



TOWN OF PORTUGAL COVE-ST. PHILIP'S

February 16, 2017

Regular Public Council Meeting 5:00 p.m.

IN ATTENDANCE:	Mayor	Moses Tucker
	Deputy Mayor	Gavin Will
	Councillors:	Dave Bartlett
		Joe Butler
		Norm Collins
		Johnny Hanlon
		Chris Milley
	Town Manager	Tony Pollard
	Director of Financial Operations	Jeff Lawlor
	Director of E.D., Mark. & Comm.	Les Spurrell
Planning & Development Coordinator	Claudine Murray	
Deputy Town Clerk		

Mayor Tucker called the meeting to order and welcomed the gallery of 5 persons in attendance for the meeting, noting regrets from Councillor Facey.

CALL MEETING TO ORDER

Motion: Will/Butler
 2017-036 Resolved that the Deputy Town Clerk, Claudine Murray, is appointed Town Clerk for this meeting.
 Carried Unanimously

ADOPTION OF AGENDA

Motion: Hanlon/Collins
 2017-037 Resolved that the agenda dated **February 16, 2017**, be adopted as circulated.
 Carried Unanimously

ADOPTION OF MINUTES

Motion: Bartlett/Hanlon
 2017-038 Resolved that the minutes of **January 31, 2017** be adopted as circulated.
 Carried Unanimously

BUSINESS ARISING

There is no Town Manager report for this meeting.

COMMITTEE REPORTS

Planning & Development Report of February 7, 2017 – presented by Councillor Collins

Applications:

1. Civic # 965-967 Thorburn Road – Dwelling Extensions & Accessory Buildings

Motion: Collins/Bartlett
2017-039 Resolved that the application for an existing dwelling extension and accessory building, the construction of a dwelling extension, and the removal/demolition of two accessory buildings at Civic # 965-967 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

2. Department of Municipal Affairs – Notice of Ministerial Decision

The Planning Department is in receipt of correspondence regarding a Purchase Notice served to the Minister of Municipal Affairs for Civics # 15-19, 21-25, 27-33 & 15A-33A Longmarsh Road. The Minister of Municipal Affairs advised that his decision to reject the Purchase Notice is confirmed.

3. Inspiration Enterprises Inc. – Request for Reimbursement

Motion: Collins/Will
2017-040 Resolved that the request for reimbursement for costs incurred to refine the Town’s Environmental Protection Overlay Map at Civics # 49-53 & 55-63 Jera Street be refused as per Appendix A: Tabled Report.

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

4. Town of Paradise – Municipal Plan & Development Regulations Review

The Planning Department is in receipt of correspondence from the Town of Paradise advising that based on feedback received from previous consultations, they have revised the draft Plan and are seeking input on the changes, including the addition of the Picco Ridge Concept Plan. The Town of Paradise is requesting any comments be forwarded by Friday, February 24th, 2017.

Motion: Collins/Will
2017-041 Resolved that Council forward correspondence to the Town of Paradise stating that PCSP has no concerns regarding their proposed Municipal Plan and Development Regulations review.

Carried Unanimously

5. Civic # 837-839 Thorburn Road – Stop Work Order

Motion: Collins/Bartlett
2017-042 Resolved that Council 'lift' the 'Stop Work Order' (Motion # 2016-262) that was placed on land development activity without a permit at Civic # 837-839 Thorburn Road, on August 11th, 2016.
Carried Unanimously

6. Civic # 841 Thorburn Road – Stop Work Order

Motion: Collins/Butler
2017-043 Resolved that Council 'lift' the 'Stop Work Order' (Motion # 2016-262) that was placed on land development activity without a permit at Civic # 841 Thorburn Road, on August 11th, 2016.
Carried Unanimously

Discussion:

7. Civic # 1-3 Olivia Place – Development without a Permit

Motion: Collins/Will
2017-044 Resolved that Council place a 'Removal Order' on a secondary driveway access at Civic # 1-3 Olivia Place constructed without a permit from the Town.
Carried Unanimously

Permits Issued:

8. Permits issued from January 20th to February 2nd, 2017

There were four (4) permits issued from January 20th to February 2nd, 2017 as per Appendix A: Tabled Report.

Recreation /Community Services Committee

No report for this meeting

Public Works Committee Report of February 8, 2017 - presented by Councillor Bartlett

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

Information regarding required water connections for Thorburn Road in the area of the proposed project construction has been forwarded to Vigilant Management and EXP for integration/updating of engineering design. A revised schedule will be forthcoming from Vigilant Management and will be provided to Committee at that time.

2. Zone Metering & Water Loss Program – Project Charter

The project charter for the zone metering and water loss program was discussed with a focus on the outcomes expected for this project. Phase 1 includes the engagement of a consultant to review the Town’s water distribution system to identify areas of major water loss, recommend type and location of zone meters, recommend future upgrades to system, and prepare guidelines for the installation of zone meters in future developments. Phase 2 involves the development of a tender for the selection of a contractor to supply and install zone meters and Phase 3 includes analyzing data from the zone and residential metering to inform the Town’s leak detection program. A Request for Proposals has been drafted and is under review by staff.

Motion: Bartlett/Hanlon
2017-045 Resolved that the project charter for the zone metering and water loss program be approved.
Carried Unanimously

3. AVL Fleet Monitoring Solution – Request for Proposals (RFP)

Two bids were received in response to the Town’s RFP for an AVL solution. Skyhawk Telematics Inc. was the only qualified bidder and as a result scored the highest on the RFP evaluation. The AVL fleet monitoring solution will provide analytics on the Town’s fleet (heavy equipment and light duty vehicles) and assist in identifying efficiencies in fleet usage and operational routing. Costs related to the implementation of this solution include the one-time purchase of hardware and monthly software licence fees and data. The monthly data fees have the potential to be adjusted lower depending on amount of data used/required. However, the fee also reflects the current volume of fleet owned by the Town. As new fleet is added, additional data will be required.

Motion: Bartlett/Collins
2017-046 Resolved that Skyhawk Telematics Inc. be awarded the contract for the AVL Fleet Monitoring Solution at a cost of \$33,243.88 +HST for hardware purchase and monthly fees of \$969.00 +HST.
Carried Unanimously

4. Other Items Discussed:

Town Hall Upper Level Mini-Split Heat Pump Tender: Committee was advised the tender for the Town Hall Upper Level Mini-Split Heat Pump will be advertised in the Telegram on February 11, 2017. The closing date is February 24, 2017 and the tender is being handled by RAN Engineering, mechanical consultants, on behalf of the Town.

Economic Development, Marketing & Communications – February 8, 2017, presented by Councillor Butler

1. Business Application Process

The Economic Development Department has been working with the Planning and Development Department to improve communications and processes with prospective businesses in PCSP. A new collaborative approach will be taken on all inquiries and we are currently reviewing brochures, forms and applications to make them more user friendly and informative.

2. Murray's Horticultural Services Letter

A response will be drafted on the correspondence received by Murray's Horticultural Services.

3. Census Data

The Committee reviewed a "Census Made Simple" proposal by MDB Insight. The plan proposed how to utilize and share statistics on census information that will be released throughout the year. They propose to analyze and visualize the census information based on the release of 9 census datasets customized for PCSP. As each dataset is released by the Federal government, we would have a fact sheet produced based on their analysis.

Motion: Butler/Bartlett
2017-047 Resolved that the Town purchase a customized "Census Made Simple" plan by MDB Insight for \$5,500 plus HST.
Carried Unanimously

4. Best of PCSP Community Awards

The event will take place on Tuesday, April 24th at the Legion. Nominations open on March 1st.

5. Maggie's Place Development Plan

After two launch meetings were completed in January the Town will now look for more comprehensive input from stakeholders and residents in a series of engagement meetings. A special mail out will be sent to residents and landowners in the area prior to the meetings.

Meetings will be held:

Thursday, March 9
Public Workshop
7:00 pm – 9:00 pm at Murrays Country and Fishing Club

Thursday, March 16
Landowners and Stakeholders Meetings
Various times to be scheduled

Thursday, March 23
Public Presentation of Proposed Plan
7:00 pm – 9:00 pm at Murrays Country and Fishing Club

6. Community Garden Funding

We have received confirmation that our application for funding through TD Friends of the Environment Foundation was approved and we will be receiving a grant of \$15,000 for the expansion of the Community Gardens. Details and plans will follow.

7. New Website

The new site is up and running. We have received great feedback from residents, staff and Council and will continue to improve the site going forward.

Protective Services Committee – August 18, 2015 presented by Councillor Hanlon

1. FES Updates

- The Chiefs sent the response letter to the building owner of 1082 Thorburn Road as a means of follow up to the repeated alarm calls on January 21 / 22, 2017.
- An agreement was reached with regards to the damage sustained by a Volunteer Firefighter's private vehicle at the station in response to a call. The matter has been closed.
- The Northeast Avalon Fire Chiefs are meeting in February to review the proposed resolution on recreational fireworks in the province. An update will be brought back to the Committee.
- The Town of Torbay is organizing an official signing event for the Fire Protection mutual aid agreement involving all three municipalities involved.

2. Civic Numbering Regulations

A notice of motion for the new Civic Numbering regulation should be coming forward at the next public Council meeting.

3. Municipal Enforcement Service Providers

A final draft of the agreement for municipal enforcement services between PCSP and the Town of Torbay is currently being reviewed by the Royal Newfoundland Constabulary (RNC).

Note: Councillor Hanlon added the agreement was reviewed by Commissionaires NL as well.

Admin. and Finance Committee Report of February 7, 2017 presented by Deputy Mayor Will

1. Accounts for Payment

Motion: Will/Hanlon
2017-048 Resolved that Council pay regular accounts in the amount of \$124,394.00
Carried Unanimously

2. Town Clerk Succession plan

Committee agreed to accept the Succession Plan for the position of Town Clerk, a report prepared by LW Consulting, through a motion of Council.

As Judy Squires has retired effective February 10th, 2017 and in accordance with s.59.(1) of the Municipalities Act, Council needs to appoint a Town Clerk who will have the legislative authority afforded by the Act.

Committee decided to appoint the Director of Financial Operations as Town Clerk for legislative purposes with the Deputy Town Clerk assuming responsibility for the day to day administrative functions for Council meetings.

As well, with Judy's departure, the Town needs to appoint a new ATIPP Coordinator. It is recommended that Claudine Murray take on that role as part of her new position with the Town Manager remaining as Head of ATIPP.

Also, as Judy Squires was a signing officer for the town, and where the Director of Financial Operations will be the Treasurer and also the Town Clerk, there is a need for an alternate countersigner (reference s.76.(2) of the Municipalities Act).

The following recommendations are being put forward to cover the above requirements:

Motion: Will/Bartlett
2017-049 Resolved that Council accept the succession plan for the position of Town Clerk as tabled.
Carried Unanimously

Motion: Will/Hanlon
2017-050 Resolved that Council appoint Tony Pollard Director of Financial Operations as Town Clerk in accordance with s.59.(1) of the Municipalities Act.
Carried Unanimously

Motion: Will/Collins
2017-051 Resolved that Council appoint Claudine Murray, Deputy Town Clerk, as ATIPP Coordinator in accordance with s.110 of the ATIPP Act.
Carried Unanimously

Motion: Will/Hanlon
2017-052 Resolved that Council approve Chris Milley, Town Manager/engineer as a signing officer of the town.
Carried Unanimously

3. Levels of Service

The Town Manager updated committee on the charter for the Level of Service review. The Charter is attached now for adoption and it is expected that the review and recommendations will be complete early September.

Motion: Will/Bartlett
2017-053 Resolved that Council adopt the charter for the Level of Service Review as tabled.
Carried Unanimously

4. Project Updates

The Town Manager updated committee with status of projects. Some projects seem to be taking longer than necessary to bring to completion and some may require some political intervention to ensure projects obtain the approvals necessary to proceed.

The following project updates were provided by the Town Manager/Engineer, Chris Milley:

Nearys Pond Road project

Department of Municipal Affairs is reviewing additional funding information provided at their request.

Clean Water projects

The Town is working with the Department of Municipal Affairs on Cabinet paper submissions before a RFP can go before Cabinet for approval. A meeting regarding the approval process was postponed due to weather until early in the week of February 20, 2017. RFQ and RFI are other options being considered to expedite future RFP approval process.

CORRESPONDENCE

None for this meeting

NEW/GENERAL/ UNFINISHED

1. Committee of the Whole Report of February 7, 2017 presented by Deputy Mayor Will:


Committee reviewed the updated Compensation and Philosophy Policy during the meeting and agreed to bring the policy forward for adoption at this council meeting as tabled.

Motion: Will/Butler
2017-054 Resolved that Council adopt the Compensation Philosophy Policy as tabled.
Carried For: Tucker/Bartlett/Butler/Collins/Hanlon
Against: Will

2. Support letter regarding Regional Firefighting/Water Supply Tanker from the Town of Holyrood was received February 13, 2017 (tabled).

ADJOURNMENT

Motion: Hanlon/Collins
2017-055 Resolved that this meeting be adjourned. Time is 6:12 p.m.
Carried Unanimously


Moses Tucker, Mayor


Claudine Murray, Deputy Town Clerk

**Appendix A: Tabled Report
February 7th, 2017**

Applications:

Item # 1:

**Civic # 965-967 Thorburn Road
Dwelling Extensions & Accessory Buildings
Zoning: Protected Watershed (PW) - Unserviced**

The Committee recommends that the application for Civic # 965-967 Thorburn Road be granted approval in principle, permitting an existing dwelling extension and accessory building, the construction of a dwelling extension, and the demolition/removal of two accessory buildings. Approval in principle is subject to the conditions listed in correspondence from the City of St. John’s dated January 17, 2017.

The Administrator recommended that this application be rejected as it does not comply with the Town’s Municipal Plan & Development Regulations, specifically Plan Policy PW-6 (Protected Watershed Policies) which does not promote urban land development within the Watershed Protection Areas.

Correspondence:

Item # 3:

Inspiration Enterprises Inc. – Request for Reimbursement

The Committee recommends that the request for reimbursement for refinement of the Town’s Environmental Protection Overlay Map at Civics # 49-53 & 55-63 Jera Street be refused as the request is contrary to the Town’s Municipal Plan & Development Regulations, specifically Schedule E: Environmental Protection Overlay.

The Administrator recommended that this request be refused.

Permits Issued:

Item # 8:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	17-011	01/25/2017	103-107	Round Pond Road	Occupancy
2	17-012	02/01/2017	1483-1485	Thorburn Road	Business
3	17-013	02/02/2017	92-94	Witch Hazel Road	Site Preparation
4	17-014	02/02/2017	1563	Thorburn Road	Accessory Building