



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

January 12, 2016

Regular Public Council Meeting 5:00 p.m.

<b>IN ATTENDANCE:</b>	Mayor	Moses Tucker
	Deputy Mayor	Gavin Will
	Councillors:	Dave Bartlett
		Joe Butler
		Norm Collins
		Johnny Hanlon
	Director of Recreation & Comm. Serv.	Dawn Sharpe
	Director of Economic Development	Jeff Lawlor
	Director of Financial Operations	Tony Pollard
	Director of Public Works	Gail Tucker
	Planning & Dev. Coordinator	Les Spurrell
	Town Manager	Chris Milley
	Town Clerk	Judy Squires

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

**ADOPTION OF AGENDA**

Motion:	Collins/Will
2016-001	Resolved that the Agenda dated <b>January 12, 2016</b> , be adopted as circulated.
Carried	Unanimously

**ADOPTION OF MINUTES**

Motion:	Hanlon/Bartlett
2016-002	Resolved that the minutes of <b>December 15, 2015</b> be adopted as circulated.
Carried	Unanimously

**BUSINESS ARISING** The Town Manager reported the following:

1. Action item list up to date with no new items, 2 completed and 14 remaining.
2. Attended regional co-operation meetings with CEO of Torbay reviewing service delivery models
3. In reference to Speed Zones (Protective Services report) There will be a public information session on January 25<sup>th</sup>
4. Management meetings are being planned to finalize the strategy for projects this year.

**COMMITTEE REPORTS**

**Planning & Development Report - January 5th – presented by Councillor Collins**

**1. 117-119 Beachy Cove Road**

Motion: Collins/Will  
2016-003 Resolved that the application to subdivide property and construct a single dwelling at Civic # 117-119 Beachy Cove Road be granted approval in principle as per Appendix A: Tabled Report.  
Carried Unanimously

**2. 15-17 Joyce Crescent**

Motion: Collins/Butler  
2016-004 Resolved that the application to construct two accessory buildings at Civic # 15-17 Joyce Crescent be granted approval in principle as per Appendix A: Tabled Report.  
Carried Unanimously

**3. 15 Megan Ridge Drive**

Motion: Collins/Hanlon  
2016-005 Resolved that the application to establish a child care business as a home occupation at Civic # 15 Megan Ridge Drive be granted approval in principle as per Appendix A: Tabled Report.  
Carried Unanimously

**4. Correspondence re Purchase Notice 137 Beachy Cove Road**

The Planning Department is in receipt of correspondence advising the Town of a Notice of Proposed Action to reject a Purchase Notice for Civic # 137 Beachy Cove Road from the Minister. The Town may submit any representations to the Department from January 20 to 21, 2016 for consideration prior to the Minister following through with the action. Item Submitted for Information. The Committee requests that this correspondence be tabled at Council's meeting.

**5. Permit Stats:** seventeen (17) permits issued from December 4<sup>th</sup> to December 30<sup>th</sup>, 2015.

**Recreation & Community Services Committee - January 5<sup>th</sup> presented by Councillor Hanlon**

**1. Royal Canadian Legion-Branch 10**

The Recreation Committee, which includes the Town Liaisons for the War Memorial Project, reviewed the request letter as well as the summary of cost and incomes from the Royal Canadian Legion, Branch 10 War Memorial Project. From this discussion the Committee would like to put the following recommendation forward:

Motion: Hanlon/Bartlett  
2016-006 Resolved that the Town donate \$9821.41 to cover the cost of the remaining balance owed for the War Memorial Project.  
Carried Unanimously

## **2. Recreation Centre (Rental) Rates**

The Recreation Director discussed with the Recreation Committee the approximate cost of operations for the Recreation Centre. Taking that into consideration as well as reviewing the rates of other municipalities with approximately the same demands.

Motion: Hanlon/Bartlett  
2016-007 Resolved that the following fee structure (be approved);  
\$40/hour Adult Function                      \$30/Hour Youth Function  
\$100 – Youth Birthday Parties/Baby Showers (4 hours)  
\$250 – Adult Birthday/Anniversary Party/Special Event (7 hours)  
\$350 – Wedding (Full day and evening)    \$100 – Extra fee to decorate the night before

Carried Unanimously

## **3. Donation requests**

After reviewing the Community Grant Applications the committee would like to put forward the following recommendations:

### **(a) Beverly Sharpe**

Motion: Hanlon/Bartlett  
2016-008 Resolved that the Town waive the fee of the Recreation Centre on January 23<sup>rd</sup> for Ms. Beverly Sharpe for a fund-raising dance for her to travel to Nationals in Regina, Sask., in February with Heavyweights Powerlifting Team.

Carried Unanimously

### **(b) PCSP Walking Club**

Motion: Hanlon/Butler  
2016-009 Resolved that the Town donate 50 safety vests to the Portugal Cove – St. Philip’s Walking/Hiking Club. This vest would include Safe PCSP Logo, Town Logo, and the Walking/Hiking Club Logo. Note that this order will be processed in conjunction with the reordering of vest for Safe PCSP.

Carried Unanimously

## **Public Works Committee – January 6<sup>th</sup> presented by Councillor Bartlett**

### **1. Connectivity Plan - Update**

Staff provided Committee with an update on the connectivity plan for Thorburn Road to Dogberry Hill Road. Vigilant Management provided a proposal to investigate and manage the installation of sidewalks and/or alternative options along Thorburn Road and Dogberry Hill Road as a means of providing greater connectivity between these areas and the new school location. The proposal is for project management services only and is twofold. The first phase involves a review of sidewalk and/or alternative sidewalk options, developing a Class D cost estimate and identifying a recommendation for implementation based on existing conditions (consideration given to storm water management, long-term maintenance and walking safety of young pedestrians). The project management fee for this first phase is \$7,450 plus HST. In addition, there will be topographical survey costs to map out current conditions in the area. It is estimated this work will cost \$6,000 plus HST.

Following Phase 1, should the Town choose to proceed with the implementation phase (Phase 2), additional project management fees will be required to allow for the development of a Request for Proposals to engage an engineering firm and manage the project through the design and construction, as well as coordination of approvals with provincial government bodies. Phase 2 project management and expense fees are \$43,460 plus HST. Engineering design and construction expenses will be additional to these fees.

Motion: Bartlett/Hanlon  
2016-010 Resolved that Vigilant Management be engaged for project management services to proceed with Phase 1 of the Connectivity Plan, at a cost of \$7,450 plus HST and necessary survey work be undertaken at the estimated cost of \$6,000 plus HST.  
Carried Unanimously

## **2. Water Consumption Report**

For the last quarter of 2015 there has been a reduction in water consumption for the Town. This is likely attributed to the Leak Detection work conducted by our Water and Waste Water Division during the Fall where several leaks were detected and repaired.

## **3. Landfill Report**

Tipping fees for both garbage and recycling remain relatively consistent for the last quarter of 2015.

## **Economic Development, Marketing & Communications Report – January 6<sup>th</sup> presented by Councillor Butler**

### **1. Regional Transportation Meeting**

As our community continues to explore the potential of providing Metrobus to residents other communities in the region are exploring similar pilot projects. The Deputy Mayor proposed to the committee that we invite neighboring municipalities and Metrobus to form a Northeast Avalon Transit Network. St. John's, Metrobus, Mount Pearl, Paradise, CBS and Torbay will be invited to attend a meeting at the PCSP Town Hall on Monday, February 8<sup>th</sup> to discuss to potential collaboration.

### **2. Water Metering Project**

The Town will host the first public meeting on the *proposed* water metering project at 7:00 pm on Thursday, January 21<sup>st</sup> at the Town Hall. This meeting will launch the project and provide an opportunity for residents to share their thoughts and concerns on the project. Vigilant Consultants will contribute to the meeting with a presentation.

### **3. Tourism Development Plan**

A regional meeting is taking place on Thursday, January 14<sup>th</sup> at Voisey's Brook for those in the Killick Coast region to discuss the findings from the Tourism Destination Development Plan. The meeting is scheduled for 2:00 pm and local tourism operators have been invited to attend.

**4. ACOA Funding**

We have yet to receive an update regarding the funding proposal regarding the expansion of the field in Rainbow Gully. We are expecting some indication in the coming weeks.

**5. Speed Zone Meeting – item deferred to Protective Services (see report)**

**6. Heritage**

The collection of artifacts is going extremely well and the Heritage Coordinator is now developing a Collections Management Policy. This policy must be approved by March 31<sup>st</sup> in order to be eligible for funding associated with specific heritage grants. In addition, the Family History Club meeting was a success in December and is now going ahead monthly.

**7. eServices Launch**

The new eServices portal is launching in conjunction with the distribution of the tax bills. The first phase will see residents have the ability to view and pay bills online. In the coming weeks, the ability to register for events and programs, book facilities, and report an issue will be incorporated into the portal.

**8. New Website**

The new website is continuing to be developed; it is now in the final design stage and content collaboration. The launch is expected in February, a few weeks delayed from the January expectation.

**Protective Services Committee – January 5<sup>th</sup> presented by Councillor Hanlon**

**1. Excessive Noise – Motorcycles (City of St. John’s)**

Further to the letter tabled at the December 15, 2015 Council meeting, the Committee reviewed the letter addressed to the Royal Newfoundland Constabulary from the Mayor of the City of St. John’s. The Town was cc’d as a member of the North East Avalon Joint Council (NEAJC).

**2. Speed Limit Policy Implementation Plan**

A public meeting has been scheduled for January 25, 2016 at 7:00pm to outline a new Speed Limit Policy and to give residents the opportunity to provide their feedback. The location of the meeting is being confirmed and will be announced shortly.

**Admin. and Finance Committee Report – January 5<sup>th</sup> presented by Deputy Mayor Will**

**1. Accounts for Payment**

Motion:	Will/Collins
2016-011	Resolved that Council pay Regular Accounts in the amount of \$76,599.65 and Capital Accounts in the amount of \$114,042.21 for a total of \$190,641.86
Carried	Unanimously

**2. Municipalities Newfoundland and Labrador and Professional Municipal Administrators**

Motion: Will/Butler  
2016-012 Resolved that Council pay annual memberships in the amount of \$7,942.80 for MNL and \$627.00 for PMA  
Carried Unanimously

**3. Maggie's Place Financing**

Some discussion took place around financing for the purchase of Maggie's Place and it was decided to defer any financing until absolutely necessary.

**4. Western Point Culvert Replacement**

Motion: Will/Hanlon  
2016-013 Resolved that the town submit revised pricing in the amount of \$173,540 (HST included) to the Gas Tax Secretariat for approval of the project under Gas Tax Funding.  
Carried Unanimously

**5. Annual Seniors Dinner and Dance**

Motion: Will/Bartlett  
2016-014 Resolved that Council approve a donation of \$1,000 to the Royal Canadian Legion towards the cost of the Annual Seniors Dinner and Dance.  
Carried Unanimously

**6. Liaison with Royal Canadian Legion**

In order to streamline communications with the Legion, committee members agreed that formal discussions with council should be directed through Council liaisons.

**7. General discussions**

Some discussion took place around the towns need to communicate with our new government and how they organize to address infrastructure and related funding practices and in particular how the town addresses the preservation and use of its reserve funds.

Discussion also took place on some carryforward items such as low income tax break, update on negotiations with the bargaining unit and status of online tax payment ability. Councilor Butler also requested information relating to the cost of bulk garbage pickup.

**OTHER REPORTS:**

Report from the Committee of the Whole meeting which occurred Jan 11<sup>th</sup> to be presented by Deputy Mayor Will

**1. Planning and Development presentation re. high density options**

The Planning and Development department presented mapping showing where, in the community, higher density residential development could potentially be situated without environmental restrictions. The areas identified are within 500 meters of existing water and

sewer services, and follow recommendations outlined by the Placebuilder report regarding development priorities. It was agreed that the Planning and Development Committee would discuss options at a meeting on January 25, and present its report to a meeting of the Committee of the Whole.

## **2. Fire Department**

After discussing the future direction of the fire department, it was agreed that financial implications of various options would be provided to council through the Protective Services Committee. A meeting of the Committee of the Whole regarding direction of the fire department is scheduled for February 15.

## **3. Standing Committee membership changes**

Councillor Facey will move from Protective Services to Administration and Finance.

Councillor Collins will move from Administration and Finance to Protective Services.

The following motion ratifies the directive from the Committee of the Whole:

Motion: Will/Bartlett

2016-014 Resolved that Councillor Facey move from Protective Services to administration and Finance and that Councillor Collins move from Administration and Finance to Protective Services.

Carried Unanimously

**Note:** Mayor Tucker noted he left the Committee of the Whole meeting to attend (along with the Director of Ec. Dev. and NEAR representatives) a meeting in Torbay with geologists concerning underground water and drilled wells and the dangers and risks of development in particular areas, good places to develop and ones to avoid, it was well presented.

**CORRESPONDENCE** None for this meeting

## **NEW/GENERAL/ UNFINISHED BUSINESS**

### **1. Item from Public Works – to be presented by Councillor Bartlett as follows:**

#### **Request from contractor regarding road repairs:**

An October 6, 2015 letter from the contractor responsible for the 2014 sanitary sewer project was reviewed and reported by the Public Works Committee prior to the November 3, 2015 council meeting. The letter was requesting a contribution toward the cost of repair to Thorburn Road that was damaged beyond an acceptable limit during the sewer construction. The committee requested more information prior to making a decision. A review of the situation and recommendation from the Town's engineering consultants as well as the total cost of the repair was brought to the committee prior to the December 15, 2015 council meeting in order for the committee to make a decision. The committee decided to send the issue to the Committee of the Whole meeting on January 11, 2016 for discussion. As a result of that discussion:

Motion: Bartlett/Collins

2016-015 Resolved that the Town not contribute any funds toward the cost of the repairs that were performed on Thorburn Road as a result of damage caused by the contractor during the 2014 sanitary sewer construction.

Carried Unanimously

Note: The Town Manager clarified in response to Councillor Hanlon's question, that this concerns additional repair work resulting from damage caused by the contractor. The repairs planned for next spring are included as part of the original contract.

**NOTICE OF MOTION** - None for this meeting

**ADJOURNMENT**

Motion: Will/Hanlon  
2016-016 Resolved that this meeting be adjourned. 5:40 p.m.  
Carried Unanimously

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Moses Tucker, Mayor

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Judy Squires, Town Clerk

**Attachment: Appendix A of Planning & Development Report**



**Appendix A Tabled Report  
January 5<sup>th</sup>, 2016**

Item # 1:

**Civic # 117-119 Beachy Cove Road  
Subdivide Property & Construct Single Dwelling  
Zoning: Traditional Community & Residential Medium Density (TC & RMD) -  
Serviced**

The Committee recommends that the application for Civic # 117-119 Beachy Cove Road be granted approval in principle, permitting the subdivision of property and construction of a 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, Schedule C: Residential Medium Density and Schedule C: Traditional Community.

Item # 2:

**Civic # 15-17 Joyce Crescent  
Accessory Buildings  
Zoning: Residential Low Density (RLD) - Unserviced**

The Committee recommends that the application for Civic # 15-17 Joyce Crescent be granted approval in principle, permitting the construction of two accessory buildings. 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 Low Density.

Item # 3:

**Civic # 15 Megan Ridge Drive  
Business (Child Care)  
Zoning: Residential Medium Density (RMD) - Serviced**

The Committee recommends that the application for Civic # 15 Megan Ridge Drive be granted approval in principle, permitting the establishment of a child care business as a home occupation. 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-4 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), Schedule C: Residential Medium Density and Schedule D: Off Street Parking Requirements.