



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

June 6, 2017

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

IN ATTENDANCE:	Deputy Mayor	Gavin Will
	Councillors:	Dave Bartlett
		Joe Butler
		Norm Collins
		Aaron Facey
		Johnny Hanlon
	Town Manager	Chris Milley
	Director of Financial Operations	Tony Pollard
	Director of E.D., Mark. & Comm.	Jeff Lawlor
	Director of Public Works	Gail Tucker
	Director of Recreation (Acting)	Nick Miller
	Planning Coordinator	Les Spurrell
	Deputy Town Clerk	Claudine Murray

Deputy Mayor Will called the meeting to order and welcomed the gallery of 6 persons in attendance for the meeting, noting regrets from Mayor Tucker.

### ADOPTION OF AGENDA

Motion: Hanlon/Bartlett  
2017-278 Resolved that the agenda dated June 6, 2017, be adopted as circulated with a noted change to the Recreation and Community report.  
Carried Unanimously

### DELEGATIONS/PRESENTATIONS

- None for this meeting

### ADOPTION OF MINUTES

Motion: Will/Collins  
2017-279 Resolved that the minutes of May 23, 2017 be adopted as circulated.  
Carried Unanimously

## BUSINESS ARISING

The Mayor and Town Manager attended the Federation of Canadian Municipalities (FCM) conference last week and the Town Manager attended the Canadian Association of Municipal Administrators (CAMA) conference the previous week. A report from both sessions will be given to Councillors.

## COMMITTEE REPORTS

### Planning & Development Report of May 30, 2017 – presented by Councillor Collins

#### **1. Civic # 1047-1049 Indian Meal Line – Single Dwelling with Subsidiary Apartment**

Motion: Collins/Bartlett  
2017-280 Resolved that the application to construct a single Dwelling with Subsidiary Apartment at Civics # 1047-1049 Indian Meal Line be granted approval in principle as per Appendix A: Tabled Report.  
Carried Unanimously

#### **2. Civic # 215 Bennetts Road – Accessory Structure (Wharf)**

Motion: Collins/Facey  
2017-281 Resolved that the application to construct an accessory structure (Wharf) at Civic # 215 Bennetts Road be granted approval in principle as per Appendix A: Tabled Report.  
Carried Unanimously

#### **3. Civic # 1543-1549 Thorburn Road – Patio/Deck**

Motion: Collins/Bartlett  
2017-282 Resolved that the application to demolish and reconstruct a patio/deck at Civic # 1543-1549 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.  
Carried Unanimously

#### **4. Civic # 662-664 Indian Meal Line – Business (Light Industry)**

Motion: Collins/Butler  
2017-283 Resolved that the application to establish a light industry business (sheet metal fabrication) as a home occupation at Civic # 662-664 Indian Meal Line be granted approval in principle as per Appendix A: Tabled Report.  
Carried Unanimously

#### **5. Civic # 285-287 Beachy Cove Road – Business (Home Office)**

Motion: Collins/Facey  
2017-284 Resolved that the application to establish a home office for a professional business (landscape consulting) at Civic # 285-287 Beachy Cove Road be granted approval in principle as per Appendix A: Tabled Report.  
Carried Unanimously

**6. Permits issued from May 12th to May 25th, 2017**

There were twenty-four (24) permits issued from May 12th to May 25th, 2017 as per per Appendix A: Tabled Report.

Recreation & Community Report of May 30, 2017 - presented by Councillor Facey

**1. Rainbow Gully Softball Field Lighting**

After much discussion and further review of opportunities relating to the installation of lights on the softball field in Rainbow Gully the Committee is satisfied that the financial impact of the revised cost will be offset closely, if not in its entirety, by incremental revenues associated with additional and extended usage opportunities. Therefore the committee would like to put forward the following recommendation:

Motion: Facey/Bartlett  
2017-285 Resolved that as per previous motion #2017-030, that the Town engage Grand Concourse Authority and Musco Lighting to purchase and install the lights on Rainbow Gully Softball Field for the amount of \$380,591.76 (plus HST) as per original intentions discussed at budget time.  
Carried Unanimously

**2. Recreation Department sub brand**

With an increasing number of programs and special events that the Recreation Department promotes throughout the year. There is also an increasing demand on the amenities that are offered in the parks. Each one of them gives the Town the opportunity to explore different sponsors and to develop partnerships. In order to highlight what the Town has to offer and create unity amongst all the different programs and special event, as well as promote the recreation facilities, a sub brand will be developed to support an in house marketing campaign. Recreation Department will seek expressions of interest in the sub brand and bring it back to committee for review and next steps.

**3. Canada Day Fireworks**

After reviewing quotes for the Canada Day Fireworks the committee would like to put forward the following recommendation:

Motion: Facey/Hanlon  
2017-286 Resolved that the Town purchase the fireworks for the Canada Day Celebrations from Fireworks FX for \$6973.61 (taxes included).  
Carried Unanimously

**4. Community Grants**

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

Motion: Facey/Bartlett  
2017-287 Resolved that the Town donate \$100.00 to Shannon Jones towards her travels with the NL Provincial Volleyball Team in Moncton, NB.  
Carried Unanimously

Public Works Committee Report of May 30, 2017 - presented by Councillor Bartlett

NOTE: During the May 30<sup>th</sup>, 2017 Committee meeting, Councillor Butler was in attendance for Items #1,2, 3, 4 and 6. Councillor Collins was in attendance for Items 5, 7, 8 and 9.

**1. Healeys Pond Crescent Intersection Final Design – Engineering Fees**

The temporary realignment of Healeys Pond Crescent at the intersection with Thorburn Road was completed in 2016. Finalization of this intersection, which includes the placement of curb and gutter and landscaping, was budgeted for 2017. Engineering fees to provide final design, prepare the tender package and provide construction support services was presented by Staff.

Motion: Bartlett/Hanlon  
2017-288 Resolved that engineering fees to finalize the Healeys Pond Crescent Intersection at Thorburn Road in the amount of \$12,120 plus HST be approved.  
Carried Unanimously

**2. Blast Hole Ponds Protected Public Water Supply Area**

Correspondence was received from the Water Resources Management Division of the provincial Department of Municipal Affairs and Environment (DMAE) regarding Blast Hole Ponds and its status under the Water Resources Act. Blast Hole Ponds is currently a Protected Public Water Supply Area (PPWSA) under the Act. DMAE requested that the Town respond to the correspondence if it wished to have the protected public water supply status repealed. Staff recommends that the status be maintained as there are no requirements to repeal the status due to non-use; the Town can apply at a future time to repeal the status if deemed necessary; there is no direct cost to the Town to maintain the status and; the Town has expanded the watershed zone in the area and identified the area as a management unit for environmental stewardship.

Motion: Bartlett/Facey  
2017-289 Resolved that staff advise DMAE that the Town wishes to maintain Blast Hole Ponds as a Protected Public Water Supply Area under the Water Resources Act.  
Carried Unanimously

**3. Newbury Street Resident Petition**

Staff advised that a letter and petition was received from the Newbury Street Residents Committee regarding traffic concerns in the area. Staff will consider the correspondence and report back to Committee at a later date.

**4. Dogberry Hill Road / Thorburn Road Sidewalk Project – Change Order #03**

During the construction and installation of servicing connections on Thorburn Road in the area of the sidewalk project, a couple of sub-grade conditions relating to existing sewer infrastructure were observed and required fixing. A change order was presented to Committee for approval as the cost was beyond staff approval limits.

Motion: Bartlett/Hanlon  
2017-290 Resolved that Change Order #03 for the Dogberry Hill Road and Thorburn Road Sidewalks, Project No: SJN-00234591-A0 in the amount of \$14,503.66 including GST be approved.  
Carried Unanimously

**5. Dogberry Hill Road/Thorburn Road Sidewalk Project - Change Order #02 Asphalt Rehabilitation**

Conflict of Interest:

Motion: Collins/Hanlon  
2017-291 Resolved that Councilor Butler is in conflict of interest with Public Works Committee Report of May 30, 2017, item #5.  
Carried Unanimously

Councillor Butler left the Council meeting prior to discussion of Item # 5

To address the poor asphalt conditions on the portion of Dogberry Hill Road from the intersection of Thorburn Road to Jenny Lynn Drive, a change order to remove and replace the asphalt was received in the amount of \$179,000 taxes and fees included. It was recommended that the remainder of the road from Jenny Lynn Drive to Dogberry Hill Road not be considered at this time as storm sewer upgrades are required in that area. Committee also discussed the placement of a lift of levelling course and surface course on the portion of Thorburn Road impacted by the sidewalk project due to the number of service cuts related to this project and the prior poor condition of the road. The estimate to undertake such work based on the unit rate provided by Modern Paving for the Dogberry Hill Road asphalt rehabilitation is \$80,000.

Motion: Bartlett/Collins  
2017-292 Resolved that that CO #02 for the Dogberry Hill Road and Thorburn Road Sidewalks, Project No: SJN-00234591-A0 in the amount of \$179,000 taxes and fees included be approved.  
Carried Unanimously

Councillor Butler returned to the Council meeting after discussion of Item # 5

Motion: Bartlett/Facey  
2017-293 Resolved that a Change Order be requested based upon the unit rate provided by Modern Paving under the Dogberry Hill Road/Thorburn Road sidewalk project to undertake the placement of a lift of levelling course and surface course on the portion of Thorburn Road impacted by the sidewalk project.  
Carried Unanimously

Discussion Items:

**6. LED Street Lighting**

Correspondence was received from Newfoundland Power advising the utility is undertaking a technical assessment on the use of LED street lighting with additional LED street lights being deployed in new residential and commercial development. This field test will include approximately 22 new LED street light installations within the Town of Portugal Cove-St. Philip's. Staff have posed questions on cost implications and proposed locations. Committee will be updated when a response is received.

**7. Beachy Cove Road Fire Hydrant**

Resident query was made as to why the fire hydrant on Beachy Cove Road has not been replaced yet. The issue is of a proprietary manner, it will be repaired as soon as the issue is resolved.

**8. Tolt Road Speed Humps**

Resident inquiry as to whether installation of speed humps on Tolt Road is an option.

**9. School Zone Signage**

Update: the signage will be in place this week, school zone road markings will be placed during the week of June 5th, weather permitting.

Economic Development, Marketing & Comm. Report of May 30, 2017 – presented by Clr. Butler

**1. Agriculture Meeting**

A meeting is scheduled for Wednesday, June 7th with the Agriculture community to discuss promotion of the industry in PCSP.

Note: meeting was rescheduled to June 6<sup>th</sup>.

**2. Town Signs Design Charrette**

The meeting was not well attended. As a result, Grand Concourse is designing three options based on past information, including the themes and branding from Placebuilder. The three options will then be shared with the community for feedback and to gauge support.

**3. Green Team**

Interviews are ongoing for members of the Green Team. Items needed for the project are being purchased and will start July 4th.

**4. Community Cleanup**

The community cleanup had a bigger uptake than last year, but there is still a great deal of opportunity for improvement. Staff and Council are currently considering alternative options to reduce litter in the community.

**5. Level of Service Plan**

The development of the plan has begun with interviews with staff and Council taking place this week. Proposals have been received by our consultants to provide a community wide survey as part of the project.

**6. Maggies Place Development Plan Project**

The Committee reviewed a proposal by Tract Consulting regarding rezoning and amendments required as a result of work package one and the recommendations. Staff are reviewing the proposals scope and investigating timelines and the capacity for internal staff to accomplish the work needed.

Also noted in the meetings was a thank you from ACE Green Team to Julie Pomeroy and staff for her efforts in a successful Environmental Affair.

Protective Services Committee –presented by Councillor Hanlon

No meeting was held but the Committee wishes to circulate the following update:

**SafePCSP Slow Down Campaign**

The SafePCSP community group has initiated a Slow Down Neighbour Campaign to help increase awareness for pedestrian safety throughout the community. The campaign would see signs posted on participating resident's lawns calling for motorists to slow down in their neighbourhood. SafePCSP members will be going through the community to discuss the campaign with residents, have them fill out a pledge form, and distribute the signs. The Town will support this campaign by funding the printing of 100 2' x 2' signs at a cost of \$23.00 each, for a total of \$2300.00. Funding for this item is included in the budget.

The Committee would like to commend the members of SafePCSP on this initiative and thank them for their continued commitment to the safety of our residents.

Note: Kick Off to this initiative is being in the morning of Friday, June 9, 2017 on Old Broad Cove Road. Residents can contact PCSP for more details.

Admin. and Finance Committee Report of May 30, 2017 presented by Deputy Mayor Will

**1. Accounts for Payment**

Motion: Facey/Bartlett  
2017-294 Resolved that Council approve payment of regular accounts in the amount of \$15,948.34 and capital accounts in the amount of \$266,849.00 for a total of \$282,797.34 as tabled.  
Carried Unanimously

**2. Tax Recovery Plan**

The 2016 Tax Receivable Summary was discussed and the proposed tax recovery plan, required under the Community Sustainable Partnership, was presented as tabled. In general the committee agreed that a more firm approach to the collection of overdue accounts be initiated.

Motion: Facey/Butler  
2017-295 Resolved that the Tax Recovery Plan for 2017 be adopted and forwarded to the province in compliance with the Community Sustainable Partnership.  
Carried Unanimously

**3. Pedestrian Pathway on Portugal Cove Road**

The committee was updated on cost estimates to install pedestrian pathways on sections of Portugal Cove road and agreed that we seek to use Gas Tax Funding to cover the expenditure.

Motion: Facey /Hanlon  
2017-296 Resolved that a Capital Investment Plan be submitted to the Gas Tax Secretariat to cover the Installation of Pedestrian ways on Portugal Cove Road in the estimated amount of \$233,254.  
Carried Unanimously

**4. Sludge Dewatering Project**

As the Sludge Dewatering project under CWWF funding will not be proceeding, the Committee would like to transfer the funds to a previously shelved MYCW project.

Motion: Facey/Hanlon  
2017-297 Resolved that Council seek Ministerial approval to transfer funds to the Drover Heights Water and Sewer project.  
Carried Unanimously

**5. Nearys Pond Road Approval**

The approval letter awarding the contract for Nearys Pond Road project to Farrell's Excavating Limited was received on May 12, 2017 from Department of Municipal Affairs and Environment. The Town is now proceeding with the project as per motion 2017-250.

**6. 2017 General Elections**

The 2017 Municipal General Election is September 26, 2017.

The following list are key dates leading up to election day:

- Voters List completed by August 26
- Nomination day is August 31
- Advance poll date is September 14
- Impeditive voters must apply by September 25
- Election day is September 26

If your name is not on the voters list, residents can either be sworn in at the Town Hall prior to August 26 or at the polling stations on Election Day. If you are unsure if your name is on the voters list, please call the Town Office at 895-8000.

The Committee recommends the following motions:

Motion: Facey/Bartlett  
2017-298 Resolved that Nomination Day for Mayor and Councillors be set for one day, Thursday, August 31, 2017, between the hours of 8 a.m. and 8 p.m. at the Town Office, 1119 Thorburn Road.  
Carried Unanimously

Motion: Facey/Collins  
2017-299 Resolved that Advance Poll be set for one day, Thursday, September 14, between the hours of 8 a.m. and 8 p.m. at the Town Office, 1119 Thorburn Road  
Carried Unanimously

Motion: Facey/Bartlett  
2017-300 Resolved that Council appoint Claudine Murray, Deputy Town Clerk, to act as Alternate Returning Officer.  
Carried Unanimously

Motion: Facey/Butler



2017-301 Resolved that Polling Stations for Election Day are located at:  
a) PCSP Recreation Center, 1119 Thorburn Road  
b) Royal Canadian Legion, 5 Legion Road

Carried Unanimously

**7. Correspondence from Department of Municipal Affairs and Environment**

Correspondence from the Department of Municipal Affairs and Environment granting approval to award Nearys Pond Road Reconstruction and Upgrading contract to Farrell's Excavating Ltd was received on May 12, 2017. The Town Manager has advised the vendor.

**8. Correspondence from Ronald McDonald House**

Correspondence from Ronald McDonald House requesting a donation was received on May 24, 2017. The request is not in line with the Town's policy.

**9. Correspondence from Northeast Avalon Joint Council (NEAJC)**

Correspondence from Northeast Avalon Joint Council (NEAJC) was received on May 25, 2017. Correspondence was for information only.

**10. Correspondence from Department of Municipal Affairs and Environment**

Correspondence from the Department of Municipal Affairs and Environment regarding the Community Sustainability Partnership was received May 26, 2017. Information was used in item #2, Tax Recovery Plan.

Other Reports

- **Committee of the Whole**

The Town Manager's Minutes of Committee of the Whole Meeting held on May 25th, 2017 were tabled.

**COUNCIL CORRESPONDENCE**

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
May 24, 2017	Ronald McDonald House	Request - donation	AF Cmte
May 24, 2017	Dept of Municipal Affairs	2017 Municipal Elections Campaign Contributions candidates' reporting requirements	Returning Officer
May 25, 2017	Northeast Avalon Joint Council (NEAJC)	Approved meeting minutes of April 19, 2017	Sent to Clr. Butler
May 26, 2017	Department of Municipal Affairs	Circular - Community Sustainability Partnership	AF Cmte
May 29, 2017	Resident	Complaint about condition of Tolt Road	PW Cmte
June 1, 2017	Beachy Cove Elementary (BCE)	Grade 4 children from Beachy Cove Elementary sent thank you letters to the Mayor for their visit/tour of the office and facilities.	Mayor
June 1, 2017	St. John's Triathlon	St. John's Triathlon Aug 6. Race information and invitation to Mayor to participate in start of the race	Mayor
June 2, 2017	Crown Lands	Neary's Pond Road application	PD Cmte

**NEW/GENERAL/UNFINISHED BUSINESS**

1. Correspondence from the Town of Torbay  
A letter asking Council to consider allowing Torbay to use PCSP wastewater treatment plant was tabled.
  
2. New Business Administration and Finance as read by Clr. Facey
  - a. Now that the 2016 audit is complete and the Annual Expenditure Return has been completed, we need a motion to align projects and amounts. While we did a motion to transfer Spurrells Road Bridge to MYCW funding, we need to remove the project from the Gas Tax submissions.

Motion: Facey/Hanlon  
2017-277 Resolved that Spurrells Road Bridge project is to be removed from consideration from Gas tax Funding.  
Carried Unanimously

- b. Western Point Culvert has been completed for some time and we need to revise the Capital Investment Plan to reflect final numbers and amounts.

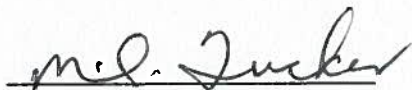
Motion: Facey/Hanlon  
2017-277 Resolved that the Town should file the final Capital Investment Plan with the Gas Tax Secretariat for Western Point Culvert in the amount of \$183,603  
Carried Unanimously

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

- None for this meeting

**ADJOURNMENT**

Motion: Facey/Collins  
2017-277 Resolved that this meeting be adjourned. Time is 5:51 p.m.  
Carried Unanimously

  
Moses Tucker, Mayor

  
Claudine Murray, Deputy Town Clerk