

Public Council Meeting - Tuesday, January 31, 2017 5:00 pm Location: Council Chambers

- 1. Call of Meeting to order
- 2. Adoption of Agenda for January 31, 2017
- 3. DELEGATIONS/PRESENTATIONS (if any) -
- (1) Signing of Winter Carnival Proclamation
- (2) Presentation to the winner of the Winter Carnival 'Button' design contest
- 4. Adoption of Minutes of: January 17, 2016
- 5. Business Arising from Minutes: Town Manager's report to follow
- 6. Committee Meeting Reports

a) Planning & Development Committee - Agenda:

Applications:

- 1) Civic # 51-53 Knapps Road Single Dwelling
- 2) Civic # 1618 Portugal Cove Road Business
- 3) Civic # 1483-1485 Thorburn Road Business
- 4) Civic # 1808 Portugal Cove Road Business

Discussion:

5) Civic # 270-282 Witch Hazel Road – Condition of Building

Permits Issued:

6) Permits issued from January 6th to January 19th, 2017

b) Recreation/Community Services -Agenda:

- 1. Winter Carnival
- 2. Atlantic Summit
- 3. Staff Training
- 4. Rainbow Gully Softball Field Lighting

c) Public Works -Agenda:

- 1. Update: Connectivity Plan Phase 1 Thorburn Road and Dogberry Hill Road
- 2. Update: Zone Metering / Water Loss Program
- 3. Update: Sludge Dewatering Project
- 4. Traffic Concerns Witch Hazel Road

d) Economic Development, Marketing & Communications - Agenda:

- 1. CFIB report
- 2. Maggies Place
- 3. Website/PCSP Connects
- 4. Field Expansion press release
- 5. Stewardship Agreement signs
- 6. Advisory Committee on the Environment
- 7. Heritage Committee

e) Protective Services – Agenda:

- 1. Fire & Emergency Services updates
- 2. Damage to private vehicle
- 3. Witch Hazel Road traffic concerns
- 4. Animal Control
- 5. Civic Numbering
- 6. Municipal Enforcement Service providers

f) Administration and Finance -- Agenda:

- 1. Accounts for Payment
- 2. Tax Sale / Ayres Lane
- 3. Correspondence Gas Tax Secretariat
- 4. Service Level Review charter
- 5. Asset Management Plan
- 6. Carried forward items review

g) Other reports/items (if any)

- 7. Correspondence
- 8. New / General/Unfinished Business
 - (1) Water and Sewer stubs
 - (2) Fire Protection Mutual Aid Agreement
- 9. Agenda items/Notice of Motions etc.
- 10. Adjournment



PRESENTATIONS

Recreation & Community Services Presentation agenda:

- (1) Signing of the Proclamation for PCSP Winter Carnival
- (2) Presentation to the winner of the Winter Carnival 'Button' contest

As a new addition to this year's Winter Carnival, students at Beachy Cove Elementary were invited to participate in the "Winter Carnival Tag It Contest". Students were asked to design a button and give it a tag line. The winner would have his/her design on a button and sold for the purpose of daily prize draws.

The winner of the First Annual "Winter Carnival Tag it Contest" is Cassie Sparks.

She will be presented with her button and a prize for participating in the contest



MINUTES



TOWN OF PORTUGAL COVE-ST. PHILIP'S

January 17, 2017

Regular Public Council Meeting 5:00 p.m.

DRAFT

IN ATTENDANCE:

Mayor

Moses Tucker

Councillors:

Dave Bartlett Joe Butler

Town Manager

Johnny Hanlon

Chris Milley Tony Pollard

Director of Financial Operations Director of Ec. Dev., Marketing/Comm. Jeff Lawlor

Director of Recreation & Comm. Service Dawn Sharpe **Director of Public Works**

Gail Tucker

Planning Coordinator

Les Spurrell

Town Clerk

Judy Squires

Mayor Tucker called the meeting to order and welcomed the gallery of 12 persons in attendance, noting regrets from Deputy Mayor Will, Councillor Collins and Councillor Facey

ADOPTION OF AGENDA

Motion:

Bartlett/Hanlon

2017-001

Resolved that the Agenda dated January 17, 2017, be adopted as circulated.

Carried

Unanimously

PRESENTATIONS

Presentations to the Merry & Bright Festival of Lights Winners by Councillor Hanlon & Director of Recreation & Community Services went to:

Winner:

Jennifer and Ken Taylor from Portugal Cove Road

Winner:

Shannon and Lisa Adams from Thorburn Road

(NEW) Mr. Rogers "Would you be my Neighbor" Award:

Residents on Beachy Cove Road: Harry French Jr, Paul Butler and Dwayne Sturge (Dwayne and family in attendance). Congratulations to all Winners and Thanks to all the residents who make our community brighter during the holidays.

ADOPTION OF MINUTES

Motion:

Hanlon/Bartlett

2017-002

Resolved that the minutes of **December 13, 2016** be adopted as circulated.

Carried

Unanimously

BUSINESS ARISING

Town Manager notes only two items for tonight:

(1) A verbal offer was made and accepted for the position of Deputy Clerk and once the contract is signed an announcement will be made.

(2) He has spent last couple of weeks getting up to date on projects.

COMMITTEE REPORTS

Planning & Development Report of January 10, 2017 presented by Councillor Butler

1. Civic 26-32 Marian Place

Motion:

Butler/Bartlett

2017-003

Resolved that the application for an accessory building at Civic # 26-32 Marian Place be granted approval

in principle as per Appendix A: Tabled Report.

Carried

Unanimously

2. Civic 37-39 Anglican Cemetery Road

Motion:

Butler/Hanlon

2017-004

Resolved that the application to demolish an existing mobile home and accessory building and construct a single dwelling and accessory building at Civic # 37-39 Anglican Cemetery Road be granted approval in

principle as per Appendix A: Tabled Report.

Carried

Unanimously

3. Civic 64-66 Farm Road

Motion:

Butler/Bartlett

2017-005

Resolved that the application to construct a single dwelling at Civic # 64-66 Farm Road (Part of Civic # 54-

74 Farm Road) be rejected as per Appendix A: Tabled Report.

Carried

Unanimously

4. Civic 68-70 Farm Road

Motion:

Butler/Hanlon

2017-006

Resolved that the application to construct a single dwelling at Civic # 68-70 Farm Road (Part of Civic # 54-74 Farm Road) be rejected as per Appendix A: Tabled Report.

Carried

Unanimously

5. 72-74 Farm Road

Motion:

Butler/Hanlon

2017-007

Resolved that the application to construct a single dwelling at Civic # 72-74 Farm Road (Part of Civic # 54-74 Farm Road) be rejected as per Appendix A: Tabled Report.

Carried

Unanimously

6. Civic 843-845 Thorburn Road

Motion: Butler/Bartlett

2017-008 Resolved that the application to demolish an existing single dwelling and accessory buildings and

construct a single dwelling and accessory building at Civic # 843-845 Thorburn Road be granted approval

in principle as per Appendix A: Tabled Report.

Carried Unanimously

7. Civic 1563 Thorburn Road

Motion:

Butler/Bartlett

2017-009

Resolved that the application for an accessory building at Civic # 1563 Thorburn Road be granted

approval in principle as per Appendix A: Tabled Report.

Carried

Unanimously

8. Crown land lease opportunities for Municipalities

The Planning Department is in receipt of correspondence regarding a new opportunity from the Provincial Government offering eligible municipalities the opportunity to acquire leases for Crown lands. The lease-to-own arrangements will be permitted for up to 10 years with varying lease options for economic development purposes such as local residential development, industrial parks or other commercial development. Item Submitted for Information.

9. Notice of Appeal filed re Civic 432 Old Broad Cove Road

The Planning Department is in receipt of a notice that an appeal has been filed against Council's decision to reject an application to subdivide property and construct a residential subdivision at Civic # 432 Old Broad Cove Road. Staff will forward the information requested to the Board.

10. Permit stats:

Twenty-four permits issued December 2nd, 2016 to January 5th, 2017 as per Appendix A: Tabled Report.

Recreation & Community Services Committee for January 10, 2017 presented by Clr. Bartlett

1. Merry and Bright Festival of Lights

The Recreation staff travelled throughout the community on Tuesday, December 20th to view all of the homes that were decorated for the holidays. There were a number of outstanding properties and it was great to see all of the Christmas Spirit in our Town. (See 'Presentations' above for list of winners.)

2. Lifestyle Center

The Recreation Director met with Vigilant Management to discuss the Project Charter and review a Concept Drawing for the Lifestyle Centre. The Concept Drawing is for preliminary budget estimates only and general space allocation. Staff will meet with Vigilant again on January 16th and the Charter will be brought forward for the next Council Meeting for approval.

3. Community Challenge

Member of the Killick Coast Councils as well as Staff will be competing against the Town of Paradise in the Community Challenge Cup on Saturday, January 28th on Mr. Todd Churchill's Reason for the Rink. As per previous years, information on the event and how to donate is located on the Town's Website and Facebook page. If anyone has any questions or any council member is wanting to participate, please contact Nicole at 895-5677.

4. Bid for the NL Summer Games 2020 and/or 2024

Mayors from the Killick Coast Communities (Torbay, Flatrock, Pouch Cove, LBMBOC, Bauline, and PCSP) as well as MHA David Brazil and MHA Kevin Parson met to discuss the opportunity to partner together to submit an application for the NL Summer Games for 2020 and or 2024. The Recreation Committee discussed the outcomes from that meeting and would like to put forward the following recommendation:

Motion:

Bartlett/Hanlon

2017-010

Resolved that the Town endorse the joint submission of the application to host the 2020 and or 2024 NL

Summer Games as the Killick Coast Region.

Carried

Unanimously

5. Rainbow Gully Turf Expansion

Recreation Committee discussed the expansion of Rainbow Gully Soccer and would like to put forward the following recommendation:

Motion:

Bartlett/Hanlon

2017**-011**

Resolved that the Town engage the Grand Concourse Authority and Turf Master to commence the expansion of Rainbow Gully Turf Field; and furthermore that the Grand Concourse Authority invite tenders for subcontracted services from local and other contractors on a competitive basis to bid on subcontracts.

Carried

For: Bartlett/Butler/Hanlon

Against: Tucker

Councillors discussed at length and prior to the vote on the above motion, Councillor Hanlon put forward an amendment to the motion as follows:

Motion:

Hanlon/Bartlett

2017-011A Resolved that the motion be amended to include the 'and furthermore that the Grand Concourse Authority invite tenders for sub-contracted services from local and other contractors on a competitive basis to bid on subcontracts.

Carried

For: Bartlett/Butler/Hanlon

Against: Tucker

Note: Mayor Tucker state he was opposed as he felt there was not enough information provided.

6. Winter Carnival

The Town of Portugal Cove – St. Philip's Annual Winter Carnival will be taking place from Friday, February 10th to Sunday, February 19th. This year's Carnival is bigger and better! There will be the traditional card games, skating, community breakfast, bingo, Storytime, family fun day, movie night and much more. However some of the new additions to the schedule are a craft fair, Valentines Dinner at Beachy Cove Café, memory mug up, adult dance featuring the band Bic and the Ball Points, and much more. The Winter Carnival Brochure will be available for residents on February 2nd. However the schedule will be posted on the website and in all forms of media after January 23rd. If anyone would like to become a sponsor for the Winter Carnival, please contact Nick Miller at 895-5661. If you need additional information or would like to purchase tickets for an event, please contact Nicole Clark at 895-5677.

7. Community Grants

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

Motion:

Bartlett/Hanlon

2017-012

Resolved that the Town donate \$75.00 to Claire Howse to assist to her travels to National cheerleading

Competition in Mississauga, Ontario with Max Athletics.

Carried

Unanimously

Motion:

Bartlett/Butler

2017-013

Resolved that the Town donate \$1000.00 to the Rainbow 50+ Club to assist with the organizing and planning of events for their members.

Carried

Unanimously

Public Works Committee Report for January 11, 2017 presented by Councillor Bartlett

1. Update: Connectivity Plan Phase 1 – Thorburn Road and Dogberry Hill Road

Committee was advised that a meeting was scheduled with Vigilant Management for January 12, 2017 to review the project schedule and discuss next steps. Staff advised Committee that information had been gathered on the number of properties which were not connected to the Town's water system in this area for consideration by Council Following the meeting with Vigilant Management, the below update was provided to Committee:

- a. Survey data was collected prior to Christmas to reflect changes to the school entrance made by the Department of Transportation and Works. This data was forwarded to EXP for integration into the Town's design drawings for the sidewalk project. Vigilant Management is meeting with EXP on January 17, 2017 to ensure this data is integrated and the tender documents updated to reflect the same.
- b. The project tender is scheduled to be released February 2, 2017, provided there are no changes to the scope of work. Tender award is scheduled for the first week of March and construction is scheduled for the beginning of May when weather conditions are expected to be favorable. Substantial completion of the project is scheduled for early July 2017.
- c. The integration of water connections along Thorburn Road and Dogberry Hill Road to this project was discussed to determine impact on timelines and cost. It is estimated to add an additional four weeks to the tender release schedule and an additional four to five weeks to the construction timeframe. Cost estimates were also included with a range of \$115,000 \$137,000.

2. Update: Zone Metering / Water Loss Program

A draft project charter and Request for Proposals (RFP) is under review by the Manager of Water / Wastewater. The purpose of the RFP is to contract consultants who will identify locations of high water loss, develop a plan for the installation of zone meters and develop a leak detection and control program. The project charter and schedule will be brought to Committee for approval.

3. Update: Sludge Dewatering Project

Research on various sludge dewatering options has been completed. Review of the initial information which the Town's budget was based on has identified concerns related to cost, technology and sludge disposal. As part of the Town's due diligence, staff are working to obtain further information and the file is actively being worked on.

4. Water Sampling Stations

Request to purchase four (4) water sampling stations which will replace samples being collected from fire hydrants and outside garden taps. Two quotes were received from the available suppliers in the amount of \$1984.84 +HST each (Wolseley) and \$2360.00 +HST each (Emco).

Motion:

Bartlett/Hanlon

2017-014

Resolved that the purchase of four (4) water sampling stations from Wolseley at a cost of \$1984.84 each

plus HST be approved.

Carried

Unanimously

5. Pressure Monitor Device

Committee was advised that a pressure monitoring device is being purchased to trial in the Nice Lane PRV. The device sends out alerts on water pressure fluctuations. This will be installed in the spring of 2017.

6. Portugal Cove Wharf Lift Station Check Valve Replacement

It has been determined that one of the check valves on the Portugal Cove Wharf lift station was not installed correctly as part of the original lift station construction. Staff are recommending this work be completed in tandem with the recently approved pump adapter plate installation as the Town can realize cost savings by having both pieces of work completed at the same time.

Motion:

Bartlett/Hanlon

2017-015

Resolved that the supply and installation of a new check valve by Xylem Inc. at the Portugal Cove Wharf Lift Station be approved at a cost of \$5,100.00 plus HST.

Carried

Unanimously

7. Container Purchase

As part of continuous improvements to the Town's snow clearing operations, staff is seeking approval for the purchase of a forty foot storage container for the purpose of housing ice control materials for use in specific fleet to minimize the amount of downtime experienced due to spreader damage.

Motion:

Bartlett/Hanlon

2017-016

Resolved recommends that the purchase of a 40-foot C-Can Container from Oceanex at a cost of \$5600.00 plus HST and including delivery be approved.

Carried

Unanimously

Discussion Items:

1. Old Cart Road / Mitchells Road -Staff advised committee of concerns in these areas which are causing difficulties with snow clearing operation (i.e. inadequate turnaround area for snow clearing equipment). Review is under way with Planning and Development to explore options.

- 2. Animal Control Services staff advised committee of the opportunity to partner with the Town of Torbay in a regional shared services arrangement with respect to animal control and enforcement. Staff will be seeking some points of clarification, but feel this will be a positive enhancement to the Town's level of service. Once details are confirmed, staff will request a services agreement for consideration by Council.
- 3. Loop Drive committee requested line painting at both entrances and exits of Loop Drive in the spring which will reflect the changes in traffic flow effective January 31, 2017.
- 4. Nearys Pond Road Tender-Committee requested an update on the Nearys Pond Road Construction tender. Committee was advised site visits had taken place on January 11, 2017 for those impacted by ditching easements. Staff advised they would check with the Town Manager for the latest project status and report back to Committee.

Economic Development, Marketing & Communications Report for January 11, 2017 presented by Councillor Butler

1. Advisory Committee Policy

At the Council meeting of December 13th, a new Advisory Committee Policy was tabled for Councils review. This policy would formalize the process for the establishment of these committees, membership appointments and operating procedures. It was determined that in order to adopt this new policy the Town of Portuga Cove – St. Philip's Rules and Procedures, Article 34 C, must be amended to support the policy, so that non-residents could be appointed to an Advisory Committee. Therefore a notice of motion was brought forward regarding this amendment (at the December 13, 2016 Council meeting).

Motion:

Butler/Bartlett

2017-017

Resolved that the Rules and Procedures of the Town of Portugal Cove – St. Philip's, Article 34C, pertaining to Advisory Committees, be amended. This section of article will read as follows: "Council may set up advisory committees with members appointed by Council to give advice on particular issues. At least one Councillor will be appointed who will act as liaison with Council."

Carried

Unanimously

Motion:

Butler/Bartlett

2017-018

Resolved that (Council) ad pt the "Advisory Committee Policy" (as tabled).

Carried

Unanimously

Addendum re Rules of Procedure:

As the document is being amended above, it is an opportune time to make some typographical corrections to the document (put forward by the Town Clerk and as noted by Councillor Butler). These were circulated to Council for information and the following motion is being put forward:

Motion:

Butler/Bartlett

2017-019

Resolved that the Rules of Procedures Governing Meetings be adopted as corrected and circulated.

Carried

Unanimously

2. Maggies Place Development Plan Consultations

The first meeting regarding development of the plan will take place Wednesday, January 11th with the landowners of the area. The general public meeting will take place the following week on Wednesday, January 18th at 7:00 pm at Murrays Pond Fishing and Country Club.

3. New Website

Final pictures for the website were taken during the week of January 10th. The website will go live by the end of January.

4. PCSP Alerts

The new notification system is in the final stages of activation. During the first two months of 2017 notifications will be sent to residents on how to sign up. The system will allow residents the ability to receive texts, emails or even phone calls directly on emergency notices and other Town programs and services including recreation, garbage and recycling, special events and more.

5. Stewardship Signs

The Town has submitted an application to Service NL for authorization to install the Stewardship Signs on Thorburn Road and Portugal Cove Road. Upon approval and when weather co-operates Public Works will install the two signs.

6. Northeast Avalon Destination Development Plan

The next stage of the destination development plan, which was completed last fall, is an opportunities management session to identify next steps. This session will be led primarily by the Provincial Government with the support of the steering committee which includes Portugal Cove –St. Philip's, our neighboring municipalities, Destination St. John's, Hospitality Newfoundland and Labrador and ACOA. This event will see numerous tourism stakeholders in the Northeast Avalon provide feedback on the identified initializes. The event will take place on February 7th.

7. Reason for the Rink

The Town is once again sponsoring Reason for the Rink this year with our logo under the ice surface and our flag, as well as organizing another charity game. Residents are encouraged to visit their site reasonfortherink.com.

8. ACE

The Advisory Committee is hosting a public information session on Sunday, January 15th to discuss the Green Team report created last summer. A recommendation on "Remote Sewage Treatment Enabling Regulation" is attached and is to be submitted to Planning and Development for review and consideration.

<u>Protective Services Committee Report for January 10, 2017 presented by Councillor Hanlon</u>

1. FES Updates

- The Chiefs plans to attend the Northeast Avalon Joint Council (NEAJC) meeting on the 18th as NL Fire Commissioner Derek Simmons will be speaking on fireworks safety issues. The chiefs will then meet with the Fire Commissioner's office for provincial direction on the issue.

 A draft mutual aid agreement has been drafted between PCSP and the Town of Torbay regarding fire and emergency services. The agreement encompasses the existing verbal understanding of mutual aid between the two communities in written form and will be reviewed by both communities at a meeting later in January.

2. Animal Control

Staff members have met with the Town of Torbay regarding shared Animal Control duties. An agreement is being drafted to allow Portugal Cove-St. Philip's to avail of Torbay's Animal Control services when needed.

3. Civic Numbering

The Planning and Development Department is working with the civic numbering policy to create a set of regulations. The first draft is complete and under review.

4. Municipal Enforcement Service Providers

Staff have been working with the Commissionaires and the Town of Torbay on an agreement to benefit both communities for municipal enforcement services. The agreement will be reviewed by legal services within the next two weeks and then brought back to the Committee. Once finalized, this progressive agreement will be in place for a one year trial period.

5. Loop Drive

Residents in the area of Loop Drive have received notification of the change in traffic flow. The decision to change the traffic flow on Loop Drive is based on significant research, resident consultation and feedback, and will provide increased safety options to mitigate the current issues around the ferry terminal traffic.

Addendum put forward by the Councillor Hanlon, Chair:

6. Donation

Motion: Hanlon/Bartlett

2017-020 Resolved that the Town donate \$500 dollars to SAFE PCSP Monte Carlo night fundraiser which they are

having on the evening of Feb 11 at Murrays Pond Club House.

Carried Unanimously

Admin. and Finance Committee Report for January 10, 2017 presented by Councillor Butler

Motion: Butler/Bartlett

2017-021 Resolved that Council pay regular accounts in the amount of \$338,491.05 and capital accounts in the

amount of \$28,201.39 for a total of \$366,692.44

Carried Unanimously

2. Group Insurance

We received correspondence from our insurance providers indicating an approximate 8.5% increase in premiums required to fund the plan based on experience history and other factors. The Director of Financial Operations has requested further details and will survey the market to determine if the current plan is competitive and fairly reflective of what the plan should cost.

3. Staffing Issues

The Director of Financial Operations updated the committee on operations within the finance department and indicated the shortage of staff resulting from some necessary leave is placing pressure on resources and may impact operations for some time into the future with existing staff having to work extra hours to cover.

4. Project Updates

Discussion took place around the length of time it takes to get projects to tender and Committee members stressed the desire to ensure all projects go to tender without unnecessary delay.

- Some specific project information is as follows: The RFP for the Water metering Project is awaiting Cabinet approval
- Neary's Pond road is tender ready just waiting on DMA for approval to go to tender.
- Connectivity project near the new school is close to ready just waiting on information relating to connecting properties to services prior to install.
- The Portugal Cove Road sidewalk project (the go ahead to commence design work and prepare cost estimates) will be initiated this week.
- Meadow Heights is currently in the design stage.
- Sludge Dewatering is waiting for revised disposal costing and methodology.

5. FCM Affordable Housing

The committee expressed that a subcommittee dedicated to this housing initiative needs to be struck and it was suggested that Deputy Mayor Will, Councilor Butler and Councilor Hanlon serve on the committee.

Addendum to the Admin Finance Committee Report presented by Councillor Butler:

Re: MYCW (re-direct Funds)

Motion:

Butler/Hanlon

2017-022

Resolved that the Town forward notification to the Department of Municipal Affairs that the remaining

funds from the deferred project # 17-MYCW-17-00002 be redirected as follows:

\$360,000 to be used for project MYCW #17-MYCW-17-00116 (Neary's Pond Road Upgrade);

And any remaining funds over the amount of \$360,000 be used toward the project #

17-MYCW-17-00117 (Meadow Heights Water and Sewer)

Carried

Unanimously

CORRESPONDENCE

(a) Correspondence from City of St. John's re Maggies Place/watershed (tabled letter)

NEW/GENERAL BUSINESS

Re the Affordable Housing Initiative

Mayor Tucker provided an update and advised that he met with private citizens who are coming forward to participate in putting together a business plan and applications; and, with the approval of Council start the ball rolling in making this project go forward. The committee is scheduled to meet again January 30th.

NOTICE OF MOTION None for this meeting

ADJOURNMENT:

Motion:

Hanlon/Bartlett

2017-023

Resolved that this meeting be adjourned at 6:10 pm.

Carried

Unanimously

Moses G. Tucker, Mayor

Judy Squires, Town Clerk

Attachment: P & D, Appendix 'A'

Appendix A: Tabled Report January 10th, 2017

Applications:

Item # 1:

Civic # 26-32 Marian Place
Accessory Building
Zoning: Residential Medium Density (RMD) – Unserviced

The Committee recommends that the application for Civic # 26-32 Marian Place 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 its discretion to grant approval in principle to this application.

Item # 2:

Civic # 37-39 Anglican Cemetery Road

Demolish Mobile Home & Accessory Building & Construct Single Dwelling & Accessory Building

Zoning: Residential Medium Density (RMD) - Serviced

The Committee recommends that the application for Civic # 37-39 Anglican Cemetery Road be granted approval in principle, permitting the demolition of an existing mobile home and accessory building and the construction of a single dwelling and accessory building. Approval in principle is subject to the proposed structure being located outside the watercourse buffer. Approval in principle is also subject to approval from Fisheries and Oceans Canada. 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), Development Regulation 49 (Non-Conforming Use), Schedule C: Residential Medium Density, and Schedule E: Environmental Protection Overlay.

The Administrator recommended that Council grant approval in principle to this application with the new structures located outside the watercourse buffer.

Item # 3:

Civic # 64-66 Farm Road (Part of Civic # 54-74 Farm Road)
Single Dwelling

Zoning: Residential Low Density (RLD) - Unserviced

The Committee recommends that the application to construct a single dwelling at Civic # 64-66 Farm Road (Part of Civic # 54-74 Farm Road) be rejected as the Building and Development Application submitted does not contain the signature of the property owner (or authorized representative) which does not comply with the Town's Municipal Plan & Development Regulations, specifically Development Regulation 17 (1) (Form of Application).

The Administrator recommended that this application be rejected.

Item # 4:

Civic # 68-70 Farm Road (Part of Civic # 54-74 Farm Road)

Single Dwelling

Zoning: Residential Low Density (RLD) - Unserviced

The Committee recommends that the application to construct a single dwelling at Civic # 68-70 Farm Road (Part of Civic # 54-74 Farm Road) be rejected as the Building and Development Application submitted does not contain the signature of the property owner (or authorized representative) which does not comply with the Town's Municipal Plan & Development Regulations, specifically Development Regulation 17 (1) (Form of Application).

The Administrator recommended that this application be rejected.

Item # 5:

Civic # 72-74 Farm Road (Part of Civic # 54-74 Farm Road)

Single Dwelling

Zoning: Residential Low Density (RLD) - Unserviced

The Committee recommends that the application to construct a single dwelling at Civic # 72-74 Farm Road (Part of Civic # 54-74 Farm Road) be rejected as the Building and Development Application submitted does not contain the signature of the property owner (or authorized representative) which does not comply with the Town's Municipal Plan & Development Regulations, specifically Development Regulation 17 (1) (Form of Application).

The Administrator recommended that this application be rejected.

Item # 6:

Civic # 843-845 Thorburn Road

Demolish Single Dwelling & Accessory Buildings & Construct Single Dwelling & Accessory Building Zoning: Protected Watershed (PW) - Unserviced

The Committee recommends that the application for Civic # 843-845 Thorburn Road be granted approval in principle, permitting the demolition of an existing single dwelling and accessory buildings and the construction of a single dwelling and accessory building. Approval in principle is subject to the conditions listed in correspondence from the City of St. John's dated January 3, 2017.

The Administrator recommended that this application be rejected as it does not comply with the Town's Municipal Plan & Development Regulations as the non-conforming use of the land has been discontinued in excess of 12 months which does not comply with Development Regulation 49 (2) (Non-Conforming Use).

Item # 7:

Civic # 1563 Thorburn Road
Accessory Building

Zoning: Residential Medium Density (RMD) - Serviced

The Committee recommends that the application for Civic # 1563 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 as the proposed structure will be located within a steep slope area which does not comply with Schedule E: Environmental Protection Overlay Condition # 4 (Steep Slopes).

Permits Issued:

Item # 10:

#	Permit	Issued Date	Civic#	Street Name	Permit Type
1	16-540	12/02/2016	4	Brentwood Avenue	Accessory Building
2	16-541	12/02/2016	1409	Thorburn Road	Transfer Water & Sewer
3	16-542	12/05/2016	1227-1233	Thorburn Road	Site Preparation
4	16-543	12/05/2016	8	River Front Drive	Occupancy
5	16-544	12/06/2016	34	Jendarmie Place	Occupancy
6	16-545	12/07/2016	155-157	Western Gully Road	Test Holes
7	16-546	12/07/2016	14	Country Garden Road	Accessory Building
8	16-547	12/07/2016	13	Willow Bend Close	Occupancy
9.	16-548	12/07/2016	.52	Peggy Deane Drive	Occupancy

10	16-549	12/08/2016	15	Oceans Edge	Occupancy
11	16-550	12/09/2016	1532	Thorburn Road	Occupancy
12	16-551	12/09/2016	11	Blagdon Hill	Single Dwelling
13	16-552	12/09/2016	337	Bennetts Road	Take-Out Food Service
14	16-553	12/14/2016	40-44	Patricia Drive	Occupancy
15	16-554	12/14/2016	7	Willow Bend Close	Occupancy
16	16-555	12/15/2016	16	Sunset Way	Site Preparation
17	16-556	12/15/2016	16	Sunset Way	Single Dwelling
18	16-557	12/15/2016	16	Megan Ridge Drive	Accessory Building
19	16-558	12/20/2016	81-83	Hughs Pond Road	Occupancy
20	16-559	12/20/2016		Portugal Cove Road	Commercial Renovations
21	16-560	12/20/2016	24-26	Bauline Line Extension	Accessory Building
22	16-561	12/21/2016	17	Blagdon Hill	Occupancy
23	16-562	12/21/2016	18	Beaver Creek Road	Occupancy
24	17-001	01/05/2017	39-41	Jera Street	Occupancy





BUSINESS ARISING



Town Manager's Report January 31, 2017

1. Deputy Clerk

After an extensive search and interview process I am pleased to announce that our new Deputy Clerk has been hired. Claudine Murray's first day was yesterday and is already deeply involved in hands on training with Judy.

Claudine comes to us with related experience gained from a number of employers. She has experience in Finance, Administration, Information Management, and Access to information and protection of privacy which are all immediately relevant to her new role. Most recently she has worked with Fire and Emergency Services Division of the Department of Municipal Affairs. Claudine has education in Accounting, Business, Computers and Information Management.

Claudine is a resident of the Town together with her husband and daughter. She is an active community member of Girl Guides and claims to thoroughly enjoy outdoor winter activities.

Claudine is here tonight getting her first taste of the role by mirroring Judy's final council meeting. February 14th with be the first Council meeting that she participates in on her own.

On behalf of myself and the rest of the Town staff I'd like to welcome Claudine to her new role.

2. Capital Construction Projects

Following is an update of all the capital works construction projects that are in process, greater detail is provided by respective reporting committees.:

- MYCW Nearys Pond Road Upgrade During a meeting with DMA I was informed that
 the letter to approve going to tender is with the Minister for signing. They had required a
 decision on reallocation of funds (Motion #2017-022) prior to making the recommendation
 to approve. We are continuing our discussions with land owners who will be directly
 affected by the road upgrade.
- MYCW Spurrels Road Bridge The bridge is in the manufacturing process and will be shipped when complete. Delivery is currently expected for late March.
- MYCW Meadow Heights water, sewer, and road upgrade The project design has reached 60% completion. The location for the sewer lift station and system drainage area has been identified. The drainage area and latest preconstruction estimates are necessary to start calculating proposed service levies and local improvement assessments. The calculations will be done by Town staff and shared with council as basis for their decision and policy making process. The calculations we continue to be refined as the inputs become more accurate.
- CWWF Water Metering We are awaiting approval from cabinet to issue an RFP. To save time we are expecting confirmation from DMA whether we can start with an expression of interest to narrow down the options and create greater RFP definition ahead of getting cabinet approval to issue an RFP.
- CWWF Treatment Plant Sludge Dewatering Unit The RFP is being developed and we
 are awaiting cabinet approval to issue. Like with the water meter project we are awaiting
 confirmation from DMA whether we can issue an expression of interest before the
 approval in order to save time and advance the project.
- Gas Tax School Pedestrian Connectivity A motion is coming before council tonight in order to alter the scope necessary to finalize design and tender package.

- Gas Tax Portugal Cove Road Pedestrian Connectivity This project is at the very early stages. Exp services has provided an estimate for prime consultant fees to complete this project. We are expecting Exp to provide us with a draft Prime Consultant Agreement to review and bring to a future council meeting for approval to sign, thereby officially starting the project.
- OCOA Soccer Field Upgrade Grand Concourse Authority is proceeding with plans.

3. Regional Cooperation

I reviewed the first draft of the letter of intent to cooperatively enter into a service agreement with the Town of Torbay and the Commissionaires for Municipal enforcement. The draft agreement will be brought to council when it is in a state suitable for council consideration and can be recommended for signing.

I reviewed a draft MOU that staff is developing for council consideration in relation to developing an emergency access road between Portugal Cove-St.Philip's and Paradise. The Draft MOU will be brought to council for consideration prior to making the decision to sign. This MOU is in response to a prior motion of council and feedback on the initiative from the Town of Paradise.

4. New Civic Numbering Regulations

I reviewed the initial draft for a new set of Civic numbering regulations. These regulations will require all buildings to have civic numbers meeting minimum requirements located on their property according to some location standards. The purpose is to aid locating a property during an emergency while driving along the road. The intent is to give owners plenty of time (measured in years) to have the civic number installed on their property before corrective action is required. When the regulations have been thoroughly reviewed and edited, they will be brought to the attention of the Protective Services Committee to consider making a motion to adopt.

5. Maggies Place Development Plan - Public Project Kick-off

The Town hosted the public kick off meeting for the Maggies Place development plan project on January 18. It followed a landowner kick off meeting from the prior week. The purpose of the meeting was to explain what the project is all about. The next step public engagement sessions are currently being planned. Information about the project can now be found on the Town's website and will be updated as the project proceeds and it comes available.

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PLANNING &

DEVELOPMENT

Planning and Development Committee Report Agenda

January 24th, 2017

In Attendance:

Councillor Joe Butler (Chairperson)

Mayor Moses Tucker

Ashley MacKinnon, Planning Technician Holly Duffett, Planning Technologist

Applications:

- 1) Civic # 51-53 Knapps Road Single Dwelling
- 2) Civic # 1618 Portugal Cove Road Business
- 3) Civic # 1483-1485 Thorburn Road Business
- 4) Civic # 1808 Portugal Cove Road Business

Discussion:

5) Civic # 270-282 Witch Hazel Road - Condition of Building

Permits Issued:

6) Permits issued from January 6th to January 19th, 2017

Planning and Development Committee Report

January 24th, 2017

In Attendance:

Councillor Joe Butler (Chairperson)

Mayor Moses Tucker

Ashley MacKinnon, Planning Technician Holly Duffett, Planning Technologist

Item #1

Motion:

The Committee recommends that the application for a single dwelling at Civic # 51-53 Knapps Road be granted approval in principle as per Appendix A: Tabled Report.

Item # 2

Motion:

The Committee recommends that the application to establish a personal service/shop business (pet grooming/retail/bakery) within an existing commercial building at Civic # 1618 Portugal Cove Road be granted approval in principle as per Appendix A: Tabled Report.

Item #3

Motion:

The Committee recommends that the application to establish a personal service business (health and wellness website) as a home occupation at Civic # 1483-1485 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.

Item #4

Motion:

The Committee recommends that the application to establish a shop business (consignment store – children's items) within an existing commercial building at Civic # 1808 Portugal Cove Road be granted approval in principle as per Appendix A: Tabled Report.

Item #5

The Committee discussed the condition of an existing dwelling at Civic # 270-282 Witch Hazel Road. On January 10th, 2017 the Committee requested that Staff look into the ownership of the property and complete a site visit.

The Committee advises Staff to forward correspondence to the property owner regarding the condition of the building.

Item #6

There were nine (9) permits issued from January 6th to January 19th, 2017 as per Appendix A: Tabled Report.

Appendix A: Tabled Report January 24th, 2017

Applications:

Item # 1:

Civic # 51-53 Knapps Road Single Dwelling Zoning: Residential Medium Density (RMD) - Unserviced

The Committee recommends that the application for Civic # 51-53 Knapps Road be granted approval in principle, permitting the construction of a single dwelling. Approval in principle is subject to a 8.1 % variance on the minimum lot area standard which will establish a lot area of 1,710 m² (0.42 ac) as opposed to the minimum of 1,860 m² (0.46 ac). 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 11 (Variances), Development Regulation 12 (Notice of Variance), Development Regulation 47 (Lot Frontage), and Schedule A: Definitions.

The Administrator recommended that Council use its direction to grant approval in principle to this application.

Item # 2:

Civic # 1618 Portugal Cove Road Business (Personal Service\Shop) Zoning: Mixed Use (MIX) - Serviced

The Committee recommends that the application for Civic # 1618 Portugal Cove Road be granted approval in principle, permitting the establishment of a personal service/shop business (pet grooming/retail/bakery). 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 MIX-2 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), Schedule C: Mixed Use, and Schedule D: Off-Street Parking Requirements.

The Administrator recommended that Council use its direction to grant approval in principle to this application.

Item # 3:

Civic # 1483-1485 Thorburn Road Business (Personal Service) Zoning: Traditional Community (TC) - Serviced

The Committee recommends that the application for Civic # 1483-1485 Thorburn Road be granted approval in principle, permitting the establishment of a personal service business (health and wellness website). 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 TC-1 & TC-2 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), Schedule C: Traditional Community, and Schedule D: Off-Street Parking Requirements.

The Administrator recommended that Council use its direction to grant approval in principle to this application.

Item # 4:

Civic # 1808 Portugal Cove Road Business (Shop) Zoning: Traditional Community (TC) -Serviced

The Committee recommends that the application for Civic # 1808 Portugal Cove Road be granted approval in principle, permitting the establishment of a shop business (consignment store - children's items). 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 TC-1 & TC-2 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), Schedule C: Traditional Community, and Schedule D: Off-Street Parking Requirements.

The Administrator recommended that Council use its direction to grant approval in principle to this application.

Permits Issued:

Item # 6:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	17-002	01/06/2017	9	Brentwood Avenue	Occupancy
2	17-003	01/06/2017	81-83	Hughs Pond Road	Remove Accessory Building
3	17-004	01/06/2017	81-83	Hughs Pond Road	Accessory Building
4	17-005	01/10/2017	26	Legion Road	Subsidiary Apartment
5	17-006	01/10/2017	556-560	Old Broad Cove Road	Occupancy

6	17-007	01/13/2017	167-169B	Beachy Cove Road	Subsidiary Apartment
7	17-008	01/17/2017	36-38	Jera Street	Occupancy
8	17-009	01/17/2017	34	Bauline Line Extension	Business
9	17-010	01/18/2017	245-247	Olivers Pond Road	Site Preparation



RECREATION

&

COMMUNITY

SERVICES



RECREATION & COMMUNITY SERVICES

Tuesday, January 24th, 2017

In Attendance:

Councilor, David Bartlett Councilor Johnny Hanlon

Staff:

Dawn Sharpe, Director of Recreation and Community Services

1. Winter Carnival

The Town of Portugal Cove – St. Philip's Winter Carnival is taking place from February 10th to 18th. To kick off the festivities, Mayor Moses will sign the Proclamation. As a new addition to this year's Winter Carnival, students at Beachy Cove Elementary were invited to participate in the "Winter Carnival Tag It Contest". Students were asked to design a button and give it a tag line. The winner would have his/her design on a button and sold for the purpose of daily prize draws. The winner of the First Annual "Winter Carnival Tag it Contest" is Cassie Sparks. She will be presented with her button and a prize for participating in the contest.

2. Atlantic Summit

The Recreation Director provided information on the Atlantic Canada Event Summit being held in St. John's March 8th to 10th. This Summit target audience is Municipal Leaders, Special Event and/or Facility Coordinators, and Sport Tourism personal. Mayor Moses Tucker and Nick Miller, Sports Coordinator will be attending the conference on behalf of the Town. Information from this conference will be discussed at the Recreation Committee meeting on March 21st.

3. Staff Training

Over the next few months Recreation Staff will be engaged in Professional Development training. Dawn Sharpe, Director of Recreation and Community Services and Nicole Clark, Special Events Coordinator will be participating in the DancePlay Instructor Certification Workshop hosted by the Town of Torbay, May 6th -7th. Mike Stone, Program Coordinator will be participating in the Fundamental Movement Skills Workshop on February 4th, at the Jack Byrne Arena. Both workshops will allow staff to engage community members that coach or volunteer with youth ages 6-12 years. This will be very beneficial to our Summer Program Staff and we look forward to the outcomes of the training.

4. Rainbow Gully Softball Field Lighting

Recreation Committee discussed the expansion of the Rainbow Gully Softball Field Lighting System. Committee would like to put forward the following recommendations:

Motion: Committee recommends that the Town engage Grand Concourse Authority and Musco Lighting to upgrade Rainbow Gully Softball Field Lighting that is compatible to and in conjunction with the soccer field expansion.



PUBLIC WORKS



Public Works Committee January 25, 2017

In attendance: No meeting was held. The following update is provided.

1. Update: Connectivity Plan Phase 1 - Thorburn Road and Dogberry Hill Road

An update from Vigilant Management on January 23, 2017 advised that EXP is finalizing the design drawings for the tender package. Staff is awaiting Council direction on the integration of water connections to this project. The release of the tender package will be held until such direction is received. If water connections are integrated, further design work will need to be completed and the tender package updated.

2. Update: Zone Metering / Water Loss Program

The project charter will be brought to next Committee meeting for review and recommendation for approval.

3. Update: Sludge Dewatering Project

A meeting with Department of Municipal Affairs is scheduled for January 30, 2017 to discuss the project.

4. Traffic Concerns Witch Hazel Road

Concerns forwarded by a resident regarding traffic speeds and driveway approaches on Witch Hazel Road are being assessed.



ECONOMIC DEV., MARKETING & COMMUNICATIONS



Economic Development, Marketing and Communications Agenda January 25, 2017 3:30 pm

In attendance:

Councillor Joe Butler, Chair Councillor Dave Bartlett Jeff Lawlor, Director of Economic Development

1. CFIB Report

Committee reviewed the Canadian Federation of Independent Business (CFIB) report on Municipal Red Tape. The Town of Portugal Cove –St. Philip's ranked poorly in the report and the methodology and findings of the study were reviewed. The Director of Economic Development will propose a new formalized process to deal with business applications and inquiries at the next Committee meeting as a result.

2. Maggies Place

The public meeting took place on Wednesday, January 18th. As a result of both the introductory meetings, Tract and Town staff are reviewing the methodology for engagement and timelines of the project to ensure meaningful dialogue and success. At the next Committee meeting the minutes will be shared and revised plan presented.

3. Website/PCSP Connects

The new website will be launched on Wednesday, February 1st. Residents will also be able to sign up for our new notification system called "PCSP Connects". We will start to send out notifications with the new system on March 1st.

4. Field Expansion Press Release

A press release is being drafted by the Town and ACOA for a funding announcement on February 2nd.

5. Stewardship Agreement Signs

In collaboration with the Stewardship Association of Municipalities additional signs have been completed to support the induvial management units. There are unique signs for the Blast Hole Ponds area, Voisey's Brook Park and a common sign for Beachy Cove Brook, Main River, and Broad Cover River. They will be installed at the same time the main stewardship road signs are installed in the early spring.

6. Advisory Committee on the Environment

ACE is exploring interest from residents regarding the maintenance and stewardship of Beachy Cove Brook as a result of the Green Team report presentation. The No Idle campaign is launching the week of February 6th and the Lions Club is partnering with the Town for delivery and, if necessary, installation of signs at local businesses.

Paula Courage has expressed formal interest in joining the Committee and her submission was reviewed. Paula is a resident of the community as well as a teacher at Beachy Cove Elementary who leads the school's environmental initiatives.

Motion: The Committee recommends that Paula Courage be appointed to the Advisory Committee on the Environment.

7. Heritage Committee

To celebrate Heritage Day we will be partnering with Memorial University and Dale Jarvis for a Memory Mug Up event on February 10th.

We will be proceeding with the restoration and eventual relocation of Fanny Goff's headstone; Grand Concourse will be doing this work at a cost of \$3500. This item has already been included in the budget.



PROTECTIVE SERVICES



Protective Services Committee

Tuesday, January 24, 2016 5:30pm

IN ATTENDANCE:

Councilor Johnny Hanlon

Fred Hollett, Co-Chief - Volunteer Fire Department (Item #1-3)

Heather Coughlan, Employee & Public Relations Administrator

Chris Milley, Town Manager / Engineer

ALSO IN ATTENDANCE: Mayor Moses Tucker

1. FES Updates

- The Chiefs attended the Northeast Avalon Joint Council (NEAJC) meeting January 18th. NL Fire Commissioner Derek Simmons gave a presentation on the state of affairs for fireworks. The Chiefs are working on a draft resolution regarding recreational fireworks for the purpose of presenting to the Newfoundland and Labrador Association of Fire Services (NLAFS). The draft will be discussed at a meeting of the regional fire chiefs in early February and then brought back to Council for their review.
- The draft mutual aid agreement for fire and emergency services between PCSP and the Town of Torbay will also include the Town of Pouch Cove. The proposed agreement will be sent to all three Mayors for their consideration.
- The Volunteer Fire Department made three separate responses to a commercial alarm at 1082 Thorburn Road on January 21st / 22nd in less than 12 hours. Each response was deemed a false alarm. There were numerous attempts to contact the building owner with no response. The Chiefs are drafting a letter to the building owner and security service provider as a means of follow up.
- The regional water supply tanker initiative package is being compiled for presentation to the Minister of Municipal Affairs.

2. Damage to Private Vehicle

The Committee discussed a claim for damages to a Volunteer Fire Department member's private vehicle sustained at the station in response to a call. The Chiefs will obtain further information and bring it back to the Committee before a final decision is made.

3. Witch Hazel Road Traffic Concerns

Recent events on Witch Hazel Road have increased concerns regarding traffic safety. Councilor Hanlon will be bringing this issue to Public Works Committee for action on mitigation measures such as line of sight - brush clearing, and safety signage.

4. Animal Control

The draft agreement to allow Portugal Cove-St. Philip's to avail of the Town of Torbay's Animal Control services is close to completion. It will be brought to Committee as soon as possible.

5. Civic Numbering

The initial draft of the Civic Numbering regulation is still under review. It will be brought to Committee as soon as possible.

6. Municipal Enforcement Service Providers

A draft version of the agreement for municipal enforcement services between PCSP and the Town of Torbay is being reviewed by Committee members. Their feedback is requested by the end of this week.



ADMINISTRATION

& FINANCE



Administration & Finance Committee Report January 24, 2017 9:00 a.m.

In attendance:

Councillor Joe Butler, Acting Chair

Mayor Mose Tucker

Regrets: Staff: Councillor Facey & Deputy Mayor Will

Chris Milley, Town Manager

Tony Pollard, Director of Financial Operations

Judy Squires, Town Clerk

1. Accounts for payment

MOTION:

Committee recommends that Council approve payment of regular accounts in the amount of \$47,628.74 and Capital accounts in the amount of \$102,932.12 for a total of \$150,550.86

2. Ayres Lane property i.d. 183-838 sold at 2016 Tax Sale

As the tax sale of the above mentioned was insufficient to cover the outstanding amount, the following is required:

MOTION:

Committee recommends that Council write-off the amount of \$19,317.27 for the property known as Parcel i.d. 183-838 Ayres Lane.

3. Correspondence from Municipal Affairs, Gas Tax Secretariat

The letter dated January 13, 2017, states the Town has \$427,821.77 remaining in gas tax funds to March 31, 2019. To ensure the Town receives timely payments of gas tax funds, a Capital Investment Plan application along with a resolution of Council and a quote for the proposed cost of eligible project(s) will need to be submitted. The Director of Financial Operations will follow-up on this item.

4. Service Level Review Charter (of the Strategic Plan)

The Town Manager advised that he, along with the Director of Economic Development, Marketing & Communication, are working on completing the Charter to bring it to an acceptable status for Council. The Town Manager proposed that Vigilant will not be involved in the creation of the charter however they will still put together the RFP or tender package. It is hoped that the first draft will be ready for the next round of committee meetings in two weeks.

5. Asset Management Plan

Committee generally discussed the need to strengthen policies around reserving funds for asset management planning.

Carried forward items discussed:

- The Town Manager provided some verbal information but noted he will be providing a report on MYCW and all other capital projects in his Town Manager's report for the January 31st meeting.
- The update of the Water & Sewer Regulations is continuing as part of the Water Metering project
- Mayor Tucker will bring an update on the ad-hoc committee for Affordable Housing to the Council meeting on January 31st. The update will include the names of members he has appointed to the Committee.
- It is noted that the item for 163 Witch Hazel Road acquisition of Crown Land is removed from this committee's list of carried forward items as that is now being processed thru the Planning & Development Committee.

Accounts for Payment - Jan 24, 207

REGULAR ACCOUNTS:

850	1/1/2017	City of St. John's December Garbage	\$ 10,964.70
3558268590	1/12/2017	Xylem Two SBR feed pumps & one aspirator	\$ 26,070.04
17490	12/7/2016	Municipalities Newfoudland & Labrador NEAR Fund Plan	\$ 10,594.00
13838	12/31/2016	Benson Buffett Removal Order 29-33 Windsor Heights	\$ 6,047.81
13836	12/31/2016	Benson Buffett Removal Order 820 B St. Thomas Line	\$ 9,164.27
		TOTAL REGULAR ACCOUNTS	\$ 47,628.74
CAPITAL ACCOUNTS: 16018-04	1/10/2017	Eastern Contracting Town Hall Renovations	\$ 97,267.94
347965	12/9/2016	EXP Services Spurrell's Road Bridge	\$ 5,664.18
		TOTAL CAPITAL ACCOUNTS	\$ 102,932.12
		Total	\$ 150,560.86

Town of Portugal Cove-St.Philips

BNK1 - BNS CURRENT ACCT

Cheques from 044201 to 044239 dated between 01/01/2017 and 01/23/2017

CHEQUE REGISTER Page 1 of 2 01/23/2017 Printed: 3:08:16PM Number Issued **Amount** SC Status **Status Date** 044202 01/11/2017 **Darcy Tucker** 200.00 G/L OUT-STD 01/11/2017 7340-6400 Sponsorship NE Eagles Atom Darcy Tucke 200.00 01/11/2017 01/11/2017 044203 Chris Neary 126.50 A/P OUT-STD 51134 **Boots** 126.50 01/11/2017 01/11/2017 Frederick Hollett OUT-STD 044204 A/P 1.035.00 Jan1-7 2017 Jan1-7 2017 1.035.00 01/11/2017 044205 01/11/2017 Jeff Lawlor 132.37 A/P OUT-STD 375443.4154 Postage 132.37 044206 01/11/2017 Madonna Sharpe OUT-STD 01/11/2017 684.11 A/P 40703 Table for Community Center 684.11 01/11/2017 044207 01/11/2017 Richard Murphy 1,178.75 A/P OUT-STD Jan2-8 2017 Jan2-8 2017 1,178.75 01/11/2017 01/11/2017 Sharpe's Convenience Store **OUT-STD** 044208 1,296,17 A/P JAN-DEC2016 Sharpes Store Account JAN-DEC2016 1,296.17 01/11/2017 Spartan Fitness 01/11/2017 044209 OUT-STD 277.61 A/P Dumbells 273878 277.61 01/12/2017 044210 01/12/2017 Judy Squires 50.57 A/P OUT-STD 30052313 Book - Roberts Rules 50.57 044211 01/12/2017 Atlantic Cash & Carry 1,403.41 A/P OUT-STD 01/12/2017 03470100652 Recreation Special Events 1,403.41 01/12/2017 044212 01/12/2017 Joe Donkers (petty cash) 352.65 A/P OUT-STD Petty Cash Dec 31 2016 Petty Cash Dec 31 2016 352.65 01/12/2017 Nicole Clark (Petty Cash) 01/12/2017 044213 OUT-STD 1,000.00 A/P Petty Cash Winter Carnival Petty Cash Winter Carniva 1,000.00 01/12/2017 044214 01/12/2017 Rainbow 50+ Club OUT-STD 200.00 A/P Winter Carnival 2017 Winter Carnival 2017 200.00 044215 01/12/2017 Royal Canadian Legion OUT-STD 01/12/2017 200.00 A/P Winter Carnival 2017 Winter Carnival 2017 200.00 01/12/2017 044216 01/12/2017 Women's Institute C/O D. Cheeseman 200.00 A/P OUT-STD Winter Carnival 2017 Winter Carnival 2017 200.00 01/13/2017 **OUT-STD** 01/13/2017 044217 Jennifer and Ken Taylor 50.00 G/L 7310-6400 Festival Light Contest Winner Jennifer and 50.00 01/13/2017 01/13/2017 044218 Shannon & Lisa Adams 50.00 OUT-STD G/L 7310-6400 Festival Light Contest Winner Shannon & I 50.00 01/20/2017 044220 01/20/2017 Western Hydraulic 2000 Ltd. OUT-STD 11,792,10 A/P 3526 Snow Plough and Mounts 6.555.00 Carbides for winter Inventory 3617 5,237.10 044221 01/20/2017 Steele Communications OUT-STD 01/20/2017 2.949.89 A/P 170048-1-2 Tax on Invoice 170048-1 75 00 **Budget Consultation Ads** 171552-1 2,874.89 01/20/2017 044222 01/20/2017 Rainbow 50 Plus Club 1.000.00 G/I **OUT-STD** 7340-6400 Motion 2017-013 Rainbow 50 Plus Club 1.000.00 044223 01/20/2017 Melissa Howse G/L **OUT-STD** 01/20/2017 75.00 7340-6400 Motion# 2017-012 Melissa Howse 75.00 044224 01/20/2017 Baker Flooring Contracts Ltd. A/P OUT-STD 01/20/2017 7,840.70 16770 Supply & Install Carpet 7,840.70

^{* -} Partial payment was made on Invoice

^{** -} Name on Check was modified

Town of Portugal Cove-St.Philips

BNK1 - BNS CURRENT ACCT

Cheques from 044201 to 044239 dated between 01/01/2017 and 01/23/2017

CHEQUE REGISTER Page 2 of 2 3:08:16PM 01/23/2017 Printed: **Amount** SC Status Status Date Number issued 01/20/2017 Bren/Kir Industrial Supp Ltd. 01/20/2017 044225 8,596.48 A/P OUT-STD MP-00452167 1.75" hose 8,596.48 01/20/2017 01/20/2017 Carl Thibault 044226 6,833.45 A/P OUT-STD 16-070 Hyraulic tank lowering system 6,833.45 01/20/2017 Complete Transport Services 01/20/2017 044227 5,777.26 OUT-STD A/P 39313 Retro Fit to Porta station 5,777.26 044228 01/20/2017 EXP. Services Inc. OUT-STD 01/20/2017 5.871.21 A/P 343139 Spurrell's Road Bridge 5,871.21 044229 01/20/2017 Micmac Fire & Safety Source Ltd. 5,587.51 A/P OUT-STD 01/20/2017 NL-00838706 4" hose 5,587.51 01/20/2017 044230 01/20/2017 Municipal Assessment Agency 30,387.00 A/P OUT-STD 98594 First Quarter Assessment Fees 30,387.00 01/20/2017 01/20/2017 Nortrax 044231 18,400.00 A/P OUT-STD 648463 Rental - John Deere 624K - From Dec1-De 10,350.00 648470 Rental - John Deere 544K - From Dec1-De-8,050.00 044232 01/20/2017 Pardy's Waste Management & Industricla Services Lt 44,364.24 A/P OUT-STD 01/20/2017 65128 Treatmeant Plant Vacuum Service 24,489.48 65658 Treatmeant Plant Vacuum Service 19,874.76 044233 01/20/2017 The Hub 2,075.75 A/P OUT-STD 01/20/2017 23892 **Building Permits** 609.50 23966 **Flyers** 1,121.25 24520 Winter Carnival Tickets 345.00 01/20/2017 044235 01/20/2017 Safe PCSP 500.00 G/L OUT-STD 6360-1540 Monte Carlo Night Fundraiser Safe PCSP 500.00 044236 01/20/2017 **Coastal Dance Company** G/L OUT-STD 01/20/2017 150.00 7314-6400 Jumpstart - K. Villancourt Coastal Dance C 150.00 01/20/2017 Mallard, Christopher & Judith Furlong-Mallard 01/20/2017 044237 336.99 A/R **OUT-STD** 044238 01/20/2017 Richard Young & Assoc. Co. Ltd. 517.50 A/P OUT-STD 01/20/2017 4886 Harding's Hill Survey 517.50 Cheque Totals Issued: 161,492.22 Void: 0.00 **Total Cheques Generated:** 161,492.22 Total # of Cheques Listed: 35

^{* -} Partial payment was made on Invoice

^{** -} Name on Check was modified



NEW/GENERAL/ UNFINISHED BUSINESS

New Business:

To be presented by Councillor Bartlett, Chair of Public Works Committee:

The Connectivity Plan Phase 1 – Thorburn Road and Dogberry Hill Road involves the placement of sidewalk options along a select area of Thorburn Road and Dogberry Hill Road. The initial project scope entails the placement of sidewalks from the entrance of the new school on Thorburn Road west to the intersection of Dogberry Hill Road and then south along Dogberry Hill Road to the intersection with Dogberry Hill Road Extension. Committee is recommending expansion of the project scope to include the placement of water service stubs for those properties along the area of Thorburn Road covered by this project which are currently not connected to the Town water system. The estimated cost for the placement of these stubs is \$60,000.

Motion:

I recommend that the scope of the Connectivity Plan Phase 1 – Thorburn Road and Dogberry Hill Road project be expanded to include the integration of water service stubs for properties on Thorburn Road which are within the project construction area and the tender package be updated to reflect the same.

So moved

New Business item:

To be presented by Councillor Hanlon, Chair of Protective Services Committee:

Motion:

I recommend that the Town of Portugal Cove-St. Philip's approve the Fire Protection Mutual Aid Agreement between the Towns of: Portugal Cove-St.

Philip's, Pouch Cove and Torbay effective January 31, 2017.

So moved.

Municipal Service District Proposed

Fire Protection Mutual Aid Agreement

BETWEEN

The Town of Portugal Cove-St. Philip's

AND

The Town of Pouch Cove

AND

The Town of Torbay

This mutual Aid Fire Protection Agreement entered into this ______ day of ______, 2017 between the Town of Portugal Cove-St. Philip's, the Town of Pouch Cove and the Town of Torbay is for the purpose of servicing, in accordance with PART 1 hereunder, Fire Protection of Life and Property and in Firefighting, provided:

- 1. This agreement shall remain in full force and effect until such time as it is revoked, in writing, by ALL parties or replaced by a new agreement.
- 2. ALL parties to this agreement shall, within three (3) months written notice from either party, meet to negotiate changes or amendments to the agreement.

Terms of Reference:

Unless the context otherwise requires, in this mutual aid agreement:

- a. "The Requested Town" means the Towns Fire Department providing Mutual Aid under the agreement.
- b. "The Requesting Town" means the Towns Fire Department requesting Mutual Aid under the Agreement.
- c. "Fire Chief or Officer in Charge" means for each town, the person(s) responsible for the Fire Department of the Town or his/her delegate.
- d. "Fire Department" means a Fire Department maintained and operated by each Town under this agreement.
- e. "Mutual Aid" means assistance by providing, upon request and subject to availability of personnel and resources, emergency resources to another Town outside the Municipal boundaries of that Town that provides emergency resources.

PART 1

This agreement is between the Town of Portugal Cove-St. Philip's, the Town of Pouch Cove and the Town of Torbay for emergency assistance.

IT IS AGREED THAT:

Upon request, through a pre-determined fire alarm system or call of the Fire Chief or Officer in charge, the requested Town shall, subject to availability of personnel and resources, dispatch to any point within the requesting Town for mutual aid service for firefighting personnel and equipment deemed necessary for the situation by the responding party.

a) The requested Town shall, unless command is transferred to it at the scene of the emergency by the Fire Chief of the requesting Town, provide assistance under direction of the Fire Chief of the requesting Town.

And/or:

- b) The responding party shall be released by the requesting party when their services are no longer required or when the responding party is needed within the area from which it normally provides fire protection.
- c) Each party waives all claims against the other party for compensation of any loss, damage, personal injury, or death occurring as a consequence of the performance of this agreement.
- d) In the event of an extended mutual aid response, or repeated mutual aid responses over a specific time period to another community, there may be provision whereby some compensation may be provided. This would be discussed by both parties to arrive at an agreed upon solution which is in the best interest of the assisting party.
- e) All parties to this agreement shall have full protection of the applicable sections of the Municipalities Act/Local Service District Regulation.
- f) A schedule of equipment for each department must be provided and updated annualy, and said schedule to be dated and attached to this agreement.
- g) Signed by the proper Officers of the parties in the presence of the Witness hereto subscribing:

Town of Portugal Cove-St. Philip's	Town of Pouch Cove	Town of Torbay	
Mayor	Mayor	Mayor	
CAO	Town Manager	CAO	
Fire Chief	Fire Chief	Fire Chief	
Witness	Witness	Witness	