



TOWN OF PORTUGAL COVE-ST. PHILIP'S

November 17, 2015

Regular Public Council Meeting 7:30 p.m.

IN ATTENDANCE:	Mayor	Moses Tucker
	Deputy Mayor	Gavin Will
	Councillors:	Dave Bartlett
		Norm Collins
		Johnny Hanlon
	Town Manager	Chris Milley
	Acting/Town Clerk	Heather Coughlan
	Director of Financial Operations	Tony Pollard
	Director of Public Works	Gail Tucker
	Planning Coordinator	Les Spurrell

Mayor Tucker called the meeting to order and welcomed the gallery of 7 persons in attendance, as well as noted the regrets of Councilor Facey and Councilor Butler, who are both away.

APPOINTMENT OF ACTING TOWN CLERK

Motion: Hanlon/Will
2015-416 Resolved that Heather Coughlan be appointed the Acting/Town Clerk for the meeting of November 17, 2015.
Carried Unanimously

ADOPTION OF AGENDA

Motion: Collins/Bartlett
2015-417 Resolved that the Agenda dated **November 17, 2015**, be adopted as circulated.
Carried Unanimously

ADOPTION OF MINUTES

Motion: Will/Bartlett
2015-418 Resolved that the minutes of **November 3, 2015** be adopted as circulated.
Carried Unanimously

BUSINESS ARISING

There is no Town Manager's report for this evening.

COMMITTEE REPORTS

Planning & Development Report of November 10, 2015 – presented by Councillor Collins

1. 182-194 Beachy Cove Road – Dwelling Extension

Motion: Collins/Hanlon

2015-419 Resolved that the application to construct a dwelling extension at Civic # 182-194 Beachy Cove Road be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

2. 7-9 Anglican Cemetery Road Extension – Dwelling Extension (Subsidiary Apartment)

Motion: Collins/Bartlett

2015-420 Resolved that the application to construct two dwelling extensions with one of the extensions partially containing a subsidiary apartment at Civic # 7-9 Anglican Cemetery Road Extension be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

3. 6 Eileen Place – Subsidiary Apartment

Motion: Collins/Hanlon

2015-421 Resolved that the application to construct a subsidiary apartment within an existing single dwelling at Civic # 6 Eileen Place be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

4. 1478-1482 Thorburn Road – Accessory Building

Motion: Collins/Will

2015-422 Resolved that application to construct an accessory building at Civic # 1478-1482 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

5. 85-89 Dogberry Hill Road Extension – Accessory Building

Motion: Collins/Bartlett

2015-423 Resolved that the application to construct an accessory building at Civic # 85-89 Dogberry Hill Road Extension be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

6. 13 Emylia Place – Accessory Building

Motion A: Collins/Hanlon
2015-424 Resolved that Council 'lift' the 'Removal Order' (Motion # 2015-050) that was placed on an accessory building at Civic # 13 Emylia Place, on February 27th, 2015.
Carried Unanimously

Motion B: Collins/Will
2015-425 Resolved that the application to construct an accessory building at Civic # 13 Emylia Place be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

7. 33-43A Round Pond Road – Rezoning

Motion: Collins/Bartlett
2015-426 Resolved that the application to rezone property from Agriculture to Residential at Civic # 33-43A Round Pond Road be rejected as per Appendix A: Tabled Report.
Carried Unanimously

8. Civic #42 Bugden Drive – Request Regarding Proposed Rezoning & Development of a Residential Subdivision at Civic 1250-1264 Portugal Cove Road

The Planning Department is in receipt of correspondence from the resident of Civic # 42 Bugden Drive resulting from a meeting between the resident and the Committee on October 13th, 2015.

The Committee Chairperson will respond to the correspondence, as per the residents' request. The Committee requests that the correspondence received be tabled at Council's meeting.

9. Municipal Recommendation Form for Crown Land – Civic #22 West Point Road

The Planning Department is in receipt of a request from a resident to process a Municipal Recommendation Form for Crown Land measuring approximately 57 m² located to the rear of Civic # 22 West Point Road for residential use.

10. There were twenty-nine (29) permits issued from October 23rd to November 5th, 2015.

Recreation & Community Services Committee Report of Nov. 10, 2015 – presented by Councillor Hanlon

1. Naming of Voisey's Brook Park Softball Field

The Recreation Committee held discussions about the naming of the Voisey's Brook Softball Field. The Recreation Director will ask the Heritage staff to assist in confirming the information that has been provided to the committee on the recommendation for the naming of the field. Once this information has been confirmed the Recreation staff will begin its preparation to host a mixed softball tournament at the end of May to commemorate the naming ceremony. We hope that this event would then become an annual tournament that will bring together all the men and women and their families who

were instrumental in bringing the field to the community. Further information will be provided once it is available.

2. Afterschool Program

The Recreation Committee discussed a business that has expressed interest in renting the Recreation Centre for an afterschool program. The committee has had 2 other groups express interest in this space and feels that the Town would not be fair to the local businesses to rent out the space for that purpose. However, the Recreation Committee is collecting information on planning and implementing its own afterschool Recreation Program in 2016. Information on this program will be brought back to committee for discussion.

3. Jersey Day and Sports Day in Canada

November 20th marks Jersey Day in Canada and the Special Events and Program Coordinators will be spending the day at Beachy Cove Elementary implementing activities for the students at the school. They also have the Annual Jersey Design contest where students will design their favorite jersey and enter to win an Ice Caps Jersey and prize pack. November 21st marks Sports Day in Canada. Staff have planned a lineup of sports for any youth to try. These sports include Softball, Football, Ultimate Frisbee, Basketball, Ball hockey, Bubble Ball and Boccia. We are very pleased to have Mr. Marvin Chaulk assisting with our inclusion event, Boccia. Staff been contacted by ParticipACTION as one of the events that they will be highlighting during the National Sports Day in Canada Campaign. The Recreation Department will be encouraging as many participants to take part in our event as possible. We will be communicating through social media, website, and Town signs about the event. We have also sent information to the schools, in our newsletter, and in the Northeast Avalon Times. We hope to make this event a huge success.

4. Christmas Events

Recreation staff are very busy getting ready for the Christmas events that are coming up in December. Please mark your calendars for the following events:

Annual Tree Lighting Ceremony - Tuesday, December 1st @ 6:30p.m. at the Town Hall. This year we will have our first illuminated fireworks show.

Gingerbread Decorating Contest – Judging will take place Tuesday, December 1st following the Tree Lighting Ceremony.

Breakfast with Santa – Saturday, December 5th @ 9:00a.m. at the Royal Canadian Legion, Branch 10. Council will not have to serve because it will be a continental style breakfast.

Christmas Parade – Sunday, December 6th @ 2:00p.m. from the St. Philip's Marina to the Recreation Centre.

Merry and Bright Festival of Lights – Judging will take place from December 15th – 17th. Residents are encouraged to sign up for the event or nominate your neighbor or friends residents.

Full details of these events are located on our website, Facebook page, and in the Tickle. You can get further information by contacting the Recreation Department.

Public Works Committee Report of November 12, 2015 - presented by Councillor Bartlett

1. Millers Road Bridge - Update

Construction on Millers Road Bridge is complete. Phase 2 work concluded the week of November 9, 2015. Committee was advised that the level of professionalism and hands-on approach by the contractor, Art Miller Services, exceeded expectations in both quality of work and ongoing communication with Staff and residents alike. Outstanding items related to the bridge construction include the installation of additional signage (Town responsibility) and the raising of cable lines by Rogers Communications. Signage has been ordered and will be ready for installation within one to two weeks. A work order was initiated with Rogers Communications prior to Phase 2 work beginning with a request that the lines be raised once construction work was complete. The Town has advised the utility provider that construction is complete.

2. Permanent Speed Hump – Update

Installation of the seven (7) permanent speed humps in the areas of Dogberry Hill Road, Kings Hill Road, Windsor Heights and Tolt Road have commenced, with expected completion over the next week

3. Connectivity Plan – Dogberry Hill Road / Thorburn Road Area

A connectivity plan to enhance pedestrian access routes between the site for the new Grade 5-9 School on Thorburn Road with the subdivisions in the area of Dogberry Hill Road area was discussed. Staff were given direction to move forward on investigating the installation of sidewalks with a route that begins at the entrance to the school, travels down Thorburn Road to Dogberry Hill Road bridge, up Dogberry Hill Road to the intersection with Dogberry Hill Road Extension and left along Dogberry Hill Road Extension to end at or near the Summerwood subdivision. It is expected this work will be completed in stages due to cost considerations. Discussions will be required with the provincial Department of Transportation and Works as Thorburn Road is a provincially owned and maintained road.

5. Correspondence – Eastern Regional Service Board

Correspondence was received from the Eastern Regional Service Board (Eastern Waste Management) on November 10, 2015 informing municipalities of the waste management services user fee structure for 2016. The fees remain the same for 2016 as they were in 2013-2015. The correspondence also provided information regarding a limited number of Household Hazardous Waste (HHW) collection events in the summer of 2016. Staff will be contacting the

Town's Fire Chiefs to request support/participation in this event and Eastern Waste Management to inquire on the possibility of arranging such an event for the Town. The correspondence is tabled as part of this report.

Other Items Discussed

A proposal to repurpose the pumper truck retired by the Town's Fire Department was discussed. The finalized proposal will be forwarded to the Protective Services Committee for consideration. The Public Works Department is requesting a one-year trial of the truck for use during the 2016 spring/summer preventative maintenance program on the Town's water and wastewater infrastructure.

Economic Development, Marketing & Communications Report for November 12, 2015 – presented by Councilor Bartlett

1. Atlantic Green Forum

We have received the presentations from the Atlantic Green Forum that took place at Murray's Fishing and Country Club on October 26 – 27. The presentations were prepared by those who attended and involved recommendations on three areas of the community: Butler's Pond, Murray's Pond and Miller's Pond. We have received a thank you letter from the organizers, Landscape NL. We would like to thank those who took part and appreciate all the work and feedback they provided.

2. Building Communities for Tomorrow Youth Conference

The Town nominated Sarah Squires for the opportunity to attend the conference that was being planned prior to the MNL Convention this year. However, unfortunately, the conference was cancelled two weeks prior to the event due to lack of funding.

3. Budget Consultations

The draft budget presentation will take place on Wednesday, November 25 at Murray's Pond Fishing and Country Club at 7:00. There will be an information brochure that will go out to all residents prior to the meeting.

4. Demographics Survey

The municipalities of PCSP, Torbay, Paradise and CBS are continuing to work with the City of St. John's to develop a regional demographics survey. The committee was provided a list of the most recent version of the survey. Newfoundland Stats Agency will be completing the surveys as early as December.

5. Best of PCSP Awards

We received a low number of nominations for the awards and with the busy fall schedule this year it was determined to postpone the award until the spring. However, in its place we are planning a Business Appreciation night in December.

6. Destination Development Plan

The Provincially led destination development plan is getting closer to completion. We will be hosting a regional meeting in January as part of the last steps and roll out of the plan.

7. New Website

Waterwerks Communications will be showing the management team the layout and wireframe of the new website next week. We are getting closer to completion with January 2016 still the expected delivery time.

8. MUN Parking and Transit Solutions

The Terms of Reference and Agenda for the meeting on November 17th was reviewed at the committee meeting. Deputy Mayor Gavin Will has been named the municipal representative for the committee.

9. Advisory Committee on the Environment (ACE)

Sonya Rideout met with the committee to express her interest in joining ACE.

Motion: Bartlett/Hanlon

2015-427 Resolved that Sonya Rideout be appointed to the Advisory Committee on the Environment.

Carried Unanimously

Protective Services Committee Report for November 12, 2015 – presented by Councillor Hanlon

1. FES Updates

-The recruitment drive has begun and expressions of interest have already been received. The deadline for applications is November 30, 2015.

- Members of the Department will be participating in the Remembrance Day events on November 11, 2015.

2. Home Fire Inspections

The Fire Department will continue to offer basic home fire inspections ONLY at the request of a home owner and shall NOT issue a letter or any form of written attestation as to compliance. Any noted hazard found during such an inspection shall be verbally advised with direction to contact the necessary qualified subject matter expert to assess and/or correct the subject deficiency.

3. Disposal of Assets

The Committee reviewed the criteria for disposal of Town assets.

4. Speed Limit Policy Implementation Plan

The Town Manager is waiting on a response from the consultant's firm regarding considerations for the implementation plan

The Town Manager noted that he had received the response and will be bringing the information forward to the next Protective Services Committee meeting, and that the Policy itself is comprehensive. Councilor Hanlon requested the community group SafePCSP be involved in the process as they had identified current speed limits as a pedestrian safety concern.

Admin. and Finance Committee Report of November 10, 2015 - presented by Deputy Mayor Will

1. Accounts for Payment

Motion: Will/Collins

2015-428 Resolved that accounts be approved for payment in the amount of \$66,191.23 for Regular Accounts.

Carried Unanimously

Note: In the process of reviewing the accounts, it was noted that sludge removal costs are impacted by the amount of 'grease' put in the system. While these invoices are based on the normal cost of 19 cents per liter, the potential is there for sludge removal costs to escalate to \$1.30 per liter for sludge removal if grease is found in the system. Residents are encouraged to be mindful when disposing of grease as it can impact the Town's operational costs.

2. Correspondence Municipal Assessment Agency

The annual notification of the cost for assessment services was received for 2016. The amount of \$118,328 covers 4092 parcels and 134 tenants at the rate of \$28.00 each, payable in four quarterly instalments of \$29, 582. 00 each commencing January 2016.

NEW/GENERAL/ UNFINISHED

(a) MNL Conference and Resolutions

Members of Council attended the recent MNL Annual Convention in Gander and brought two resolutions with them, one on the \$500 limit for disposal of assets and the other on banning plastic bag use. Both resolutions were passed easily. Clarification was made that the disposal of assets resolution was as it pertains to fire department equipment, however, in the future this can expand to apply to other departments as well. The intention is to assist other municipalities that may have limited resources who can avail of equipment no longer needed.

(a) **Film Crew in Portugal Cove – St. Philip’s**

There is a TV film crew working in the area of Beachy Cove Road for the next five to seven days. Residents may see some traffic delays in the area during filming as there are approximately ten to fifteen tech trucks involved. The film company has a traffic safety plan in place to help as well as the assistance of the Royal Newfoundland Constabulary to help alleviate any issues.

ADJOURNMENT

Motion: Will/Collins
2015-429 Resolved that this meeting be adjourned. Time 8:10p.m.
Carried Unanimously

Moses Tucker, Mayor

Heather Coughlan, Acting Town Clerk

Appendix A: Tabled Report

November 10th, 2015

Applications:

Item # 1:

**Civic # 182-194 Beachy Cove Road
Dwelling Extension
Zoning: Residential Medium Density (RMD) - Serviced**

The Committee recommends that the application for Civic # 182-194 Beachy Cove Road be granted approval in principle, permitting the construction of a dwelling extension. 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 49 (Non-Conforming Use).

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

Item # 2:

**Civic # 7-9 Anglican Cemetery Road Extension
Dwelling Extension (Subsidiary Apartment)
Zoning: Residential Medium Density (RMD) - Unserviced**

The Committee recommends that the application for Civic # 7-9 Anglican Cemetery Road Extension be granted approval in principle, permitting the construction of two dwelling extensions, one of which will partially contain a subsidiary apartment. Approval in principle is subject to the relocation of a Newfoundland Power pole and easement on the property. Approval in principle is also subject to a public advertisement published in a local newspaper in accordance with Development Regulation 33 (Notice of Application) and Development Regulation 102 (Discretionary Uses). 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 RES-1 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 60 (Subsidiary Apartments), Development Regulation 102 (Discretionary Uses), Schedule C: Residential Medium Density, and Schedule D: Off-Street Parking Requirements.

Item # 3:

**Civic # 6 Eileen Place
Subsidiary Apartment
Zoning: Residential Medium Density (RMD) - Serviced**

The Committee recommends that the application for Civic # 6 Eileen Place 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, Plan Policy RES-1 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 60 (Subsidiary Apartments), Development Regulation 102 (Discretionary Uses), Schedule C: Residential Medium Density, and Schedule D: Off-Street Parking Requirements.

Item # 4:

**Civic # 1478-1482 Thorburn Road
Accessory Building
Zoning: Residential Medium Density (RMD) - Serviced**

The Committee recommends that the application for Civic # 1478-1482 Thorburn Road 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, Development Regulation 39 (Accessory Buildings) and Schedule C: Residential Medium Density.

Item # 5:

**Civic # 85-89 Dogberry Hill Road Extension
Accessory Building
Zoning: Residential Medium Density (RMD) - Semi-Serviced**

The Committee recommends that the application for Civic # 85-89 Dogberry Hill Road Extension 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, Development Regulation 39 (Accessory Buildings) and Schedule C: Residential Medium Density.

Item # 6:

Civic # 13 Emylia Place

Accessory Building

Zoning: Residential Medium Density (RMD) - Unserviced

The Committee recommends that the application for Civic # 13 Emylia 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, Development Regulation 39 (Accessory Buildings) and Schedule C: Residential Medium Density.

Item # 7:

Civic # 33-43A Round Pond Road

Rezoning

Zoning: Agriculture & Residential Rural (AG & RR) - Unserviced

The Committee recommends that the application to rezone property from Agriculture to Residential at Civic # 33-43A Round Pond Road be rejected as the proposal is not in accordance with a Motion of Council from November 18th, 2014 as there is no proposal to connect existing dead-end roads or address local services and amenities through the rezoning of this property.

The Administrator recommended that this application be rejected.