



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

October 10, 2017

Regular Public Council Meeting 7:00 p.m.

<b>IN ATTENDANCE:</b>	Mayor	Carol McDonald
	Deputy Mayor	Jeff Laham
	Councillors:	Dave Bartlett
		Darryl J. Harding
		Johnny Hanlon
		Tina Neary
		Madonna Stewart Sharpe
	Town Manager/Engineer	Chris Milley
	Director of Fin. Operations/Town Clerk	Tony Pollard
	Acting Director of Rec./Comm. Service	Nicole Clark
	Planning Technician	Les Spurrell
	Deputy Town Clerk	Claudine Murray

Mayor McDonald called the meeting to order and welcomed the gallery of 23 persons in attendance.

**ADOPTION OF AGENDA**

Motion: Bartlett/Hanlon  
**2017-437 Resolved that the Agenda dated October 10, 2017, be adopted as circulated.**  
Carried Unanimously

Note: Tina Neary's vote will not be counted until sworn in.

**DELEGATIONS/PRESENTATIONS**

- Swearing in of Councillor Neary  
Deputy Town Clerk administered the Oath of Office to Councillor Neary as tabled.

**ADOPTION OF MINUTES**

Motion: Hanlon/Bartlett  
**2017-438 Resolved that the minutes of September 28, 2017 be adopted as circulated.**  
Carried Unanimously

## BUSINESS ARISING

1. First two weeks for Council.

Council had an orientation session on October 2<sup>nd</sup> and have been busy with meetings ever since. Orientation will continue for next few weeks. I will send out a list of planned information and orientation sessions to all council tomorrow with proposed dates. Hopefully we can start planning these sessions starting this week.

2. Tonight's reports.

Since the new committee structure has not yet been set, the reports tonight are in the form of department reports. The proposed committee members attended these meetings and motions were prepared in the same way as regular committee reports with the exception that the motion recommendations are not coming from a committee. Instead the chair of the committee as soon to be assigned will move the motion as council member which will be seconded as usual. The committee reports will be back to normal for next council meeting.

## REVISED COMMITTEE STRUCTURE

MOTION: Harding/Laham  
**2017-439 Resolved that Council adopt the following Committee Structure:**  
**Administration and Finance**  
**Economic Development, Marketing, Communications and Tourism**  
**Planning and Development**  
**Protective Services**  
**Public Works**  
**Recreation and Community Services**

Carried Unanimously

MOTION: Harding/Laham  
**2017-440 Resolved that the following Committee membership be adopted for no more than a two year term, and shall be reviewed by the Committee of the Whole after no more than two years, which is in accordance to section 34(b) of the Towns' Rules of Procedure. The Mayor is ex-officio on all committees.**

Carried Unanimously

<b>Planning and Development</b>	<b>Tuesday</b>	<b>4:00 pm</b>
	Chairperson	Darryl J. Harding
	Member	Johnny Hanlon
	Member	Jeff Laham

<b>Administration and Finance</b>	<b>Tuesday</b>	<b>6:00 pm</b>
	Chairperson	Jeff Laham
	Member	Darryl J. Harding
	Member	Madonna Stewart Sharpe

<b>Protective Services</b>	<b>Tuesday</b>	<b>6:00 pm</b>
	Chairperson	Johnny Hanlon
	Member	Dave Bartlett
	Member	Tina Neary

<b>Economic Development, Marketing, Communications and Tourism</b>	<b>Wednesday</b>	<b>3:30 pm</b>
	Chairperson	Tina Neary
	Member	Dave Bartlett
	Member	Madonna Stewart Sharpe

<b>Public Works</b>	<b>Wednesday</b>	<b>4:30 pm</b>
	Chairperson	Dave Bartlett
	Member	Darryl J. Harding
	Member	Jeff Laham

<b>Recreation and Community Services</b>	<b>Wednesday</b>	<b>6:30 pm</b>
	Chairperson	Madonna Stewart Sharpe
	Member	Johnny Hanlon
	Member	Tina Neary

## DEPARTMENT REPORTS

### Planning & Development Report of October 3, 2017– presented by Councillor Harding

#### 1. Civic # 154A Tolt Road – Accessory Building

Motion: Harding/Laham

**2017-441 Resolved that the application to construct an accessory building at Civic # 154A Tolt Road is granted approval in principle as per Appendix A: Tabled Report.**

Carried Unanimously

#### 2. Town of Paradise – Proposed Amendment to the St. John’s Urban Region Regional Plan

The Planning Department is in receipt of a letter from the Town of Paradise proposing to amend the St. John’s Urban Region Regional Plan to coincide with the Town’s Municipal Plan & Development Regulations currently under review. This amendment involves the re-designation of lands from Restricted Development, Rural, Urban Development and Public Open Space to Restricted Development, Urban Development, Quarry Development and Regional Industrial.

Motion: Harding/Laham

**2017-442 Resolved that Council forward correspondence to the Town of Paradise stating that they have no concerns with the proposed amendment.**

Carried Unanimously

#### 3. Permits Issued

There were thirty seven (37) permits issued from September 1<sup>st</sup> to September 29<sup>th</sup>, 2017 as per Appendix A: Tabled Report.

### Administration & Finance Report of October 2, 2017– presented by Deputy Mayor Laham

#### 1. Accounts for Payment

Motion: Laham/Harding

**2017-443 Resolved that Council approve payment of capital accounts in the amount of \$57,721.94**

Carried Unanimously

#### 2. General Discussion

The intention of this Administration and Finance meeting was for Council to obtain a brief orientation into the functioning of the committee and to discuss ongoing issue that arise in this committee from time to time.

The Director of Financial Operations reviewed briefly sources of Municipal Revenue and the projects committed under each source provided by the Provincial and Federal Governments.

Some other issues discussed in brief related to use of levies, depot rationalization and Maggies

Place functionality and costing. Discussions with Council relating to the 2018 budget will commence within the coming weeks and more analysis will be forthcoming during that process.

Protective Services report of October 3, 2017– presented by Councillor Hanlon

1. Commissionaires – Municipal Enforcement

An update report, as provided by the Municipal Enforcement Officer, has been tabled as Appendix A in the department report.

2. FES Updates

- The Fire Department wishes to send greetings to the new Committee and members of Council. We are looking forward to meeting and working with you all.
- Update on the Northeast Avalon Regional Training, the last two weekends hosted SCBA courses.
- Fire Department Ball was held on September 16<sup>th</sup>, awards were presented to Firefighter of the Year: FF Megan Smith, and Fire Officer of the Year: Lt. Terry Scott.
- Completed orientation with the new Intermediate school and there will be follow up with the principal.
- Fire Prevention Week is October 8 – 15<sup>th</sup>, activities are scheduled and the theme is “Every Second Counts – Plan 2 Ways Out”. Banners have been posted on both stations and information posted to the Town Signs, as well as promotion on the Town’s website and social media pages.
- Recently received a donation of 14 pails of foam from the offshore vessel Maersk Cutter, a thank you letter has been sent from the Chiefs on behalf of the Department and the Town.
- An updated Fire Department profile was provided for inclusion with the new Council Orientation Package.
- The chiefs are now working on 2018 budget preparation.

Economic Development, Marketing, Communications and Tourism report of October 6, 2017– presented by Councillor Neary

1. Departmental Overview

The Director reviewed the mandate of the committee and the department. The roles and responsibilities of staff were discussed and an overview of some of the past priorities and projects.

2. Community Statistics Summary

The meeting attendees reviewed recent Census statistics of the town, the results of the demographics and perceptions survey (completed in 2016) and the survey results from the Service Level Review. This is all previously tabled and public information.

### 3. Advisory Committees Review

The meeting attendees reviewed the terms of reference of the advisory committees and a summary of some of the projects they are currently working on and have completed in the past. Both the advisory committees' terms are up in 6 months from the election, in order for Council to evaluate how they want to proceed with the committees during their term of Council.

### 4. Projects Briefing

A number of current projects were briefly discussed. The Service Level Review will require a decision from Council in the coming weeks to finalize the six key service areas that will be reviewed in the next phase of the project.

Attached to this report is the "Water Quality Monitoring of the Beachy Cove Brook and Miller's Pond River Systems in Portugal Cove – St. Philip's" report completed by this summer's Green Team. This is submitted as information only.

The town is partnering with the Chamber of Commerce during Small Business week this year. On Wednesday, October 18th the Chamber will be having their first AGM. The event will feature guest speaker Dr. Wade Locke. The event will take place at Murray's Pond Fishing and Country Club at 7:00 pm and council are invited to attend.

### 5. Council Orientation Planning

Staff are working with numerous committees, businesses, organizations and stakeholder groups to set up a schedule for the next couple months for Council to meet and engage with them. This includes a formal request made by the Chamber of Commerce of Portugal Cove – St. Philip's that is attached.

### 6. 2018 Budget Consultations

Public budget consultations will take place in November. The Director of Economic Development will work with Council and Management to create a schedule and engagement plan.

## Public Works report of October 4, 2017 – presented by Councillor Bartlett

### 1. Department Overview & Project Status

Staff provided an overview of the department's operations and current project status.

### 2. Reallocation Capital Budget – Equipment Procurement

Staff provided an overview of the 2017 equipment procurement budget and the plan for actual expenditures. A revised plan has been developed to support the purchase of the Sidewalk Snow Removal/Multi-purpose Unit and to reflect a change in the required model for a snow clearing/plow truck. The revised plan remains within budgeted dollars.

### 3. Sidewalk Snow Removal/Multi-purpose Unit Tender PCSP-2017-004

The tender for the acquisition of a Sidewalk Snow Removal/Multi-purpose Unit closed on September 25, 2017. There was one (1) qualified bidder. This equipment will be used in both the Streets and Facilities divisions of Public Works.

Note: Council agreed to defer this item to find appropriate piece of equipment.

### 4. Depot Yard Fence Repair & Extension

The fencing in the Depot yard is in need of repair. The fencing will be repaired and extended approximately 30' to accommodate snow clearing requirements and the growth in fleet. In its current state of disrepair, the fence poses security and safety concerns.

Motion: Bartlett/Harding  
**2017-444 Resolved that the repairs and extension of the Depot fencing be approved as per the quote from Provincial Fencing at a cost of \$8,521.50 HST included.**  
Carried Unanimously

### 5. Asphalt Repair Work

Additional areas for asphalt repair work have been identified. These include a laydown area in the depot yard to support snow clearing operations (specifically sidewalk snow clearing and ice control), swaling on School Road to mitigate storm water issues in the area and swaling and asphalt repair on Bocker Place to address storm water and asphalt erosion issues. A quote from Mercers Paving has been obtained. This work needs to be addressed prior to the end of the construction season while the asphalt plants remain open.

Motion: Bartlett/Hanlon  
**2017-445 Resolved that that the per unit cost of \$30 per square metre for asphalt repair work provided by Mercers Paving, for a total of \$12,530.00 plus HST, be approved.**  
Carried Unanimously

Note: Councillor Hanlon noted cost includes all three of these sites.

### 6. Animal Control Services

Committee was provided an overview of the Town's current approach with respect to Animal Control Services and the proposed partnership for Animal Control Services with the Town of Torbay. At this time, staff are awaiting an update from the Town of Torbay on its Animal Control Officer position which was vacated earlier this year.

Recreation and Community report – presented by Councillor Stewart Sharpe

1. Indian Meal Line – Purchase of ROW

The documents for the purchase of the ROW on Indian Meal Line has been sent to the lawyers to be prepared. We hope to have the documents ready within the next week so that Grand Concourse can complete the cutting of the trail.

2. PCSP Intermediate School – Students Usage of the Park/Town usage of the School

The recreation staff met with the Principal and the Physical Education teacher of PCSPI. We discussed the usage of the Town's sports facilities by the students and the use of the school's facilities by the Town. It was a very positive meeting and we are confident that this relationship will have a great impact on programs and specials events offered by the Town.

3. Inclusion Committee

The Recreation Director hosting the first meeting of the new Inclusion Committee on Thursday, September 21st. Six residents were available to meet, with three others that expressed interest and will attend the next meeting on October 19th. The purpose, as well as the goals and objectives, of the committee were discussed and committee members were sent the minutes to review and make comments. We hope that at the next meeting we can confirm the structure and forward the information to the Recreation Committee for review.

4. Athletic Business Show

The Athletic Business Show is taking place in Orlando, FL from November 8th-11th. There are over 250 exhibitors showcasing their latest products, services, and programs. With the Lifestyle Centre in the preliminary stages, this conference would be beneficial and provide innovative ideas for this project. Councillor Stewart Sharpe put forward the following recommendation:

Motion: Stewart Sharpe/Neary  
**2017-446 Resolved that the Recreation Director attend the Athletic Business Conference in Orlando, FL from November 8th-11th as allocated in the budget.**

Carried Unanimously

5. Community Grants

After reviewing the Community Grant Applications, Councillor Stewart Sharpe put forward the following recommendations:

Motion: Stewart Sharpe /Bartlett  
**2017-447 Resolved that that Council donate the Recreation Centre on October 29th to Beverly Best for a paint night fund-raiser for the Gathering Place.**

Carried Unanimously



6. Councillor Bartlett noted the first regulation soccer game was played on the newly expanded Rainbow Gully Soccer Field earlier today.

## CORRESPONDENCE

Council Correspondence for October 2, 2017 – October 6, 2017

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
October 2, 2017	Coalition of Persons with Disabilities NL	Invitation: training sessions	For Information
October 2, 2017	Community Sector Council NL	Fall Training Events	For Information
October 3, 2017	Heritage Foundation NL	Invitation to Adapting Heritage, a conference that considers Heritage and the Future of Communities	For Information
October 3, 2017	Resident	Letter stating: Approval in Principal 842 frontage Longmarsh Road	P&D Cmte

## NEW/GENERAL/UNFINISHED BUSINESS

### 1. Municipal Assessment Agency

The Municipal Assessment Agency's Annual Report for 2016-17 was received on October 5th, 2017 and is tabled with this report. Please note the report has also been posted on the Agency's website at <http://www.maa.ca>.

### 2. Staffing – as presented by Councillor Hanlon

This council has concerns with the current staffing numbers across all departments and current salaries of all non-union employees. As most of this council is new, we would like some time to review staffing and salary scales for all staff (both union and non-union) and to complete this review we would like to have staffing numbers and pay rates held at current state until this review is completed. Council understands there is a union contract that applies to unionized staff and that their pay rates and increases are determined by the contract. Council would like to put forward the following two motions.

Motion: Hanlon/Laham

**2017-448 Resolved that there is a wage freeze or be implemented immediately for all non-union staff. This wage freeze will be reviewed in 6 months.**

Carried Unanimously

Motion: Hanlon/Neary  
2017-449 Resolved that there is a hiring freeze to be implemented immediately for all departments. If during this hiring freeze there is an essential position that needs to be filled an approval from council will be required. This hiring freeze will be reviewed in 6 months.  
Carried Unanimously

#### NOTICE OF MOTION

Notice: Notice of motion put forth by Deputy Mayor Laham: to immediately halt any forward motion on development on the town owned property on Maggie's place, and to revisit the possible expansion of the present town depot.

Notice: Notice of motion put forth by Councillor Harding: we immediately halt the residential water meter project and to petition both levels of government to allow funds allotted for the purchase and installation of residential water meters to be diverted into ground water distribution infrastructure repair and underground zone metering.

#### ADJOURNMENT

Motion: Hanlon/Harding  
2017-450 Resolved that this meeting be adjourned. Time is 7:34 p.m.  
Carried Unanimously

  
Carol McDonald, Mayor

  
Claudine Murray, Deputy Town Clerk

Appendix A – Planning and Development Report  
Appendix B - Oaths of Office