



**TOWN OF PORTUGAL COVE-ST. PHILIP'S**  
March 22, 2016  
Regular Public Council Meeting 5:00 p.m.

**IN ATTENDANCE:**

Mayor	Moses Tucker
Deputy Mayor	Gavin Will
Councillors:	Dave Bartlett
	Joe Butler
	Norm Collins
	Aaron Facey
	Johnny Hanlon
Director of Financial Operations	Tony Pollard
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 8 persons in attendance.

**ADOPTION OF AGENDA**

Motion: Facey/Hanlon  
2016-068 Resolved that the Agenda dated **March 22, 2016** be adopted as circulated.  
Carried Unanimously

**ADOPTION OF MINUTES**

Motion: Hanlon/Butler  
2016-069 Resolved that the minutes of **March 8, 2016** be adopted as circulated.  
Carried Unanimously

**BUSINESS ARISING:**

The Town Manager did not have a report but circulated the updated Action Item list prior to the meeting noting 11 new, 12 completed and 15 remaining items.

**COMMITTEE REPORTS**

**Planning & Development Report – March 15, 2016, presented by Councillor Collins**

**1. 1404-1434 Portugal Cove Road**

Motion: Collins/Will

2016-070-1 Resolved that the application to construct a single dwelling at Civic # 1404-1434 Portugal Cove Road be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

**2. 10 Belbins Road**

Motion: Collins/Butler

2016-070-2 Resolved that the application to reconfigure property, demolish an existing single dwelling and construct a new single dwelling at Civic # 10 Belbin's Road be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

**3. 200-216 Olivers Pond Road**

Motion: Collins/Bartlett

2016-071 Resolved that the application to construct an accessory building at Civic # 200-216 Oliver's Pond Road be rejected as per Appendix A: Tabled Report.

Carried Unanimously

**4. 533 Bauline Line Extension**

Motion: Collins/Facey

2016-072 Resolved that the application for an extension to an existing mineral working operation at Civic # 533 Bauline Line Extension be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

**5. Notice of Appeal Filed**

The Planning Department is in receipt of a notice from the Eastern Newfoundland Regional Appeal Board that an appeal has been filed regarding an application to construct a single dwelling (backlot) at Civic # 59 Dawn Allen Road.

Item submitted and tabled for Information.

**6. 6 – 23 Ursula Crescent** – removed from report, no action necessary

**7. 16 Bluebell Bend** - removed from report, no action necessary

**8. 16-18 Dawn Allen Road**

Motion: Collins/Will

2016-073 Resolved that Council issue a Removal Order for an accessory building at Civic # 16-18 Dawn Allen Road which was constructed without a permit from the Town.

Carried Unanimously

**9. 1401-1417 Portugal Cove Road**

Motion: Collins/Bartlett  
2016-074 Resolved that Council issue a Removal Order for existing objects, vehicles and trailers which are in a wrecked, discarded and abandoned condition, and all existing general debris, refuse, litter and garbage at Civic # 1401-1417 Portugal Cove Road.  
Carried Unanimously

**10. Permit Stats:**

Fifteen (15) permits issued from February 26<sup>th</sup> to March 10<sup>th</sup>, 2016 as per Appendix A: Tabled Report.

**Recreation & Community Services Committee – March 15, 2016, presented by Clr. Facey**

**1. East Coast Trail MOU**

The East Coast Trails Association submitted a Memorandum of Understanding (MOU) to formalize the relationship between the Town of Portugal Cove – St. Philip’s and themselves. The Recreation Committee reviewed the document (tabled) and would like to put forward the following recommendation:

Motion: Facey/Bartlett  
2016-075 Resolved that the Town sign the MOU that’s been presented by the East Coast Trail Association Inc.  
Carried Unanimously

Note: In response to DM Will’s inquiry regarding the upkeep of the new trail at North Point Road, it was clarified that there is no burden on the Town to maintain, this agreement more about coastal buffers and preservation.

The Town looks forward to furthering its relationship with East Coast Trails as they continue to expand their Trail networking system.

**2. Easter Camp**

The Town will be operating its Easter Camp at Beachy Cove Elementary from March 29<sup>th</sup> to April 1<sup>st</sup>. Currently there are 32 kids registered for the camp with 4 staff supervisors. Kids will have the opportunity to participate in physical activities, crafts, science experiments, as well as visits from NL Reptile and Wonderbolt Circus. It is anticipated that this camp will be a success.

**3. Voisey’s Brook Softball Field**

The Recreation Director and the Heritage Staff will continue working on the process to name the Voisey’s Brook Softball Field. Information will be collected and forward for committee discussion at the next meeting. It is the Recreation Committee’s goal to have a ceremony in late May or early June to announce the new name.

**4. Grants**

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

Motion: Facey/Bartlett  
2016-076 Resolved that the Town waive the Recreation Centre fee on Sunday, March 20<sup>th</sup> for the Cerebral Palsy Association of NL, Easter Craft Fair fund raiser.  
Carried Unanimously

Motion: Facey/Hanlon  
2016-077 Resolved that the Town donate \$200.00 to the Northeast Eagles Bantam B team travelling to Goose Bay, Labrador for the Easter Provincial Tournament.  
Carried Unanimously

Motion: Facey/Bartlett  
2016-078 Resolved that the Town donate \$200.00 to the Northeast Eagles Peewee E Provincial Tournament March 28<sup>th</sup> to March 30<sup>th</sup> at the Jack Byrne Arena; and that the Town will also advertise in the Tournament Booklet at a cost of \$100.00.  
Carried Unanimously

**Public Works Committee – March 16, 2016 presented by Councillor Bartlett**

**1. Presentation – Water & Wastewater Equipment, Treatment & Transport (WWETT) Show**

Staff member B.J. Hibbs attended a three-day trade show from February 17 to 20 in Indianapolis, Indiana. WWETT is the largest tradeshow of its kind worldwide. There were 599 companies present, 52 countries represented, in excess of 10,000 attendees and over 100 educational sessions held during the three days. The educational sessions qualify as Continuing Education Units (CEUs) for staff and are used towards meeting the Provincial operating permit requirements. B.J. took part in sessions covering septic system control panels, pre-treatment and wastewater lagoon management, septic collection and treatment, large scale FOG (fats, oil and grease) stations, municipal biological wastewater treatment, dewatering systems and odor control. As the treatment process used at the Town's wastewater treatment plants is unique in this province, participating in training sessions such as those provided through the WWETT conference provide opportunity to network and learn from others with similar technology.

**2. Water Consumption Report**

The Manager of Water and Wastewater presented the water consumption report for January and February 2016. Consumption decreased by 16% in January 2016 and 13% in February 2016 compared to same periods prior year. Water costs declined as well, however the percentage decrease in cost did not match the percentage decrease in consumption as the per cubic meter cost of water from the Regional Water Authority increased from \$0.555/m<sup>3</sup> in 2015 to \$0.589/m<sup>3</sup> in 2016. The Town's Leak Detection and Hydrant Maintenance programs, which were implemented in 2015, have positively impacted the Town's consumption levels as several areas of concern were repaired and/or issues resolved.

**3. St. John's Regional Drinking Water Study**

Committee discussed the recently completed Drinking Water Study which was commissioned by the Regional Water Authority. The study focused on future anticipated water demands, the supply and distribution capabilities of the regional water system, recommended system improvements and capital, operational and maintenance cost estimates for system improvements and new source developments. The report was presented to Regional Water Authority Committee members at its February meeting. Members were asked to review the report and provide feedback to the Regional Water Authority. Concerns noted by the Public Works Committee were the accuracy of the population projections used in the report, the potential sources for future development identified and the fact that the report was not circulated to Regional Water Authority Committee members prior to being finalized. These concerns will be documented and forwarded to the Regional Water Authority.

#### **4. Depot Exhaust System – Design Fees**

Design fees for the implementation of a ventilation and exhaust system for the Public Works Depot were presented. The system will include proper heat recovery ventilator for staff and garage areas, gas detection and emergency ventilation and a vehicle source capture exhaust system and is required to meet Occupational Health and Safety, Building Code and ASHRAE standards. The design fees of \$9,500 +HST include the provision of mechanical and electrical drawings, tender package, shop drawing review, site visits and final inspection. Budgeted costs for the total project are \$70,000.

#### **For the record, conflict of interest question:**

Councillor Facey ask that Council consider whether or not he would be in conflict of interest for the as one of the partners in the (engineering) firm is a client of his in his day job. Councillor Facey left the chambers at 5::20 pm for discussion.

Mayor Tucker and Councillors discussed and by consensus ruling for the record, all agreed that there is **no conflict** (no financial benefit and not a relative). Councillor Facey was asked to return to the chambers and advised he was not in conflict for the following item.

Motion: Bartlett/Collins  
2016-079 Resolved that Rowsell Appleby Newton Engineering be contracted to prepare the design and tender package to support the implementation of a ventilation and exhaust system for the Public Works Depot at a cost of \$9,500 +HST.  
Carried Unanimously

#### **5. Connectivity Plan Update**

Committee were advised that a draft of the connectivity plan proposal for the Thorburn Road/Dogberry Hill Road area was received from Vigilant Project Management the week prior. Once reviewed by staff in the coming weeks, Vigilant will be asked to present their recommendations to Committee.

#### **6. Weight Restriction Sign, Bradburys Road**

A weight restriction sign that was in place on Bradburys Road has been removed as there are no existing weight restrictions on this road. The sign was erected in the past (Motion 94-395) prior to the road being upgraded. Staff advised Committee the purpose of bringing this item to Committee was simply to document the removal of the sign in the minutes of Council as the discussion to erect the sign a number of years back was documented in the minutes.

### **Economic Dev. Marketing & Comm. Report – March 16, 2016 presented by Clr. Butler**

#### **1. Green Team Application**

An application for a summer Green Team has been submitted. The purpose of the project is to investigate and determine multiple locations within PCSP that are able to support healthy populations of trout through overall stream assessment with an emphasis on spawning beds. The Green Team is a budgeted item, as requested by ACE, after a successful project last year involving the garbage/recycling project. The project is funded 85.5% by Conservation Corps Newfoundland and Labrador and brings in a team of four ages 16 – 30 over an 8 week timeframe.

## **2. Collections Management Policy**

The committee reviewed a draft of the Collections Management Policy being crafted by the Heritage Coordinator. This policy is now a requirement for Cultural Economic Development Program Funding and is based on Provincial standards. A final draft of the policy will be submitted for council review at the next committee meeting.

## **3. Communications Coordinator**

The committee reviewed the job description and objectives for the one year contractual position.

## **4. Best of PCSP Community Awards**

Nominations for the awards close on Thursday, March 24<sup>th</sup>. Fred Hutton has been confirmed as the emcee.

## **5. Agriculture Meeting**

Those businesses attending have requested the date of the meeting change to Thursday, April 7<sup>th</sup> at 2:00 pm.

## **6. Speed Zone Policy Meeting**

The Speed Zone Policy Meeting will take place Wednesday, March 23<sup>rd</sup> at 7:00 at the Recreation Centre. The event overview was reviewed by the committee and the public meeting will include members of Council, Staff, SafePCSP, RNC and our traffic consultants at Harbourside.

## **7. Harris Centre Regional Workshop**

The regional workshop took place on Thursday, March 10<sup>th</sup>. It was attended by 85 people throughout the region at took place in CBS at the Manuels River Interpretation Centre. Mayor Moses Tucker, Deputy Mayor Gavin Will and staff Les Spurrell and Jeff Lawlor attended the session. There were three breakout groups focused around three themes: Food Security, Economic Diversification and Housing and Homelessness. The objective of the day was to bring local stakeholders together with the academic resources of Memorial University to identify potential collaborative projects. There were over 40 projects identified that will now be assessed for further action at the university.

## **Protective Services Committee – no meeting held, update provided by Councillor Hanlon:**

### **1. Emergency Plan Review**

Members of the Emergency Planning Committee and the Emergency Council Committee met on Thursday March 10<sup>th</sup> to begin the review of the Town's Emergency Plan. The members agreed Mr. Bill Collins of Fire and Emergency Services NL would provide the best resource to ensure all items are covered and this meeting has already been arranged for March 21st. The members also agreed that the first step is to address the known issues with the structure, purpose, and terms of reference of the Emergency Council Committee and Emergency Planning Committee and as well the title and responsibilities of the Emergency Operations Centre (EOC) members. The Chiefs and Town Manager will be reviewing this with Mr. Collins and bring recommendations for improvements back to the Protective Services Committee so that the regular review of the plan can continue and be directed appropriately.

**Admin. and Finance Committee Report – March 15, 2016 presented by Deputy Mayor Will**

**1. Accounts for Payment**

Motion: Will/Facey  
2016-080 Resolved that Council pay Regular Accounts in the amount of \$37,911.13 and Capital Accounts in the amount of \$295,433.48 for a total of \$333,344.61  
Carried Unanimously

**2. Correspondence – from resident regarding controlling costs/management salaries**

Committee reviewed the resident's comments which were acknowledged by the Town Manager and are taken under advisement. Councillor Facey noted as the emails (tabled) were copied to Council, he did call and chat with the resident about his concerns.

**3. Carried forward items:**

**Asset Management Plan** – the Director of Financial Operations will provide information for the next Committee of the Whole meeting planned for March 22<sup>nd</sup> following the Council meeting/open session.

**4. Maggies Place – need for an RFP**

Committee discussed and agreed that this be referred to the Committee of the Whole meeting on March 22<sup>nd</sup> to look at setting parameters for a consultant to put together an RFP to develop the land at Maggies Place which was purchased by the Town.

**CORRESPONDENCE**

**(a) Community Garden Group** - Mayor Tucker read and tabled a letter from Maudie Whalen on behalf of the Community Garden Group expressing thanks and appreciation for the Town's interest in encouraging and recognizing the efforts of the group.

**NEW/GENERAL/ UNFINISHED BUSINESS**

**1. Financing approval** - The following new business from the Director of Financial Operations was presented by Deputy Mayor Will

Motion: Will/Facey  
2016-081 Resolved **Council** enter into a 7 year term with a 7 year amortization with the Bank of Montreal at the rate of 2.99% for One 2016 Freightliner 108 SD single axle plow/salt/sand dump truck in the amount of \$206,039.68 and a 7 year term and 7 year amortization at the rate of 2.99% for one 2016 Dodge Ram 5500 HD single axle 4x4 salt/sand plow in the amount of \$89,393.80.  
Carried Unanimously

**2. Jessica Greeley – Special Olympics**

Councillor Collins 14 year old granddaughter, Jessica, and family members arrived at the Council meeting at 5:40 pm. Mayor Tucker and Councillors congratulated her on her the bronze medal for her 100 meter snowshoeing race at the Special Olympics held February in Corner Brook. Mayor Tucker read a short bio outlining Jessica's achievements and Jessica posed with Council members for a photo. Good Luck on the upcoming 2016 provincial summer track and field games!

**ADJOURNMENT**

Motion: Will/Collins  
2016-082 Resolved that this meeting be adjourned. 6:50 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  
March 15<sup>th</sup>, 2016**

**Applications:**

Item # 1:

**Civic # 1404-1434 Portugal Cove Road  
Single Dwelling  
Zoning: Mixed Use & Agriculture (MIX & AG) - Unserviced**

**The Committee recommends that the application for Civic # 1404-1434 Portugal Cove Road be granted approval in principle, permitting the construction of a single dwelling. Approval in principle is subject to the submission and acceptance of a professionally prepared landscaped drawing or similar quality plan showing vegetation to be retained, areas to be graded, and areas of planting, including plants to be used in accordance with Schedule C: General Provision # 10 (b) (Development with Pond Frontage). In addition, approval in principle is subject to the submission of a landscape deposit to ensure the approved landscape proposal is carried out to its satisfaction in accordance with Schedule C: General Provision # 10 (c) (Development with Pond Frontage). 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: General Provision # 10 (Development with Pond Frontage), Schedule C: Mixed Use and Schedule E: Environmental Protection Overlay.**

Item # 2:

**Civic # 10 Belbin's Road  
Demolish & Construct Single Dwelling  
Zoning: Traditional Community (TC) - Serviced**

**The Committee recommends that the application for Civic # 10 Belbin's Road be granted approval in principle, permitting the reconfiguration of property, demolition of an existing single dwelling and construction of a new single dwelling.**

The Administrator recommended that this application be rejected as it is contrary to Schedule C: Traditional Community Condition # 3.1 (Dwellings) which states that the ground area coverage of a new or expanding dwelling shall be no more than 20 percent larger than the average area coverage of all dwellings located within a radius of 60.0 metres of the new or expanding dwelling.

Item # 3: Civic # 200-216 Oliver's Pond Road

**Accessory Building  
Zoning: Residential Low Density & Protected Watershed (RLD & PW) - Unserviced**

**The Committee recommends that the application to construct an accessory building at Civic # 200-216 Oliver's Pond Road be rejected as the application was referred to the City of St. John's in accordance with Plan Policy GL-8 (General Layout Policies) and was rejected by the City.**

The Administrator recommended that this application be rejected

**Item # 4: Civic # 533 Bauline Line Extension  
Extension to Mineral Working (Quarry)  
Zoning: Rural (RUR) - Unserviced**

The Committee recommends that the application for Civic # 533 Bauline Line Extension be granted approval in principle, permitting the extension of an existing mineral working operation (gravel rock quarry). Approval in principle is subject to the condition that the mineral working operation not be expanded into this area until such time that the original site has been worked and rehabilitated. Approval in principle is subject to the submission and acceptance of a plan for site reclamation and rehabilitation. Approval in principle is also subject to the submission of approvals from all government agencies required, specifically, the Department of Natural Resources and the Department of Environment and Conservation. 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 RUR-2 (Land Uses), Plan Policy RUR-8 and RUR-10 (Aggregate Extraction), (Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), and Schedule C: Rural.

**Permits Issued:**

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	16-042	02/26/2016	14	Marie Place	Occupancy
2	16-043	02/29/2016	2	Brook View Place	Site Preparation
3	16-044	02/29/2016	21	Ursula Crescent	Dwelling Extension
4	16-045	03/01/2016	533	Bauline Line Extension	Quarry
5	16-046	03/01/2016	17	Blagdon Hill	Site Preparation
6	16-047	03/01/2016	17	Blagdon Hill	Single Dwelling
7	16-048	03/01/2016	22	Blagdon Hill	Site Preparation
8	16-049	03/01/2016	22	Blagdon Hill	Single Dwelling
9	16-050	03/02/2016	283-287	Old Broad Cove Road	Occupancy
10	16-051	03/03/2016	117-119	Beachy Cove Road	Relocate Accessory Building
11	16-052	03/08/2016	9	Blue Sky Drive	Site Preparation
12	16-053	03/09/2016	533	Bauline Line Extension	Access Road to Quarry
13	16-054	03/10/2016	10	Willow Bend Close	Site Preparation
14	16-055	03/10/2016	8A	Lees Place	Site Preparation
15	16-056	03/10/2016	64-68	Meadow Heights	Site Preparation