



TOWN OF PORTUGAL COVE-ST. PHILIP'S

March 28, 2017
Regular Public Council Meeting - 5:00 p.m.

IN ATTENDANCE:	Mayor	Moses Tucker
	Deputy Mayor	Gavin Will
Councillors:	Dave Bartlett	Joe Butler
	Aaron Facey	Johnny Hanlon
	Town Manager	Chris Milley
	Director of Rec & Comm Services	Dawn Sharpe
	Director of Financial Operations	Tony Pollard
	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, noting regrets from Councilor Norm Collins.

ADOPTION OF AGENDA

Motion: Hanlon/Will
2017-091 Resolved that the agenda dated March 28, 2017, be adopted as circulated.
Carried Unanimously

DELEGATIONS/PRESENTATIONS

None for this meeting

ADOPTION OF MINUTES

Motion: Facey/Bartlett
2017-092 Resolved that the minutes of March 14, 2017 be adopted as circulated.
Carried Unanimously

BUSINESS ARISING

Town Manager report

Since the last council meeting we have received some news about various capital projects.

- Spurrells Road Bridge is due to be shipped from the manufacturer on April 11 and be installed shortly after it arrives.
- We received approval to go to tender on the Neary's Pond Road upgrade. It went to tender on March 24 via the Provinces tender services provided by the Department of Transportation and Works. The tender closes on April 11.
- The tender for the pedestrian path and sidewalk for Dogberry Hill Road and Thorburn Road has closed. A recommendation to award the contract will be coming to the next council meeting.
- The Town has received approval to its January 13, 2017 request to reallocate funds from the 2014-2017 MYCW allocation.
- The Town has received a letter from DMA outlining some detail of the new 2017-2020 MYCW funding program. Applications are due by April 12.

COMMITTEE REPORTS

Planning & Development Report of March 21, 2017 – presented by Councillor Butler

1. Civic # 92-94 & 96 Witch Hazel Road – Reconfigure Property Boundaries & Single Dwelling

Motion: Butler/Will

2017-093 Resolved that the application to reconfigure property boundaries at Civics # 92-94 & 96 Witch Hazel Road and construct a single dwelling at Civic # 96 Witch Hazel Road be rejected as per Appendix A: Tabled Report.

Carried Unanimously

2. Civic # 16-18 Pine Bud Place – Business (Personal Service)

Motion: Butler/Bartlett

2017-094 Resolved that the application to establish a personal service business (nail salon) as a home occupation at Civic # 16-18 Pine Bud Place be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

3. River Front Estates – Final Acceptance

Motion: Butler/Will

2017-095 Resolved that Council grant final acceptance of roads and infrastructure, as per Section 4.6 (Services and Works Vesting in the Town) of Residential Subdivision Agreement for Stage I of the River Front Estates Residential Subdivision (dated May 7th, 2013) as per legal documentation submitted to the Town by the Developer.

Carried Unanimously

4. Thorburn Woods Stage IV – Final Acceptance

Motion: Collins/Bartlett

2017-096 Resolved that Council grant final acceptance of roads and infrastructure, as per Section 4.6 (Services and Works Vesting in the Town) of Residential Subdivision Agreement for Stage IV of the Thorburn Woods Residential Subdivision (dated August 28th, 2012) as per legal documentation submitted to the Town by the Developer.

Carried Unanimously

Note: Deputy Mayor Will requested Public Works to investigate the Town's Standards and consider proposing a street light at the end of Oak Terrace road.

5. Permits issued from March 3rd to March 16th, 2017

There were eleven (11) permits issued from March 3rd to March 16th, 2017 as per Appendix A: Tabled Report.

Recreation /Community Services Report of March 21, 2017 – presented by Councillor Facey

1. Softball Field Lighting

Recreation Committee held discussions on the softball field lighting project. Director of Finance was in attendance to answer any questions on the budget for the lights. Committee requested staff review the sources of additional funds for the project and bring the information back at the next committee meeting.

2. Canada Day/Regatta

Although Canada Day celebrations are three months away, Recreation staff wanted to ensure that Council, staff, and residents were aware of the change in venue and schedule of events for the 2017 celebrations. Due to the expansion of the field in Rainbow Gully Park, this year's event will take place in Voisey's Brook Park. In addition, due to the Canada 150 Celebrations, the Town will be hosting an afternoon of family activities with an evening of musical entertainment. Further details of the event will be advertised closer to the July 1st. If anyone would like to volunteer for the festivities, please call the Recreation and Community Services Department at 895-5677.

3. Equipment Swap

The Recreation Department will be hosting its first annual Equipment Swap on Sunday, May 7th from 8:00am to 3:30pm. Residents are welcome to drop by and trade or donate any sports equipment that has been outgrown or no longer in use. If you don't have equipment to trade, you can still drop by and pick up equipment for free. This is a great way for you to donate your used gear and find new gear to fit. All types of sports equipment are acceptable in all sizes and brands. All remaining equipment will be donated to the appropriate sports organizations.

4. Trinity-Conception Pageants

The Town received a letter from TC Pageants looking for a donation toward this year's events. Recreation staff will make contact with the organizers to see if there are any participants from the Town of Portugal Cove – St. Philip's involved in the event. Updates to follow at the next meeting.

5. Committee Grants

The Committee reviewed a Community Grant Application and therefore would like to put forward the following recommendation:

Motion: Facey/Bartlett
2017-097 Resolved that the Town waive the Recreation Centre fee for Terri Ryan to host a fundraiser for the Juvenile Diabetes Research Foundation.
Carried Unanimously

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

1. Street Classification Map

Committee was provided with the report and map outlining the Town's new Street Classification system. This work was completed by Harbourside Transportation Consultants (HTC) on behalf of the Town. The street classification system provides a consistent policy and planning tool which outlines the purpose of the Town's streets. The classifications are applied as per standards outlined by the Transportation Association of Canada (TAC). This fundamental tool will assist with the development, operation and maintenance of the roads within the Town. Committee was asked to review the document in advance of the next Public Works Committee meeting, at which time it will be discussed.

2. Traffic Calming Policy

A draft report of the Town's Traffic Calming Policy was provided to Committee. The report, completed by Harbourside Transportation Consultants, outlines the methodology and processes for managing and prioritizing traffic calming requests in a consistent, systematic manner and provides considerations for new subdivision designs. Committee was asked to review the document in advance of the next Public Works Committee meeting, at which time it will be discussed.

Note: Deputy Mayor Will requested that Committee review if and how the public can have input into the draft Street Classification Map and Traffic Calming Policy.

3. Beachy Cove Lift Station Pump Repair

Repairs are required for one of the two lift station pumps at the Beachy Cove Lift Station. The expenditure level requires Council approval.

Motion: Bartlett/Hanlon
2017-098 Resolved that Council approve pump repairs for the Beachy Cove Lift Station in the amount of 7,039.58 + HST.
Carried Unanimously

4. Discussion Items

a) **Town Water / Sewer Planning:** Resident feedback regarding the Town's water and sewer planning was shared with Committee.

- b) **Provincial and Municipal Road Conditions:** Road conditions and multi-year capital planning was discussed.
- c) **School Zone – SafePCSP:** An inquiry from SafePCSP regarding school zone line painting and signage was discussed. SafePCSP met with representatives of the Protective Services Committee earlier in the year and the inquiry was a follow-up to this meeting. The line painting and signage is scheduled for the upcoming roads maintenance season.

Economic Development, Marketing & Communications of March 22, 2017 - presented by Councillor Butler

1. School Naming

There was an update on the process for naming the new school. The new administration is scheduled to be hired in the next 6-8 weeks. The Town will engage with them when they are in place and support their efforts in naming the new school.

2. Shop Local Campaign

Town staff is designing a shop local campaign that will launch this summer to support business in PCSP. Farming/agriculture businesses have been invited to meet and discuss the campaign. Other businesses will also be a part of the process.

3. Horizons Advertisement

Once again this year the Town will have a section in Horizons, the largest circulated magazine in the Province. It will highlight local business and promote our Town as a great place to live.

4. Maggies Place Development Plan

A public meeting took place on Monday March 9th and the landowners individual meetings were scheduled throughout Thursday, March 16th. The public engagement process has yielded a great deal of information to support and influence the plan. At this point we have had input from over 70% of the landowners, either directly or through representatives. The presentation of the draft plan was scheduled for Thursday, March 23rd but due to the large amount of information and feedback received it has been pushed to Monday, April 3rd to ensure that it is properly considered.

5. Heritage Committee

Information was shared with the committee regarding Goat Cove and potential to put a story board in that area. A package was also presented as requested by the Heritage Committee about a house for sale in St. Philip's and its heritage value and potential uses. The Heritage Coordinator held two "Memory Mug Up" events in partnership with MUN and the Heritage Foundation here at the Town Hall. There were 10 residents who took part and were interviewed by Masters/Ph.D students. That information will be uploaded to MUN's digital archive initiative and will be accessible by anyone.

6. ACE Committee

The Environment Fair is scheduled to take place on Saturday, April 22nd at St. Lawrence Parish Hall. This will be the second annual event and the hope is to build off of last year's great success.

The community cleanup is being organized by ACE this year and is scheduled for Saturday, May 27th.

7. PCSP Connects

The new communication tool, PCSP Connects will be live on Monday, April 3rd. The service enables residents to receive information directly via their choice of method including text, email and phone. An aggressive marketing campaign will follow in late April and run into the summer to promote the service.

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

1. FES Updates

The Department has received a pair of boot/gear dryer units, one for each station. The units were donated to the Department from resident Mark Winter. Letters of gratitude will be prepared and posted from both the Chiefs and the Town.

2. Country Gardens Road

The Committee discussed traffic concerns around the area of Country Gardens Road. This item is being forwarded to the Public Works Committee for action.

3. Western Gully Road

The Committee discussed traffic concerns around the area of Western Gully Road. This item is being forwarded to the Public Works Committee for action.

4. Letter of Intent – Municipal Enforcement Services

The Letter of Intent between the Town of Portugal Cove-St. Philip's, the Town of Torbay and the Commissionaires has been adopted by both municipalities. All three are scheduled to meet this month and discuss next steps.

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

1. Accounts for Payment

Motion: Will/Butler

2017-099 Resolved that Council approve payment of regular accounts in the amount of \$45,953.50 and Capital accounts in the amount of \$67,885.01 for a total of \$113,838.51.

Carried Unanimously

2. Application for Crown Land on Witch Hazel Road

At the October 4th, 2016 Council meeting a Motion was moved that the Town apply for a parcel of Crown Land located at Civic # 163 Witch Hazel Road. The purpose of the Town acquiring this land would be to potentially establish a community garden or other agricultural use at this location. The application submitted to Crown Lands by the Town also included an existing reserved road adjacent to Civic # 163 Witch Hazel Road which provides access from Witch Hazel Road to Beachy Cove Ponds.

Subsequent to the Town submitting its application to Crown Lands, Council met with local farmers to discuss the proposed use of the land and has decided to no longer pursue the possibility of the Town establishing a community garden or other agricultural use at this location. Council continues to recognize the benefits that a community garden would have for the Town and remains committed to determining the appropriate location within the Town for this activity.

As Civic # 163 Witch Hazel Road is no longer under consideration for a community garden, it is proposed that the Town amend its application to reduce the area of land being requested.

Motion: Will/Bartlett
2017-100 Resolved that further to Motion # 2016-376, wherein Council resolved to submit an application to Crown Lands for “the parcel of land at 163 Witch Hazel Road”; that it be resolved that Council amend the above Motion to read “a 20 m wide reserved road located adjacent to Civic # 163 Witch Hazel Road which extends from Witch Hazel Road to the shoreline reservation of Beachy Cove Ponds to ensure that public access to Beachy Cove Ponds is maintained in accordance with the Town’s Municipal Plan & Development Regulations 2014-2024”.

Carried Unanimously

3. Meadow Heights Pedestrian Pathway

Motion 2016-458 required that a solution, estimated cost and possible funding options be brought back to Council for approval for pedestrian pathway change of scope in the Meadow Heights Water and Sewer project No. 17-MYCW-17-00117. The pathway solution will extend the asphalt 1.5 meters wide at an estimated cost of \$52,000, tax included, which will now be included in overall project costs.

Motion: Will/Hanlon
2017-101 Resolved that Council approve the pedestrian pathway solution for Meadow Heights Water and Sewer project No. 17-MYCW-17-00117 which will extend the asphalt walkway by 1.5 meters wide at an estimated cost of \$52,000, HST included, with cost sharing of 70% from the Province and 30% from the Town, to be covered under general revenue.

Carried Unanimously

4. Discussion Items

a) Mayor will request an update from Department of Municipal Affairs and Environment (DMA) on the status of outstanding MYCW project approval requests.

Note: Updates given by Town Manager:

- Water Metering Projects RFP documents are with DMA and the Town is expecting approval mid-April.
- Meadow Heights Project is on schedule with DMA for their first review.
- Suldge DeWatering is not ready to go forward.

b) The new MYCW allocation plan will impact the Town’s EXP Asset Management plan and the use of reserves.

Note: Councillor Facey recommended the Committee draft a letter of concern to DMA regarding impacts to our Town.

- c) Currently volunteer Fire Fighters are not included in the Town's Employee Assistance Program, delivered by TRIO. The addition of volunteers is already under investigate by TRIO. This item will remain on the agenda and to be discussed

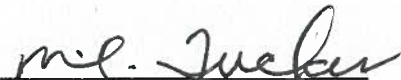
CORRESPONDENCE

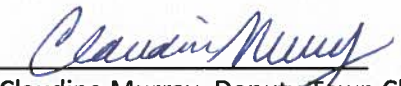
NEW/GENERAL/UNFINISHED BUSINESS

AGENDA ITEMS/NOTICE OF MOTIONS ETC.

ADJOURNMENT

Motion: Facey/Will
2017-102 Resolved that this meeting be adjourned. Time is 5:51 p.m.
Carried Unanimously


Moses Tucker, Mayor


Claudine Murray, Deputy Town Clerk

Attachments:
Appendix A Tabled Report

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

Applications:

Item # 1:

**Civics # 92-94 & 96 Witch Hazel Road
Reconfigure Property Boundaries & Single Dwelling
Zoning: Agriculture (AG) – Unserviced**

The Committee recommends that the application to reconfigure the common property boundaries at Civic # 92-94 & 96 Witch Hazel Road and construct a single dwelling at Civic # 96 Witch Hazel Road be rejected as the proposed boundary reconfiguration will eliminate potential future access to remaining back land through the creation of a building lot which does not comply with the Town's Municipal Plan & Development Regulations 2014-2024, specifically Plan Policy GL-6 (General Layout Policies) and Plan Policy AG-4 (Land Uses), and the proposal to construct a single dwelling on the new building lot will further eliminate potential future access to remaining back land which does not comply with Development Regulation 102 (Discretionary Uses).

The Administrator recommended that this application be rejected.

Item # 2:

**Civic # 16-18 Pine Bud Place
Business (Personal Service)
Zoning: Residential Medium Density (RMD) – Serviced**

The Committee recommends that the application for Civic # 16-18 Pine Bud Place be granted approval in principle, permitting the establishment of a personal service business (nail salon) as a home occupation at Civic # 16-18 Pine Bud Place. 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 RES-4 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), and Schedule C: Residential Medium Density.

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

Permits Issued:

Item # 5:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	17-030	03/03/2017	1808	Portugal Cove Road	Business
2	17-031	03/06/2017	207-211	Olivers Pond Road	Widen Driveway
3	17-032	03/08/2017	1	Oceans Edge	Site Preparation
4	17-033	03/08/2017	16	Oceans Edge	Site Preparation
5	17-034	03/08/2017	166-170	Nearys Pond Road	Site Preparation
6	17-035	03/09/2017	22	West Point Road	Patio/Deck
7	17-036	03/09/2017	710-712	Old Broad Cove Road	Accessory Building
8	17-037	03/13/2017	56	Dans Road	Water & Sewer Connection
9	17-038	03/13/2017	56	Dans Road	Occupancy
10	17-039	03/14/2017	1622	Portugal Cove Road	Business
11	17-040	03/16/2017	80-84	Nearys Pond Road	Subdivide Property