



TOWN OF PORTUGAL COVE-ST. PHILIP'S
October 18, 2016, held at the Recreation Center
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
		Chris Milley
		Tony Pollard
		Les Spurrell
	Judy Squires	
	Town Manager/Engineer	
	Director of Financial Operations	
	Planning Coordinator	
	Town Clerk	

Mayor Tucker called the meeting to order and welcomed the gallery of 8 persons in attendance,

ADOPTION OF AGENDA

Motion: Collins/Facey
2016-379 Resolved that the Agenda dated **October 18, 2016**, be adopted as amended adding Committee of the Whole report.
Carried Unanimously

ADOPTION OF MINUTES

Motion: Bartlett/Hanlon
2016-380 Resolved that the minutes of **October 4, 2016** be adopted as circulated.
Carried Unanimously

BUSINESS ARISING

The Town Manager noted he does not have a report for tonight however noted he is working on updating the Action Item list. Last Wednesday, a tour group from the MNL conference stopped in this Town and he along with Deputy Mayor Will gave a presentation on Flood Risk. On Thursday at the same conference, he was on a panel talking about project management for municipal projects. Coming up on Thursday of this week he has been asked (by a professor who is a resident of this Town) to have conversation with 3rd year Engineering Technology students at Marine Institute to discuss how we to talk about how we are applying project management principles to our water metering project.

COMMITTEE REPORTS

Planning & Development Report of, October 11, 2016 – presented by Councilor Collins

1. Civic 197-201 Western Gully Road

Motion: Collins/Will
2016-381 Resolved that the application to change the use of an existing structure to single dwelling at Civic # 197-201 Western Gully Road be rejected as per Appendix A: Tabled Report.
Carried Unanimously

2. Civic 37-39 Beaver Creek Road

Motion: Collins/Bartlett
2016-382 Resolved that the application to construct a single dwelling at Civic # 37-39 Beaver Creek Road be rejected as per Appendix A: Tabled Report.
Carried Unanimously

3. Civic 16 Country Garden Road

Motion: Collins/Hanlon
2016-383 Resolved that the application to construct an accessory building at Civic # 16 Country Garden Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

4. Civic 1533 Thorburn Road

Motion: Collins/Facey
2016-384 Resolved that the application to construct an accessory building at Civic # 1533 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

5. Civic 39-81 Farm Road

Motion: Collins/Will
2016-385 Resolved that the application to subdivide property at Civic # 39-81 Farm Road be rejected as per Appendix A: Tabled Report.
Carried Unanimously

6. Civic 1227-1233 Thorburn Road

Motion: Collins/Bartlett
2016-386 Resolved that the application to construct a single dwelling at Civic # 1227-1233 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

7. Permit Stats:

There were thirty (30) permits issued from September 23rd to October 6th, 2016.

Recreation & Community Services Committee – no meeting held/no report – verbal items presented:

- 1. Councillor Bartlett re Learys Brook** – noted that the Grade 9 Learys Brook Eagles Soccer Team won for the won the NLESD Senior Boys Soccer Championship on Sunday, October 9th for the sixth year. Noah Johnson who is a resident of Portugal Cove-St. Philip’s has 11 goals this season. Congratulations to all.
- 2. Councillor Facey re PCSP Family Fall Festival** – noted the festival went well and there will be more information coming next meeting.

Public Works Committee Report for October 12 , 2016 presented by Councillor Bartlett

1. Connectivity Plan Phase 1 Update

Detailed design is underway and the tender package is being prepared. The final design will be submitted to the provincial Department of Transportation and Works as part of the formal approval process. The tender package will be let in January 2017 in preparation for the 2017 construction season.

2. Garbage Routes

Committee was advised that garbage routing is under review and there will be modifications to routing upcoming in the New Year. The changes required will be communicated to residents with an appropriate amount of notice provided.

3. Livestock Issue – Knights Rest

Committee was updated on the livestock issue on Knights Rest. Under the provincial Animal Health and Welfare Act, the Town’s Animal Health Inspector issued a ticket to the offending resident for nuisance livestock. From a Public Works perspective, the Department does not have jurisdiction for removal of the animals.

4. Snow Clearing Approach 2016-2017

Committee was advised that a new snow clearing approach is being planned for the 2016-2017 season. A number of details are still being finalized, however, the proposed new schedule is focused on providing 24-hour road coverage. Levels of service will be higher during the hours of 3:00 a.m. to 7:00 p.m. as compared to the overnight shift, which will be covered by a smaller crew complement, and weekends will continue to be covered by stand-by.

5. Snow Blade Purchase

Quotes were presented for the purchase of a 7.5’ blade for placement on one of the Town’s pick-up trucks. This is in support of the requirements associated with the new snow clearing approach.

Motion: Bartlett/Facey
2016-387 Resolved that the purchase of a 7.5’ blade from Western Hydraulic 2000 Ltd. for the amount of \$5,700 +HST be approved.
Carried Unanimously

6. Wastewater Treatment Plant Pumps

A quote was presented for two (2) SBR Feed/Jet Pumps and one (1) aspirator pump for the St. Philip's plant. The aspirator pump is part of the Division's preventative maintenance plan – the existing pump is scheduled for replacement due to its age. One of the SBR feed/jet pumps will replace an existing pump, while the other will be held in inventory to ensure emergency back-up.

Motion: Bartlett/Collins
2016-388 Resolved that the purchase of two (2) new SBR Feed/Jet Pumps and one (1) new aspirator pump from Xylem Inc. in the amount of \$23,638.60 plus tax be approved.
Carried Unanimously

7. Lift Station Pump Repair

A quote was presented for the repair of a lift station pump due to a leak seal issue. This pump is located in the lift station adjacent to the Portugal Cove wastewater treatment plant.

Motion: Bartlett/Hanlon
2016-389 Resolved that the quote from Xylem Inc. for the repair of the lift station pump be approved at a cost of \$5,018.42 +HST.
Carried Unanimously

8. Town Hall Lower Level Renovation Update

Committee was updated on the timeframes for the Town Hall Lower Level Renovations. Movement of files and staff to the lower level is underway. Council will resume its meetings in Council Chambers on November 15, 2016.

Economic Development, Marketing & Communications – October 12, 2016 presented by Clr. Butler

1. CMA Demographic Profile and Perceptions Survey

The committee reviewed the final results for the survey. The results are not yet publically available, as a joint press release and media event is still being planned for early to mid-November in conjunction with our regional partners. Marketing materials are currently being developed to coincide with the event.

2. EDAC National Marketing Award

The Town of Portugal Cove-St. Philip's are being recognized with a national marketing award during the 2016 Economic Developers Association of Canada (EDAC) Conference being held in Saskatoon on October 22 – 25. We have received formal notification of the award; however, do not have confirmation on which project we are receiving it for. Director of Economic Development will be attending the conference and will accept on behalf of the Town.

3. 2017 Budget Consultations

Due to some scheduling conflicts, there have been changes to some of the dates and locations of the budget consultations. The final dates will be as follows:

Wednesday, October 19th at 7:00 pm – Murray's Pond Country and Fishing Club

Sunday, October 30th at 2:00 pm – St. Philip's Anglican Church Hall

4. Social Media Report

The committee reviewed a report summarizing the effectiveness of our social media since the new Communications Coordinator started. That report is tabled and indicates significant increases in engagements and exposure for the Town.

5. TD CIP 150 Funding – Green Space

The Town has applied for a grant through a TD Bank Fund. We have requested \$20,000 to expand the community gardens.

6. Piccos Ridge Crash Memorial Site

Our Heritage Coordinator has been working with a local archeologist identifying and mapping all elements of the crash site for archives and in preparation of the development of a memorial site plan.

7. Green Team – Spawning Beds

The Green Team project that was completed in the summer included the installation of spawning beds in strategic locations throughout the community. We are happy to report that we have received reports of spawning occurrence, which means the installations were a success.

8. Town Signs

The committee is recommending that the current plan for new Town signs be redesigned. There has been difficulty with sourcing materials and keeping the project on budget and therefore a redesign will be undertaken to ensure the project is feasible and reflects the image and brand of the community. We will engage the local artist community to best achieve this.

Note: The Mayor noted our event sign also needs attention.

Protective Services Committee – October 13, 2016 presented by Clr. Hanlon

1. FES Updates

- Fire Prevention Week is October 9-15th. The Department has planned many activities mostly involving Beachy Cove Elementary such as fire drills, a presentation, Fire Chief for a Day contest for the grade 2s and 4s, and more, wrapping up the week with a parade on Saturday October 15th. Banners are posted on both stations with this year's theme, "Don't wait, check the date! – Replace smoke alarms every 10 years".
- Two articles have been submitted from the Fire Department for the November – December edition of the Tickle newsletter. One is a highlight on parking near fire hydrants and the concerns around impeding access in an emergency situation, and the other is focusing on the importance of smoke alarms and carbon monoxide alarms in residents home.
- The Northeast Avalon training initiative is a go spanning two weekends, October 22nd and 23rd, and October 29th and 30th. Information on the courses scheduled has been distributed to all participating departments, courses include school bus extrication, inland warm water rescue, defensive firefighting, live fire revolutions, and airport/aircraft awareness. Interest has been so great that the

- opportunity has been expanded beyond the original region. A debrief will be held at the end of the session and the results will be brought back to the Committee.
- The Committee discussed the Fire Inspection initiative brought forward by Chief Hollett and Chief Murphy. Fire Inspections are a legislated requirement under the Municipalities Act. The Committee agreed this is a proactive initiative and an important fire prevention and life safety service to the Town. Inspections are scheduled to begin shortly and will lead off with all Town facilities and properties with an expected completion time line of three to four months from the start date.

Note: Mayor Tucker suggested that the Chiefs be informed of a concern identified (at the School Council meeting last night) regarding a student at the school who has a fear of sirens/fire trucks/equipment etc. and that they be aware of this when making presentations.

Councillor Facey noted that a fire drill at the school had 776 kids evacuated in two minutes and seven seconds.

2. Newbury Street Public Meeting

The public meeting for residents of Newbury Street and the surrounding area was held on Wednesday October 5th to discuss traffic and safety concerns. In attendance were Harbourside Transportation Consultants, who gave a presentation of their traffic study findings, the Deputy Mayor and the Director of Public Works. Attendees discussed possible mitigation measures, some that are in the works and others that can be developed and utilized.

Note: Deputy Mayor Will noted that there were about 15 residents there and the consultants had a well-reasoned presentation. It was noted that speeding wasn't the issue as much as the volume of traffic as it is being used for a shortcut. Possible measures include: no thoroughfare signs and banning heavy equipment as well as line painting on both sides of road for a walking area. Councillor Hanlon noted the issue of the school buses wasn't on the consultant's agenda, however moving the bus stop closer to Golden Dawn Drive should eliminate the safety issue and this is being followed up with the school board.

3. Municipal Enforcement

The Commissionaires seem to be the most promising service provider to date with regards to the Town's municipal enforcement needs. The Town Manager is preparing a full report of all potential service providers to be circulated to the Committee prior to the next Committee meeting.

Admin. and Finance Committee Report of October 12, 2016 presented by Deputy Mayor Will

1. Accounts for Payment

Motion: Will/Hanlon
2016-390 Resolved that Council pay Regular Accounts in the amount of \$ 41,599.98 and Capital Accounts in the amount of \$80,494.25 for a total of \$122,094.23
Carried Unanimously

2. MYCW Spurrells Road Bridge Replacement

Motion: Will/Butler
2016-391 Resolved that Council award the contract to replace Spurrell’s Road Bridge to Pyramid Construction for the amount of \$233,046.35.
Carried Unanimously

Note: Councillor Hanlon pointed out that this came in under budget as the estimate was \$312,000.

3. Multi-Year Capital Works

The Town Manager updated the committee of the status of projects. Meadow Heights portion expected to be in design phase over the winter months with construction expected in the spring and Nearys Pond Road will soon go to tender.

4. Survey for Metro Bus

As part of the regional survey relating to a possible expansion of Bus service committee discussed contributing to the cost of the survey in the amount of \$10,000. A motion will come forward at that time (once we receive the letter requesting same).

5. Follow up Items

The Mayors letter to the Minister concerning watershed issues has been completed. Members of the committee will meet with CMHC on the 18th to discuss the Affordable Housing Initiative and how we may participate.

OTHER REPORTS:

Committee of the Whole Report – October 18, 2016 presented by Deputy Mayor Will

The privileged meeting was convened for the purpose of discussing non-unionized employees salaries and performance measures.

Council discussed the issue and brings forward the following:

1. Non-unionized employees salary increases.

Non-union employees have not had an increase in salary since June 1, 2014. Unionized employees received a 4% increase effective June 1, 2015 and a 3% increase effective June 1, 2016.

Motion: Will/Facey
2016-392 Resolved that Council approve 4% and 3% salary increases for all non-union employees, effective immediately and retroactive to June 1, 2015 and June 1, 2016 respectively.
Carried Unanimously

2. Non-unionized position salary scales.

Until now, all position salary scales had 5 steps that increased by the percentage that the employee filling the position received. Scales for the positions have been devised to be independent of the changes to an employee's salary position and its placement within the range.

Motion: Will/Bartlett
2016-393 Resolved that Council approve the recommended Salary Scales for the non-unionized employment positions.
Carried Unanimously

3. Annual Performance Evaluation System.

A system of annually evaluating the performance of non-union employees that is linked to compensation is desired.

Motion: Will/Butler
2016-394 Resolved that Council approve for use the Performance Evaluation System, as outlined in the attached Appendix C.
Carried Unanimously.

Note: Councillor Hanlon noted this is just the policy and specifics will come forward at a later date as this moves forward. He also noted this provides a more professional approach of compensation based on performance.

4. Performance Evaluation Facilitation.

In the Performance Evaluation System the Town Council is expected to evaluate the performance of the Town Manager. In turn, the Town Manager will evaluate the performance of the non-union employees that report directly to him. LW Consulting has made an offer to facilitate the Town Managers evaluation with council. This facilitation will double as training for the Town Manager to enable him to perform the evaluation of others.

Motion: Will/Hanlon
2016-395 Resolved that Council contract with LW Consulting for \$500.00 +HST in order for them to facilitate council's evaluation of the Town Manager's performance using the approved Annual Performance Evaluation System.

Carried Unanimously
Note: Deputy Mayor Will also advised that more motions will be forth coming on this topic.

CORRESPONDENCE

(A) RNC Invitation for November 2, 2016 at 7 pm

The Executive of the Royal Newfoundland Constabulary in keeping with their Vision to provide "*Safer Communities through Poling Excellence*" extended an invitation to join them at the Media Centre, Royal Newfoundland Constabulary, Headquarters Building on **Wednesday, November 2nd, 2016 at 7 p.m.** Chief Janes, along with the executive, would like to discuss, as well as hear views, concerning the RNC Corporate Plan and other policing issues affecting the Communities that they police.

Note: Mayor Tucker, Deputy Mayor Will and Councillor Hanlon agreed to attend with Councillor Facey being an alternate. The rsvp will be sent to them tomorrow with that information.

NEW/GENERAL BUSINESS

1. September 29, 2016 – Killick Coast Mayors Meeting

Mayor Tucker noted and spoke to the following agenda items from that meeting in terms of regional governance as a possible solution for dealing with some of the issues affecting the Towns:

1. Inspection Services
2. Planning and Development Plans and Regulations
3. Review of Policies and By-laws
4. Municipal Enforcement
5. Garbage Contracts
6. Jack Byrne Regional
7. Regional Water
8. Libraries
9. Regional Firefighters Training Station
10. Staff Insurance.

ADJOURNMENT:

Motion: Will/Collins
2016-396 Resolved that this meeting be adjourned at 6:00 pm.
Carried Unanimously

Moses G. Tucker, Mayor

Judy Squires, Town Clerk

Attachment: P & D, Appendix 'A'

**Appendix A: Tabled Report
October 11th, 2016**

Applications:

Item # 1: Civic # 197-201 Western Gully Road

Change of Use

Zoning: Residential Low Density (RLD) - Unserviced

The Committee recommends that the application to change the use of an existing structure to single dwelling at Civic # 197-201 Western Gully Road be rejected as it does not comply with the Town's Municipal Plan & Development Regulations, specifically Development Regulation 22 (Compliance with Legislation), Development Regulation 49 (Non-Conforming Use), Schedule C: General Provision # 6 (Minimum Residential Floor Area), and Schedule C: Residential Low Density.

The Administrator recommended that this application be rejected.

Item # 2: Civic # 37-39 Beaver Creek Road

Single Dwelling

Zoning: Residential Low Density (RLD) - Unserviced

The Committee recommends that the application to construct a single dwelling at Civic # 37-39 Beaver Creek Road be rejected as it does not comply with the Town's Municipal Plan & Development Regulations, specifically Plan Policy GE-9 (Protection of Environmentally Sensitive Areas), Development Regulation 22 (Compliance with Legislation), and Schedule E: Environmental Protection Overlay.

The Administrator recommended that this application be rejected.

Item # 3: Civic # 16 Country Garden Road

Accessory Building

Zoning: Residential Medium Density (RMD) - Unserviced

The Committee recommends that the application for Civic # 16 Country Garden 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 Building), and Schedule C: Residential Medium Density.

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

Item # 4: Civic # 1533 Thorburn Road
Accessory Building
Zoning: Residential Medium Density (RMD) - Serviced

The Committee recommends that the application for Civic # 1533 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 the Town's Municipal Plan & Development Regulations, specifically Schedule E: Environmental Protection Overlay as the proposed building will be located within an area identified as having a steep slope.

Item # 5: Civic # 39-81 Farm Road
Subdivide Property
Zoning: Residential Low Density (RLD) - Unserviced

The Committee recommends that the application to subdivide property at Civic # 39-81 Farm Road be rejected as it does not comply with the Town's Municipal Plan & Development Regulations, specifically Section 2.1 (Community Structure & Character), Section 3.4.1 (Residential - General Intent), Plan Policy GL-6 (General Layout Policies), Schedule A: Definitions, and Development Regulation 10 (Discretionary Powers of Council).

The Administrator recommended that this application be rejected.

Item # 6: Civic # 1227-1233 Thorburn Road
Single Dwelling
Zoning: Residential Medium Density (RMD) - Serviced

The Committee recommends that the application for Civic # 1227-1233 Thorburn Road be granted approval in principle, permitting the construction of a single dwelling. Approval in principle is subject to approval from the Department of Environment and Climate Change. 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 GE-9 (Protection of Environmentally Sensitive Areas and Schedule E: Environmental Protection Overlay.

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

Permits Issued:

Item # 7:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	16-411	09/23/2016	16	Megan Ridge Drive	Occupancy
2	16-412	09/23/2016	640	Indian Meal Line	Commercial Building
3	16-413	09/23/2016	124-126	Old Broad Cove Road	Site Preparation
4	16-414	09/26/2016	9	Millers Road	Occupancy
5	16-415	09/28/2016	215	Bennetts Road	Occupancy
6	16-416	09/29/2016	1436-1438	Portugal Cove Road	Test Holes
7	16-417	09/29/2016	1436-1438	Portugal Cove Road	Site Preparation
8	16-418	09/29/2016	1	Marie Place	Site Preparation
9	16-419	09/29/2016	6	Megan Ridge Drive	Occupancy
10	16-420	09/30/2016	27-29	Jendarmie Place	Accessory Building
11	16-421	10/03/2016	1193-1197	Thorburn Road	Connection to Water & Sewer
12	16-422	10/03/2016	31-33	Winsorian Place	Accessory Building
13	16-423	10/03/2016	34	Megan Ridge Drive	Site Preparation
14	16-424	10/03/2016	16	Country Garden Road	Widen Existing Driveway
15	16-425	10/03/2016	1142-1144	Thorburn Road	Connection to Water
16	16-426	10/04/2016	102-162	Witch Hazel Road	Excavation Work
17	16-427	10/04/2016	1006-1012	Indian Meal Line	Test Holes
18	16-428	10/04/2016	1006-1012	Indian Meal Line	Site Preparation
19	16-429	10/04/2016	1006-1012	Indian Meal Line	Accessory Building
20	16-430	10/04/2016	1006-1012	Indian Meal Line	Single Dwelling
21	16-431	10/04/2016	1777	Portugal Cove Road	Site Preparation
22	16-432	10/04/2016	1779-1781	Portugal Cove Road	Site Preparation
23	16-433	10/04/2016	9	Kittiwake Place	Test Holes
24	16-434	10/04/2016	5	North Point Road	Business
25	16-435	10/04/2016	209	Old Broad Cove Road	Test Holes
26	16-436	10/05/2016	551-553 & 555-559	Old Broad Cove Road	Reconfigure Boundary
27	16-437	10/05/2016	43-47	Jera Street	Single Dwelling
28	16-438	10/06/2016	45	Beachy Cove Road	Repair Water Line
29	16-439	10/06/2016	42-44	Windsor Heights	Patio/Deck & Renovations
30	16-440	10/06/2016	7-9	Anglican Cemetery Road Ext.	Dwelling Extensions

