



TOWN OF PORTUGAL COVE-ST. PHILIP'S
December 13, 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
	Director of Ec. Dev., Marketing/Comm.	Jeff Lawlor
	Director of Recreation & Comm. Service	Dawn Sharpe
	Planning Coordinator	Les Spurrell
	Town Clerk	Judy Squires

Mayor Tucker called the meeting to order and welcomed the gallery of 9 persons in attendance, noting the Town Manager is on vacation and Tony Pollard is the Acting Town Manager during his absence.

ADOPTION OF AGENDA

Motion: Hanlon/Collins
2016-460 Resolved that the Agenda dated **December 13, 2016**, be adopted as circulated.
Carried Unanimously

PRESENTATIONS

Christmas Parade Float Winners were congratulated and presented with recognition awards by Councillor Facey as follows:

- Best Family Float –Tucker Family (Ian and Doreen)
- Best Community Organization Float – 1st Portugal Cove Scouts
- Best Business Float – Get your Freak on Fitness

ADOPTION OF MINUTES

Motion: Facey/Butler
2016-461 Resolved that the minutes of **November 29, 2016** be adopted as circulated.
Carried Unanimously

BUSINESS ARISING

The Acting Town Manager notes there is no report for tonight's meeting.

COMMITTEE REPORTS

Planning & Development Report of December 6, 2016 – presented by Councillor Collins

1. Correspondence re Crown Land

The Planning Department is in receipt of correspondence regarding land off Indian Meal Line adjacent to the Town's park which states that until the lease expires or is cancelled and reverts back to the Crown an application for a reserve cannot be accepted and that upon expiry or cancellation it is recommended the Town contact the Land Branch to determine the process for making an application to acquire the lands at that time.

Item submitted for information.

2. Correspondence re Long Marsh Road Purchase Notice

The Planning Department is in receipt of correspondence notifying the Town of the Minister's Notice of Proposed Action to Reject a Purchase Notice for Civics # 15-19, 21-25 & 27-33 Longmarsh Road. The Town has the opportunity to make any representations to the Eastern Regional Director between January 5th and January 6th, 2017 prior to the Minister's final decision on this matter.

Item submitted for information. The Town will not make a representation as all available information has already been forwarded to the Department of Municipal Affairs.

3. Permit Stats:

There were fifteen (15) permits issued from November 18th to December 1st, 2016 as per Appendix A: Tabled Report.

Public Works Committee Report for December 7, 2016 - presented by Councillor Bartlett

1. Portable Sludge Drying Units

Staff is working with Vigilant Management to develop the Request for Proposals (RFP) for the portable sludge drying units. The RFP will evaluate options based on cost, mobility, ease of use, processing capacity and odor mitigation. The units will be used for sludge dewatering (removal of water from residual sludge that builds up in tanks), making the sludge removal process less onerous and expensive to transport and dispose of. The anticipated project completion date is the middle of the fourth quarter of 2017.

2. Connectivity Plan Phase 1 – Thorburn Road and Dogberry Hill Road

Vigilant Management met with representatives of the Department of Transportation and Works regarding the connection of the sidewalk from Thorburn Road leading to the school. The release of the tender for this project is scheduled for the first quarter of 2017. Staff is also reviewing water service connections in this area and will bring further information to Committee early in the New Year.

3. Snow Clearing & Ice Control Operations

The new snow clearing and ice control schedule has been implemented. Adjustments are being made as we work through the new approach and appropriate staffing levels are attained.

Recreation & Community Services Committee – December 6, 2016 presented by Councillor Facey

1. Rainbow Gully Soccer Field Expansion

The Recreation Committee discussed the quotes that were provided for the expansion of the Rainbow Gully Soccer Field. Recreation staff provided an estimate on the possible additional revenue that could be generated if the field were expanded to Provincial regulation size. Council will discuss this at the next Committee of a Whole meeting and a decision will be made for the budget approval on Tuesday, December 13th.

2. Christmas Events

The Recreation Department was very pleased with the number of residents that attended the Christmas Events that took place over the past couple of weeks. The Christmas Tree Lighting Ceremony was a great success with hundreds of people spectating. Thanks to the PW Department, the Volunteer Fire Department, and the Recreation Staff for a job well done. Special thanks to Deputy Chief Eddie Sharpe for the time and effort he put into making the light show/fireworks show top notch.

Following the show, the Gingerbread Contest was hosted in the Recreation Centre Hats off to all 10 participants that registered for this event. The creations were above and beyond our expectation. All participants left with a participation certificate and a gift.

The Christmas Parade was an astounding success with 20 entries this year. With a new line-up location, there were a couple of traffic issues but overall it was a great improvement to the route. Next year the Recreation Department will engage the Public Works Department to assist with the traffic issues. Everyone had a great time and there were a large number of spectators along the route. Winners of the 2016 Christmas Parade included:

Best Family Float –Tucker Family (Ian and Doreen)
Best Community Organization Float – 1st Portugal Cove Scouts
Best Business Float – Get your Freak on Fitness

The Final Christmas Event will be taking place on Tuesday, December 20th. The Merry and Bright Festival of Lights will be judged any time after 5pm and the winners will be announced during the first Council Meeting in the New Year.

3. Lifestyle Centre Planning

The Recreation Director met with Vigilant Management to discuss the initial Lifecycle Planning steps. The consultants will create a project execution plan and bring it back to the Recreation Committee at the beginning of the New Year.

4. Community Grants

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

Motion:	Facey/Bartlett
2016-462	Resolved that the Town donate \$150.00 to the Northeast Eagle Atom All Star Team to assist with their travels to Provincials.
Carried	Unanimously

Economic Development, Marketing & Communications – December 7, 2016 presented by Clr. Butler

1. Advisory Committee Policy

The committee reviewed a draft of a new Advisory Committee Policy that would formalize the process for the establishment of these committees, membership appointments and operating procedures. In order to adopt this new policy the Town of Portugal Cove – St. Philip’s Rules and Procedures must be amended to support the policy.

2. Demographics Survey Launch

On Wednesday, December 7th the Mayor joined the Mayors of St. John’s, Conception Bay South, Paradise and Torbay to launch of the demographics survey results. Information and graphics can be found on our website. The event was featured on CBC news and VOCM and finalizes the collaborative project with our neighboring communities.

3. Event Promotions/Media

The Town will be featured on a Christmas Special of Bugs and Debbie Greene Show who have been filming a number of events this holiday season. Clips of these segments have been shared with us and coupled with live streaming of many of our events have been uploaded to social media. We have had great exposure with over 11,000 people viewing our holiday’s content online. As a result we have had large increases in followers and likes on both Facebook and Twitter.

4. Maggie’s Place Development Plan Project

The land owners meeting is scheduled for Wednesday, January 11th.

5. Loop Drive Rerouting

The rerouting is planned to take place in the coming weeks, as such, communications will be shared with residents of the area next week outlining the changes and timelines.

Protective Services Committee Report - no meeting held/no report

Mayor Tucker advised that the Town of Torbay was giving consideration to using the services of Commissionaires jointly with PCSP. The Director of Financial Operations advised that the Commissionaires did a ‘walk-thru’ here on December 12th and we don’t have a report on that yet.

Admin. and Finance Committee Report of December 6, 2016 presented by Deputy Mayor Will

1. Accounts for Payment

Motion:	Will/Hanlon
2016-463	Resolved that Council approve payment of regular accounts in the amount of \$75,544.12
Carried	Unanimously

2. 2017 Council Meeting Dates

Committee meeting week begins January 10th and Council Meetings begin January 17th as noted in the Calendar.

Motion: Will/Hanlon
2016-464 Resolved that Council approve and adopt the 2017 Council Meeting Calendar with Council meetings for 2017 held every second Tuesday commencing on January 17th and that public notice be posted on the Town’s website.
Carried Unanimously

3. Correspondence re Lynch vs City of St. John’s

Further to Councils directive of September 6, 2016 (Motion #2016-320), the Town has received an acknowledgement letter (tabled) from Minister Trimper (Dept. of Environment and Climate Change) in response to the Mayor’s letter to them regarding the Court of Appeal Decision and watershed issues. That Minister advised that Decision is currently under review with other relevant government departments and we will be informed of any further outcomes from this review at an appropriate time.

4. Year-end staff appreciation

Motion: Will/Hanlon
2016-465 Resolved that, as per past practice, that Council approve payment of the year-end staff appreciation for 2016.
Carried Unanimously

Discussion on carried forward items:

Committee held general discussion on a variety of items including:
Multi Year Capital Works, Affordable Housing Committee, and the Employee Assistance Program.

5. Adoption of 2017 Budget) & 2017 Tax Structure and Schedule of Fees:

Motion: Will/Facey
2016-466 Resolved that
(a) 2017 Budget
That the Town of Portugal Cove-St. Philip’s approve and adopt the attached **2017** Budget with Revenues and Expenditures totaling **\$15,379,553.**

(b) 2017 Tax Rates

That the Town of Portugal Cove-St. Philip’s approve and adopt the following Tax Rates for **2017** taxation year:

Property Tax:

Residential and Commercial Property Tax – **6.9 mils** with a minimum tax of 20.00

Business Tax – Based on Assessment: Rates as follows with a minimum tax of \$200.00
General Business Tax – 8.5 mils

Farms – 2.5 mils
Daycare and Bed & Breakfasts – 5.5 mils
Golf Courses – 8.5 mils
Nursing & Retirement Homes – 8.5 mils
Non – Profit Organizations – 8.5 mils
Professional Services – 12.5 mils
Medical/Dental/Pharmacy – 12.5 mils
Bank/Financial Institutions – 45 mils

Business Tax – Based on Revenue: Rates as follows with a minimum tax of \$200.00
No Fixed Place of Business – 1 % of Gross Annual Revenue
Home Based - 0.6 % of Gross Annual Revenue

Utilities and Cable Television Tax:
2.5 % of Gross Revenue as per Taxation of Utilities and Cable Televisions Companies Act.

Water and Sewer Taxes:
Residential Water and Sewer - \$650.00 yearly per unit.
(\$475.00 for Water only, \$175.00 for Sewer only)
Commercial Water and Sewer - \$740.00 yearly per unit.
(\$505.00 for Water only, \$235.00 for Sewer only)
Fish Plant Water and Sewer - \$150.00 per month
Ferry Water Fill up - \$975 per month

(c) Interest
That the Town of Portugal Cove-St. Philip’s approve the rate of 1 % per month simple interest to be charged on all outstanding accounts on the unpaid balance at the end of each month commencing January **2017**.

(d) Early Payment Discount:
That the Town of Portugal Cove – St. Philip’s grant a 5 % discount on the property tax portion only of the tax invoice if payment of all debts, current and prior including water and/or sewer and storm sewer fees (any and all charges or otherwise) is received and paid in full by the discount date of March 31, **2017**.
Exception as follows: In the case of payments from mortgage companies and other financial institutions (electronic or otherwise) the payment must be received by the discount date of March 15, **2017** to allow for processing.
Furthermore, there will be NO 5% early payment discount for payments made by credit card.

(e) Other Discount:
That the Town of Portugal Cove-St. Philip’s grant a 20 % discount on the Property Tax portion of the invoice to Residential Property owners in receipt of the GIS (Guaranteed Income Supplement) for their principle place of residence only in the Town of Portugal Cove-St. Philip’s (this discount does not apply to any vacant lands or summer residences). Completion of a

mandatory application is required in order to receive this discount and the calculation for the 20 % reduction will be applied prior to the 5 % early payment discount (if applicable) or when calculating payment plans. Property owners who qualify for this option may avail of any of the payment plans. **Furthermore, there will be NO 5% early payment discount for payments made by credit card.**

(f) Payment Options:

That the Town of Portugal Cove-St. Philip’s provide the following payment options:

1. Payment in full by discount date of March 31, **2017** (with the above noted provisions)
2. Interest free (NO early payment discount for this option) a choice of either 6 equal monthly Payments (January to June inclusive) or 8 equal monthly payments (January to August inclusive) for the full balance or 12 equal monthly payments by Pre-Authorized Debit from your bank/financial institution (January to December) Returned cheques/payments will cancel this interest free option and interest will be reinstated retroactively.
3. Debit, Visa and Mastercard accepted. Telephone and Electronic Funds Transfer from banks and other financial institutions are also available.

(g) Tax Structure and Schedule of Fees:

That the Town of Portugal Cove-St. Philip’s approve and adopt the attached **2017** Tax Structure and Schedule of Fees to take effect January 1, **2017** and to be advertised accordingly.

Carried For: Bartlett/Butler/Collins/Facey/Hanlon/Will
Against: Tucker

Note: The **2017 Municipal Budget Submission Form**, Revenue and Expenditures Summary and Tax Structure & Scheduled of Fees are tabled with this report.

CORRESPONDENCE None for this meeting

NEW/GENERAL BUSINESS

New Business items from Committee of the Whole meeting December 12, 2016 – presented by Deputy Mayor Will as follows:

1. Change Order

Motion: Will/Bartlett
2016-467 Resolved that Council approve change order PCA CO No.1 to DMA project 17-MYCW-00117 in the amount of \$3,800 plus HST for Design and Contract document fees associated with the addition of pedestrian walkways to the **scope of work for Servicing of Meadow Heights.**

Carried Unanimously

For the Record: Deputy Mayor Will declared he was ruled in conflict of interest on this next item and left the chambers. Councillor Butler read the following motion:

2. Change Order

Motion: Butler/Hanlon
2016-468 Resolved that Council approve Change order 1 to DMA project 17-MYCW-00116 in the amount of \$6,673.52 plus HST **for a pedestrian walkway option design for Neary's Pond Road.** reconstruction.
Carried Unanimously

For the Record: Deputy Mayor Will returned to the Council meeting and presented the remaining item.

3. Computer Server Upgrades

Motion: Will/Bartlett
2016-469 Resolved that Council engage the services of Triware Technologies Inc. to perform necessary **computer server upgrades** including, server, storage drives, data backup and associated Microsoft exchange licenses and data migration plan in the amount of \$44,556 plus HST.
Carried Unanimously

For the record: Councillor Butler noted that while he is voting in favor of this motion, he requests that going forward that Admin Finance Committee look at going to market for these services and getting the best value for our dollar.

New Business item from Admin & Finance presented by Deputy Mayor Will:

1. Donation to Seniors Party at the Legion

Motion: Will/Hanlon
2016-470 Resolved that Council approve a donation of \$1,000 to the Royal Canadian Legion towards the cost of the Annual Seniors Dinner and Dance.
Carried Unanimously

NOTICE OF MOTION

Presented by Councillor Butler on behalf of the Economic Development, Marketing & Communications Committee

Councillor Butler put forward notice that a motion will be presented on January 17, 2017 to amend the Rules and Procedures of the Town of Portugal Cove – St. Philip's, Article 34C, pertaining to Advisory Committees. Currently membership is restricted to residents only and we would like to add non-residents to that clause.

Over the last couple of years there has been some interest from non-residents to join our advisory committees, some of which have strong connections to the community and others with significant experience in various aspects of Heritage or Environment. With numbers on the advisory committees low this represents a good opportunity for increased knowledge and resources for these committees which would benefit the Town. Discretion would still rest at the Council level for appointments to ensure interested parties are a good fit. I'd like to ask the Mayor to include this on a Committee of the Whole Meeting agenda for discussion prior to the January 17th meeting.

ADJOURNMENT:

Motion: Hanlon/Will
2016-471 Resolved that this meeting be adjourned at 5:50 pm.
Carried Unanimously

Moses G. Tucker, Mayor

Judy Squires, Town Clerk

Attachment: P & D, Appendix 'A'

**Appendix A: Tabled Report
December 6th, 2016**

Permits Issued:

Item # 3:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	16-525	11/18/2016	64-68	Meadow Heights	Occupancy
2	16-526	11/18/2016	107-109	Dogberry Hill Road Ext.	Accessory Building
3	16-527	11/22/2016	2	Conatti Place	Single Dwelling
4	16-528	11/23/2016	24	Keeley Lane	Occupancy
5	16-529	11/23/2016	115	Dogberry Hill Road	Occupancy
6	16-530	11/23/2016	46-50	Old Cart Road	Sewer Connection
7	16-531	11/24/2016	18A	Millers Road	Occupancy
8	16-532	11/25/2016	253-255	Old Broad Cove Road	Water Connection
9	16-533	11/25/2016	88-98	Skidders Road	Site Preparation
10	16-534	11/28/2016	463-465	Dogberry Hill Road	Accessory Building
11	16-535	11/29/2016	1006-1012	Indian Meal Line	Occupancy
12	16-536	11/29/2016	20	River Front Drive	Single Dwelling
13	16-537	11/29/2016	12	Willow Bend Close	Occupancy
14	16-538	11/30/2016	13-15	Hilltop Lane	Accessory Building
15	16-539	11/30/2016	58-60	Ayres Lane	Single Dwelling