenda items related to public works. A synopsis of Committee discussion will be shared with the Town’s identified participant(s).

**2. New School Project**

Public Works has been identified as the sponsoring committee for the new school project. A status update was provided to the Committee.

Note: In response to Deputy Mayor Will, Mayor Tucker advised that we have submitted the Town’s proposed site layout to the Dept. of Education however we have not yet received a response and are awaiting a meeting with them.

**3. Added item re Snow clearing Operations:**

The chair, Councillor Bartlett, noted that he participated in a Ride-A-Long with PW employee, Chris Hall, during snow clearing operations and was impressed by the work done by the operators especially with the issues they deal with, i.e. cars left overnight, having to return to clear roads etc. This issue will be added to the next Public Works Committee agenda for discussion including how to address this in our regulations etc.

**Economic Development, Marketing & Communications Report – February 5, 2014**

**1. Heritage and Environment Committees**

Appointments to the heritage committee are as follows:

- Peter Hammond,
- Mac Miller
- Mike Jackman
- John Lukins
- Angie Barrington and

The environment committee appointments will be announced at the next council meeting.

**2. Social Media Policy**

A social media policy has been developed and reviewed by the committee. A copy of the policy is attached.

Motion: Bartlett/Hanlon  
2014-033 Resolved that the Town adopt **the Social Media Policy**.  
Carried Unanimously

**3. Community Profile**

A draft of the community profile was shared with the committee. There is still some editing to be done and layout changes. The final draft is expected to be completed by the end of the month.

**4. Town Website**

The new homepage for the town website will be operational Friday, February 7<sup>th</sup> including the new search engine powered by My311.

**5. Town Newsletter**

With quotes being received from numerous printing agencies the Town is changing printing providers for the newsletter. One major benefit, beyond a reduction in cost, is that the time frame to print is greatly reduced as they are being printed in the region. We are also expanding to 12 pages to accommodate demand.

**6. Youth Canada Works**

An application for a student under Heritage Canada funding through the program Youth Canada Works was submitted for this summer. The major piece of work will revolve around identifying natural heritage assets.

**7. Stewardship Agreement**

A follow up meeting for the Stewardship Agreement, being prepared by the Department of Environment and Conservation Wildlife Division, will be held between March 10<sup>th</sup> and 12<sup>th</sup>.

**8. Urban Municipalities Committee (UMC) – Economic Development Charter**

The UMC is developing a charter for communities to show their unified support in economic development in Newfoundland and Labrador. The charter has been drafted with a series of meetings planned, with Economic Development staff in those communities, prior to their next UMC meeting at the end of February.

**Administration and Finance Committee Report – January 21, 2014**

**1. Accounts for Payment**

Motion: Will/Collins  
2014-034 Resolved that accounts for payment be approved as follows:  
Regular Accounts - \$74,871.94  
Capital Accounts - \$50,979.25  
Total - \$125,851.19  
Carried Unanimously

**2. Exemption request Holy Rosary Parish**

Motion: Will/Bartlett  
2014-035 Resolved that the request from the Holy Rosary Parish for exemption of 2014 property tax in the amount of \$706.30 for the Parish Hall be approved.  
Carried Unanimously

**3. Donation request**

Motion: Will/Collins  
2014-036 Resolved that the Town donate \$150.00 toward the Northeast Eagles Minor Hockey Association Peewee "C" team for travel expenses to compete in the All Newfoundland championships.  
Carried Unanimously

Note: Councillor Hanlon advised that there are a significant number of players in from this Town on that league on various divisions. Deputy Mayor Will suggested we may need to revisit policy.

**4. Other Discussion items:**

Committee met the contractor regarding the cost of the 1775 Portugal Cove Road repairs and following that meeting, the Director of Financial Operations was directed to work with the contractor to resolve the issue. The Town Manager updated committee on the status of several items including a right of way dispute on Meadow Height and the 537 Old Broad Cove Road appeal withdrawal process.

**5. Non-Union Salary adjustments**

Motion: Will/Collins  
2014-037 Resolved that full-time, non-union employees receive the same monetary adjustments as those negotiated with the bargaining unit for the contract period June 2, 2013 to May 31, 2015.  
Carried Unanimously

Mayor Tucker noted that the NAPE contract was signed today for the union employees.

**CORRESPONDENCE**

- a. Eastern Health – Presidents report for 2012-2013 (available from the Town Clerk or on the website: [www.easternhealth.ca](http://www.easternhealth.ca) under annual performance reports).
- b. Municipal Assessment Agency – announcement of chair – Dean Ball and board members – for info
- c. Service NL – re permitting on protected province owned roads (it was noted by the planning and development coordinator that this would not impact our Town as there are no such roads in our Town where this applies.)

**NEW/GENERAL/UNFINISHED BUSINESS**

**1. Resignation of Fire Chief Brian Bailie**

Mayor Tucker announced that the Fire Chief submitted his resignation effective February 28, 2014, for personal reasons. He noted that the Deputy Chief will be assuming the roll.

## 2. Standing Committee Structure

Mayor Tucker announced the formation of the new Protective Services Committee and the members for that committee as well as committee membership for all standing committees as follows:

Motion: Bartlett/Collins  
2014-038 Resolved that Council adopt the following Committee Structure and membership:  
Administration & Finance – Chair Gavin Will, members: Joe Butler and Norm Collins  
Planning & Development – Chair Norm Collins, members: Joe Butler and Gavin Will  
Protective Services – Chair Johnny Hanlon, members: Aaron Facey and Gavin Will  
Recreation/Lifestyle – Chair Aaron Facey, members: Dave Bartlett and Johnny Hanlon  
Public Works – Chair Dave Bartlett, members: Norm Collins and Johnny Hanlon  
Economic Development, Marketing & Communications – Chair Joe Butler, members:  
Aaron Facey and Dave Bartlett

Carried Unanimously.

### ADJOURNMENT

Motion: Will/Hanlon  
2014-039 Resolved that this meeting be adjourned. Time 8:55 p.m.  
Carried Unanimously.

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Moses Tucker, Mayor

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Judy Squires, Town Clerk

**Attachments:**  
**Planning & Development, Appendix) A, Tabled Report**

## Appendix A: Tabled Report

February 4<sup>th</sup>, 2014

### Applications:

**Civic # 8 Rosemary Rise  
Single Dwelling & Accessory Building  
Zoning: Residential Medium Density (RMD) - Unserviced**

The Committee recommends that the application for Civic # 8 Rosemary Rise be granted approval in principle, permitting the construction of a single dwelling and accessory building. Approval in principle is subject to the relocation of an existing stream running through the property. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations, and all other regulatory bodies of government, specifically Plan Policy 3.3 (viii) (Soils and Drainage), Plan Policy 3.3 (ix) (Building Setbacks), Development Standard 38 (Accessory Buildings), and Schedule C: Residential Medium Density.

Administrator recommended that this application be granted approval in principle.

**Civic # 20-22 Rustys Loop  
Accessory Building  
Zoning: Residential Rural (RR) - Unserviced**

The Committee recommends that the application for Civic # 20-22 Rustys Loop be granted approval in principle, permitting the construction of an accessory building. Approval in principle is subject to a notice to area residents regarding the proposed accessory building size. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations, and all other regulatory bodies of government, specifically Development Standard 38 (Accessory Buildings).

Administrator recommended that this application be granted approval in principle.

**Civic # 757-765 Old Broad Cove Road  
Accessory Building  
Zoning: Residential Medium Density (RMD) - Unserviced**

Deferred.



## Correspondence:

### **Civic # 1455 Portugal Cove Road - Required Demolition of a Single Dwelling**

The Planning Department is in receipt of a correspondence from a resident requesting that the requirement for them to demolish an existing single dwelling at Civic # 1455 Portugal Cove Road be removed so that their sibling can move into the existing dwelling.

The Committee advises Planning Staff to correspond with the resident advising them that the single dwelling must be demolished as per Motion # 2010-373 on November 23<sup>rd</sup>, 2010.

### **Civic # 734A Indian Meal Line - Potential Property Rezoning & Development**

The Planning Department is in receipt of correspondence from a property owner regarding the effect that a Motion of Council from December 17<sup>th</sup>, 2014 will have on their ability to rezone and develop their property which contains recently released ADA land.

The Committee advises Planning Staff to respond to the resident.

### **Civic # 98 Dogberry Hill Road - Construction of a Wind Turbine**

The Planning Department is in receipt of correspondence from a resident regarding applications to construct a wind turbine on their property for residential purposes. The resident was issued a permit for the construction of a wind turbine at this location in 2007 which has since expired.

The Committee advises Planning Staff to respond to the resident.