



TOWN OF PORTUGAL COVE-ST. PHILIP'S

July 18, 2017

Regular Public Council Meeting - 5:10 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 Financial Operations	Tony Pollard
	Director of Public Works	Gail Tucker
	Planning Coordinator	Les Spurrell
	Deputy Town Clerk	Claudine Murray

Mayor Tucker called the meeting to order and welcomed the gallery of 16 persons in attendance for the meeting noting regrets from Councillor Collins.

ADOPTION OF AGENDA

Motion: Will/Facey
2017-340 Resolved that the agenda dated July 18, 2017, be adopted as circulated with an amended Recreation and Community report and the addition of a Protective Services report.
Carried Unanimously

DELEGATIONS/PRESENTATIONS

- None for this meeting.

ADOPTION OF MINUTES

Motion: Facey/Bartlett
2017-341 Resolved that the minutes of July 4, 2017 be adopted as circulated.
Carried Unanimously

BUSINESS ARISING

1. Action Item List

Partially updated and available for review. Expecting to have full review by end of the week. Will send an electronic copy of the remaining items to council by the weekend.

2. Funding Options for Proposed Water and Sewer Project on Drover's Heights

In response to council decisions to try and direct any available excess funding money from the Clean Water & Waste Water Fund and the Multi Year Capital Works Fund 2014-2017, the Director of Finance, a representative from Vigilant Management, and I met with representatives of the Department of Municipal Affairs and Environment met to discuss best approach to obtain this funding and possibly other sources for this project. We are expecting more information from the Department to assist with our efforts.

3. New Manager of Fleet, Streets, and Waste Management

The talent search for the new Fleet, Streets, and Waste Management position has concluded and the chosen applicant will start work on Monday, July 24, 2018. All detail will first be shared with the Public Works Committee Members and then with the rest of Council and Staff over the next day or two. The new Manager will be introduced at the next Council meeting.

4. Meeting with MP Nick Whalen

Council was invited to meet with MP Nick Whalen just prior to tonight's council meeting to discuss a number of current issues with Federal interest. A meeting report may be forthcoming at a future council meeting.

5. Maggie's Place Project Driven Plan Amendments

Tract Consulting met with Town Staff including myself today to provide an update on the progress of the proposed municipal and regional plan amendments being made as a result of the work being done with the Maggies Place Development Area Project. They are preparing to take the first step for a regional plan amendment which is expected to be the longest process. They will attempt to complete the municipal plan amendments independently of the regional plan amendment.

6. TM Vacation

I will be away from July 24, 2017 to August 14, 2017. I will be naming the Director of Finance the Acting Town Manager while I am away.

COMMITTEE REPORTS

Planning & Development Report of July 11, 2017 – presented by Deputy Mayor Will

1. Civic # 616-620 Old Broad Cove Road – Accessory Building

Motion: Will/Butler

2017-342 Resolved that the application to construct an accessory building at Civic # 616-620 Old Broad Cove Road be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

2. Permits Issued

There were twenty three (23) permits issued from June 23rd to July 6th, 2017 as per Appendix A: Tabled Report.

Recreation & Community Report of July 11, 2017 - presented by Councillor Facey

1. Voisey's Brook Walking Trail Phase II

- A. The developer of Chesley-Van Heights Stage V Residential Sub-Division, Inspiration Enterprises, agreed to convey the future road reserve, located off Jera Street, ahead of schedule according to the subdivision agreement. With this agreement, the Town will pay for the cost of the survey and registration of the documents in order to obtain the road reserve. This will give the Town the access they need to proceed with the construction of Phase II Voisey's Brook Walking Trails.

Motion: Facey/Bartlett

2017-343 Resolved that the Town pay for the cost of the survey and registration of the documents in order to obtain the road reserve ahead of schedule as agreed to by the developer of the Chesley-Van Heights Stage V Residential Sub-Division, Inspiration Enterprises.

Carried Unanimous

- B. Committee discussed the ROW located between civic number 850-852 and 854-856 Indian Meal Line owned by Inspiration Enterprises. The Town is interested in purchasing this property as an emergency access and maintenance road for Voisey's Brook walking trails. Committee would like to make the following recommendation:

Motion: Facey/Will

2017-344 Resolved that the Town give the Recreation Department permission to enter into negotiations with Inspiration Enterprises. Staff has been given limitations on the amount to offer to purchase.

Carried Unanimous

2. Lifestyle Centre Charter

At the previous Council meeting, staff provided council members with a copy of the Lifestyle Centre Charter and concept design for the Lifestyle Centre for review and asked for feedback to be presented before the Recreation and Community Services Committee meeting on July 11th. With edits to the document, the revised Charter is attached for council approval. The Recreation Committee would like to make the following recommendation:

Motion: Facey/Bartlett

2017-345 Resolved that the Town adopt the Lifestyle Centre Charter as presented by Vigilant Management.

Carried Unanimous

Public Works Committee Report of July 12, 2017 - presented by Councillor Bartlett

1. Newbury Street Resident Group – Signage Request

Committee has agreed to the request by the Newbury Street Resident Group to install “no left turn” signage at both entrances of Taunton Street for the purpose of eliminating the traffic shortcutting through the area. Warning signs will also be required prior to the entrances of Blagdon Hill, indicating no exit to Portugal Cove Road, and Newbury Street, indicating no exit to Indian Meal Line. The RNC will also be notified of these turning restrictions and asked to assist with enforcement of same.

2. Sidewalk Project – Thorburn Road / Dogberry Hill Road

An update was provided to Committee on the progress of the project. At the time of the writing of this report, Public Works was advised that all work should be completed by July 20th pending no further changes to the project scope.

Further to the previous Committee report with respect to the location change of the sidewalk by the provincial Department of Transportation and Works at the entrance of the school, an update on the options was provided to Committee. Further discussion is required by Council of the Whole to determine next steps, if any. The item was referred to Council of the Whole following the Public Works Committee.

3. Roads Maintenance 2017 – Tender PCSP-2017-001

Six (6) tender bids were received in response to the tender for the 2017 road maintenance. This tender includes various patch and repair work throughout Town. S&L Paving was the lowest qualified bidder.

Motion: Bartlett/Hanlon
2017-346 Resolved that the tender for Road Maintenance 2017 PCSP-2017-001 be awarded to S&L Paving at a cost of \$68,177 HST included.
Carried Unanimous

4. Quote – Portable Solar Power Digital Sign

Quote was received for the purchase of a portable solar powered digital speed minder sign. This sign will have the capability of being moved to various areas throughout the Town and will be able to provide data collection as well as have a message board. This is 2017 a budgeted item.

Motion: Bartlett /Hanlon
2017-347 Resolved that the purchase of a portable solar power digital sign be approved at a cost of \$16,097.70 HST included.
Carried Unanimous

Note: Councillor Butler pointed out that the digital sign can also manage traffic counts for future use in Planning & Development areas.

5. Roads Updates

a) Transportation and Works Roads in PCSP / Letter to Minister – Correspondence was sent to Minister of Transportation and Works on behalf of Council requesting the provincial department’s cooperation in undertaking necessary repairs to provincially owned roads within the Town’s boundaries.

b) Traffic Calming Review Update – An update was provided to Committee on the three areas recently referred for traffic calming assessment - Country Garden Road, Olivers Pond Road and Western Gully Road.

Country Garden Road – Further data is being collected on Country Garden Road to determine if there is a shortcutting issue in the area as this was part of the original complaint to the Town. Based on the initial data collected, there are no issues with traffic volumes or speeds in the area. As part of the traffic calming review process, the current speed limit was assessed based on the Town's new speed limit policy and it has been determined that the speed limit should be set at 50 km/hour.

Olivers Pond Road – The data indicates that traffic volumes on this road are very low, however there are some concerns with speeding. Given that this road is a cul-de-sac, the majority of the traffic would be residents of the area. To move forward in the traffic calming process, the threshold for speed and traffic volume both have to be met, which is not the case with Olivers Pond Road. Public Works will work with the Town's Communications Division to make the residents of the area aware of the findings and ask for their cooperation in reducing speeds. The Town will also position a speed feedback sign in the area to heighten driver awareness. As part of the traffic calming review process, the current speed limit was assessed based on the Town's new speed limit policy and it has been determined that the speed limit should be set at 50 km/hour.

Western Gully Road – Traffic volumes and speed data in this area both meet the threshold to proceed to the next steps of the Town's Traffic Calming Policy. This work is underway. As part of the traffic calming review process, the current speed limit was assessed based on the Town's new speed limit policy and it has been determined that the speed limit should remain at 40 km/hour.

Note: Discussion on item 1 continued with clarification that emergency vehicles and snow clearing vehicles will be permitted to turn left.

Economic Development, Marketing & Comm. Report of July 12, 2017 – presented by Clr. Butler

1. Agriculture Strategic Session

The committee discussed the agriculture strategic planning session that was held on July 4th. The final report will be prepared by a small group of members of the agriculture community for Councils review in the coming weeks.

2. Tickle Swim for Mental Health

The swim will take place on Saturday, August 19th. This is the 5th anniversary of the event. Depending on weather and tidal conditions it will start or finish in Portugal Cove. We will again be involved in hosting the post swim reception.

3. ACE - Invertebrates Study

As a complement to the Green Teams work on baseline water testing, going on this summer, ACE has worked with a grad student to develop a complementary piece of work that will also look at the biodiversity of those same sample sites. Water testing is a budgeted item and the project will take place in the next couple weeks.

4. SAM Scholarship

We have received the funds for the scholarship by the Stewardship Association of Municipalities and will be awarding the successful recipient at a date to be determined.

5. Communications Position

The committee discussed the Communications Coordinator position and the decision around the future of the role.

Motion: Bartlett /Facey

Resolved that the position of Communications Coordinator become permanent full-time with the previously approved salary scale

Withdrawn by mover and seconder as Council agreed to deferred this item to the July 20, 2017 Committee of the Whole

Protective Services Committee Report of July 11, 2017 – presented by Councillor Hanlon

Committee meeting consisted of a presentation on the FireSmart program by Mr. Russell and discussion thereafter.

The FireSmart program is an initiative that is being promoted and advocated provincially by the Dept. of Fisheries and Land Resources. FireSmart is a national program committed to helping Canadians reduce their wildfire risk and become fire adapted through community based solutions.

Prior to the presentation, Mr. Russell, accompanied by the chiefs, spent some time looking at and assessing certain areas of the community.

It is recognized by council already, that the wildland urban interface threat (forest fires that can or may impact populated areas) is a risk in Portugal cove St. Philips. In 2015, an exercise was conducted based on the wildland urban interface fire threat.

Mr. Russell provided information for council consideration. It is anticipated that at the next committee meeting, a discussion can ensue on possible follow-up actions or next steps council may wish to consider.

Note: Mayor Tucker added it is important for residents to cut shrubs, e.g. junipers & cedars, away from houses and not store combustible material, e.g. firewood, under porches or patio decks.

Further information will be coming from the Fire Department.

Admin. and Finance Committee Report of July 11, 2017 presented by Deputy Mayor Will

1. Accounts for Payment

Motion: Will/Butler

2017-348 Resolved that Council approve payment of regular accounts in the amount of \$35,690.34 and capital accounts in the amount of \$246,507.84 for a total of \$282,198.18 as tabled.
 Carried Unanimously

2. Capital Works Cost Share Ratios Correspondence

Committee reviewed a response from Department of Municipal Affairs and Environment to the Town’s May 23, 2017 letter regarding the new cost-share ratios introduced in the Multi-Year Municipal Infrastructure Plan. This item is attached for information.

3. Information Report

Committee reviewed reports on *Access to Information and Protection of Privacy Act* requests for the period of January 1, 2017 to June 30, 2017 and a report on the Office of the Information Privacy Commissioner complaints for the period of January 1, 2017 to June 30, 2017 as tabled. Committee discussed the time spent on these tasks and the amount of information we proactively post on our website. Committee will continue to monitor information requests and as well as complaints.

4. Cost Recovery Policy Proposal

Committee reviewed a draft of the Cost Recovery Policy proposal and discussed the levy amount per projects. Further discussions with Committee of the Whole will take place July 20, 2017.

Other Reports

- None for this meeting

COUNCIL CORRESPONDENCE

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
July 6, 2017	Dept. of Municipal Affairs	Response to Mayor's letter expressing concerns regarding the new cost-share ratios introduced in the Multi-Year Municipal Infrastructure Plan	AF Cmte
July 12, 2017	Resident	Conflict of Interest in Council	COW
July 13, 2017	Canadian Mental Health Association	Invitation to support the Tickle Swim for Mental Health	EDMC Cmte
July 13, 2017	Resident	Complaint regarding Bayview Hgts Road	PW Cmte

NEW/GENERAL/UNFINISHED BUSINESS

1. Correspondence

Correspondence from Municipal Assessment Agency as presented by Mayor Tucker – received July 17, 2017

Tidy Towns is an initiative of Municipalities Newfoundland and Labrador (MNL) and is funded by the Department of Municipal Affairs and Environment. The Tidy Towns competition is launching an exciting new version at MNL’s 2017 Convention in Corner Brook. So in the interim, MNL decided to launch a photo challenge for the months of July and August 2017.

The Photo Challenge is for residents to take them behind-the-scenes pictures of our community to show off the “personality” of PCSP. The pictures should tell the story behind why PCSP is so special.

Council is challenging our residents to share pics through Instagram, Twitter, and Facebook using the hashtag #mytidytown mentioning our PCSP community.

Winning entries will be announced at the convention and will receive \$1000

2. Project extension approval


Approval for Water Metering project extension was received from Department of Municipal Affairs and Environment. The extension to complete the project was granted to March 31, 2019.

AGENDA ITEMS/NOTICE OF MOTIONS ETC.

- None for this meeting

ADJOURNMENT

Motion: Will/Facey
2017-349 Resolved that this meeting be adjourned. Time is 6:00 p.m.
Carried Unanimously


Moses Tucker, Mayor


Claudine Murray, Deputy Town Clerk

Appendix A - Planning & Development Report

**Appendix A: Tabled Report
July 11th, 2017**

Applications:

Item # 1:

**Civic # 616-620 Old Broad Cove Road
Accessory Building
Zoning: Residential Medium Density (RMD) – Unserviced**

The Committee recommends that the application for Civic # 616-620 Old Broad Cove Road be granted approval in principle, permitting the construction of an accessory building. 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 39 (Accessory Buildings) 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 # 2:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	17-167	06/23/2017	17-21	Hogans Pond Road	Test Holes
2	17-168	06/23/2017	65	Nearys Pond Road	Accessory Building
3	17-169	06/23/2017	556-560	Old Broad Cove Road	Advertising Sign
4	17-170	06/27/2017	40-46	Jera Street	Test Holes
5	17-171	06/27/2017	245-247	Olivers Pond Road	Site Preparation
6	17-172	06/27/2017	109-131	Witch Hazel Road	Agricultural Building
7	17-173	06/28/2017	49-55	Beachy Cove Road	Subdivide Property
8	17-174	06/28/2017	10	Prince George Drive	Single Dwelling
9	17-175	06/29/2017	1	Prince George Drive	Single Dwelling
10	17-176	06/29/2017	182-194	Beachy Cove Road	Repairs to Rock/Retaining Walls
11	17-177	06/29/2017	182-194	Beachy Cove Road	Demolition
12	17-178	06/29/2017	182-194	Beachy Cove Road	Dwelling Renovations
13	17-179	06/29/2017	14-36	Bickerstaffe Road	Second Driveway
14	17-180	06/30/2017	5	Hammond Estates	Accessory Building
15	17-181	06/30/2017	249-253	Olivers Pond Road	Accessory Building
16	17-182	06/30/2017	28	Ursula Crescent	Second Driveway
17	17-183	06/30/2017	1180	Thorburn Road	Site Preparation

18	17-184	06/30/2017	18-20	Pendergast Road	Site Preparation
19	17-185	06/30/2017	22-28	Belbins Road	Subdivide Property
20	17-186	06/30/2017	616	Old Broad Cove Road	Patio/Deck
21	17-187	07/05/2017	182-194	Beachy Cove Road	Geothermal Wells
22	17-188	07/05/2017	893-895	Thorburn Road	Accessory Building
23	17-198	07/06/2017	1550	Portugal Cove Road	Accessory Building