



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

February 10, 2015

Regular Public Council Meeting 7:30 p.m.

<b>IN ATTENDANCE:</b>	Mayor	Moses Tucker
	Deputy Mayor	Gavin Will
	Councillors:	Dave Bartlett
		Norm Collins
		Aaron Facey
		Johnny Hanlon
	Town Manager/Engineer	Chris Milley
	Director of Financial Operations	Tony Pollard
	Director of Rec. & Community Serv.	Dawn Sharpe
	Director of Public Works	Gail Tucker
	Town Clerk	Judy Squires

Mayor Tucker called the meeting to order and welcomed the gallery of 4 persons in attendance, noting regrets from Councillor Butler.

**ADOPTION OF AGENDA**

Motion:	Hanlon/Bartlett
2015-024	Resolved that the Agenda dated <b>February 10, 2015</b> , be adopted as circulated.
Carried	Unanimously

**ADOPTION OF MINUTES**

Motion:	Facey/Collins
2015-025	Resolved that the minutes of <b>January 27, 2015</b> be adopted as circulated.
Carried	Unanimously

**BUSINESS ARISING**

The Town Manager reported on the following items:

1. Action Items list includes 2 new items, 5 items completed and 21 remain in progress.
2. Canadian Infrastructure Report Card Survey has been completed
3. Take Charge of your Municipality Grant proposal has been submitted
4. Water Metering Discussion

Had a water metering implementation company make a presentation to council to give ideas on how we may want to proceed with a water metering pilot program. They left the council with plenty of information to consider.

In response to questions arising, the Director of Public Works updated Council on the drainage issue on Portugal Cove Road and advised that after testing was complete, our assessment is that it is not caused by the Town's system. As there were further queries from Deputy Mayor Will, the issue is put back on the Public Works committee agenda for discussion.

## COMMITTEE REPORTS

### Planning & Development Report – February 3<sup>rd</sup> presented by Councillor Collins:

#### **1. 20-30 Coadys Road**

The processing of an application to demolish the old church building at Civic # 20-30 Coadys Road remains on-going and the Committee requests that Item # 1 be held pending further review.

#### **2. 10 River Front Drive**

Motion: Collins/Will

2015-026 Resolved that the application to construct a single dwelling with subsidiary apartment at Civic # 10 River Front Drive be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

#### **3. 1399 Thorburn Road**

Motion: Collins/Facey

2015-027 Resolved that the application to construct a subsidiary apartment within an existing single dwelling at Civic # 1399 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

**4. 1777 Portugal Cove Road** - item is deferred to next committee meeting

**5. 1779-1781 Portugal Cove Road** – item deferred to next committee meeting.

#### **6. 10-12 Olivia Place**

Motion: Collins/Bartlett

2015-028 Resolved that the application to construct an accessory building at Civic # 10-12 Olivia Place be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

#### **7. 638E Indian Meal Line**

Motion: Collins/Bartlett

2015-029 Resolved that Council approve the Municipal Recommendation Form for Crown land at Civic # 638E Indian Meal Line for the purpose of potential residential subdivision development with the condition that the portion of land located within the Protected Watershed Zone be excluded.

Carried Unanimously

**8. 12-16B Mercer's Road**

The Planning Department is in receipt of a notice from the Eastern Newfoundland Regional Appeal Board that an appeal has been filed against the approval in principle of a residential subdivision at Civic # 12-16B Mercers Road.

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

**9. There were nine (9) permits issued from January 16<sup>th</sup> to January 29<sup>th</sup>, 2015.**

**Recreation /Lifestyle Committee Report – February 4, 2015 presented by Councillor Facey:**

**1. Canada Day Car Show**

Planning for the Annual Canada Day has started early this year. Sharpe's Store operator, Mr. Brad Sharpe, has approached the Recreation Department and requested that he organize the Antique and Modern Car Show for the festivities. The Recreation Committee has agreed to partner, and staff will work together with Mr. Sharpe to ensure that this event is a success.

**2. 2015 Canada Winter Games**

Council and staff would like to wish the best of luck to the following residents who will be participating in the Canada Winter Game in Prince George, BC from February 13<sup>th</sup> to March 1<sup>st</sup>;

Madelyn Drover	Erik Charron
Jacqueline Hiscock	Patrick McIlroy
Rebecca Squires	Zachary Payne
Emily McIlroy	

The athletes and coaches will be invited to our Annual Volunteer and Athletics Gala that is scheduled for April. Special recognition will be given to these individuals to highlight their great accomplishment.

**3. Special Events Ticket Purchasing Policy**

The Recreation Committee reviewed the Special Events Ticket Purchasing Policy. Staff will create the standard policy document and bring it to the next committee meeting for approval.

**4. Community Grant/Donation Application**

Recreation Committee reviewed the Community Grant/Donation application that was prepared by staff. This document will be used to administer the paperwork for donation requests received by the Town. Recreation Staff will finalize the document and distribute to all town staff for use.

**5. Correspondence to NLSA and CSA**

The Recreation Committee held discussions relating to the dimension issues associated with the artificial turf field in Rainbow Gully Park. Recreation staff will write the Newfoundland and Labrador Soccer Association and the Canadian Soccer Association requesting that the Town's Rainbow Gully field dimensions be exempt from the standard sizing requirements to allow for Provincial Tournament hosting capability.

**Public Works Committee Report – February 4, 2015 - presented by Councillor Bartlett:**

**1. Bridge Assessments – Millers Road and Spurrells Road**

Committee was updated on the status of the bridge assessments. Initial site surveys were completed during the week of January 26, 2015 on Millers Road. Design drafting is underway and a draft tender package expected within the next week for the Millers Road structure. Focus will then be given to the Spurrells Road bridge. A proposal related to funding for this project will be covered under the Administration and Finance Committee report.

**2. West Point Culvert Replacement**

Committee was updated on this project as a carry forward from a Committee meeting in the latter part of 2014. The quote provided by the Town’s engineering consultants include the replacement of the storm sewer culvert which is deteriorated, proper containment of the water and sewer lines running underneath the culvert and the rehabilitation of a segment of the road adjacent to the culvert site. A proposal related to funding for this project will be covered under the Administration and Finance Committee report.

**3. Street Lighting**

Discussion was held regarding requests for street lighting in the Winsor Heights and Rosemary Rise areas. It was suggested that the Town’s street lighting standards be reviewed as the Public Works Department receives regular requests for additional lighting in areas throughout Town. Public Works staff will engage with the Planning and Development Department in this regard. The requests received will be placed on hold until the review has been completed.

Note: Councillor Facey raised concerns about the area lighting for mailboxes in Winsor Heights. He will contact the residents for their feedback and forward the information to Public Works.

**4. Light Duty Vehicle Truck Purchase**

As per the 2015 budget, three ½ tonne pick-up trucks will be purchased through the provincial Light Duty Vehicle Purchase Program at a cost of \$85,077.00 +HST.

Motion: Bartlett/Hanlon

2015-030 Resolved that three new ½ tonne pick-up trucks be purchased from General Motors of Canada Limited for a total cost of \$85,077.00 +HST.

Carried Unanimously

**5. Facilities Lead**

Committee is pleased to announce that Mr. Grant Smith has accepted the role of Facilities Lead with the Town and will be joining the Public Works team on February 16, 2014. Mr. Smith brings with him a Facilities Management Administrator (FMA) certification and considerable experience in facilities management and maintenance. Mr. Smith will take a hands-on approach to managing and maintaining the Town’s physical building, recreational and open space infrastructure. This position brings a coordinated approach to facilities management for the Town which will include building systems and security management, daily maintenance, repair and troubleshooting, preventative maintenance and assisting with capital investment planning related to facilities assets. We look forward to welcoming Mr. Smith to the team.

**6. Other Items Discussed**

Possible locations for placement of new digital driver feedback signs; approach on provincial road issues with the provincial Department of Transportation and Works and Loop Drive signage requirements as forwarded from the Protective Services Committee.

**Economic Development, Marketing & Communications Report - no meeting held/no report**

**Protective Services Committee Report – February 3, 2015 – presented by Councillor Hanlon:**

**1. RNC Municipal Liaison**

The Committee met with Sgt. Kevin Foley, the Municipal Liaison with the Royal Newfoundland Constabulary to discuss safety initiatives throughout the Town. The discussion included the placement of speed monitors in key areas and the process of sharing the data collected from the Town’s monitor signs with the RNC. As well, the Committee discussed the importance of civic address identification and agreed more emphasis should be placed on residents ensuring their correct civic address is clearly posted.

**2. FES Updates**

- Nine (9) new recruits are starting this evening, bringing a variety of valuable skill sets.
- New pumper truck is delayed in delivery, hoping to have it ready for inspection by the end of February.
- New pick-up truck is ready for possession.
- Correspondence received from MHA Brazil commending the Dept. for their efforts on the evening of January 9<sup>th</sup>, 2015.

**3. FES Operation Policy / Mandate**

The Committee discussed the current operating policy and mandate for the Fire Department in terms of the number of medical calls vs. fire calls. The Fire Department is mandated to provide emergency medical services to residents of the Town.

**Admin. and Finance Committee Report – February 3, 2015 – presented by Councillor Butler:**

**1. Accounts for Payment**

Motion: Will/Collins  
2015-031 Resolved that Council approve the accounts for payment as follows:  
Regular Accounts - \$ 52,428.05  
Capital Accounts - \$ 489,652.45  
Totaling \$ 542,080.50  
Carried Unanimously

## 2. Donations:

Motion: Will/Facey  
2015-032 Resolved that Council approve a donation **of \$200** for the Sonic Boom under 13 Girls Basketball team travelling to Charlottetown, PEI in May for the Atlantic Basketball Championships.  
Carried Unanimously

Motion: Will/Collins  
2015-033 Resolved that Council approve a donation **of \$100** to the Professional Administrators Association toward costs for their annual convention which is being held in Corner Brook this year.  
Carried Unanimously

Motion: Will/Hanlon  
2015-034 Resolved that Council approve a donation **of \$200 for each** of the two Beachy Cove Puma Basketball teams towards their expenses for hosting the Grade 6 Provincial B Basketball Tournament in February.  
Carried Unanimously

For the record: Councillor Collins left the meeting for the following item due to conflict of interest (request for granddaughter).

Motion: Will/Bartlett  
2015-035 Resolved that Council approve a donation **of \$75.00** for Jessica Greeley toward her expenses to attend the provincial Special Olympics being held in Corner Brook in February.  
Carried Unanimously

For the record: Councilor Collins returned for the remainder of the Council meeting.

## 3. Exemption request

Motion: Will/Facey  
2015-036 Resolved that Council approve the request from the Royal Canadian Legion Branch 10 for the exemption of the 2015 Property Tax in the amount of \$1,865.98 and Business Tax in the amount of \$2007.70  
Carried Unanimously

## 4. Gas Tax Projects

The Director of Financial Operations put forward several options for submission and committee agreed to the following:

Motion: Will/Collins  
2015-037 Resolved that the Town submit a Capital Investment Plan application in the appropriate format to the Gas Tax Secretariat for completion of an **Asset Management Plan** at an approximate cost of \$80,000.  
Carried Unanimously

**Gas Tax (continued):**

- Motion: Will/Hanlon  
2015-038 Resolved that the Town submit a Capital Investment Plan application in the appropriate format to the Gas Tax Secretariat for the **Western Point culvert replacement** project at an estimated cost of \$142,816.  
Carried Unanimously
- Motion: Will/Bartlett  
2015-039 Resolved that the Town submit a Capital Investment Plan application in the appropriate format to the Gas Tax Secretariat for the **Spurrells and Millers Bridge replacement** project at an estimated cost of \$378,742.  
Carried Unanimously

**5. Correspondence from NL English School District**

Committee reviewed the letter which was sent to our solicitor regarding the Memorandum of Understanding which the Town requested regarding compensation for use of the soccer field. The attached letter is circulated for Council's information.

Note: the Town Manager provided a further update noting they came back with a counter offer which will go thru Admin/Finance and then to Committee of the Whole for consideration.

**6. Other items discussed:**

Committee were provided with updates by the Town Manager regarding ongoing matters and several other items were also discussed including the options for applying levies for potential capital works projects. Committee agreed that this item would be referred to the Committee of the Whole for further consideration. The committee also met with the Director of Recreation about the development of a grant application form and supported the idea which she will bring forward to her committee.

**CORRESPONDENCE - none**

**NEW/GENERAL/UNFINISHED BUSINESS**

1. The Mayor received a request and signed the Proclamation to proclaim Monday, February 16, 2015 as Heritage Day in the Town of Portugal Cove-St. Philip's
2. Deputy Mayor Will advised Council of recent incidents which he was asked to bring along to Council by residents. The incidents involved wheels being removed during the night from a vehicle which was parked on Beachy Cove Road under streetlights and the same vehicle was fired upon with a shotgun two months ago. The Mayor also noted other criminal activities taking place in the Town and these will be referred to Protective Services for discussion.
3. Councillor Collins reminder Councillors he will be attending the UMC meetings next weekend in Corner Brook and they should submit items to him they would like placed on the agenda for discussion. The Town Clerk will circulate a reminder to Council.

4. Mayor Tucker noted other Towns have been inquiring regarding the operation of recreation vehicles on ponds in our Town. We have done some research and we do not have any policy or by-laws put in place. The Town of Flatrock has imposed a ban. Councillor Hanlon noted that Protective Services dealt with this last fall for an issue on Clements Pond and the info was passed along to the RNC who dealt with it. This item is passed along to Protective Services to liaison with other authorities.

**NOTICE OF MOTION**

Mayor Tucker gave Notice that a motion to adopt the (revised) Regulations for the Rules of Procedures Governing Meetings will be brought forward to the Council meeting of February 24, 2015. The draft revised regulations have been circulated to Council for their review and consideration.

**ADJOURNMENT**

Motion: Will/Collins  
2015-040 Resolved that this meeting be adjourned. Time 8:20 p.m.  
Carried Unanimously

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Moses Tucker, Mayor

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Judy Squires, Town Clerk

Attachments:

Appendix A: Tabled Report, (Planning & Development)

**Appendix A: Tabled Report  
February 3<sup>rd</sup>, 2015**

**Applications:**

- Item # 2: Civic # 10 River Front Drive  
Single Dwelling with Subsidiary Apartment  
Zoning: Residential Medium Density (RMD) – Serviced

The Committee recommends that the application for Civic # 10 River Front Drive be granted approval in principle, permitting the construction of a single dwelling with subsidiary apartment. 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 Regulation 33 (Notice of Application), Development Standard 60 (Subsidiary Apartments), Development Regulation 102 (Discretionary Uses), Schedule C: Residential Medium Density and Schedule D: Off-Street Parking Requirements.

- Item # 3: Civic # 1399 Thorburn Road  
Subsidiary Apartment  
Zoning: Residential Medium Density (RMD) – Serviced

The Committee recommends that the application for Civic # 1399 Thorburn Road be granted approval in principle, permitting the construction of a subsidiary apartment within an existing single dwelling. 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 Regulation 33 (Notice of Application), Development Standard 60 (Subsidiary Apartments), Development Regulation 102 (Discretionary Uses), Schedule C: Residential Medium Density and Schedule D: Off-Street Parking Requirements.

- Item # 6: Civic # 10-12 Olivia Place  
Accessory Building  
Zoning: Residential Medium Density (RMD) – Semi-Serviced

The Committee recommends that the application for Civic # 10-12 Olivia Place be granted approval in principle, permitting the construction of an accessory building. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically General Regulation 11 (Variances), General Regulation 12 (Notice of Variance), Development Standard 39 (Accessory Buildings) and Schedule C: Residential Medium Density.

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