



**TOWN OF PORTUGAL COVE-ST. PHILIP'S**

April 11, 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   |
| Town Manager                     | Chris Milley    |
| Director of E.D., Mark. & Comm.  | Jeff Lawlor     |
| Director of Financial Operations | Tony Pollard    |
| Director of Rec & Comm Services  | Dawn Sharpe     |
| Director of Public Works         | Gail Tucker     |
| Deputy Town Clerk                | Claudine Murray |

Mayor Tucker called the meeting to order and welcomed the gallery of 12 persons in attendance for the meeting, noting regrets from Councilor Aaron Facey.

**ADOPTION OF AGENDA**

- Motion: Bartlett/Hanlon  
 2017-103 Resolved that the agenda dated April 11, 2017, be adopted as circulated.  
 Carried Unanimously

**DELEGATIONS/PRESENTATIONS**

- Volunteer Week, April 23-29, 2017 Proclamation read and signed by Mayor Tucker as per Appendix A
- Child Abuse Prevention Month of April 2017 for Miles for Smiles Foundation Proclamation read and signed by Mayor Tucker as per Appendix B

**ADOPTION OF MINUTES**

- Motion: Facey/Bartlett  
 2017-104 Resolved that the minutes of March 28, 2017 be adopted as circulated.  
 Carried Unanimously

**BUSINESS ARISING**

There is no Town Manager report for this meeting

**COMMITTEE REPORTS**

**Planning & Development Report of April 4, 2017 – presented by Councillor Collins**

**1. Civic # 508-510 Old Broad Cove Road – Consolidate Property, Demolition & Single Dwelling**

Motion: Collins/Bartlett

**2017-105** Resolved that the application to consolidate property, demolish an accessory building, and construct a single dwelling at Civic # 508-510 Old Broad Cove Road be granted approval in principle as per Appendix C: Tabled Report.

Amendment: Will/Butler

1a. In order to allow for future development of the backlands, the proponent will be required, prior to approval of a plot plan, to construct an access road to the property.

1b. A water service line be connected to the proposed dwelling, in adherence with town standards.

1c. Prior to approval of a plot plan, the proponent will be required to maintain frontage for the proposed dwelling on the access road.

1d. All setbacks pertaining to frontage and side yards receive Town approval.

1e. A new updated survey for the property be approved by the Town.

Amendment carried: Unanimously

Motion carried: Unanimously

Note: If the property requires a future compliance letter the Town will not be able to provide one until such a time that the property/road is placed into a compliant state.

**2. Civic # 36 Franklyn Place – Subdivide Property**

Motion: Collins/Hanlon

**2017-106** Resolved that the application to subdivide property at Civic # 36 Franklyn Place be granted approval in principle as per Appendix C: Tabled Report.

Carried Unanimously

### 3. Civic # 116-120 Bennetts Road – Driveway Access

Motion 3a.

Motion: Collins/Will

**2017-107** Resolved that Council waive the \$500.00 Removal Order Fee identified in the Town's Tax Structure and Schedule of Fees for a Removal Order placed on a driveway access constructed without a permit at Civic # 116-120 Bennetts Road as per Appendix C: Tabled Report.

Carried Unanimously

Motion 3b.

Motion: Collins/Bartlett

**2017-108** Resolved that Council 'lift' the 'Removal Order' (Motion # 2016-313) that was placed on a driveway access constructed without a permit at Civic # 116-120 Bennetts Road, on November 1st, 2016.

Carried Unanimously

Motion 3c.

Motion: Collins/Hanlon

**2017-109** Resolved that the application for a driveway access at Civic # 116-120 Bennetts Road be granted approval in principle as per Appendix C: Tabled Report.

Carried Unanimously

### 4. Complaint Regarding Condition of Dwellings

The Planning Department is in receipt of correspondence regarding the condition of two dwellings within the community:

- Civic # 270-282 Witch Hazel Road which is almost caved in and is an eyesore, and;
- Civic # 118 Old Broad Cove Road which is abandoned and not being maintained, experienced damage during a recent windstorm, nesting birds have been seen entering and exiting the structure, and dead rodents have been seen in the area which may have come from the dwelling.

The resident requested to meet with the Committee but is away during this meeting.

The Committee advises Staff to correspond with the resident who corresponded with the Town advising that the Town has already contacted the property owner of Civic # 270-282 Witch Hazel Road regarding the dwelling and that the dwelling at Civic # 118 Old Broad Cove Road has be referred to the Town's Protective Services Committee for review.

### 5. Civic # 120 Old Broad Cove Road – Condition of Motorhome on Property

The Committee discussed the condition of a motorhome located on property at Civic # 120 Old Broad Cove Road.

The Committee advises Staff to forward correspondence to the property owner requesting that the motorhome be removed from the property.

### 6. Permits issued from March 17th to March 30th, 2017

There were fourteen (14) permits issued from March 17th to March 30th, 2017 as per Appendix C: Tabled Report.

**Recreation /Community Services Report of April 4, 2017 – presented by Councillor Facey**

**1. Canada Day and Regatta Festival**

The 2017 Canada Day Celebrations and Regatta Festival is scheduled from July 1st to July 8th. In support of the Canada 150 Celebrations, the Recreation Department will enhance the schedule of events for the residence of the community. In order to make this possible the Recreation Department want to increase the budget for these events an additional \$5000. The Recreation Committee would like to put forward the following recommendation:

Motion: Bartlett/Hanlon  
**2017-210** Resolved that the Town allocate an additional \$5000.00 to the 2017 Canada Day and Regatta Festival Budget.  
Carried Unanimously

**2. Best of PCSP Award**

The Department of Recreation and Community Services, in conjunction with the Department of Economic Development, Communication, and Marketing will be hosting the Town's 2nd Annual Best of PCSP Awards. The Awards Ceremony will be taking place Tuesday, April 25th at the Royal Canadian Legion.

Staff sent invitations to the local service groups, coaches, and volunteer groups in the community. Business members have also been invited. The staff were pleased with the 41 nomination received for the 12 categories for these awards. The patron for the 2017 ceremony is last year's Youth of the Year, Nathan Chaulk. All Councilors are encouraged to attend the events and to notify Nicole Clark if you would like to be a part of the ceremony.

Best of luck to all those nominated. Proclamation for Volunteer Appreciation week was signed earlier in this meeting.

**3. RNL Conference**

The Recreation Staff will be attending the Recreation Newfoundland and Labrador Annual General Meeting, Conference and Tradeshow from May 25th-27th in Deer Lake. Dawn Sharpe, Director of Recreation and Community Services will be facilitating the Pre-Conference training sessions for the Recreation Practitioner as well as the Community Garden Workshop. Councillors will let staff know by Wednesday, April 26th if they would like to attend.

**4. Easter Events**

The Annual Easter Party took place on Saturday, April 8th at Beachy Cove Elementary. Approximately 90 residents are registered for the event.

Easter Camp is taking place April 17th – 21st and there are 26 youth registered to date. There are 4 spaces remaining and we anticipate they will be filled before the start of camp on April 17th.

**5. Jack Byrne Sport and Entertainment Centre (JBSEC)**

The Chair of the JBSEC, Mayor Joedy Wall, contacted Mayor Moses Tucker and requested a meeting with the Portugal Cove- St. Philip’s Council to discuss the potential expansion of ownership of their facility and proposed second ice surface. The Recreation Director has contacted Mayor Wall and will arrange a meeting time between both parties.

**6. Community Activity Challenge**

The Town of Portugal Cove – St. Philip’s is registered for the RNL Community Physical Activity Challenge. For the month of April the recreation staff will encourage residence and staff to participate in physical activities. For the week of April 10th to 13th Town staff will be participating in “Sneak it in Week”. Staff will be encouraged to participate in planned lunch hour PA and those that participate will be entered to win a prize.

From April 24th – 28th residence will be encouraged to participate in the “150 ParticipACTION Social Media Challenge”. Residence will be encourage to take photos of themselves and others participating in activities from the ParticipACTION 150 Playlist and post them on social media. All post will be entered for a grand prize. All activities taking place within our community will give the Town a chance to enter a prize draw from RNL. Mayor and Coucillors are encouraged to participate!

Note: ParticipACTION 150 Playlist lists 150 activities to do.

**7. Community Grants**

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

Motion: Bartlett/Hanlon  
**2017-211** Resolved that the Town donate \$100.00 to Rebecca Collier for her travels with the Newfoundland and Labrador Basketball Association for the 2017 Canada Games Program.

Carried Unanimously

Motion: Bartlett/Will  
**2017-212** Resolved that the Town donate \$100.00 to Cole Whitewick for his fundraising efforts for the “Shave for the Brave National Organization”.

Carried Unanimously

**Public Works Committee Report of April 3, 2017 - presented by Councillor Bartlett**

**1. Manager - Streets, Fleet and Waste Management Salary Scale**

As per a previous Motion of Council (Motion: 2014-103), which approved the establishment of this position, the salary scale for the Manager - Streets, Fleet and Waste Management position was presented as per a recent Salary Survey completed by LW Consulting. Monies for this position were approved as part of the 2017 Budget.

Motion: Bartlett/Hanlon

**2017-213** Resolved that Council approve the recommended Salary Scale for the position of Manager - Streets, Fleet and Waste Management.

Carried Unanimously

**2. Street Classification Map**

As per the previous Public Works Committee report (March 22, 2017), Committee discussed the Street Classification Map prepared by Harbourside Transportation Consultants (HTC) on behalf of the Town. The Street Classification Map categorizes the Town's roads as either arterial, collector or local and provides a consistent policy and planning tool to assist with the development, operation and maintenance of the Town's roads. The classifications are applied as per standards outlined by the Transportation Association of Canada (TAC).

Motion: Bartlett/Collins

**2017-214** Resolved that the Street Classification Map be adopted for the purposes of road classification.

Carried Unanimously

**3. Traffic Calming Policy**

As per the previous Public Works Committee report (March 22, 2017), Committee discussed the Traffic Calming Policy developed by Harbourside Transportation Consultants (HTC). A copy of the report has been placed on the Town's website. Committee expects to bring the policy forward for adoption at the next Council meeting.

**4. Connectivity Plan Phase 1 – Thorburn Road and Dogberry Hill Road Tender Award**

Nine (9) bids were received in response to the tender for the Thorburn Road/Dogberry Hill Road Sidewalk Project. As per the recommendation of the Town's project management firm, Vigilant Management, the tender is to be awarded to the lowest qualified bidder Modern Paving.

Motion: Bartlett/Will

**2017-215** Resolved that the tender for the Dogberry Hill Road/Thorburn Road Sidewalk Project be awarded to Modern Paving at a cost of \$410,616.70 HST included.

Carried Unanimously

**Economic Development, Marketing & Communications of April 7, 2017 - presented by Councillor Butler**

**1. Service Level Review**

We received 6 proposals for our service level review. The committee reviewed the consultants' recommendations. Information will be shared with all of Council with a decision to be made at the next committee meeting.

**2. Maggies Place Development Plan**

The committee reviewed the draft of the proposed plan. The presentation for the proposed plan is set for Monday, April 10th. After the public meeting adjustments will be considered to create a final plan for work package one. Council will then decide if they wish to accept this plan and move to work package 2. The final plan is expected to be considered at the next council meeting.

**3. Bridge Building Military Exercise**

We have had correspondence with the Canadian military to explore the potential for a bridge building exercise in Portugal Cove- St. Philip's. Staff are currently reviewing options and will work with the local Engineer Squadron to find a location that is suitable. The intent is for them to build a wooden pedestrian bridge in the community.

**4. PCSP Connects Policy**

The committee reviewed a draft of a PCSP Connects Policy. This policy will establish guidelines for usage of the notification system. The purpose of these guidelines will be to outline proper usage of the system to inform both residents and employees of the Town. The final draft will be presented at the next committee meeting.

**5. Shop Local Campaign/Business Package**

Branding for the shop local campaign was presented to Council. The business directory is currently being updated and revised. A communication to businesses outlining the shop local campaign and asking for their support and inclusion is being prepared. It will also feature an information package with the demographic statistics that the town obtained in our regional project released in December.

**6. Town Signs – Design Charrette**

In order to move forward with plans for the beautification of town gateway signs and tourism wayfinding, a Design Charette, hosted by the Town and supported by Grand Concourse, is being planned. The date is yet to be finalized, but, is expected to take place by the end of May.

**7. Bike Park**

The potential area for a Bike Park, as identified in Placebuilder, is being investigated for land ownership and crown lands. An ad-hoc committee with the biking community, residents and tourism operators is being considered to explore the design and planning for a Bike Park. Local residents and the public will be engaged in the process should we proceed.

**Protective Services Committee – April 4, 2017 presented by Councillor Hanlon**

The committee did not hold a meeting but has the following FES updates to provide:

The FES Fire School is coming up in May; the deadline for applications from firefighters is the end of this week. Applications and costs will be processed next week and brought back to the next Committee meeting.

The Chiefs have written and implemented a policy statement to address the training allowance of \$100 per day for those firefighters who attend outside training. This allowance has been standing practice for some years but without a formal policy statement on procedure and implementation. This allowance is considered an incentive to attend further training, as well as serves to compensate the firefighter for absence from their place of employment and any wage loss incurred.

The Northeast Avalon Regional Training (NEART) initiative, first conducted last fall, is now in the planning stages to return this coming fall. This initiative is once again led by Training Coordinator Mandy Young. The regional Departments are again participating with the planning committee.

The Chiefs are in the process of reviewing the Department's operating and training policies as more of an internal exercise to ensure these documents are current. This process is conducted at the officer's committee level.

**Admin. and Finance Committee Report of April 4, 2017 presented by Deputy Mayor Will**

**1. Accounts for Payment**

Motion: Will/Bartlett

**2017-216** Resolved that Council approve payment of regular accounts in the amount of \$18,400.00 and Capital accounts in the amount of \$297,772.95 for a total of \$316,172.95.

Carried Unanimously

**2. Legal Defense Fund (tabled document)**

In 1997, Federation of Canadian Municipalities (FCM) established a Legal Defense Fund to cover the legal costs of defending municipal jurisdiction over rights-of-way management. Since then, the scope of the Fund has evolved and is now an essential tool in advancing the national legal interests of municipalities in a broad range of cases that have implications for the municipal sector.

After years of activity, the Fund has been fully depleted. To ensure that FCM is able to continue defending the national legal interests of the municipal sector, FCM has suggested \$0.02 per capita contribution on a voluntary basis to sustain the fund. The committee was in agreement as the amount suggested for PCSP in approximately \$170.00.



**3. Letter of concern**

Committee will draft a letter of concern to Department of Municipal Affairs over the Multi-Year Capital Work new allocation plan. The change in cost share may adversely affect choice in Town projects to follow.

**4. Provincial Funding**

- a) As follow-up to the authorization letter (tabled) from the Province relating to the Multi Year Capital Works Program for Years 2017-2020 in which the province offered \$906,653 in provincial funding the committee recommends:

Motion: Will/Bartlett

**2017-217** Resolved that the town applies under the 2017-2020 Multi-Year Capital Works Program to resurface the entirety of Tolt road and as well install water stubs to existing properties along the existing water service main. Initial estimates for this project total \$2,662,615 HST included.

Carried Unanimously

- b) Within the same Letter the Town was also encouraged to apply for funding under the new Building Canada-Small Communities Fund and the committee recommends:

Motion: Will/Collins

**2017-218** Resolved that the town apply under the new Building Canada-Small Communities Fund to reconstruct School Road with project estimate of \$951,608 tax included.

Carried Unanimously

**5. Discussion Items**

- a) **Sludge Dewatering:** Staff to prepare a report with recommendations for a Sludge Dewatering solution.
- b) **Levies:** Future levy/connection fee recommendations, the need for a full communication package and gathering input from residents presently with and without service was discussed.
- c) **Expenditure Policy:** Committee to evaluate the Town's Expenditure Policy regarding the approval of expenditures by the Town Manager, in case of emergencies and department heads spending approval limits.

**Other Reports presented by Deputy Mayor Will to be brought back to Committees**

- a) Communication to residents of changes to environmental overlays
- b) Appeals mechanism for changes to environmental overlays
- c) Development regulations pertaining to cult de sacs

## **CORRESPONDENCE**

### **1. Alzheimer Society NL**

The Town received a letter from the Alzheimer Society NL on March 27, 2017 regarding a “Walk for Alzheimer’s Make Memories Matter”. This is an annual event to raise awareness and funds to support people and families living with Alzheimer’s disease and related dementias. The Alzheimer’s Society requests sponsorship, fundraising and/or participation.

The town will post the advertisement in the Town Hall lobby and in the minutes as Appendix D.

### **2. Municipal Assessment Agency:**

The Town received an email from the Municipal Assessment Agency on March 31, 2017 regarding the 2017 Clar Simmons Scholarship. Any child, grandchild, or ward of a municipal council member or employee in a community served by the Agency, upon graduation from the NL senior high school program, may apply. The tabled brochure provided criteria for the 2017 Clar Simmons Scholarship and the application. Deadline for applications is August 18, 2017.

For information

### **3. Office of the Information and Privacy Commissioner:**

The Town received an email from the Office of the Information and Privacy Commissioner on March 31, 2017, containing a Quick Tips pamphlet for Municipal Councillors. All Councillors are asked to review the document for information purposes.

For information

### **4. Member of Parliament:**

The Town received a petition from François Choquette, a Member of Parliament, Official Languages Critic with the New Democratic Party on April 4, 2017. The petition seeks support for Bill C-203, An Act to amend the Supreme Court of Canada, concerning the bilingualism of Canada’s Supreme Court Judges. There is no closing date mentioned in the package.

The Town will make the petition available in the front lobby for an undetermined time until we return the petition as requested.

### **5. Department of Transportation and Works:**

The Town received a letter from the Department of Transportation and Works on April 10, 2017 regarding school buses and vehicles parked on Route 50 (Thorburn Road). The letter advises their department will continue to monitor issues arising from buses parked perpendicular to the road.

For information

**NEW/GENERAL/UNFINISHED BUSINESS**

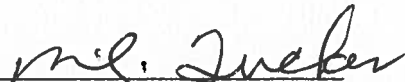
- None for this meeting

**AGENDA ITEMS/NOTICE OF MOTIONS ETC.**

- None for this meeting

**ADJOURNMENT**

Motion: Hanlon/Will  
2017-219 Resolved that this meeting be adjourned. Time is 6:00 p.m.  
Carried Unanimously

  
Moses Tucker, Mayor

  
Claudine Murray, Deputy Town Clerk

**Attachments:**

Appendix A Volunteer Week Proclamation  
Appendix B Child Abuse Prevention Month Proclamation  
Appendix C Tabled Report  
Appendix D Alzheimer Society NL Correspondence