



TOWN OF PORTUGAL COVE-ST. PHILIP'S

February 9, 2016

Regular Public Council Meeting 5:00 p.m.

IN ATTENDANCE:

Mayor	Moses Tucker
Deputy Mayor	Gavin Will
Councillors:	Dave Bartlett
	Aaron Facey
	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 4 persons in attendance and noted regrets from Councillors Butler and Collins who were both away at conference/meetings.

ADOPTION OF AGENDA

Motion: Hanlon/Will
2016-023 Resolved that the Agenda dated **February 9, 2016**, be adopted as circulated.
Carried Unanimously

ADOPTION OF MINUTES

Motion: Hanlon/Bartlett
2016-024 Resolved that the minutes of **January 26, 2016** be adopted as amended*.
Carried Unanimously

BUSINESS ARISING:

The Town Manager reported:

1. Action item list updated with 2 from last meeting, 4 completed and 15 remaining active.
2. Along with Mayor Tucker met CAO and Mayor of Torbay to discuss collaboration sharing consultation and professional services, CAO's reviewing options.
3. Water infrastructure system review – attended a meeting with the Town's consulting engineers where they provided training for a couple of Town employees and reviewed history of the evolution of our water system and consideration for future growth and maintenance issues.

4. Multi Year Capital Works formula recalculated to address a number of concerns raised by Councillors. The final numbers are expected to be ready by the end of this week and once approved by Council will be sent to the affected residents.

5. Union negotiations are moving along and it is hopeful a final package will soon be ready for Council approval.

COMMITTEE REPORTS

Planning & Development Report – February 2, 2016, presented by Deputy Mayor Will

1. 362 Bauline Line Extension

Motion: Will/Bartlett

2016-025 Resolved that the application to subdivide property at Civic # 362 Bauline Line Extension be rejected as per Appendix A: Tabled Report.

Carried Unanimously

2. MIGA - Amended Notice of Proposed Action

The Planning Department is in receipt of correspondence advising the Town of an Amended Notice of Proposed Action to Reject a Purchase Notice for Civic # 137 Beachy Cove Road from the Minister. The initial opportunity for the Town or the property owner to submit any representations to the Department was adjourned by consent on January 20th, 2016 and will reconvene on January 26, 2016. Item Submitted for Information.

3. ERPA – Notice of Appeal re 1047-1049 Indian Meal Line

The Planning Department is in receipt of a notice from the Eastern Newfoundland Regional Appeal Board that an appeal filed against Council's decision to reject an application to construct a single dwelling at Civic # 1047-1049 Indian Meal Line will be heard by the Board on Wednesday, February 3rd, 2016 at 9:15 am at the Fairfield Hotel, Kenmount Road, St. John's. Item Submitted for Information.

4. Permit Stats: six (6) permits issued from January 15th to January 28th, 2016.

Recreation & Community Services Committee - February 2, 2016, presented by Clr. Facey

1. Room for One

Room for One chairperson, Mr. Mike Dwyer presented to the members of the Recreation Committee about his organization and their goal. Mr. Dwyer would like to engage the residents of Portugal Cove – St. Philip's to assist with their efforts to raise the money needed to sponsor a Refugee family. Mr. Dwyer would like to host a Community Information Session to create awareness for their organization and to invite any resident to aid in their efforts. Committee agreed to assist with the facilitation of this Public Meeting. However, there was also discussion about a local group* that will be raising money for the same cause. Committee requested that the Recreation Director assist with establishing a connection between the groups so they are not in competition for the same funds. This cause is a very worthy one and with a joint effort, more refugees may be helped.

2. Winter Carnival Proclamation

The Winter Carnival will be taking place from February 12th to February 21st. The Mayor will sign the proclamation to kick off this event later in the meeting.

3. Alzheimer Society Learning Services

The Alzheimer Society will be hosting a Learning Series for caregivers, families, friends, health care professionals and individuals diagnosed with Alzheimer disease or a related dementia. Attached are the details of the series. If residents would like further information they can contact the Recreation Department for details.

4. Atlantic Recreation and Facilities Conference

The Recreation Director will be attending the Atlantic Recreation and Facilities Conference in Truro, NS from April 6th to April 8th as per allocated in the budget. This conference will give Recreation Leaders the opportunity to network with their peers in the Atlantic Provinces. This is a unique opportunity to discuss the challenges facing all, as well as to share information relating to programs and services.

5. Facility Infrastructure

The committee discussed recreation facility requirements within the Town. There are many infrastructure needs and issues that affect all department and they are interrelated. Departments are working together to collectively bring the infrastructure issues forward and help to make a plan for the future.

6. Sport Coordinator

The Recreation Director is finalizing the job description for the new Sports Coordinator position. The job would be a one year contract with measureable outcomes based on increase in usage of the recreation facility and increase in revenue. It will also better the relationship between the user groups and the Town. This position will be posted within the next month or so.

7. Grant

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

Motion: Facey/Bartlett
2016-026 Resolved that the Town waive the fee of the rental of the Voisey's Brook Hut and the Voisey's Brook Softball field for the Special Olympics St. John's Club for March 12th, 2016.
Carried Unanimously

The Committee noted that the organization also requested assistance with the preparation of the softball field and grooming of the walking trail for the event as well. The Recreation Director will meet with the Special Olympics representative closer to the event to see what kind of arrangement can be made. There has been no allocation of any funding at this time.

*Note: in reference to item 1 (Room for One), Mayor Tucker provided some information on the local group involved in this project. The group is made up of several church parishes (St. Philip's Anglican Church and t. Lawrence Anglican Church in PCSP who are collaborating with Holy Innocents Church in Paradise, New Hope Parish in Goulds and All Saints in Foxtrap.

Public Works Committee – February 3, 2016 presented by Clr. Bartlett

Note: Prior to reading the report Councillor Bartlett wished to remind residents not to push snow onto the roads/streets as it impedes flow of traffic.

1. Bulk Item Collection Service 2016

Staff presented a draft brochure to Committee, outlining guidelines for the bulk item collection service in 2016. A limit of five (5) items per collection will be applied and loose items will no longer be accepted. This service is by appointment only on a first-come, first-serve basis and does not include community drop locations. Service will begin in May and residents can contact the Public Works office during regular business hours to book an appointment. The brochure, outlining collection dates and acceptable items, will be mailed to residents in March.

Other items discussed: Solid waste collection costs, solid waste collection approach and equipment.

Economic Development, Marketing & Communications Report – February 3, 2016 presented by Clr. Bartlett

1. Advisory Committees

The committee discussed options on how to best align Council's strategic priorities with our advisory committees. The staff resources that were requested by ACE, during the previous budget consultations, and the current resources we have in place for both ACE and the Heritage Committees were reviewed. Both committees will be more accurately connected and standardized in terms of staff liaison, number of meetings and communications with Council. The Heritage and Programs Coordinator will now act as staff liaison with both groups, emphasizing council's focus on the environment and how it connects with our natural heritage. See attached summary.

2. ACE

ACE is currently planning an Environmental Fair during Environmental Week this year. The date is tentatively set at April 30th. There are 10 confirmed booths and the aim is to create an annual event.

The committee reviewed a request by Cheryl Laham to joining the Advisory Committee on the Environment.

Motion: Bartlett/Facey
2016-027 Resolved that Cheryl Laham be appointed to the Advisory Committee on the Environment.
Carried Unanimously

3. Sharepoint and iPad Management

In order to execute Sharepoint securely and effectively to Council we will be updating Council iPads and installing new software to ensure additional security.

4. Regional Transportation Meeting

The meeting is scheduled for Monday, February 8th to discuss the creation of a Northeast Avalon Transit Network.

Note: Deputy Mayor Will provided an update on this meeting which was attended by larger municipalities in the Northeast Avalon region including representation from St. John's, Mount Pearl, Paradise and Conception Bay South. Also attended by MHA Brazil and MP Whalen. A roundtable discussion was held about each communities approach to transit and it was agreed to come up with a generic motion for each council to put forward to generate a study on a regional transportation approach.

5. ACOA Funding

The CIP 150 funding program that we applied for the field upgrade is still being evaluated. No funds have been approved since the new federal government took office. They are optimistic that decisions will be soon, but no timelines have been given.

6. eServices Launch

There have been 50 users register for the eServices within the last 3 weeks. A great start to a platform that in the future will be able to connect the Town Hall to residents like never before.

7. Regional Survey

The regional demographics and perceptions study has launched. We expect results in the early spring.

8. Community Awards

This year we are combining the Volunteer and Sports Awards in April with the Best of PCSP Business Awards to create a new community awards program.

Protective Services Committee – no meeting held, no report

Admin. and Finance Committee Report – February 2, 2016 presented by Clr. Facey

1. Accounts for Payment

Motion:	Facey/Hanlon
2016-028	Resolved that Council pay Regular Accounts in the amount of \$25,800.04 and Capital Accounts in the amount of \$18,407.70 for a total of \$44,207.74
Carried	Unanimously

2. Annual Exemption request

Motion: Facey/Bartlett
2016-029 Resolved that, as per past practice, the Town exempt property tax in the amount of \$1,595.97 and business tax in the amount of \$2,007.70 for the Royal Canadian Legion Branch 10 located at 5-9 Legion Road.
Carried Unanimously

3. Correspondence from resident regarding Purchase Notice & newspaper article

Committee discussed the resident's letter (tabled) and it was the consensus that the letter not be read as requested and that Council take no action on the resident's request(which was originally emailed to Council on January 19th).

4. Notice of Rate Adjustment

The Town Manager advised that legal counsel, John Taylor-Hood of Benson Buffett gave notice of an increase for hourly rate service. While the new rate is currently \$285 for his services, the Town will received a reduced rate of \$250 on new files and existing files will continue at the lower rate of \$225.

Note: The Town Manager will seek justification from the law firm on the increase and report to Council.

5. Discussion item

The ongoing issue of Local Improvement Assessments was discussed in reference to projects. The Town Manager will prepare and circulate some information to Council and it is hoped that a recommendation will come forward to Council from the next Admin Finance Committee meeting.

Added item:

Millers Road Bridge

A credit was received for a slight overcharge relating to Millers Road Bridge and consequently a motion to adjust the final cost is necessary for filing with the Gas Tax Secretariat.

Motion: Facey/Bartlett
2016-030 Resolved that Motion 2015-454 be rescinded and furthermore Council approve the final costing for Millers Road Bridge to \$292,200.51 inclusive of HST.
Carried Unanimously

CORRESPONDENCE

(a) Correspondence regarding Speed Limits (letter tabled)

(b) Municipal & Intergovernmental Affairs – Decision re Purchase Notice/137 Beachy Cove Road (tabled).

NEW/GENERAL/ UNFINISHED BUSINESS

Proclamation read and signed by Mayor Tucker for PCSP Winter Carnival Week Feb. 12-21st

ADJOURNMENT

Motion: Will/Facey
2016-031 Resolved that this meeting be adjourned. 5:40 p.m.
Carried Unanimously

Moses Tucker, Mayor

Judy Squires, Town Clerk

Attachment: Appendix A of Planning & Development Report

**Appendix A: Tabled Report
February 2nd, 2016**

Applications:

Item # 1:

Civic # 362 Bauline Line Extension

Subdivide Property

Zoning: Rural & Residential Development Scheme Area (RUR & RDSA) - Unserviced

The Committee recommends that the application to subdivide property at Civic # 362 Bauline Line Extension be rejected as the property is not a legally existing non-conformity in accordance with Development Regulation 49 (1) (Non-Conforming Use), the property was subdivided into its current configuration without a Permit from the Town.

The Administrator recommended that this application be rejected.