



TOWN OF PORTUGAL COVE-ST. PHILIP'S

June 14, 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	Jeff Lawlor
		Director of Ec. Dev/Marketing/Comm.	Gail Tucker
		Director of Public Works	Les Spurrell
		Planning & Dev. Coordinator	Chris Milley
		Town Manager	Judy Squires
	Town Clerk		

Mayor Tucker called the meeting to order and welcomed the Council, staff and gallery of 23 persons in attendance (including 15 for presentation).

ADOPTION OF AGENDA

Motion: Will/Collins

2016-166 Resolved that the Agenda dated **June 14, 2016**, be adopted as circulated.

Carried Unanimously

PRESENTATION/DELEGATIONS

Norma Reid of Safe PCSP and a delegation of six students from Beachy Cove Elementary presented their 'Photo Voice Project'. Students were given cameras and asked to take pictures of their 1.6 km walking routes to school. The students described their pictures of unsafe walking conditions and expressed their concerns to Council. Ms. Reid noted they would like to see crosswalks, more signage and walkways separated from the street (i.e. Sparta Place). She also suggested partnering and tapping into Infrastructure Canada funding. Mayor Tucker expressed his appreciation for the students' awareness of the issue and Council thanked them and Ms. Reid for the very informative presentation.

ADOPTION OF MINUTES

Motion: Will/Butler

2016-167 Resolved that the minutes of **May 31, 2016** be adopted as circulated. Carried

Unanimously

BUSINESS ARISING

The Town Manager noted there is no report for tonight's meeting and that he will be away for the next Council meetings. An updated Action Item list including projects will be presented at the next meeting.

COMMITTEE REPORTS

Planning & Development Report – June 7, 2016, presented by Councillor Collins

1. 1335-1343 Thorburn Road

Motion: Collins/Facey
2016-168 Resolved that the application to demolish a single dwelling and construct a single dwelling at Civic # 1335-1343 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

2. 34 Jendarmie Place

Motion: Collins/Bartlett
2016-169 Resolved that the application to construct a single dwelling at Civic # 34 Jendarmie Place be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

3. 1027 Thorburn Road

Motion: Collins/Bartlett
2016-170 Resolved that the application to construct a dwelling extension at Civic # 1027 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

4. 47-49 Nearys Pond Road

Motion: Collins/Hanlon
2016-171 Resolved that the application to construct an accessory building at Civic # 47-49 Nearys Pond Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

5. 1361-1363 Thorburn Road

Motion: Collins/Butler
2016-172 Resolved that the application to construct an accessory building at Civic # 1361-1363 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

6. 1-5 Crystal Lane

Motion: Collins/Will
2016-173 Resolved that the application to construct an accessory building at Civic # 1-5 Crystal Lane be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

7. 362 Bauline Line Extension

Motion: Collins/Bartlett
2016-174 Resolved that a revised compliance letter be forwarded to McInnis Cooper, for Civic # 362 Bauline Line Extension as per Appendix A: Tabled Report.
Carried Unanimously

8. Permit Stats: 19 permits issued from May 20th to June 2nd as per Appendix A: Tabled Report.

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

1. June is Recreation Month

In conjunction with the Department of Seniors, Wellness, and Social Development and Recreation Newfoundland and Labrador the Town of Portugal Cove-St. Philip's proclaims "June is Recreation Month". The Mayor will sign the proclamation later in the meeting.

2. Pour and Play Surface for Rainbow Gully Inclusion Swing

Grand Concourse Authority has retained the services of Coastline Specialties to complete the final stage to make the playground in Rainbow Gully fully accessible by installing the Pour and Play surfaces around the inclusion swing.

3. Voisey's Brook Dedication Memorial Tournament

The Recreation Staff and the Heritage Staff are working together to finalize the information needed to promote the Dedication Memorial Tournament at Voisey's Brook Park. The tournament, scheduled for Sept 9th – 11th, will commemorate the renaming of the field and create the 1st Annual Bill Churchill Memorial Tournament. Recreation Staff will be advertising the event over the next couple of months.

4. Canada Day Regatta Festival

The Canada Day Regatta Festival will take place from July 1st to July 9th. The Recreation Department has contacted businesses from the community and surrounding area and presented them with a sponsorship package for this event. The events were highlighted as well as the opportunity to promote their business through our media, the event booklet, and at the events. The event booklet will be distributed to residents and in the local businesses by June 20th. Recreation Committee discussed issues that they felt the staff need to improve for this year's festival. If council would like to provide additional feedback, please contact the Special Events Coordinator.

5. Killick Coast Games

The 2016 Killick Coast Games will be hosted by the Town of Logy Bay – Middle Cove – Outer Cove from August 22nd to August 26th. The Killick Coast Games Committee has implemented a rule this season that all athletes will submit individual entries only. Registration is open until June 30th. Any athlete wanting to participate can contact Nick Miller at 895-5661 or nick.miller@pcsp.ca.

6. Summer Program Registration

The 2016 Summer Program registration took place on Monday, May 30th. The new online process went well, with only a few issues that were dealt with very promptly by staff. Special thanks to Joe Donkers, Accounting Technician with the Finance Department for all his assistance with the registering process. Registration numbers were a little lower than in previous years. However over the past week, staff has promoted the camps on all of our social media, our website, and an additional flyer in the mail. Numbers have increased and now we have a few of the weeks full. We anticipate that a few more may trickle in and that we will have a successful camp this season.

7. Community Grants

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

- Motion: Facey/Bartlett
2016-175 Resolved that the Town discount the rental fee of the Voisey's Brook Softball Field to \$200.00 the weekend of August 19th – 21st for **Green Demons Softball team** as a fund-raiser for slo-pitch Nationals in Barrie, Ontario Sept 2nd. Be advised that the \$100 fee for the hut will be applied.
- Carried Unanimously
- Motion: Facey/Bartlett
2016-176 Resolved that the Town donate \$100.00 to **William Gamperl** toward his travel to the Under 14th Boys Atlantic Soccer Championships in Charlottetown, PEI July 7th-10th.
- Carried Unanimously
- Motion: Facey/Hanlon
2016-177 Resolved that the Town donate \$100.00 to **Kaitlyn Hall** towards her travel to the Summerfest Soccer Tournament held in Nova Scotia July 12th-17th.
- Carried Unanimously
- Motion: Facey/Bartlett
2016-178 Resolved that the Town discount the rental fee of the Voisey's Brook Softball Field to \$200.00 the weekend of July 8th -10th as a fund-raiser for **Choices for Youth**.
- Carried Unanimously

Committee received a community grant application from The Home Team NL, to discount the field for a tournament that they are hosting at Voisey's Brook Park as a fund-raiser for Nationals in Lethbridge July 29 – Aug 1st. Due to the fact that the team members are not residents of the community, committee agreed to not donate as requested.

Committee also received an application with 3 request for support for one individual at 3 different events. However an individual/group is only permitted to receive funding for once per year for one event. Therefore, committee agreed to not donate the full amount as requested.

Note: Councillor Facey noted that committee is reviewing and tightening up the grant/donation policy to ensure there is no duplication.

Public Works Committee – June 8, 2016 presented by Clr. Bartlett

1. Connectivity Plan Phase 1 - Update

Staff advised that a meeting occurred on June 1, 2016 with officials from the provincial Department of Transportation and Works ("Transportation and Works") regarding the proposed sidewalk options for portions of Thorburn Road and Dogberry Hill Road. The concept provided to Transportation and Works was positively received, however approval will not be considered until detailed drawings are submitted to the provincial department. Committee provided staff with approval to move forward with detailed drawings for the recommended concept plan. There are some operational items requiring further assessment, such as snow clearing and maintenance requirements, which staff will consider.

DISCUSSION ITEMS (from Public Works report)

- Pressure Reducing Valve Chambers: An update was provided to Committee regarding the ongoing maintenance and repairs of the pressure reducing valve chambers throughout Town.
- On-street Parking - Recreational Trailers: Recent correspondence from a resident regarding the parking of recreational trailers on roadways was discussed. This item was referred back to the Town Manager/Engineer for assessment.
- Blast Hole Pond Illegal Dumping: Correspondence from a resident regarding illegal dumping in the area of the Blast Hole Pond turnaround was discussed. Committee was advised that the Protective Services Committee recently discussed enhancing the security patrol schedule in place; patrols for this area could be included as part of the new schedule.
- Newbury Street Traffic Issues: Staff advised that the Town’s traffic engineer consultants began work on data collection; the timeframe for this work is 1-2 weeks. The consultants will follow up with a synopsis of the data and any necessary recommendations for traffic control, if required.

Economic Dev. Marketing & Communications Report – June 8, 2016 presented by Clr. Butler

1. Town Signs

The most recent costs and designs were shared with the committee. We are awaiting some additional information and final designs. Once finalized we will submit an application to ACOA for funding and engage the business community for support. The application will be submitted in mid-July.

2. Social Media Policy

The committee reviewed proposed amendments to support additional social media platforms, adjust authorized users to include Communications Coordinator and create an additional section under policy and procedure regarding politics on social media. The policy is attached.

Motion:
2016-179

Butler/Bartlett
Resolved that the Social Media Policy be amended to make changes to the definition of social media, add additional authorized users and create a new policy and procedure on politics on social media.

Carried

Unanimously

3. New Website

The committee reviewed the final design of the new website. Content is now being input into the website and programming finalized. The launch will take place later in the summer.

4. Sharepoint

Council will received their new iPads with Sharepoint software installed before Council. A training session is being scheduled with the Director of Economic Development to discuss the functionality and access to the program.

5. Public Meeting Newbury Street

A public meeting will be planned by the Town with regards to Newbury Street and road safety in the area. Public Works is currently working with our traffic consultants on a report on options and following its completion the meeting will be announced.

Protective Services Committee Report – June 7, 2016 presented by Councillor Hanlon

1. Dogberry Hill Road Extension – Evacuation Route

The Town is in receipt of a petition which requests the creation of a secondary escape route from the end of Dogberry Hill Road Extension through to the Town of Paradise. This is also well known as Millers Path. The Committee discussed the idea in depth, including options for appropriate barricades and cross boundary issues. The Committee believes the creation of a restricted access roadway for the purpose of a secondary evacuation route during the high risk wildfire season is a positive project for the protection of residents. Therefore:

Motion:
2016-180

Hanlon/Will
Resolved that the Town initiate communication with the neighboring communities to begin work n the development of a gravel, emergency access only, road between Dogberry Hill Road and Camrose Drive in the Town of Paradise as a secondary means of egress for the purpose of wildfire safety.

Carried

Unanimously

It is also noted that as the intended area also passes through the City of St. John’s, their authorization will be required for completion.

2. Vehicle Break-ins

There have been a number of vehicles broken into over the past two weeks, seemingly in targeted areas of the community. Residents are encouraged to report any suspicious activity to the Royal Newfoundland Constabulary (RNC) at 729-8000. The RNC will direct its resources to these areas based on reported activity. Notices will be placed in the next edition of the Tickle, as well as on the Town’s website and Facebook page.

3. Municipal Enforcement Update

A letter has been sent to the RNC requesting a meeting between the Town Manager, the CAO of Torbay and the appropriate member of the RNC to discuss the potential of an enforcement services agreement.

4. Animal Control Regulations

The Deputy Mayor met with members of the public on Tuesday June 7th to discuss ideas around updates to hobby farming regulations with regards to animal husbandry.

Note: Deputy Mayor noted that committee will be checking with other communities and will re-visit in the fall.

Added item: Security Patrols

Councillor Hanlon noted that the routes for the security patrols are being switched to avoid repetition and provide coverage to more areas.

Administration and Finance Committee Report – June 7, 2016 presented by Deputy Mayor Will

1. Accounts for Payment

Motion: Will/Facey
2016-181 Resolved that Council pay Regular Accounts in the amount of \$106,358.43
Carried Unanimously

2. Appointment of Auditors 2016

Motion: Will/Hanlon
2016-182 Resolved that Council appoint Byron Smith , Chartered Professional Accountants, as auditors for the town for the 2016 fiscal year.
Carried Unanimously

3. Multi-Year Capital Works

The town manager advised that the information relating to the 2014-2017 Multiyear Capital works has been forwarded to the Minister of Municipal Affairs for approval.

CORRESPONDENCE – none for this meeting

NEW/GENERAL/ UNFINISHED BUSINESS

(a) Proclamation – June is Recreation Month

Mayor Tucker read and signed the Proclamation proclaiming June as Recreation Month for the Town of Portugal Cove-St. Philip's.

NOTICE OF MOTION/AGENDA ITEMS

June 14, 2016 Council Meeting Notice of Motion: to be presented by Councillor Butler

Subject: 12-16B Mercers Road

This is to provide Council with notice that I will be bringing forward a motion to the June 28, 2016 Council meeting requesting that Council make a decision to either grant approval in principle or reject the application for a 26 lot subdivision at 12-16B Mercers Road.

The original decision to grant approval in principle (Motion # 2014-426) was vacated by the Eastern Newfoundland Regional Appeal Board on October 1, 2015, and Council was directed to reconsider the application.

This motion is being brought forward as a means of concluding the Appeal Board's directive.

In the meantime, I request that the Planning & Development Committee review the application at their next meeting.

ADJOURNMENT

Motion: Will/Collins
2016-183 Resolved that this meeting be adjourned. 6:00 p.m.
Carried Unanimously

Moses Tucker, Mayor

Judy Squires, Town Clerk

Attachment: Appendix A of Planning & Development Report

**Appendix A: Tabled Report
June 7th, 2016**

Applications:

Item # 1:

**Civic # 1335-1343 Thorburn Road
Demolish & Construct Single Dwelling
Zoning: Residential Medium Density (Serviced)**

The Committee recommends that the application for Civic # 1335-1343 Thorburn Road be granted approval in principle, permitting the demolition of a single dwelling and construction of a single dwelling. Approval in principle is subject to a 10.0 % variance on the front yard requirement which will decrease the minimum front yard from 6 m to 5.4 m. Approval in Principle is in accordance with approval from Fisheries and Oceans Canada 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 Development Regulation 70 (Soil Removal and Deposit and Site Grading), Schedule C: Residential Medium Density, and Schedule E: Environmental Protection Overlay.

The Administrator recommended that Council use their discretion to grant approval in principle to this application.

Item # 2:

**Civic # 34 Jendarmie Place
Single Dwelling
Zoning: Residential Medium Density & Protected Watershed (RMD & PW) - Unserviced**

The Committee recommends that the application for Civic # 34 Jendarmie Place be granted approval in principle, permitting the construction of a single dwelling. Approval in principle is in accordance with correspondence from the City of St. John's dated June 1st, 2016. 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.

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

Item # 3:

**Civic # 1027 Thorburn Road
Dwelling Extension
Zoning: Protected Watershed (PW) - Unserviced**

The Committee recommends that the application for Civic # 1027 Thorburn Road be granted approval in principle, permitting the construction of a dwelling extension. Approval in principle is in accordance with correspondence from the City of St. John's dated May 25th, 2016. 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 PW-4 (Protected Watershed Policies), Development Regulation 49 (Non-Conforming Use), and Schedule C: Protected Watershed.

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

Item # 4:

**Civic # 47-49 Nearys Pond Road
Accessory Building
Zoning: Residential Medium Density (RMD) - Serviced**

The Committee recommends that the application for Civic # 47-49 Nearys Pond 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.

The Administrator recommended that Council use their discretion to grant approval in principle to this application.

Item # 5:

**Civic # 1361-1363 Thorburn Road
Accessory Building
Zoning: Residential Medium Density (RMD) - Serviced**

The Committee recommends that the application for Civic # 1361-1363 Thorburn Road be granted approval in principle, permitting the construction of an accessory building.

The Administrator recommended that this application be rejected as it does not comply with Schedule E: Environmental Protection Overlay Condition # 4 (Steep Slopes) which

states that no buildings, structures or placement or removal of fill will be permitted on any lands designated as Restricted by the St. John's Urban Region Regional Plan, or within ten (10.0) metres of the top or bottom of slopes that exceed twenty-five percent (25) over a distance of five (5.0) or more metres as the proposed accessory building will be constructed within an area identified as having steep slopes.

Item # 6:

**Civic # 1-5 Crystal Lane
Accessory Building
Zoning: Residential Low Density (RLD) - Unserviced**

The Committee recommends that the application for Civic # 1-5 Crystal Lane 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 Low Density.

The Administrator recommended that Council use their discretion to grant approval in principle to this application.

Correspondence:

Item # 7:

Civic # 362 Bauline Line Extension - Compliance Letter (Property Configuration)

The Committee recommends that a revised compliance letter be forwarded to McInnis Cooper stating that the property at Civic # 362 Bauline Line Extension is considered by the Town as a tolerated non-conformity.

The Administrator advised that this property was subdivided in its current configuration without a permit from the Town and as such is not considered a non-conformity in accordance with Development Regulation 49 (Non-Conforming Use) of the Town's Development Regulations (2014-2024).

Permits Issued:

Item # 8:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	16-148	05/20/2016	16	Megan Ridge Drive	Single Dwelling
2	16-149	05/20/2016	18-20	Meadow Heights	Accessory Building & Driveway
3	16-150	05/20/2016	5	Blagdon Hill	Patio/Deck Extension
4	16-151	05/24/2016	13-15	Tuckford Road	Test Holes
5	16-152	05/24/2016	9	Blagdon Hill	Accessory Building
6	16-153	05/25/2016	35-37	Winsorian Place	Occupancy
7	16-154	05/25/2016	40-44	Patricia Drive	Single Dwelling
8	16-155	05/25/2016	3	Midnight Cove	Site Preparation
9	16-156	05/25/2016	36-40	Tolt Road	Accessory Building
10	16-157	05/25/2016	640-642	Old Broad Cove Road	Subdivide Property
11	16-158	05/27/2016	13	Megan Ridge Drive	Accessory Building
12	16-159	05/27/2016	279	Bennetts Road	Dwelling Repairs
13	16-160	05/30/2016	269-273	Old Broad Cove Road	Test Holes
14	16-161	05/31/2016	11	Marie Place	Site Preparation
15	16-162	05/31/2016	13	Marie Place	Site Preparation
16	16-163	06/01/2016	85-87	Woodland Drive	Accessory Building
17	16-164	06/01/2016	839-845	St. Thomas Line	Test Holes
18	16-165	06/02/2016	35-37	Jera Street	Occupancy Permit
19	16-166	06/02/2016	5	Midnight Cove	Site Preparation