



TOWN OF PORTUGAL COVE-ST. PHILIP'S

February 28, 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
		Aaron Facey
		Johnny Hanlon
	Town Manager	Chris Milley
	Director of Rec & Comm Services	Dawn Sharpe
	Director of E.D., Mark. & Comm.	Jeff Lawlor
	Planning & Development Coordinator	Les Spurrell
	Deputy Town Clerk	Claudine Murray

Mayor Tucker called the meeting to order and welcomed the gallery of 14 persons in attendance for the meeting. All Council was in attendance.

CALL MEETING TO ORDER

Motion: Will/Facey
2017-056 Resolved that the Deputy Town Clerk, Claudine Murray, is appointed as Acting Town Clerk whenever our Town Clerk is unable to carry out his duties, including tonight's council meeting.
Carried Unanimously

ADOPTION OF AGENDA

Motion: Facey/Bartlett
2017-057 Resolved that the agenda dated **February 28, 2017**, be adopted as circulated.
Carried Unanimously

PRESENTATIONS

1. Lori Gosse – Winter Carnival Winner of the 50/50 Draw to be presented her cheque
2. Susanne Kearley – Winter Carnival Winner of the photo contest
3. Cole Priddle – Winter Carnival Primary Coloring Contest Winner
4. Olivia Hackett – Winter Carnival Elementary Coloring Contest Winner

ADOPTION OF MINUTES

Motion: Hanlon/Facey
2017-058 Resolved that the minutes of **February 16, 2017** be adopted as circulated.
Carried Unanimously

BUSINESS ARISING

Town Manager report:

1. Action Item List

With the help of Claudine, I have been able to advance the update the action item list significantly. Actions are being added and I have been able to close off a lot of the items. Will continue to work on bringing the action list up to date and I am getting ideas from Claudine on ways to make maintenance of the list more efficient. I encourage councilors to review the action item list and ask any questions you may have.

2. Capital Construction Projects

I had a very productive meeting with Vigilant Management and staff members from the Department of Municipal Affairs on February 22, 2017. The department was very encouraging about the work completed in the process to give approval to the town to go to tender or issue RFPs for a number of the projects at that stage. DMA was fairly confident that we would get approval to go to tender on Neary's Pond Road upgrade this week. Vigilant is continuing to work with DMA on the progress of the project that we intend to issue RFPs for.

3. Regional Cooperation

Unfortunately we have not been able to secure a meeting with the Deputy Police Chief to review our proposed agreement with Commissionaires to jointly avail of their services for Municipal enforcement officer with Torbay. While we will still accept any advice or feedback from the RNC the CAO of Torbay and I have agreed that we will continue with our final review of the letter of intent and bring it forward to our respective council's when we are able to make recommendations. This item should be coming before council through the Protective Services Committee during the next round of meetings.

4. New Civic Numbering Regulations

A notice of motion for the adoption of these regulations is coming forward tonight. The draft regulations have been reviewed by our legal counsel and will be available for public review on our website once the notice is made.

5. Avalon Visioning Sessions – Open House

As part of the North East Avalon regional planning processes, two visioning sessions are taking place for our area. The sessions are open and welcoming to the Public. Unfortunately the 1st session is taking place right now in Torbay until 8pm. A number of Town Council and staff will be attending the 2nd session at 4pm on March 2nd at the Manuels River Hibernia Interpretation Centre in CBS.

COMMITTEE REPORTS

Planning & Development Report of February 21, 2017 – presented by Councillor Collins

1. Civic # 4 Brentwood Avenue – Finish Basement

Motion: Collins/Bartlett
2017-059 Resolved that the application to finish the basement within an existing single dwelling at Civic # 4 Brentwood Avenue be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

2. Civic # 8-10 Knights Rest – Business (General Industry)

Motion: Collins/Will
2017-060 Resolved that the application to establish a standalone general industry business (tire & oil change service) at Civic # 8-10 Knights Rest be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

3. Civic # 1622 Portugal Cove Road – Business (Light Industry)

Councillor Collins left the meeting prior to discussion of Item # 3 and Deputy Mayor Will presented item #3:

Motion: Will/Facey
2017-061 Resolved that the application to establish a light industry business (woodworking workshop) as a home occupation at Civic # 1622 Portugal Cove Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

Councillor Collins returned to the meeting after discussion of Item # 3.

4. Benson Buffett – Quieting of Titles for Civic # 137B Tuckers Hill Road

Motion: Collins/Will
2017-062 Resolved that Council forward correspondence to Benson Buffett stating that the Town has no adverse claims regarding the Quieting of Titles for Civic # 137B Tuckers Hill Road.
Carried Unanimously

5. Civic # 1757 Portugal Cove Road – Second Driveway Access

Motion: Collins/Hanlon
2017-063 Resolved that Council place a Removal Order on a second driveway access at Civic # 1757 Portugal Cove Road for which development commenced without a permit from the Town.
Carried Unanimously

Note: The Committee requests a copy of the Order be forwarded to the Minister of Transportation and Works.

6. Permits issued from February 3rd to February 16th, 2017

There were twelve (12) permits issued from February 3rd to February 16th, 2017 as per Appendix A: Tabled Report.

Recreation /Community Services Report of February 28, 2017 – presented by Councillor Facey

1. Winter Carnival Festival

Winter Carnival Festival has concluded. There were a couple events cancelled or rescheduled due to the weather. However the Festival was an overall success. A survey was sent to participants asking for feedback and suggestion as well as a thank you was sent out to all volunteers, groups, and sponsors. Below are the individuals that won the Carnival Contest:

- Lori Gosse – Winner of the 50/50 Draw
- Susanne Kearley – Winner of the Photo Contest
- Cole Priddle – Primary Age Category Coloring Contest Winner
- Olivia Hackett – Elementary Age Category Coloring Contest Winner

2. PCSP Library

The posting for the new Librarian closed on Friday, February 24th. There was a great response to the position and the Director of Recreation and Community Services will review the applications and set up interviews over the next couple weeks. The facilities division [staff] of the Public Works Department is working on the new storage spaces and furniture for the library and we hope to have the library open again by the end of April.

3. Congratulations

Congratulations to PCSP girls Olivia Squires, Brianna Butler and Rebecca Collier for being chosen to be part of the NL U17 girls' basketball team representing the province in the 2017 Canada Games!! The girls started with the PUMA program back in 2010 and have been part of winning school, club and provincial teams since. This year they will travel off island for several tournaments before playing in the 2017 Summer Games in Winnipeg in July. Good luck girls! We know you will make NL proud!!

Congratulations to the Beachy Cove Elementary Grade 5 boys' basketball team that won the East Coast Boys "B" Provincial Championship the weekend of February 10th.

Congratulations to the Leary's Brook girls' basketball team that took Silver at the invitational basketball Tournament the weekend of January 28th.

Public Works Committee Report of February 22, 2017 - presented by Councillor Bartlett

1. Portugal Cove Road Sidewalk Project

Committee was asked to review and provide comments on the Prime Consultant Agreement which has been submitted to the Town from EXP Consultants to design and manage the Portugal Cove Road Pedestrian Path (sidewalk). This project will be mainly funded through Gas Tax allocations. Once Committee approves, the agreement will be signed.

2. Sidewalk Maintenance Regulations

The Town recognizes that with the completion of the Connectivity Plan, which will see sidewalks installed from Dogberry Hill Road along Thorburn Road to the new school that it will be responsible for snow removal in this area. This area will be used as a starting point for consideration in the development of future sidewalk maintenance regulations.

3. Emergency Access Road – Memorandum of Understanding

In follow up to Motion 2016-180 to move forward with the development of an emergency access roadway between Dogberry Hill Road Extension and Camrose Drive in Paradise, a draft Memorandum of Understanding has been prepared for the Town of Paradise to outline the purpose of this roadway and the commitments of both Town's. Committee was asked to provide comments.

4. Transportation and Works` Road Conditions – Portugal Cove-St. Philip`s

Committee was advised that numerous complaints were received from people with significant tire and wheel damage as a result of potholes on provincial roadways. Complaints are forwarded to the Department of Transportation and Works if received at Public Works. It was noted that some patchwork has taken place this week.

5. Fire Hydrants – Snow Removal

Committee was advised that following heavy snow fall the Public Works staff begin hydrant snow removal as soon as the Town's operators and Transportation and Works operators have completed their snow removal and pushback efforts – usually within two days. Should an emergency situation arise, there is equipment operators on standby at all times to provide assistance to the fire department.

Economic Development, Marketing & Communications – February 22, 2017, presented by Councillor Butler

1. Maggies Place Development Plan

An information package is being sent to residents to provide a summary of the introductory meetings, questions and answers on the project. It will also promote the three upcoming public meetings for the plan. The first being the Public Workshop at Murrays Pond Fishing and Country Club on March 9th at 7:00 pm which will be facilitated by Tract Consulting and allow residents to identify their priorities in the area and map them in smaller groups.

2. Community Garden Funding

We have received further confirmation and details on the funding. We will receive the \$15,000 grant or the expansion and creation of community gardens in the next three weeks. Plans are being confirmed on location and objectives.

3. Green Team

We are applying for another Green Team this year building on the great work of last year's group. This year will continue our focus on the environmental health of our ponds and streams by doing base line sampling in strategic locations. The application was submitted February 24th.

Protective Services Committee – February 21, 2017 presented by Councillor Hanlon

1. EAP Services for First Responders

The Committee discussed the current mental health assistance available to members of the Volunteer Fire Department as well as initiatives that are underway for further training and assistance. There are a number of resources available for this type of assistance and many carry an overlap of services available. The Chiefs and the Committee feel that the members of the Volunteer Fire Department are more than adequately covered for mental health assistance.

2. 1757 Portugal Cove Road

The Committee discussed the driveway issue for 1757 Portugal Cove Road which is being addressed through the Planning & Development Department.

3. Civic Numbering Regulation

A notice of motion for the new Civic Numbering Regulation will be brought forward at this February 28, 2017 public Council meeting under the 'Agenda Items/Notice of Motion' section.

Admin. and Finance Committee Report of February 21, 2017 presented by Deputy Mayor Will

1. Accounts for Payment

Motion: Will/Facey

2017-064 Resolved that Council approve payment of regular accounts in the amount of \$85,208.03 and Capital accounts in the amount of \$15,141.59 for a total of \$100,349.62.

Carried Unanimously

2. Salary of Director of Recreation & Community Services

Discussed Director of Recreation and Community Services salary should be increased to 100% of her salary scale. A retroactive payment from the requested date of November 2015, the date of the request from the Director, will be recommended.

Motion: Will/Butler

2017-065 Resolved that Council approve the Director of Recreation & Community Services salary be adjusted to 100% of the salary scale amount and a retroactive payment to November 2015 be made.

Carried Unanimously

3. Prime Consultant Agreement

The Town Manager reviewed the Prime Consultant Agreement (PCA) between exp Services Inc. and the Town of Portugal Cove-St. Philips for PCSP Sidewalks (tabled). The start date will be upon signature and completion date [of sidewalks] is July 2017 at a cost of \$37,145.00, HST included.

Motion: Will/Facey

2017-066 Resolved that Council sign the Prime Consultant Agreement in the amount of \$37,145 (HST included) between the Town and exp Services Inc. for PCSP Sidewalks.

Carried Unanimously

3. The Director of Financial Operations acknowledged salt and sand reserves are starting to run low and may or may not remain in budget depending on weather this spring and upcoming fall.
4. The Water & Sewer Regulations Review, as part of the proposed Water Metering Project, has commenced.
5. Mayor Tucker will be meeting with a group regarding Affordable Housing on Wednesday, February 22, 2017.

CORRESPONDENCE

None for this meeting

AGENDA ITEMS/NOTICE OF MOTIONS ETC.

- **Presented by Councilor Johnny Hanlon for Protective Services**

Notice: Notice is hereby given that a motion will be presented at the March 14th, 2017 Public Council meeting for the adoption of the Civic Numbering regulation.

Note: These regulations will be circulated to all of Council with sufficient time for review prior to the meeting.

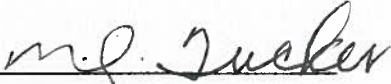
Councillor Hanlon requested feedback provided by the PCSP Fire Chiefs be included with the distribution of the regulations.

NEW/GENERAL/ UNFINISHED

None for this meeting

ADJOURNMENT

Motion: Will/Collins
2017-067 Resolved that this meeting be adjourned. Time is 5:34 p.m.
Carried Unanimously


Moses Tucker, Mayor


Claudine Murray, Deputy Town Clerk

Attachment: Appendix A Tabled Report

**Appendix A: Tabled Report
February 21st, 2017**

Applications:

Item # 1:

**Civic # 4 Brentwood Avenue
Finish Basement
Zoning: Residential Medium Density (RMD) – Serviced**

The Committee recommends that the application for Civic # 4 Brentwood Avenue be granted approval in principle, permitting the finishing of the basement within an existing dwelling. 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 49 (Non-Conforming Use) and Schedule C: Residential Medium Density.

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

Item # 2:

**Civic # 8-10 Knights Rest
Business (General Industry)
Zoning: Mixed Use (MIX) – Serviced**

The Committee recommends that the application for Civic # 8-10 Knights Rest be granted approval in principle, permitting the establishment of a standalone general industry business (tire & oil change services). 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 their discretion to grant approval in principle to this application.

Councillor Collins left the meeting prior to discussion of Item # 3.

Item # 3:

**Civic # 1622 Portugal Cove Road
Business (Light Industry)
Zoning: Mixed Use (MIX) – Serviced**

The Committee recommends that the application for Civic # 1622 Portugal Cove Road be granted approval in principle, permitting the establishment of a light industry business (woodworking woodshop) in the basement, as a home occupation. 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 their discretion to grant approval in principle to this application.

Councillor Collins returned to the meeting after discussion of Item # 3.

Permits Issued:

Item # 6:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	17-015	02/03/2017	14-18	Princes Mountain Drive	Demolition
2	17-016	02/03/2017	14-18	Princes Mountain Drive	Accessory Building
3	17-017	02/06/2017	27-35	Dogberry Hill Road Ext	Dwelling Repairs
4	17-018	02/07/2017	9	Blue Sky Drive	Occupancy
5	17-019	02/07/2017	940-944	Indian Meal Line	Replace Septic Tank
6	17-020	02/08/2017	49-51	Tolt Road	Accessory Building
7	17-021	02/08/2017	28-36	Dogberry Hill Road Ext.	Business
8	17-022	02/08/2017	1404-1434	Portugal Cove Road	Ditch Reinstatement
9	17-023	02/08/2017	1388-1394	Portugal Cove Road	Ditch Reinstatement
10	17-024	02/08/2017	1382-1386	Portugal Cove Road	Ditch Reinstatement
11	17-025	02/09/2017	55-63	Jera Street	Occupancy
12	17-026	02/16/2017	305-307	Dogberry Hill Road Ext.	Accessory Building