



TOWN OF PORTUGAL COVE-ST. PHILIP'S

April 25, 2017

Regular Public Council Meeting - 5:00 p.m.

IN ATTENDANCE:	Mayor	Moses Tucker
	Deputy Mayor	Gavin Will
	Councillors:	Dave Bartlett
		Norm Collins
		Aaron Facey
		Johnny Hanlon
	Town Manager	Chris Milley
	Director of Financial Operations	Tony Pollard
	Director of Recreation	Dawn Sharpe (for presentations)
	Planning & Development Coordinator	Les Spurrell
	Deputy Town Clerk	Claudine Murray

Mayor Tucker called the meeting to order and welcomed the gallery of 41 persons (12 following the presentations) in attendance for the meeting, noting regrets from Councilor Joe Butler.

ADOPTION OF AGENDA

Motion: Will/Hanlon
2017-220 Resolved that the agenda dated April 25, 2017, be adopted as circulated.
Carried Unanimously

DELEGATIONS/PRESENTATIONS

- Standing Ovation Honour – Peter Hammond
- Best of PCSP Awards - Team of the Year, Grade 5 Beachy Cove Elementary Boys Basketball Team

ADOPTION OF MINUTES

Motion: Bartlett/Facey
2017-221 Resolved that the minutes of April 11, 2017 be adopted as circulated.
Carried Unanimously

BUSINESS ARISING

1. Commissionaires Municipal Enforcement Service

The Corp of Commissionaires met with the RNC, the CAO of Torbay, and I to talk about the partnership and how it can support initiatives by the RNC and allow the Town's and the RNC to have closer and mutually beneficial ties that should support improvements in safety and security for members of both communities. This meeting took place on April 20th after the Protective Services Committee reported later on.

2. Spurrells Road Bridge

The Spurrells Road Bridge should be in route traveling across the province. We have been informed that the installation will start tomorrow. As this is a prefabricated structure, it should not take much time to install. The bridge and road should be open to vehicular traffic again within a week. This news was received yesterday and is supplemental to what will be reported on by the A&F Committee.

3. Maggies Place Development Plan

The Director of ED and I met with Tract Consultants after the public presentation to finalize a report on work package 1 to present to council for approval. Unfortunately they have been unable to finish the report in time for consideration at this council meeting. It should be completed in time to be presented to council for consideration at the next scheduled council meeting.

COMMITTEE REPORTS

Planning & Development Report of April 18, 2017 – presented by Councillor Collins

1. Civic # 627-629 Indian Meal Line – Residential Subdivision

Motion: Collins/Bartlett
2017-222 Resolved that the application to subdivide property and construct a residential subdivision at Civic # 627-629 Indian Meal Line be rejected as per Appendix A: Tabled Report.
Carried Unanimously

2. Civic # 1-3 Olivia Place – Business (Home Office)

Motion: Collins/Hanlon
2017-223 Resolved that the application to establish a home office for a professional business (electrical contracting) at Civic # 1-3 Olivia Place be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

3. Civic # 1194 Portugal Cove Road – Commercial Extension

Motion: Collins/Will
2017-224 Resolved that the application to construct an extension to an existing commercial building at Civic # 1194 Portugal Cove Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

4. Civic # 109-131 Witch Hazel Road – Agricultural Buildings (Pump House & Greenhouse)

Motion: Collins/Bartlett
2017-225 Resolved that the application to construct a pump house and three greenhouses for agricultural purposes at Civic # 109-131 Witch Hazel Road be granted approval in principle as per Appendix A: Tabled Report
Carried Unanimously

5. Civic # 17-25 Hogans Pond Road – Subdivide Property

Motion: Collins/Will
2017-226 Resolved that the application to subdivide property at Civic # 17-25 Hogans Pond Road be rejected as per Appendix A: Tabled Report.
Carried Unanimously

6. Department of Fisheries and Land Resources – Crown Land Application

The Planning Department is in receipt of correspondence from the Lands Branch, Eastern Regional Lands Office advising that the Town’s Application for Crown land at Witch Hazel Road was cancelled as “The Department of Fisheries and Land Resources - Agrifoods Division has determined the area under application falls within the St. John’s Urban Region Agriculture Development area, an area intended for commercial agricultural development”.

7. Permits issued from March 31st to April 12th, 2017

There were twelve (12) permits issued from March 31st to April 12th, 2017 as per Appendix A: Tabled Report.

Recreation /Community Services Report of April 18, 2017 – presented by Councillor Facey

1. Best of PCSP Awards

The Town will be hosting the “Best of PCSP Awards” following the Council Meeting on Tuesday, April 25th at the Royal Canadian Legion. There will be twelve awards presented to outstanding volunteers, coaches, athletes, and businesspersons who have made a positive impact of the quality of the lives of the residents of this community. There has been a great response from our residents to attend this event and we look forward to a great evening. Please find attached the names of the Grade 5 Puma Boys Basketball Team members that won “Team of the Year” award presented earlier this evening.

2. Feildians Soccer Association

The Sports Coordinator will be meeting with Mr. Phil Oliver with the Feildians Soccer Association to discuss a possible partnership with them for usage of the Rainbow Gully Soccer Turf.

3. New Librarian

The successful applicant for the position of Librarian is Mrs. Elyse Coombs. She will be starting on Monday, May 15th. Elyse is originally from Portugal Cove – St. Philip’s and will be returning to our community from Halifax. It is anticipated that the Library will reopen the end of May and we will have the grand reopening during the Regatta Festival in July.

4. Community Grants

After reviewing the Community Grant Applications, the committee would like to put forward the following recommendations:

Motion: Facey/Bartlett
2017-227 Resolved that the Town donate \$1000.00 to the 2017 PWC Safe Grad Committee to assist with their fund-raising efforts for their event.

Carried Unanimously

Motion: Facey/Hanlon
2017-228 Resolved that the Town donate \$100.00 to Sandra Squires to assist with her travel to nationals with the Newfoundland and Labrador Dart Team.

Carried Unanimously

Public Works Committee Report of April 19, 2017 - presented by Councillor Bartlett

1. No meeting held

2. Traffic Calming Policy

As per the previous Public Works Committee reports (March 22 and April 3, 2017), Committee discussed the Traffic Calming Policy developed by Harbourside Transportation Consultants (HTC). Committee has reviewed the policy and a copy was placed on the Town’s website. No feedback was received therefore Committee would like to move forward with approval for adoption.

Motion: Bartlett/Collins
2017-229 Resolved that Council approve the adoption of the Traffic Calming Policy developed by Harbourside Transportation Consultants (HTC).

Carried Unanimously

Economic Development, Marketing & Comm. of April 18, 2017 - presented by Councillor Facey

1. Service Level Review

The Committee discussed a supplement to the proposed Service Level Review plans in order to incorporate additional public engagement through a community survey. The Director of Economic Development will work with the consultant awarded the project to amend the contract. The Newfoundland and Labrador Statistics Agency is currently reviewing the project and Council will be advised of the potential timelines and costs at the next Committee meeting.

Note: Councillor Collins left the meeting prior to discussion of Item #2, Maggies place Development Plan.

2. Maggies Place Development Plan

The Committee discussed revisions to the draft zoning and servicing plans. The Final Work Package One Recommendations Report is to be submitted

Note: Proposed motions are deferred to committees after servicing drawings are received as a part of Work Package 1. To be brought back to next Council meeting.

Note: Councillor Collins returned to the meeting after discussion of Item # 2, Maggies place Development Plan.

3. PCSP Connects Policy

The Committee was presented a new draft of the policy for their review and consideration. The policy is attached.

Motion: Facey/Bartlett
2017-236 Resolved that Council adopt the "PCSP Connects Policy".
Carried Unanimously

4. Town Signs Design Charrette

The Town will host a design charrette in partnership with Grand Concourse on Sunday, May 28th from 2:00 – 5:00 at the Recreation Centre. Residents and businesses will be invited to attend this public event to help design the Town's gateway signs and additional community wayfinding signage.

5. Website Service Agreement

The Committee discussed technical maintenance package options for the website with Waterwerks Communications, the firm who designed the website. Now that the site is live and operational, we will need technical support with changes and improvements to the site over time. The cost of the package is reviewed quarterly and will cost \$595 per month. This is a budgeted item.

6. PCSP Agriculture Industry Meeting

The Town will formally invite members of the community in the agriculture industry to a meeting in mid-May to discuss the promotion and support of the industry in PCSP.

Protective Services Committee – April 18, 2017 presented by Councillor Hanlon

1. Commissionaires – Municipal Enforcement

The Town Manager introduced Mr. Peter Morey from the Commissionaires NL. Mr. Morey is a member of the new team of Commissionaires who will be providing Municipal Enforcement services to the Town. Mr. Morey gave an overview of the scheduling and patrols planned for his team and how their time will be allocated between Portugal Cove-St. Philip's and the Town of Torbay. Mr. Morey will be a regular attendee of the Committee meetings to provide updates.

2. FES Updates

- a) The Chiefs have implemented the Financial Training Allowance policy as part of the Department's Operating Policy.
- b) There have been seventeen (17) expressions of interest from firefighters to attend the upcoming FES Fire School in May. The high response number and diversity of courses our members are interested in speaks to the high level of commitment and advanced education we have on our Department. It was noted that Newfoundland and Labrador is the only province to hold a centralized training initiative, all other provinces go through private schools.
- c) Requests for burning permits have started to come in for the season.
- d) The Public Education Committee has some efforts in the works, including an awareness program to increase the visibility of the Department.

3. SafePCSP

The Committee discussed several initiatives and concerns from the SafePCSP community group. June will be proclaimed Pedestrian Safety Month, the proclamation will be signed at a Public Council meeting closer to the month of June, and the Town will advertise this through gateway signs, website and social media. A full page article has also been placed in the May-June edition of the Tickle newsletter.

Admin. and Finance Committee Report of April 18, 2017 presented by Deputy Mayor Will

1. Accounts for Payment

Motion: Will/Facey
2017-230 Resolved that Council approve payment of regular accounts in the amount of \$34,034.63 and Capital accounts in the amount of \$9,959.00 for a total of \$43,993.63.
Carried Unanimously

2. 2016 Audit

The Director of Financial Operations reviewed the Audited Financial Statements (tabled) with Committee and responded to questions and/or comments arising.

Motion: Will/Hanlon
2017-231 Resolved that Council adopt the 2016 audited financial statements prepared by Byron D. Smith Chartered Accounts.
Carried Unanimously

3. Amendment to Tolt Road motion 2017-217

Due to a revised estimate, the Committee recommends an amendment to motion 2017-217 as follows:

Motion: Will/Bartlett
2017-232 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 \$3,135,410.00, HST included.
Carried Unanimously

4. Level of Service Plan (tabled at the February 16, 2017 Public Council Meeting)

Proposals for the PCSP Level of Service Review project have been received and evaluated. Committee reviewed Vigilant Management’s recommendation for consultant based on the scoring assigned in accordance with the RFP evaluation criteria. Twells Consulting Ltd scored the highest out of the six proponents. The recommendation highlighted some of the proposal’s key selection points.

The Town Manager confirmed that he and the Director of Economic Development also reviewed all the proposals and agree with Vigilant’s evaluation and recommendation. The Town Manager recommended that the Town engage with the preferred proponent to refine the project and develop a contract based on their proposal. A copy of the highest scoring proposal was distributed to all of council and the remaining proposals made available to councillors if they wanted to review. Therefore, the Committee recommends the following motion:

Motion: Will/Facey
2017-233 Resolved that Council select Twells Consulting Ltd to be the prime consultant for the Level of Service Review project. Furthermore, Town staff will engage with Twells Consulting Ltd. to refine the project deliverables based on their proposal and develop a contract that is to be returned to council for final approval.
Carried Unanimously

4. Correspondence Policy

Motion: Will/Bartlett
2017-234 Resolved that Council change the name of the Handling of Correspondence Policy to Processing Correspondence Policy and adopt the changes as tabled.
Carried Unanimously

5. Taxation of 800 St. Thomas Line

Taxation of land at 800 St. Thomas Line was discussed. Deputy Mayor Will shall advise the land owner of possible solutions.

6. Country Gardens Covenants

Country Gardens Home Owners Association proposed the Town to enforce covenants when issuing permits. The Town will not take on the legal responsibility to enforce subdivision covenants. However, at our discretion, the Town is willing to advise a Home Owner Association and perspective applicant if zoning covenants are met.

7. Project updates:

- a) Thorburn road/Dogberry Hill tender changes were considered for future motions.
- b) Meadow Heights cost recovery was discussed needs to be refined and a communication plan will be developed for residents.
- c) Sludge dewatering project status is with Public Works.
- d) Spurrells Bridge is on route for delivery and installation.
- e) Neary's Pond Road tender info session with bidders is scheduled for 04/24/2017 prior to the closing and awarding of the tender.

CORRESPONDENCE

- None for this meeting

NEW/GENERAL/UNFINISHED BUSINESS

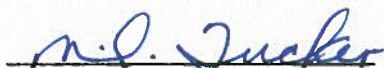
- None for this meeting

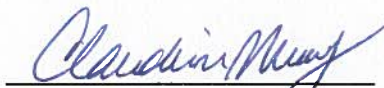
AGENDA ITEMS/NOTICE OF MOTIONS ETC.

- None for this meeting

ADJOURNMENT

Motion: Will/Hanlon
2017-235 Resolved that this meeting be adjourned. Time is 5:49 p.m.
Carried Unanimously


Moses Tucker, Mayor


Claudine Murray, Deputy Town Clerk

Attachments:

- Appendix A - Tabled Planning & Development Report
- Appendix B - 2016 Audited Financial Statements
- Appendix C - Processing Correspondence Policy April 25 2017