



TOWN OF PORTUGAL COVE-ST. PHILIP'S
February 23, 2016
Regular Public Council Meeting 5:00 p.m.

IN ATTENDANCE:	Mayor	Moses Tucker
	Deputy Mayor	Gavin Will
	Councillors:	Dave Bartlett
		Joe Butler (5:05)
		Norm Collins
		Johnny Hanlon
	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 9 persons in attendance noting regrets from Councillor Facey.

ADOPTION OF AGENDA

Motion: Will/Collins
2016-032 Resolved that the Agenda dated **February 23, 2016**, be adopted as circulated.
Carried Unanimously

ADOPTION OF MINUTES

Motion: Bartlett/Hanlon
2016-033 Resolved that the minutes of **February 9, 2016** be adopted as circulated.
Carried Unanimously

BUSINESS ARISING: The Town Manager reported:

1. Action item list updated with 4 new items from last meeting, 3 completed and 16 remaining active.
2. Met with NL Power regarding type of front lot underground servicing plan for new subdivisions. The information will be shared with Planning and Development to discuss further.
3. Also attended APEGNL meeting regarding mechanics liens and how they affect municipal work.
4. Along with Mayor and Deputy Mayor, met with Municipal Affairs Infrastructure Division to discuss status of current multi-year capital works projects.
5. Along with Mayor and our Manager of Water/Waste Water, attended a meeting today with Regional Water Committee to go over a report they released regarding the regional water supply system. The Mayor noted that the meeting dealt with water supply to the year 2045 and the availability of other sources.

COMMITTEE REPORTS

Planning & Development Report – February 16, 2016, presented by Councillor Collins

1. 36-40 Tolt Road

Motion: Collins/Bartlett
2016-034 Resolved that the application to construct an accessory building at Civic # 36-40 Tolt Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

**2. 1777 & 1779-1781 Portugal Cove Road
(A) Rescind motions 2015-394 and 2015-395**

Motion: Collins/Will
2016-035 Resolved that Motions # 2015-394 and # 2015-395, permitting the construction of single dwellings at Civics # 1777 & 1779-1781 Portugal Cove Road, be rescinded in light of a meeting between the applicant and the Committee regarding conditions of the approval in principles.
Carried Unanimously

(B) 1777 Portugal Cove Road

Motion: Collins/Hanlon
2016-036 Resolved that the application to construct a single dwelling at Civic # 1777 Portugal Cove Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

(C) 1779-1781 Portugal Cove Road

Motion: Collins/Bartlett
2016-037 Resolved that the application to construct a single dwelling at Civic # 1779-1781 Portugal Cove Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

3. ERPA Appeal Decision re 1047-1049 Indian Meal Line

The Planning Department is in receipt of a decision from the Eastern Newfoundland Regional Appeal Board regarding an appeal filed against Council's decision to reject an application to construct a single dwelling at Civic # 1047-1049 Indian Meal Line. The Board concluded that the Town had the authority to reject the application and ordered that the decision be confirmed. Item Submitted for Information.

4. Dept. of Municipal Affairs correspondence re Purchase Notice/Longmarsh Road

The Planning Department is in receipt of a request from the Department of Municipal Affairs for additional information regarding a Purchase Notice submitted for properties on Long Marsh Road.

Staff advised the Committee that the information requested has been forwarded to the Department. Item Submitted for Information.

5. Permit Stats: eleven (11) permits issued from January 29th to February 11th, 2016.

Recreation & Community Services Committee - February 16 2016, presented by Clr. Hanlon

1. Meeting with MAX Athletics

The Recreation Committee met with staff from Max Athletics. Mr. Pat Griffen, Executive Director and Ms. Melanie Smith, Manager of the After School Programs discussed their interest in developing an After School Program in this community. Mr. Griffin would like to explore all options available within the Town and not just Town owned facilities.

2. CNA

The Recreation Department will receive a work term placement student from the College of the North Atlantic Recreation Leadership Program from March 14th to April 8th. Mr. Kirk Combdon will spend his 4 weeks working on the Senior Paddy's Day Event, Easter Party, Easter Camp, and the Best of PSCP Community Awards. This will be an excellent experience for Mr. Combdon and we look forward to having him on our Recreation Team.

Note: Councillor Bartlett noted that Kirk is a former Beachy Cove Elementary student.

3. Grant

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

Motion:	Hanlon/Bartlett
2016-038	Resolved that the Town donate \$1000.00 to the Community Garden Program to assist with Public Gardening Seminars and supplies for the 2016 growing season.
Carried	Unanimously

Public Works Committee – February 17, 2016 presented by Clr. Bartlett

1. Connectivity Plan - Update

Staff advised Committee that the survey work has been completed on Thorburn Road to Dogberry Hill Road and has been submitted to Vigilant Management, the Town's project managers, for review. This information will be incorporated into the recommendations which will put forward to Committee for consideration in the next 2 – 3 weeks.

2. Snow Clearing – Levels of Service

Snow clearing standards were discussed, particularly as they relate to a complaint received from Farm Road. Staff will respond to the complaint. As part of the Town's strategic plan, levels of service have been discussed and standards were in the process of being drafted prior to the receipt of this complaint. The standards, once completed, will state the level of service which can be expected for snow clearing and ice control.

3. New Town Depot Location

Land has been acquired on Maggies Place for the possible location of the Town's new depot. Staff will engage the Town Manager to discuss next steps.

Economic Development, Marketing & Communications Report – February 16, 2016 presented by Clr. Butler

1. Regional Transportation Meeting

The minutes of the meeting held on Monday, February 8th have been shared with those respective communities in attendance, MHA Brazil and MP Whalen. Deputy Mayor Will is following up with the partnering communities to obtain an official commitment from each.

Motion: Butler/Will

2016-039 Resolved, whereas developing an integrated regional transit plan among municipalities in the northeast Avalon is important to the creation of a comprehensive transportation network, that this Council support an initiative from Metrobus to establish a scope of work for creating a regional transit study; and, that parameters of this scope of work will include obtaining cost estimates from applicable consulting firms for conducting a regional transit study. Furthermore, a decision by this Council on participating in the study will be made following receipt of the initial report from Metrobus.

Carried Unanimously

Note: Councillor Hanlon inquired whether there were any funds involved from the Town and was advised that there was no commitment for funds included in this motion.

2. Best of Portugal Cove St. Philip's Community Awards

Nominations are now open for the new awards event featuring volunteer, sports and business awards. Nominations can be made online through our website or with a nomination form distributed at the Town Hall. The Awards ceremony will take place on Monday, April 14th at the Legion.

3. Speed Zone Policy Meeting

The public meeting will take place 7:00 on March 23rd at the Recreation Centre. Our traffic consultants will be attending and making a presentation.

4. Water Metering Project Communications

An update will be provided to residents in the next issue of the Tickle. In addition a new page on the website will be dedicated to the project and will be live by March 1st. It will feature the questions identified so far in the process, the project path and the presentation to the public. We will continually update as answers become available. In addition we continue to work towards a comprehensive report for residents answering all the questions identified once full costs and fees are understood.

5. Harris Centre Northeast Avalon Regional Workshop

Our Director of Economic Development is part of the organizing committee for the event and will be speaking at the regional workshop on March 9th. These workshops take place annually throughout the province. Topics of the day will include Economic Diversification, Food Security and Housing and Homelessness. You can register for the event through our website and it is being held at the Manuals River Interpretation Centre in CBS.

6. Sustainability Conference

Councillor Butler attended the FCM Sustainability Conference in Ottawa, Ontario February 10-11th.

Update: Councillor Butler gave a verbal report to Council focusing on information regarding floodplain issues and also tabled the document 'FCM Sustainable Communities Conference 2016 – in review'.

Protective Services Committee – February 16, 2016 presented by Clr. Hanlon

1. FES Updates

- A set of safety guidelines for family fireworks use is in the draft stages.
- The Town's Emergency Plan is due for its regular review. The Emergency Plan Committee will be brought together to review the document.
- The Town's Harassment Policy was reviewed with the Fire Department membership at the most recent meeting. A social media policy directly relating to the Fire Department is under development.
- The Chiefs are developing a proposal for the Zodiac and will include training, use, equipment, and an SOP for where the boat is to be utilized.

2. Enforcement of Highway Traffic Act

The Committee reviewed the Highway Traffic Act with regards to the authority to enforce moving and non-moving violations. Resources are being investigated for enforcement possibilities. The Speed Limit Policy public meeting is being rescheduled for early in March, the consultants developing the policy and our Municipal Liaison of the Royal Newfoundland Constabulary are scheduled to attend.

Note: The Mayor noted that another meeting to discuss enforcement is being planned for March 2nd in Pouch Cove and asked that Councillor Hanlon attend.

3. Safety Vests

The Committee reviewed the quote for 300 printed safety vests, including the 50 additional vests for the Hiking/Walking Club, and has granted approval to proceed with the purchase. These vests will contain the Town logo as well as the logo for both community groups.

Admin. and Finance Committee Report – February 16, 2016 presented by DM Will

1. Accounts for Payment

Motion: Will/Hanlon
2016-040 Resolved that Council pay Regular Accounts in the amount of \$16,623.31 and Capital Accounts in the amount of \$8,502.80 for a total of \$25,126.11
Carried Unanimously

2. Correspondence – Municipal Affairs re Budget

Letter received acknowledging receipt of the Town's 2016 Municipal Budget as prepared and adopted by Council – for info only.

3. Correspondence – Municipal Affairs re Training Circular

Detailed list of training and professional development opportunities for 2016 for Council and Staff circulated for review and info.

4. Amendment to Schedule of Fees

Further to a motion that was passed on May 19, 2015 (and omitted from the 2016 tax schedule of fees), committee puts forward the following:

Motion: Will/Butler

2016-041 Resolved that the 2016 Tax Structure and Schedule of Fees be amended to include the following:

Transfer Fees - for the transfer of water and sewer services from existing connected structure to a newly constructed structure at same civic address, a transfer fee will be charged for each type of service as follows: Water.....\$350.00 Sewer.....\$350.00 Storm Sewer....\$350.

Carried Unanimously

5. Review of Multi Year Capital Works

Committee continued discussions on local improvement assessment fees in relation to multi-year capital projects and are awaiting further investigation from the Town Manager prior to making a recommendation on this issue.

CORRESPONDENCE - none for this meeting

NEW/GENERAL/ UNFINISHED BUSINESS

Special Olympics

Councillor Collins made note that the Special Olympics are being held in Corner Brook from March 1-6th and that two snowshoeing and floor hockey competitors from our Town Jessica Greeley (Norm's Granddaughter) and Nadia Branton. There are 44 competitors from NL included in the 1000 competitors and 1700 supporters attending the games.

There is a team sendoff pet rally 1:15 pm Sunday at the Science Center at MUN for anyone interested in showing their support.

Deputy Mayor Will noted that Janet Barton won her power lifting class at the nationals held in Regina and Mayor Tucker noted another resident, Beverly Sharpe, also competed breaking records.

Councillor Hanlon noted the annual Appreciation Night (to be held in the spring) now includes a sport section for recognizing the efforts of athletics in the Town.

ADJOURNMENT

Motion: Will/Collins
2016-042 Resolved that this meeting be adjourned. 5:35 p.m.
Carried Unanimously

Moses Tucker, Mayor

Judy Squires, Town Clerk

Attachment: Appendix A of Planning & Development Report

**Appendix A: Tabled Report
February 16th, 2016**

Applications:

Item # 1:

**Civic # 36-40 Tolt Road
Accessory Building
Zoning: Residential Medium Density (RMD) - Unserviced**

The Committee recommends that the application for Civic # 36-40 Tolt 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 Condition # 1 (Accessory Buildings).

Correspondence:

Item # 2:

Civics # 1777 & 1779-1781 Portugal Cove Road - Meeting with the Committee

- B.** The Committee recommends that the application for Civic # 1777 Portugal Cove Road be granted approval in principle, permitting the construction of a single dwelling. Approval in principle is subject to the submission of a financial provision in the amount of \$ 10,000.00 to the Town to ensure that site reinstatement at Civics # 1777 & 1779-1781 Portugal Cove Road is completed to the satisfaction of the Town in accordance with Development Regulation 14 (Financial Guarantees by Developer). Approval in principle is also subject to the submission and acceptance of a grading and drainage plan by a Professional Engineer for Civics # 1777 & 1779-1781 Portugal Cove Road and a timeline acceptable by Council for the completion of all site work required to fully execute the grading and drainage plan. Approval in principle is also subject to approval from the Department of Natural Resources (Mineral Lands Division). Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations (1994-2004), in accordance with a decision of the Eastern Newfoundland Regional Appeal Board, and all other regulatory bodies of government, specifically, Schedule C: Mixed Use.

- C. **The Committee recommends that the application for Civic # 1779-1781 Portugal Cove Road be granted approval in principle, permitting the construction of a single dwelling. Approval in principle is subject to approval from the Department of Natural Resources (Mineral Lands Division), and the Department of Municipal Affairs (Crown Lands) if work is required to be completed on Crown land adjacent to this property. Approval in principle is also subject to the submission of a financial provision in the amount of \$ 10,000.00 to the Town to ensure that site reinstatement at Civics # 1777 & 1779-1781 Portugal Cove Road is completed to the satisfaction of the Town in accordance with Development Regulation 14 (Financial Guarantees by Developer). Approval in principle is also subject to the submission and acceptance of a grading and drainage plan by a Professional Engineer for Civics # 1777 & 1779-1781 Portugal Cove Road and a timeline acceptable by Council for the completion of all site work required to fully execute the grading and drainage plan. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations (1994-2004), in accordance with a decision of the Eastern Newfoundland Regional Appeal Board, and all other regulatory bodies of government, specifically, Schedule C: Heritage Community.**