



TOWN OF PORTUGAL COVE-ST. PHILIP'S

November 4, 2014

Regular Public Council Meeting 7:30 p.m.

IN ATTENDANCE:

Mayor	Moses Tucker
Deputy Mayor	Gavin Will
Councillors:	Dave Bartlett
	Joe Butler
	Norm Collins
	Johnny Hanlon
Town Manager	Chris Milley
Director of Financial Operations	Tony Pollard
Director of Public Works	Gail Tucker
Planning & Dev. Co-coordinator	Les Spurrell
Town Clerk	Judy Squires

Mayor Tucker called the meeting to order and welcomed the gallery of 10 persons in attendance, noting regrets from Councillor Facey

ADOPTION OF AGENDA

Motion: Hanlon/Bartlett
2014-363 Resolved that the Agenda dated **November 4, 2014**, be adopted as presented.
Carried Unanimously

ADOPTION OF MINUTES

Motion: Will/Collins
2014-364 Resolved that the minutes of **October 21, 2014**, be adopted as circulated.
Carried Unanimously

BUSINESS ARISING

The Town Manager noted that the Action Items list was up to date as of Oct. 22nd with 2 new, 8 completed and 22 remaining items. No other business to report.

COMMITTEE REPORTS

Planning & Development Report of October 28th 2014 presented by Councillor Collins

1. 215 Bennetts Road

Motion: Collins/Bartlett
2014-365 Resolved that the application to demolish & reconstruct a single dwelling at Civic # 215 Bennetts Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

2. & 3. Correspondence

The Committee discussed the following correspondence as per Appendix A: Tabled Report:

- Eastern Newfoundland Regional Appeal Board – Notice of Appeal, and;
- Civic # 37 Farm Road – Extension of Approval in Principle.

4. 638C Indian Meal Line

Motion: Collins/Will
2014-366 Resolved that Council approve the Municipal Recommendation Form for Crown land at Civic # 638C Indian Meal Line for the purpose of potential residential subdivision development.
Carried Unanimously

5. Chesley-Van Heights Subdivision

Motion: Collins/Butler
2014-367 Resolved that Council grant final acceptance of roads and public open space, as per Section 4.6 (Services and Works Vesting in the Town) of the Subdivision Agreements, located within Stage II, III and IV of the Chesley-Van Heights Residential Subdivision as per legal documentation submitted to the Town by the Developer.
Carried Unanimously

6. There were twenty eight (28) permits issued from October 9th to October 24th, 2014.

Recreation /Lifestyle Committee Report – no meeting held

Public Works Committee Report – October 29, 2014 presented by Councillor Bartlett

1. Quotes

(a) HVAC Hoods - Committee was presented with a quote for the fabrication and installation of exterior hoods to assist in the mitigation of water filtration issues at both the Rainbow Gully and Voisey's Brook facilities. Committee recommends proceeding with installing the hoods over the vents.

Motion: Bartlett/Hanlon
2014-368 Resolved that approval be given to purchase HVAC hoods from HVAC NL at a cost of \$3,794 + HST.
Carried Unanimously

(b) Roof Repairs – Town Hall - Committee was presented with quotes for the replacement of shingles on the Town Hall due to the existing shingles having reached their useful life. This item was budgeted for 2014.

Motion: Bartlett/Collins
2014-369 Resolved that the lowest qualified bidder, Metro Roofing Inc., be awarded the contract for roof repairs at a cost of \$19,200 + HST.
Carried Unanimously

(c) Loader Rental - Committee was presented with a recommendation to rent a loader to supplement the Town's snow clearing equipment and operations. The proposed rental period will be five (5) months, beginning December 2014, and provide the opportunity to trial a non-purchase option. The loader is smaller in size than the Town's existing loaders, enabling better coverage of small, narrow streets throughout Town, and provide much-needed additional loader capacity. This expenditure will be covered through operating expenses and is budgeted for 2015.

Motion: Bartlett/Butler
2014-370 Resolved that a five (5) month loader rental be undertaken at a cost of \$6,800 per month + HST from Nortrax Canada Inc.
Carried Unanimously

2. Roads Maintenance/Safety

Committee was presented with an update on expenditures related to road maintenance/road safety. Additional shouldering work will be undertaken in the area of Winsor Heights/Joyce Crescent/Budgen Drive as an extension of the shouldering contract previously awarded.

Additional driver feedback signs have been identified for purchase to support traffic calming measures throughout Town.

Motion: Bartlett/Will
2014-371 Resolved that three (3) Radar Signs be purchased from Traffic Logix at a cost of \$8,397 + HST.
Carried Unanimously

Finally, staff will make contact with Safe PCSP to discuss priorities identified by this group.

3. Public Works Reports

Committee was provided an update on Water Consumption and Driver Feedback (Radar Sign) data. These updates will be presented to Committee on a monthly basis.

4. Loop Drive Survey

Committee was presented with the results of the Loop Drive Survey regarding the potential change in traffic direction on this road. Committee will review the information in preparation for discussion of next steps at a future meeting.

5. Correspondence – re Maggie’s Place

Correspondence was received from a resident requesting upgrades on Maggie’s Place private right of way. A formal response will be sent to the property owner in this regard.

6. Updates

- a) **Structural Assessments Spurrells Road Bridge and Millers Road Bridge** – Committee was provided an update on the structural assessment report received from Tiller Engineering regarding Spurrells Road Bridge and Millers Road Bridge. A two-year timeframe has been recommended for upgrades to both structures. Staff have requested additional information related to load restrictions and cost estimates in this regard.
- b) **Property Clean up Winsor Heights** – This item was referred to Committee from Planning and Development for assessment of the issue. Compliance is underway by the property owner with respect to the Removal Order. Planning and Development has been notified and will conduct a follow-up inspection.

Economic Dev., Marketing & Communications Report – Oct. 29 presented by Cllr Butler

1. Budget Consultations

The second public budget consultation meeting is set for Wednesday, October 29th. The committee reviewed the agenda for the meeting. When completed all information from residents and stakeholders will have been compiled from the meetings, presentations and written submissions and will help guide council on decisions for the 2015 Budget. Council would like to thank all those who have given input. In mid-November there will be one final consultation when the Draft Budget is presented and discussed.

2. Placebuilder

The Directors of Economic Development and Finance met with ACOA and Tract to discuss funding support and next steps for Placebuilder. A follow up meeting is being set with the Department of Business, Tourism, Culture and Rural Development.

3. Best of PCSP Awards and Business Summit

The Best of PCSP Awards and Business Summit will be on Wednesday, November 12th. RBC, BDC and VOCM have all come on as sponsors for the event. It will be taking place at Murray’s Pond Country Club. The Summit will start at 1:00 with speakers from RBC, BDC, Department of Business, Tourism, Culture and Rural Development, Canada Business NL and the Director of Economic Development. The Awards will be at 7:00 in the evening. There are 14 nominees.

Protective Services Committee Report – October 30, 2014, presented by Councillor Hanlon

1. Fire & Emergency Services updates

- Chiefs have introduced a new crew structure; the FD now has 3 crews established, which represents a format they were familiar with from past. This arrangement facilitates an alternating shift arrangement which facilitates crew training over 3 different nights during a

- week. The FD will continue to meet once a month for a dept. wide training night and 1 general meeting a month. This arrangement not only facilitates crew training but also provides opportunity for more regular and frequent equipment and station maintenance. This is being
- implemented as of November 1, 2014 and will be monitored by the officers and chiefs for efficiency.
 - Appointments; Internal officer appointments have been made by the chiefs. Lieutenant Chris Donovan has been promoted to Captain, Firefighters Darren Dawson and Chris Peinsznski have been promoted to Lieutenant. These appointments provide a captain and lieutenant position for each shift.
 - The Fire Department will be marching and laying a wreath at the November 11, 2014 ceremonies at the war memorial.
 - The replacement pickup, for the 1996 support 1 in service now, is ordered and expected to be received early in 2015.
 - The SOG (Standard operating guidelines) committee are making progress on the updating of the department SOG's. 6 are implemented internally and town administration and council will be provided with a complete package once the updating is completed.
 - The public education committee are quite active and have outlined details of activity from now through to Xmas; Including; Halloween, November 6th Guy Fawkes night event, November 11th ceremony, November 16th open house in place of the cancelled event due to weather during Fire Prevention Week, departmental members Xmas party on Dec. 6th, and the departmental children Xmas party on Dec 13th
 - A new member recruitment drive is initiated and will be publically displayed in the upcoming edition of The Tickle. The department will be consulting with town administration on other means to make the public aware of the recruitment drive. IE: town website, and poster campaign etc.

2. Thermal Imaging Camera

The revised capital budget has provision to acquire a new thermal imaging camera. Attached please note a memo to the committee outlining the detail. The Chiefs respectfully request council approval to proceed with acquisition. A significant cost saving in the area of \$5000.00 can be achieved with this acquisition now.

Motion: Hanlon/Butler
2014-372 Resolved that the Town purchase one (1) Bullard T4 MaxRFRB Bundle, powerhouse Charger and 2 batteries, with warranty, for a total cost of \$11,243.50 taxes included from MICMAC Fire Safety Source Ltd.
Carried Unanimously

Admin. and Finance Committee Report – October 28 2014 presented by Deputy Mayor Will

1. Accounts for Payment

Motion: Will/Collins
2014-373 Resolved that accounts for payment be approved for payment as follows:
Regular Accounts - \$ 43,273.86
Carried Unanimously

2. Estimated costs for Planning Consultant for Northeast Avalon Regional Plan

Mayor Tucker briefed committee on the background information and opinions expressed at recent NEAR Oversight Committee meetings regarding the various scenarios for the NEAR Plan cost estimates. The 15 participating municipalities (including St. John's) will cost share this project with the Dept. of Municipal Affairs who will be paying 50% of the total estimated cost of approximately \$450,000. The municipalities pay the remainder of the 50% on a per capita basis and the share for PCSP will be \$5781.

3. Grand Concourse 2013 Financial Statements

The Town is a member of the GCA and was provided with a copy of the 2013 audited statements for information purposes. These were circulated to Council in an email and available upon request.

4. Discussion items:

Committee received verbal updates from management on various items including job evaluations/contracts/job descriptions, budget meetings, Canada Building Fund applications, and staffing matters.

CORRESPONDENCE - none for this meeting

NEW/GENERAL/ UNFINISHED

(1) Design Charette – City of Mount Pearl

Mayor Tucker briefed Council on the design charrette (workshop) held on Monday November 3rd which examined green space and infrastructure in relation to the Waterford River in the City of Mount Pearl. The outcome of the charrette will be used in the development of a position paper by Landscape NL for consideration by the City of Mount Pearl. Mayor Tucker noted this was a very worthwhile and beneficial exercise which provided valuable information on solutions for esthetically appealing landscape designs for controlling water flows around waterways/marshes.

(2) Canadian Home Builders Association meeting

Mayor Tucker gave an overview of the meeting he attended today along with representatives from CMHC and builders to address the issue of affordable housing. He noted the benefits of attending these meetings and this meeting included a speaker from Saskatoon who provided information on a successful venture which we can learn from.

(3) Meeting with Minister Brazil

Deputy Mayor Will reported that he and Councillor Facey, on behalf of the Protective Service Committee, met with the Minister of Transportation and Works last week and had a positive discussion regarding safety problems in key areas. In particular the intersection of Bennetts Road and Thorburn Road and also the need for curb and gutter along Portugal Cove Road. He noted that both are being reviewed by the Department. Road shouldering was also discussed.

(4) Road safety issues

Councillor Hanlon spoke to major concerns re various water issues on roads and noted the dangerous conditions for buses. He requested that Town Staff follow-up with Dept. of Transportation and Works about the condition of Beachy Cove Road in particular from Wild Horses to Witch Hazel and see if there is anything planned to address the road shoulders and wash-outs.

In response, the Director of Public Works advised that DTW have been contacted and follow up is continuing with them on issues we have identified/observed and residents' complaints.

Deputy Mayor Will proposed the following motion (including 'friendly amendment' noted in bold) to strengthen Councillor Hanlon's request:

Motion: Will/Collins
2014-374 Resolved that Council direct Town Staff to immediately address road wash out issues on Portugal Cove Road and Beachy Cove Road and **on all of their responsible areas** to the Dept. of Transportation and Works.
Carried Unanimously

ADJOURNMENT

Motion: Will/Butler
2014-375 Resolved that this meeting be adjourned. Time 8:10 p.m.
Carried Unanimously

Moses Tucker, Mayor

Judy Squires, Town Clerk

Attachments: (1) Appendix A: Tabled Report (Planning & Development)

**Appendix A: Tabled Report
October 28th, 2014**

Applications:

**Item # 1: Civic # 215 Bennetts Road
Demolish & Reconstruct Single Dwelling
Zoning: Residential Low Density (RLD) - Unserviced**

The Committee recommends that the application for Civic # 215 Bennetts Road be granted approval in principle, permitting the demolition and reconstruction of a single dwelling. Approval in principle is subject to the submission of documentation from a professional supporting that the structure must be demolished due to health and/or structural concerns. 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 49 (Non-Conforming Use) and Schedule C: Residential Low Density.

The Administrator recommended that this application be granted approval in principle.

Correspondence:

Item # 2: Eastern Newfoundland Regional Appeal Board - Notice of Appeals

The Planning Department is in receipt of notice from the Eastern Newfoundland Regional Appeal Board that an appeal has been filed against the following:

- A decision of Council to reject an application to subdivide property and construct a single dwelling (back-lot) at Civic # 41-47 Meadow Heights.

Item Submitted for Information. Planning Staff will forward the information requested.

Item # 3: Civic # 37 Farm Road - Extension of Approval in Principal

Planning Department is in receipt of correspondence from the developer of Civic # 37 Farm Road requesting an extension to an Approval in Principal for the development of a seven (7) lot unserviced residential subdivision.

The Committee advises that the existing approval in principle cannot be further extended and that a new application would need to be submitted for Councils consideration. The Committee advises Staff to contact the Developer to this effect.