



**Portugal Cove
St. Philip's**

TOWN OF PORTUGAL COVE-ST. PHILIP'S

July 26, 2016

Regular Public Council Meeting 5:00 p.m.

IN ATTENDANCE:	Mayor	Moses Tucker
	Deputy Mayor	Gavin Will
	Councillors:	Dave Bartlett
		Johnny Hanlon
	Acting Town Clerk	Heather Coughlan
	Town Manager / Engineer	Chris Milley
	Director of Financial Operations	Tony Pollard
	Director of Recreation & Community Services	Dawn Sharpe
	Director of Economic Development, Marketing and Communications	Jeff Lawlor
	Planning Technician	Ashley MacKinnon

Mayor Tucker called the meeting to order and welcomed the gallery of 9 persons in attendance.

APPOINTMENT OF ACTING TOWN CLERK

Motion: Hanlon/Will
2016-232 Resolved that Heather Coughlan be appointed the Acting/Town Clerk for the meeting of July 26, 2016.
Carried Unanimously

ADOPTION OF AGENDA

Motion: Bartlett/Hanlon
2016-233 Resolved that the Agenda dated **July 26, 2016**, be adopted as circulated.
Carried Unanimously

DELEGATIONS/PRESENTATIONS

Ronnie O'Neil and Matt Nippard of Choice for Youth made a presentation to the Town in the amount of \$500 for the community JumpStart Program. Choice for Youth, along with Key Assets, Blue Sky, Treatment Centre, Child and Youth Care students from Eastern College, and Waypoints, organized a Softball Tournament on Voisey's Brook Softball Field and received a grant from the Town to offset the

cost of the rental of the facility. Choices for Youth would like to return the favor back to our community by making this donation.

Deputy Mayor Will asked for a description of the JumpStart Program and it was provided by the Director of Recreation and Community Services. A member of the gallery asked if the Town also donated to JumpStart and the Director of Recreation noted that the Town subsidizes applicants as needed for Recreation programs so that every child has an equal opportunity to participate.

ADOPTION OF MINUTES

Motion: Will/Bartlett
2016-234 Resolved that the minutes of **July 12, 2016** be adopted as circulated.
Carried Unanimously

BUSINESS ARISING

The Town Manager noted there is no Report for this evening's meeting however the Action item list has been posted online and will be up to date as of July 27, 2016.

COMMITTEE REPORTS

Planning & Development Report of July 19, 2016 – presented by Deputy Mayor Will

1. 4 Western Heights – Subsidiary Apartment

Motion: Will/Bartlett
2016-235 Resolved that the application to construct a subsidiary apartment at Civic # 4 Western Heights be rejected as per Appendix A: Tabled Report.
Carried Unanimously

The Deputy Mayor noted that there was an attempt to contact the applicant with no response.

2. 1553-1555 Thorburn Road – Dwelling Extension

Motion: Will/Hanlon
2016-236 Resolved that the application to construct a dwelling extension at Civic # 1553-1555 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

3. 24-26 Kings Hill Road – Dwelling Renovations

Motion: Will/Bartlett
2016-237 Resolved that the application to perform dwelling renovations at Civic # 24-26 Kings Hill Road be rejected as per Appendix A: Tabled Report.
Carried Unanimously

The Deputy Mayor noted that there was an attempt to contact the applicant with no response.

4. 215-217 Old Broad Cove Road – Refinement of Provincial Flood Risk Mapping

Motion: Will/Bartlett
2016-238 Resolved that correspondence be forwarded to the Department of Environment and Conservation stating that the Town has no objection to the removal of an identified flood risk area at Civic # 215-217 Old Broad Cove Road within the Province’s Flood Risk Area Mapping as the property was previously excavated for the construction of a single dwelling.
Carried Unanimously

Clarification was made that this area was identified in error in the Flood Risk Area Mapping and that any other areas that may be identified in error will be addressed on an individual basis.

5. Municipal Recommendation Form for Crown Land – Civic #638D Indian Meal Line

Motion: Will/Hanlon
2016-239 Resolved that Council approve the Municipal Recommendation Form for Crown land at Civic # 638D Indian Meal Line for the purpose of potential residential subdivision development.
Carried Unanimously

6. Municipal Recommendation Form for Crown Land – Civic #638E Indian Meal Line

Motion: Will/Bartlett
2016-240 Resolved that Council approve the Municipal Recommendation Form for Crown land at Civic # 638E Indian Meal Line for the purpose of potential residential subdivision development.
Carried Unanimously

7. 29 Balda Place – Request for Application Fee Refund

The following motion was brought forward by Deputy Mayor Will as a member of Council and not from the Planning and Development Committee.

Motion: Will/Bartlett
2016-241 Resolved that the request to refund a \$ 100.00 processing fee paid for an application for a mobile vendor be granted as the applicants have terminated their application.
Carried Unanimously

8. There were thirty-three (33) permits issued from June 30th to July 14th, 2016 as per Appendix A: Tabled Report.

Deputy Mayor Will noted that from April to June in 2015 there were sixteen (16) applications for permits for single dwellings and in 2016 during the same period there were twenty-eight (28). He noted that despite the down turn in the economy, there seems to be a marked increase in applications.

Recreation & Community Services Committee Report – presented by Councillor Bartlett

1. Presentation from Choices for Youth

On July 8th and 9th Choices for Youth organized a Softball Tournament on Voisey's Brook Softball Field. This group received a grant from the Town to offset the cost of the rental of the facility. The Recreation Committee is very pleased to announce that Choices for Youth would like to return the favor back to our community by making a donation of \$500.00 to the community JumpStart Program.

2. Bill Churchill Memorial Tournament

The Recreation Director contacted Mr. Craig Churchill, son of Mr. Bill Churchill, to discuss the option to rename the Voisey's Brook Softball Field after his late father. Craig Churchill was very happy with the Town's offer. After much discussion, the committee would like to put forward the following recommendation:

Motion: Bartlett/Hanlon
2016-242 Resolved that Town of Portugal Cove – St. Philip's name the Voisey's Brook Softball Field, the Bill Churchill Memorial Field for his long time service to the sport of Softball and all his contributions to the community.
Carried Unanimously

3. Killick Coast Games

The 2016 Killick Coast Games are taking place in Logy Bay-Middle Cove-Outer Cove from Sunday, August 21st to Saturday, August 27th. We have approximately 84 athletes registered for the game, which is an increase from our numbers last year. Special Events Coordinator, Nick Miller will keep all members of Council informed regarding the information on the opening and closing ceremonies, as well as the athletes' schedules. For more details on the game, please visit the website www.lbmcoc.ca

4. Rainbow Gully Artificial Turf Expansion

The Recreation Committee discussed the next steps if the Town proceeds with the proposal from ACOA for funding of the Rainbow Gully Artificial Turf Expansion. Staff will provide updated project cost for both options; expansion for soccer and expansion for football. Committee members feel that updated figures will give Council a clearer vision on what direction they would like to pursue. Please find attached support letters from PCSP Minor Soccer and Football NL to expand the field. Note that staff will confirm the field sizes and configurations provided by the organizations and ensure the project cost fits those needs.

Public Works Committee Report - presented by Councillor Bartlett

No meeting was held but the Committee wishes to provide the following information.

1. Ditching

As part of the 2016 Maintenance Schedule, Public Works has assessed various ditches within the Town and have dedicated a crew to conduct extensive ditching during this season. This work will be conducted, but is not limited to, the following areas:

Alfreds Drung
Bradburys Road
Crystal Lane
Dogberry Hill Road
Dogberry Hill Road Ext
Emylia Place
Jenny Lynn Drive
Johnathan Heights
Jones Place
Marian Place
Olivers Pond Road
Tolt Road
Tuckford Road
Skinners Road
Ursula Crescent
Wards Lane
Winsorian Place

As well as intersections of Country Garden Road and Dogberry Hill Road, and Mays Lane and Dogberry Hill Road.

Ditching commenced in June and will run through to September.

2. Asphalt Repair & Patching

Tender package for the 2016 Asphalt Repair & Patching was advertised in the Telegram, July 23, and is now available to potential bidders with a closing date of August 5th at 3:00pm. The Site Locations and Drawings are contained within the tender package, Appendix B.

3. Hydrant Maintenance

Maintenance has begun on the Towns hydrants which may include dismantling for internal inspection; ensuring all aspects of the hydrant are in proper operational condition; replacing any components as needed; and flushing through the hydrants to remove any dirt or debris that may have settled. Identifying labels (numbers) will also be installed on the hydrants this year.

4. Recreation Center – Sewer Tie In

During the week of August 18 through 26th, Public Works will be decommissioning the existing septic system for the Recreation Center and connecting to the Town's main sewer line. This

existing septic system has deteriorated with age and it is more cost efficient to connect to the Town's infrastructure rather than replace or repair it.

Economic Development, Marketing & Communications Report for July 20, 2016 – presented by Councilor Bartlett

1. Newbury Street re Traffic

We will be providing residents of Newbury Street a copy of the traffic report that was produced by our traffic consultants. We will then look for input on the report and their thoughts via email or phone. Council and Public Works will then be able to make an informed decision on the area and set a public meeting in late August/early September to outline the plan of action.

2. Business Letter of Support

The Committee reviewed a request for a letter of support to a local resident regarding a potential business. They are looking for funding through CBDC for a quilting shop and tea room. The Director of Economic Development will provide a general letter of support. The business will still have to go through the normal process with Planning and Development before being approved to open.

3. Water Metering

The water metering rate report has been reviewed by management. Some edits are currently being made and it will be submitted to council within the next week for review. The public meeting is still scheduled for August 10th.

4. Demographics and Stats

We are in receipt of the results of the regional survey. The results are in raw form and our Communications Coordinator is currently putting it into an appropriate and easy to read format that we can use for both information and marketing.

5. Mass Notifications Service - Communications

A new communications tool was presented to the committee. It has been reviewed by senior staff and departments. The system will be able to provide us with ability to mass text, call or email residents the way they want to be contacted. It will also be able customize information to residents and be used on mobile devices. The system is currently being used by Torbay, Mount Pearl and CBS. A summary of the company and features are attached. It is an annual fee that can be cancelled any time with no penalty. The cost can fit into the communications budget for 2016.

Motion: Bartlett/Hanlon
2016-243 Resolved that the Town engage Everbridge to develop and execute a Mass Notification System at a cost of \$6950 US (this includes set-up fees).

Clarification was made as to the method of gathering the contacts in order to optimize the usage of this system. The Director of Economic Development noted that white pages, in addition to Townsuite and eServices will be initially utilized with a marketing campaign to begin in the new year. The suggestion was made to also utilize the tax bills sent out in January as a place to start. Councilor Hanlon made mention of his positive experience with this system and that it would be a very good fit with the Town's Emergency Management Plan and Business Continuity Plan.

6. Tickle Swim

The Tickle Swim will take place on Tuesday, August 16th. As we have in the past we will provide food and refreshments for the reception that will be held following the swim.

Other Items

7. Town Centre

The developer and land owner have been engaged at the first stage of the report.

8. Rainbow Gully Field Expansion

Committee discussed the field expansion and funding.

Protective Services Committee Report for July 19, 2016 – presented by Councilor Hanlon

1. FES Updates

The Fire Chiefs have submitted a written report on the following topics for the Committee to review.

- Fire Dept. Zodiac is now fully operational.
- Training is ongoing.
- Process of replacing Lieutenants positions has begun.
- July 1st ceremonies and car show.
- June carwash.
- Fleet maintenance
- Fleet age
- Fire Hall infrastructure
- Fleet and building facilities funding
- Dedicated meeting for Fire Dept. issues
- NL Association of Fire Services annual meeting
- NE Avalon Fire Chiefs joint training initiative

Detailed information on these topics is included in Appendix A: Tabled Report

2. Damage to Town Property

In response to the damage to Town property in the area of Nearys Pond Road, reports have been made to the RNC and security presence on the road has been increased. The Public

Works Department is also in the process of installing barricades to help mitigate recreational vehicle access.

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3. Loop Drive Concerns

The signage for ferry traffic has been damaged and is in the process of being replaced. The Town's Municipal Liaison for the RNC encourages residents to please call them with reports of traffic and parking concerns so they can allocate their resources to those issues. The more reports the RNC receives the more resources they can send out to the area. The RNC non-emergency number is 729-8000.

4. Skinners Road Safety Concerns

The Committee reviewed a letter from a resident concerned with speeding vehicles and street lights on Skinners Road. This concern will be utilized as part of the annual review of streets through the Town's Speed Limit Policy. Staff will prepare a response to the resident. These concerns will also be passed on to the RNC and once again, residents are asked to call the RNC with reports of any suspicious activity. Staff will follow up with investigating the street lights on Skinners Road.

Admin. and Finance Committee Report of July 19, 2016 - presented by Deputy Mayor Will

1. Accounts for Payment

Motion: Will/Hanlon

2016-244 Resolved that Council pay Regular Accounts in the amount of \$42,739.44 and Capital Accounts in the amount of \$34,316.43 for a total of \$77,055.87.

Carried Unanimously

Further to discussions around finances, Councillor Facey inquired regarding security patrols and opportunities/plans for the marina.

The Director of Financial Operations noted that the security firm had concerns regarding the lack of park signage. Councillor Facey will take the issue to the Recreation committee for further discussion.

The Town Manager will refer the question regarding the marina to the Director of Economic Development for an update on where it is in the priority list for Placebuilder

2. ACOA Canada Infrastructure Funding

Further to a directive from the Committee of the Whole meeting held on July 12th which followed the regular Council meeting, the following is being put forward:

Motion: Will/Bartlett

2016-245 Resolved that the Mayor and Director of Financial Operations sign the “Offer of Assistance under the Canada 150 Community Infrastructure Program” between the Town and ACOA in the amount of \$100,250 for expansion of the existing soccer pitch at Rainbow Gully Park.
Carried Unanimously

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3. Multi-Year Capital Works

The Town Manager advised that Spurrells Road Bridge and Nearys Pond Road are expected to be completed this construction season and Meadow Heights will likely be done next season. He will contact the engineers to ask if whether during the design stage of Nearys Pond Road work they could consider what the cost and project implications would be in eliminating the ditches to provide wider road shoulders where possible for safer walking.

4. Report of ATIPP Activity

As requested by Committee on June 21, a report of ATIPP activity back to October 2013 was prepared and circulated to committee for review. The tabled report (which has been redacted of personal information) provides dates and the wording of the 70 requests received during that time frame. It also notes that in 2013 there were 3 requests October to December 2013, 4 requests in 2014, 32 in 2015 and 31 requests received for 2016 as of July 6th when the report was prepared.

Committee agreed that this item will be considered at a future Committee of the Whole meeting after staff meets on July 20th with representatives of the Office of the Information and Privacy Commissioner. The scheduled meeting is being held to discuss processes used in responding to requests and may provide additional information helpful to Council’s review.

CORRESPONDENCE

(a) **St. John’s Triathlon**

Information regarding the St. John’s Triathlon on Sunday August 7, 2016.

(b) **Thank You Letter NL National Dart Team**

Councilor Bartlett shared the letter from Team Member Sandra Squires.

NEW/GENERAL/ UNFINISHED

New business item from Committee of the Whole:

Motion: Will/Bartlett
2016-246 Resolved that the Municipality of Portugal Cove-St. Philip’s hereby selects Mayor Moses Tucker as our candidate as our choice to represent the Avalon Region at the 2016 Premier’s Forum on Local Government on Wednesday, October 5th, 2016 at the Delta Hotel in St. John’s, NL.
Carried Unanimously

ADJOURNMENT

Motion: Will/Bartlett
2016-247 Resolved that this meeting be adjourned at 5:43pm.
Carried Unanimously

Moses Tucker, Mayor

Heather Coughlan, Acting Town Clerk

**Appendix A: Tabled Report
July 19th, 2016**

Applications:

Item # 1:

Civic # 4 Western Heights

Subsidiary Apartment

Zoning: Residential Medium Density (RMD) - Unserviced

The Committee recommends that the application to construct a subsidiary apartment at Civic # 4 Western Heights be rejected as the proposal does not comply with the Town's Municipal Plan and Development Regulations as the floor area of the proposed subsidiary apartment does not comply with Plan Policy RES-1 (Land Uses) and Schedule C: Residential Medium Density, and there has been no correspondence from the applicant containing information required for a decision within eight weeks as per Development Regulation 19 (2) (Deferment of Application).

The Administrator recommended that this application be rejected.

Item # 2:

Civic # 1553-1555 Thorburn Road

Dwelling Extension

Zoning: Traditional Community (TC) - Serviced

The Committee recommends that the application for Civic # 1553-1555 Thorburn Road be granted approval in principle, permitting the construction of a dwelling extension.

The Administrator recommended that this application be rejected as it does not comply with the Town's Municipal Plan & Development Regulations, specifically Development Regulation 49 (3e) (Non-Conforming Use) as all dwelling extensions on the property will total greater than 50% of the footprint size of the dwelling existing at the time the Town's previous Municipal Plan & Development Regulations came into effect.

Item # 3:

Civic # 24-26 Kings Hill Road

Dwelling Renovations

Zoning: Protected Watershed (PW) - Unserviced

The Committee recommends that the application to perform dwelling renovations at Civic # 24-26 Kings Hill Road be rejected as there has been no correspondence from the applicant containing

information required for a decision within eight weeks as per Development Regulation 19 (2) (Deferment of Application).

The Administrator recommended that this application be rejected.

Permits Issued:

Item # 8:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	16-233	06/30/2016	175-179	Tolt Road	Accessory Building
2	16-234	06/30/2016	1002	Indian Meal Line	Swimming Pool & Patio/Deck
3	16-235	07/04/2016	2	Prince George Drive	Single Dwelling
4	16-236	07/04/2016	211-213	Beachy Cove Road	Accessory Building
5	16-237	07/04/2016	13	Willow Bend Close	Site Preparation
6	16-238	07/04/2016	8	River Front Drive	Site Preparation
7	16-239	07/05/2016	194-196	Tolt Road	Patio/Deck Extension
8	16-240	07/05/2016	7-9	Anglican Cemetery Road Extension	Site Preparation
9	16-241	07/05/2016	13	Marie Place	Single Dwelling
10	16-242	07/06/2016	34	Jendarmie Place	Single Dwelling
11	16-243	07/06/2016	23	Pratt Place	Accessory Building
12	16-244	07/06/2016	410	Dogberry Hill Road	Patio/Deck
13	16-245	07/06/2016	269-273	Old Broad Cove Road	Single Dwelling
14	16-246	07/06/2016	1286	Thorburn Road	Accessory Building
15	16-247	07/06/2016	6-8	Hilltop Lane	Subdivide Property
16	16-248	07/06/2016	6	Hilltop Lane	Site Preparation
17	16-249	07/06/2016	8	Hilltop Lane	Demolition
18	16-250	07/07/2016	11	Millers Road	Site Preparation
19	16-251	07/07/2016	6	Hilltop Lane	Connection to Water & Sewer
20	16-252	07/08/2016	19-25	Fennellys Road	Accessory Building
21	16-253	07/08/2016	19-25	Fennellys Road	Demolition

22	16-254	07/08/2016	1543-1549	Thorburn Road	Accessory Building
23	16-255	07/08/2016	852-856	Thorburn Road	Dwelling Repairs
24	16-256	07/08/2016	419	Dogberry Hill Road	Site Preparation
25	16-257	07/08/2016	15	Blagdon Hill	Site Preparation
26	16-258	07/12/2016	30-32	Johnathan Heights	Accessory Building
27	16-259	07/13/2016	845	St. Thomas Line	Demolition
28	16-260	07/13/2016	845	St. Thomas Line	Dwelling Extension
29	16-261	07/13/2016	8	River Front Drive	Single Dwelling
30	16-262	07/13/2016	13	Willow Bend Close	Single Dwelling
31	16-263	07/14/2016	12	Larkspur Lane	Patio/Deck
32	16-264	07/14/2016	12	Larkspur Lane	Site Preparation
33	16-265	07/14/2016	12	Larkspur Lane	Temporary Accessory Building