



TOWN OF PORTUGAL COVE-ST. PHILIP'S

December 16, 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
		Aaron Facey
		Johnny Hanlon
	Director of Financial Operations	Tony Pollard
	Director of Recreation	
	& Community Services	Dawn Sharpe
	Planning Technician	Ashley MacKinnon
	Director of Public Works	Gail Tucker
	Employee & Public Relations	
	Administration	Heather Coughlan

Mayor Tucker called the meeting to order and welcomed the gallery of 32 persons in attendance.

APPOINTMENT OF ACTING TOWN CLERK

Motion: Hanlon/Bartlett
2014-414 Resolved that Heather Coughlan be appointed the Town Clerk for the meeting of December 16, 2014.
Carried Unanimously

ADOPTION OF AGENDA

Motion: Will/Butler
2014-415 Resolved that the Agenda dated **December 16, 2014**, be adopted as circulated.
Carried Unanimously

PRESENTATIONS

- (a) The Director of Recreation and Community Services along with Councillor Aaron Facey made presentations to the winning floats from the Annual PCSP & Volunteer Fire Department Christmas Parade as well as the winners from the Jersey Day Contest.
- (b) Bill Montevecchi of the Advisory Committee on the Environment (ACE) made a presentation to Council.

ADOPTION OF MINUTES

Motion: Facey/Will
2014-416 Resolved that the minutes of **December 2, 2014**, be adopted as circulated.
Carried Unanimously

BUSINESS ARISING

No report for this meeting.

COMMITTEE REPORTS

Planning & Development Report of December 9, 2014 – presented by Councillor Collins

1. 12-16B Mercers Road – Residential Subdivision

The Committee reviewed the application to construct a residential subdivision at Civic # 12-16B Mercers Road as well as a Watershed Management Study prepared by the Advisory Committee on the Environment. This application was postponed for a definite time at the December 2nd, 2014 Council Meeting (Motion 2014-396) and will be revisited under Unfinished Business at tonight's public meeting.

2. 10-16 Olivers Pond Place – Single Dwelling with Subsidiary Apartment & Accessory Building

Motion: Collins/Will
2014-417 Resolved that the application to construct a single dwelling with subsidiary apartment and an accessory building at Civic # 10-16 Olivers Pond Place be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

3. 1220-1224 Thorburn Road – Single Dwelling & Accessory Building

Motion: Collins/Hanlon
2014-418 Resolved that the application to subdivide property, construct a single dwelling and accessory building at Civic # 1220-1224 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

4. 100-112 Tolt Road – Single Dwelling, Accessory Building & Demolition

Motion: Collins/Bartlett
2014-419 Resolved that the application to construct a single dwelling and accessory building and demolish an existing single dwelling at Civic # 100-112 Tolt Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

5. Advisory Committee on the Environment – Watershed Management Study

The Committee reviewed and discussed the Watershed Management Study prepared by the Advisory Committee on the Environment which was tabled at the December 2nd, 2014 Council meeting. Item Submitted for Information.

6. Advisory Committee on the Environment – Main River Area Development

The Committee reviewed and discussed a recommendation prepared by the Advisory Committee on the Environment regarding proposed development near or within the environmental watercourse buffer for Main River. Item Submitted for Information.

7. 20-30 Coadys Road – Demolition Application

Planning Staff provided an update regarding the processing of a demolition application for Civic # 20-30 Coadys Road. The processing is currently on-going and the processing time for this application may take longer than typically experienced due to the history of the property, including previous application submitted to the Town. Technical Information and Areas of Consideration for this application are anticipated to be presented at the January 6th, 2015 Committee meeting.

8. There were seventeen (17) permits issued from November 20th to December 4th, 2014.

Recreation /Lifestyle Committee Report – December 9, 2014 presented by Councillor Facey

1. Voisey's Brook Park

The Recreation Committee discussed the updates to the Voisey's Brook Park Project. Staff members as well as Councillor Johnny Hanlon met with Grand Concourse Authority to get some clarifications on some of the project details. Staff will follow up with the discussions from that meeting.

2. Girl Guides – Request for Donation

The local Girl Guides Association will be hosting a youth dance during the week of our Winter Carnival. They requested the rental of the Recreation Centre to be free of charge for this event.

Motion:	Facey/Hanlon
2014-420	Resolved that the Girl Guides Association receive the Recreation Centre for their fund-raiser dance on Feb. 13 th free of charge. This event will be in conjunction with the Town's Winter Carnival.
Carried	Unanimously

3. Christmas Events

The Recreation Departments Community Christmas events were a great success. The Tree Lighting Ceremony on Tuesday, December 2nd had a number of residences out and involved in the event. Members of the Girl Guide Association lead the singing, the Volunteer Fire Department organized the Fire Works, and a Special Thanks to all the Councilors and Staff that attended the event.

The Gingerbread Contest was also a great success. With 10 participants in the event and a large number of people in attendance, due to the fact it immediately followed the Tree Lighting Ceremony, we will continue to make this a tradition over the years.

Winners of the contest were:

Adult Division – Sarah Bonnell

Youth Division – Taj Exley

Family Division – Bantleman Family

The Breakfast with Santa on Saturday, December 6th was a huge success with a full house. Attendees were very happy with the event and they certainly enjoyed their visit from Santa. On Sunday, December 7th the Santa Clause Parade took place. The weather was very cooperative for the participants as well as attracting the number of spectators. The parade ended at the Royal Canadian Legion where residents were treated to hot chocolate, snacks, and a visit from Santa. Youth were also given loot bags donated by the Royal Canadian Legion.

Winners of the 2014 Santa Clause Parade are:

Best Business Float – Jennifer’s Groom Room Dog Parade and Float

Best Community Organization Float – St. Lawrence Church Girls Auxiliary Polar Express and Dancers Float

Best Family Float – The Sharpe Family “Ugly Sweater” Float

Congrats to all winners!

4. Jersey Day Contest Winners

There were a number of kids that participated in the Jersey Day Contest that challenged students at Beachy Cove Elementary to design a jersey and tell what it means to them. The winner of this contest received 2 tickets to an Ice Caps game. A second place prize of a gift card and Town promotional material was given out as well.

Winner of the Jersey Day Contest are:

1st Place Winner – William Anthony and his depiction of a Canadian Baseball Jersey.

2nd Place Winner – Anna Parsons and her depiction of a Girls Soccer Team.

Congrats to the winners!

5. Christmas Hamper

Once again this holiday season, members of Council and Staff with the Town will be donating to a local family in need. Recreation staff has compiled a list of items needed and we ask that everyone check the list for what you can donate. Please remember that there are residents in our community that find this time of year a little tough. Take the time to give of yourself during the festive season.

Public Works Committee Report – December 10, 2014 – presented by Councillor Bartlett

1. Public Works Reports

Committee was provided with updates on Water Consumption, Driver Feedback (Radar Sign) data and Landfill Usage. These updates are presented to Committee on a monthly basis. Committee was updated on information from the latest Regional Water Authority meeting. 2014 saw increases in consumption levels for all municipalities involved in the Regional Water Authority. The region as a whole is seeing volumes in the range of 10 to 20 per cent higher than had been projected for 2014. The 2015 water rate has been set at \$0.555 per cubic metre, a 2.2 per cent increase ($\$0.543/m^3$) over 2014. Rebates are forthcoming for 2014 as projected expenditures were higher than actual expenditures due in large part to the City of St. John's continuing to participate in the Regional Water Authority at the same levels as previous years and not convert a portion of its usage to the Petty Harbour water supply. It is anticipated this conversion will take place in 2015. A rebate of \$8447.00 was received on the Town's invoice for October 2014. A further rebate is expected at the end of the year – the amount of which will be determined as part of the Regional Water Authority's year-end reconciliation.

2. Correspondence to Transportation and Works

Committee was advised that correspondence had been sent to the provincial Department of Transportation and Works requesting action and support in relation to stormwater management issues on Beachy Cove Road. A response has been received from the Department indicating no action will be taken with respect to the Town's request and the Department accepts no responsibility for flooding in the area. The Town is further investigating the issues raised by a property owner in this area and will be sending correspondence to the property owner of 108 Beachy Cove Road in this regard.

As per a previous motion of Council, staff has sent correspondence to the Department of Transportation and Works regarding areas of concern related to provincially-owned and/or maintained roads and infrastructure. An in-person meeting has also been requested with provincial Department officials to identify permanent solutions to the issues outlined.

3. Correspondence Beachy Cove School

Correspondence from Beachy Cove School was referred to Committee from the Council meeting of December 2, 2014. Committee was updated that Councillor Hanlon had been in contact with the Royal Newfoundland Constabulary (“RNC”) in this regard and the RNC had placed a radar speed sign within the school zone. Staff were asked to follow-up with the Department of Transportation and Works as there is no speed sign in the area between Tucker’s Hill Road and the school zone.

4. WWTP Lift Station Pumps

Committee was presented with quotes from Xylem Water Solutions to purchase two lift station pumps. One pump is a replacement pump for the lift station located on Beachy Cove Road and the second is a new pump required for the lift station near the ferry terminal.

Motion: Bartlett/Collins

2014-421 Resolved that two lift station pumps be purchased at a total cost of \$34,446.15 +HST.

Carried Unanimously

5. Wastewater Collection Level 1 Certification

Committee was advised an employee of the Public Works Department, Dewayne Whitewick, has attained the Wastewater Collection Level 1 certification. This is an international certification and supports the Town’s regulatory requirements for certified operators. Council congratulates Mr. Whitewick on this achievement.

6. West Point Road Culvert Replacement

Committee discussed an engineering proposal for the replacement of the stormwater culvert outletting at West Point Road. Erosion underneath the culvert is evident. Staff will be discussing the proposed solution further with the Town’s engineering consultants and will report back to Committee with a recommended plan of action.

7. Bridge Assessment Reports

Committee was presented with structural assessment reports for the Miller’s Road and Spurrell’s Road bridges. Weight load restrictions have been implemented for both structures. Staff are currently working on design and project management services for the replacement of both bridges. Construction is expected to take place in 2015, with Miller’s Road bridge given priority.

8. Street Light Requests

Updates were provided to Committee on previous street light requests. The request for Jacob’s Landing is currently being handled by Planning & Development as ownership of the infrastructure has not yet been transferred to the Town. The Town had previously installed a pole in the area of Winsor Heights to help alleviate the issue of lack of lighting near the Canada Post mailboxes in this area. Staff will check into whether a different type of light can be used to enhance lighting in this area. Lighting of mailbox areas falls within the jurisdiction of Canada Post. Staff will contact Canada Post to reiterate resident concerns in this regard.

Economic Development, Marketing & Communications Report - Dec. 12, 2014 - presented by Councillor Butler

1. Heritage Committee

Major Michael Pretty met with the committee to express his desire to join the Heritage Committee.

Motion: Butler/Bartlett
2014-422 Resolved that Major Michael Pretty be appointed to the Heritage Committee.
Carried Unanimously

2. 1894 St. Philip's Church

Further to a request made from a Committee of the Whole meeting a meeting with council is being set with Bishop Geoff Peddle. Additional meetings with the Heritage Committee and Church by the Sea will be held to ensure that all involved stakeholders are consulted prior to any decision being made.

3. PlaceBuilder

A meeting is being set with council for Tract to update council on the status of Placebuilder. This meeting will take place on Friday, December 19th.

4. Advisory Committee on the Environment

ACE met on December 9th for their committee meeting and are forwarding the following documents to be tabled for council's consideration. The EDMC Committee agrees to table the following documents as requested:

1. Recommendation to reject Mercer's Rd. Wetland Development
2. Recommended policies on soil retention and minimal landscape disruption in new developments.

This item is to be referred to the next Planning & Development Committee meeting, and to be added to the agenda for the next Committee of the Whole meeting.

5. Northeast Avalon Destination Development Plan

We have been engaged to give input into a Destination Development plan being created for our regional destination management organization Destination St. John's. The plan will commence in January.

6. Sharepoint

Training for the program is ready but will take place in January after the holidays with Council and staff.

Protective Services Committee Report – December 9, 2014 presented by Councillor Hanlon

1. Fire & Emergency Services Updates

- The VFD Christmas party was held recently and was well attended. All members received their honorariums.
- One small change was made to the new truck.
- The rear compartment of Rescue was completely re-done, thanks to Hayward Mitchell of the Public Works team, it now holds more gear much more efficiently.
- The VFD were proud to participate in the PCSP Christmas parade, it was also well attended.
- The VFD were also proud to send the pickup to participate in the CBS Christmas parade.
- Bunker gear storage in both stations is quite inadequate, not enough circulation and space. The chiefs are sourcing new storage solutions and getting multiple quotes for racks. There is funding for this in the 2014 budget.
- The chiefs have requested a special meeting with the Protective Services Committee to discuss the going forward needs of the department. This is to be scheduled in the near future.

2. Speed Monitor Sign Placement

Beachy Cove Elementary School has contacted the Town with concerns about speeding in the school zone. The Royal Newfoundland Constabulary has made one of their speed monitoring signs available to the Town and has placed it on Beachy Cove Road in the area of the school. The Committee will continue to address the speeding issue with Minister Brazil.

3. Municipal Enforcement

The Committee has agreed that clear definitions need to be produced in terms of what municipal enforcement means to the Town. A scan of similar municipalities who currently handle municipal enforcement will be compiled to assist in this process.

Admin. and Finance Committee Report – Dec. 9, 2014 presented by Councillor Butler

1. Accounts for Payment

Motion: Will/Facey
2014-423 Resolved that accounts for payment be approved as follows:
Regular Accounts - \$ 131,200.83
Capital Accounts - \$ 970,268.17
Totaling \$ 1,101,469.00
Carried Unanimously

2. 2015 Infrastructure Report Card

The Town Manager briefed committee on correspondence received from FCM calling on municipalities to participate in the study and submit data on the state of their municipal infrastructure. The report will focus on municipal roads, potable water, wastewater and storm water systems, municipal transit, sport and recreation infrastructure, asset management, and local bridges. He is working with staff from various departments to complete the survey by the deadline date of January 16, 2015.

In the meantime, it was also noted that the Town will also be completing an Asset Management Plan which will require an extensive amount of time and effort to review and evaluate the documents and information for that purpose.

3. Donation – Seniors Party

As per past practice, committee puts forward the following motion for consideration:

Motion:	Will/Collins
2014-424	Resolved that Council approve a donation of \$1,000 towards the annual Christmas Party for Seniors to be held at the Royal Canadian Legion in January 2015.
Carried	Unanimously

4. Water Metering

Councillor Butler brought forward the issue of water metering and provided the committee with some information on projects undertaken by other communities in the area of water conservation. He noted that projects such as this could potentially provide financial and environmental savings and that the Town should consider installing water meters in a small area as a pilot project. The Town Manager will investigate this issue and in particular identify the type of meter and a potential location for a pilot project. This information will come back to committee by the end of January for further discussion and consideration.

5. ATIPP Guide for Municipalities

An email circulated to Council by Deputy Mayor Will announced that the province released a draft document designed to help municipal ATIPP coordinators carry out their responsibilities under the Access to Information and Protection of Privacy Act. The province is inviting municipalities across Newfoundland and Labrador to provide feedback on the draft document “that will ensure that the guide is finalized in a way which makes it user-friendly.”

Following discussion with committee and staff, Deputy Mayor Will offered and committee agreed that he put together a submission and circulate it for their review and comments prior to submitting it by the deadline date of January 6, 2015.

6. Accounts Receivable item

The Director of Financial Operations presented information on an outstanding account and based on discussions held with legal counsel, the following request is being put forward:

Motion: Will/Butler
2014-425 Resolved that the outstanding amount of \$2886.11 for account i.d. #139-895 be removed as uncollectable.
Carried Unanimously

7. Ongoing items:

Committee reviewed carried forward items noting that several are on the list for review for next budget year. The Placebuilder item is currently in progress and the discussion on Asset Management Plan will be ongoing for 2015.

CORRESPONDENCE

- (a) Letter via email to Council from The Church by the Sea Inc. Heritage Group concerning the proposed demolition of the St. Philip's 1894 Anglican Church.
- (b) Northeast Avalon Joint Council's Minutes for May 21st, June 18th, & Oct. 15th, circulated as requested.

NEW/GENERAL/UNFINISHED BUSINESS

**(a) Unfinished Business - Planning & Development Item Mercers Road Subdivision:
Civic #12-16B Mercers Road**

At the December 2nd, 2014 public Council meeting, the Planning & Development Committee made a recommendation to Council to grant approval in principle to the construction of a twenty-six lot fully serviced residential subdivision at Civic # 12-16B Mercers Road. Following subsequent discussion and debate, a Motion to postpone this item to the next Council meeting (December 16th, 2014) was passed (Motion 2014-396) to allow for review of a Stormwater Management Report prepared by the Advisory Committee on the Environment which was tabled at the December 2nd Council meeting. Review of this application and the report was completed at the December 9th, 2014 Planning & Development Committee meeting as per Item # 1 of the report.

Motion: Collins/Bartlett
2014-426 Resolved that the application to subdivide property and construct a fully-serviced residential subdivision at Civic # 12-16B Mercers Road be granted approval in principle as per Appendix A: Tabled Report.
Carried For: Bartlett/Collins/Facey/Hanlon/Tucker
Against: Butler/Will

- (b) New Business – Purchase of Fire Department Bunker Gear Storage Lockers from Bursey Manufacturing Inc.

At the last Protective Services Committee meeting on December 09, 2014, Chief Hollett informed the Committee that we are obtaining price quotes of air flow lockers so that members can keep their protective clothing off the floor and hang them in a locker to dry properly.

There is a total value of approximately \$75,000.00 worth of protective clothing that has been issued out to the members and we feel that an investment of approximately \$9800.00 for proper lockers is a good investment.

Price quotes have been obtained resulting in the following:

Bursey Manufacturing Inc.	\$8740.00 plus Hst
Ready Rack Ltd.	\$8797.00 plus Hst
MicMac Fire Safety Ltd.	\$11,353.60 plus Hst

The lowest price is from Bursey Manufacturing Inc. which is a local company.

Therefore we request approval to purchase as per the prices obtained. Funds are available in the Fire Department Operating budget.

Motion: Hanlon/Facey
2014-427 Resolved that the Town of Portugal Cove St. Philip's purchase 8 banks (4 lockers per bank) from Bursey Manufacturing Inc. for a cost of \$8740.00 plus HST, the lowest of three prices obtained.
Carried Unanimously

NOTICE OF MOTION – None.

ADJOURNMENT

Motion: Will/Collins
2014-428 Resolved that this meeting be adjourned. Time 8:55 p.m.
Carried Unanimously

Moses Tucker, Mayor

Heather Coughlan, Acting Town Clerk

Appendix A: Tabled Report

December 9th, 2014

Applications:

Item # 2:

**Civic # 10-16 Olivers Pond Place
Single Dwelling with Subsidiary Apartment & Accessory Building
Zoning: Residential Low Density & Residential Development Scheme Area (RLD & RDSA) - Unserviced**

The Committee recommends that the application for Civic # 10-16 Olivers Pond Place be granted approval in principle, permitting the construction of a single dwelling with subsidiary apartment and an accessory building. Approval in principle is subject to a public advertisement in a local newspaper. 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 33 (Notice of Application), Development Standard 39 (Accessory Buildings), Development Standard 102 (Discretionary Uses), Schedule C: Residential Low Density and Schedule D: Off-Street Parking Requirements.

Item # 3:

**Civic # 1220-1224 Thorburn Road
Subdivide Property, Single Dwelling & Accessory Building
Zoning: Residential Medium Density & Residential Development Scheme Area (RMD & RDSA) - Serviced**

The Committee recommends that the application for Civic # 1220-1224 Thorburn Road be granted approval in principle, permitting the subdivision of property and construction of a single dwelling and accessory building. Approval in principle is subject to a notice to area residents regarding a variance in front yard. Approval in principle is also subject to the acquisition of an area of land referred to as "Old Thorburn Road" from the Provincial government. 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 GLU-9 (Access to Public Streets and Roads), General Regulation 11 (Variances), General Regulation 12 (Notice of Variance), General Regulation 32 (Notice of Application), Development Standard 39 (Accessory Buildings), Development Standard 47 (Lot Frontage) and Schedule C: Residential Medium Density.

Item # 4:

**Civic # 100-112 Tolt Road
Single Dwelling, Accessory Building & Demolition
Zoning: Residential Medium Density & Residential Rural (RMD & RR) - Semi-Serviced**

The Committee recommends that the application for Civic # 100-112 Tolt Road be granted approval in principle, permitting the construction of a single dwelling and accessory building and demolition of an existing single dwelling. Approval in principle is subject to the demolition of the existing single dwelling once the new single dwelling has been occupied. 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 39 (Accessory Buildings) and Schedule C: Residential Medium Density.

Administrator recommended that this application be granted approval in principle.