



TOWN OF PORTUGAL COVE-ST. PHILIP'S

October 24, 2017

Regular Public Council Meeting 7:00 p.m.

IN ATTENDANCE:	Mayor	Carol McDonald		
	Deputy Mayor	Jeff Laham		
	Councillors:	Dave Bartlett	Darryl J. Harding	
			Johnny Hanlon	Madonna Stewart Sharpe
		Town Manager/Engineer	Chris Milley	
	Director of Public Works	Gail Tucker		
	Director of Economic Development, Communications, Marketing and Tourism	Jeff Lawlor		
	Coordinator of Rec./Comm. Service	Nick Miller		
	Planning Technician	Les Spurrell		
	Deputy Town Clerk	Claudine Murray		

Mayor McDonald called the meeting to order, welcomed the gallery of 27 persons in attendance and noted regrets from Councillor Neary.

ADOPTION OF MINUTES

Motion: Bartlett/Laham
2017-451 Resolved that the minutes of October 10, 2017 be adopted as circulated.
Carried Unanimously

ADOPTION OF AGENDA

Motion: Bartlett/Hanlon
2017-452 Resolved that the Agenda dated October 24, 2017, be adopted as circulated.
Carried Unanimously

DELEGATIONS/PRESENTATIONS

- None for this meeting

BUSINESS ARISING

- Last week was a full week of meetings intended to exchange information needed arising from the two Notices of Motions announced at the last Council meeting. Council and staff were very busy. Meetings included various consultants, night time committee meetings, and Committee of the Whole meetings as well.
- This week, on Thursday, a meet and greet will be taking place for the Killick Coast Regional Councils in Bauline. Also attending are two MHA's and member of Parliament.

COMMITTEE REPORTS

Recreation & Community Services Committee Report for October 18, 2017 - presented by Councillor Stewart Sharpe

1. Recreation Staff

The Direction of Recreation gave the committee members an overview of the recreation staff and their roles and responsibilities.

2. Terms of Reference for the Recreation Committee

The Recreation Committee reviewed the Terms of Reference for the committee and noted that it needs to be updated. Staff will review the document and forward the recommendations for approval at the next Recreation Committee meeting.

3. Updates and Status Reports

The Recreation Director provided the committee a summary of the Fall Family Festival and dates for the remainder of the special events that we will be hosting in 2017. The committee was also provided information on the programs we currently offer and an update on our parks. During the budget process we will review in more detail the plans for the extensions of our parks.

4. Lifestyle Centre

The committee reviewed the status of the Lifestyle Centre Project. To date, a Charter for the project was prepared and signed (please find attached). Following that, Vigilant Management invited 5 Architects to submit proposals for the Lifestyle Centre concept design. The previous Recreation Committee were informed and forwarded the evaluation comments for review. Recreation Director and Vigilant Management interviewed the top 3 Architects and the Recreation Director forwarded the summaries to the Committee. After reviewing the summary and acknowledging that the funding for this project has been allocated in the budget, the Committee would like to put forward the following recommendation:

Motion: Stewart Sharpe/Hanlon

2017-453 Resolved that Council contract Powers Brown in the amount of \$24,400.00 + HST to design the concept plan for the Lifestyle Centre.

Carried Unanimously

Once the concept plan has been designed, Vigilant Management and the Recreation Staff will develop a business plan for the facility and present to Council for review.

5. Community Grants

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

Motion: Stewart Sharpe/Laham
2017-454 Resolved that Council waive the fee for the Recreation Centre on October 27th for Eileen Metcalfe as a fundraiser for the Vera Perlin Society.

Carried Unanimously

Motion: Stewart Sharpe/Laham
2017-455 Resolved that Council waive the fee for the Recreation Centre on October 20th h for the Beachy Cove Girl Guides as a fundraiser for their trip to Nova Scotia.

Carried Unanimously

Planning & Development Committee Report of October 17 and October 19, 2017– presented by Councillor Harding

1. Civic # 23-25 Gail's View - Business

Motion: Harding/Bartlett
2017-456 Resolved that the application to establish a home office for a professional business (landscaping and design consulting service) as a home occupation at Civic # 23-25 Gail's View be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

2. Civic # 147 Bennett's Road – Accessory Building

Motion: Harding/Hanlon
2017-457 Resolved that the application to reconstruct an accessory building at Civic # 147 Bennett's Road be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

3. Civic # 1465 Thorburn Road – Development within Watercourse Buffer

Motion: Harding/Bartlett
2017-458 Resolved that the request to remove backfill material within a watercourse buffer at Civic # 1465 Thorburn Road be approved.

Carried Unanimously

4. Items numbered 4 through 15 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

5. Permits Issued

There were sixteen (16) permits issued from September 29th to October 12th, 2017 as per Appendix A: Tabled Report.

Public Works Committee Report for October 18, 2017 – presented by Councillor Bartlett

1. Rainbow Gully Park – Water & Sewer Servicing Project Tender

The tender results for servicing Rainbow Gully Park with water and sewer services were presented to Committee. With the extension of the Town’s water and sewer system to the new school, PCSP Intermediate, servicing for Rainbow Gully Park has increased in feasibility (i.e. the system has been extended to the area of the park with no added cost to the Town). Installation of public water and sewer services will alleviate concerns with maintaining a semiprivate well at the park facilities, provide a sustainable water source for the park and its amenities, introduce fire protection infrastructure to the park area, eliminate septic system maintenance requirements and accommodate future growth and development of the park and its amenities. The 2017 budget included an estimate of \$216,137 for this project. The lowest, qualified bid for the tender was \$221,514.73, HST included. In addition, there are engineering fees of \$13,685 for a total project cost of \$235,200, HST included. Committee requested this item be deferred as consensus could not be reached on the validity of this expenditure. The tender closed on October 11, 2017 and the Town has 60 days to respond to the tender. The item will be brought back to the next Committee meeting for a recommended decision.

2. Sidewalk Snow Removal / Multi-purpose Unit, Tender PCSP-2017-004

Information was presented to Committee, and later circulated to the whole of Council, demonstrating the pros and cons of the different pieces of equipment available for the purpose of sidewalk snow removal and ice control, along with the cost efficiencies of purchasing multi-purpose attachments for the same unit. This equipment will be utilized in both the Streets and Facilities divisions of Public Works and will have year-round requirements. The tender for the acquisition of a Sidewalk Snow Removal/Multi-purpose Unit closed on September 25, 2017. There was one (1) qualified bidder.

Motion: Bartlett/Laham
2017-459 Resolved that Tender PCSP-2017-004 for the purchase of a Sidewalk Snow Removal/Multi-purpose Unit be awarded to the lowest, qualified bidder, Saunders Equipment Ltd., at a cost of \$218,109.00 HST included.

Carried Unanimously

3. Town Hall Exterior Siding Repairs / Replacement

Siding on two sides of the Town Hall sustained significant damage during a wind storm earlier this year and remediation is being covered through the insurance provider. The incremental cost to re-side the remainder of building and place PVC trim around front facing windows as well as stone treatment at the front entrances is \$23,954 plus HST. As the existing siding is well over 20 years old, a portion of the cost will be covered by insurance and, staff recommends replacement of the entire building at this time.

Motion: Bartlett/Hanlon
2017-460 Resolved that the incremental cost for replacement of siding on the Town Hall be approved at a cost of \$23,954 plus HST.

Carried Unanimously

4. Thorburn Road Street Lighting

Request was made to assess street lighting on Thorburn Road from Healeys Pond intersection to Dogberry Hill Road. It was determined that the current street lighting does meet current Town standards, however pedestrian safety can be enhanced with the installation of additional lights. This request for an assessment originated from Committee members in considering the increased potential for pedestrian traffic in the area with the opening of PCSP Intermediate. Costing information is being gathered and will be presented to Committee at a future meeting.

5. School Zone Speed, Thorburn Road

A response was received from the Minister of Transportation and Works which provided approval for the reduction in the speed limits in the school zone area of Thorburn Road to 30 kilometers an hour in effect from 7:00am to 5:00pm on days when school is regularly held. These parameters do not align with the Town's speed limit policy on school zones, however, they are not detrimental to safety in the school zone, and as this area of Thorburn Road is outside of the Town's jurisdiction, the Town is obligated to comply with the province's requirements. Public Works will move forward with the installation of these signs as directed in the correspondence.

Economic Development, Marketing & Communications Report for October 18, 2017 – presented by Councillor Neary

1. Advisory Committee Updates

The Committee reviewed minutes from the Monday October 16th ACE meeting. Attached to this Committee report is a copy of the Macroinvertebrate Assessment of Beachy Cove Brooke Report prepared by Srabani Saha, MUN Grad Student. This project was completed during the past summer in conjunction with the Green Team report.

Our Heritage Programs and Services Coordinator, Julie Pomeroy has been elected as Treasurer of the Museum Association of Newfoundland and Labrador.

The Committee reviewed resident Sheena Tucker's request to join the ACE Committee.

Motion: Bartlett/Hanlon
2017-461 Resolved that Sheena Tucker be appointed to the Advisory Committee of the Environment.
Carried Unanimously

Mac Miller has submitted his resignation from the Heritage Committee. Mac was a member of the Committee since its inception and spent a number of years as the chair. On behalf of Council, we wish to express our sincere thanks to Mac for his many years of support, advice, time and energy he has put into this community. An official letter of thanks and gift of appreciation will be presented to Mac in recognition of his years of service.

The Committee discussed council liaisons for the advisory committees and determined Councillor Tina Neary will act as liaison for the Advisory Committee on the Environment and Councillor Dave Bartlett will remain on the Heritage Committee.

2. Tickle Newsletter

The Committee discussed items for the Tickle Newsletter. The newsletter may be a little delayed this month due to some events happening after our normal deadlines. Residents should still receive it by the first week of November. In order to continue our commitment to open and transparent governance an article will be included encouraging anyone who interested in receiving Council minutes by mail to contact us.

3. PCSP Chamber of Commerce AGM

The PCSP Chamber of Commerce AGM is scheduled for Wednesday, October 18th.

Update: 38 businesses registered for the Chamber at a very well attended event. The elected board includes Mike Murray, Krista Trask, Robert Stapleton, Stephen King, Ann Davis, Cyril Hayden and Gregg Batt. Council would like to thank all the organizers of the event and the steering committee for all the hard work they have done to get the Chamber of Commerce up and running.

4. 2018 Budget Consultations

A series of public budget consultation events are now being planned for November. Two events will be planned prior to the draft budget followed by a final event to present the proposed budget.

5. Regional Tourism Signage Project

As a result of the Northeast Avalon Tourism Destination Development Plan a potential regional sign age strategy is being considered. This may impact our sign age plans for the future. The Director will update the Committee on this potential project at the next meeting.

6. Council Orientation

The Committee discussed scheduling for council orientation. The Hiking and Walking Club has been included to the list of community groups invited to meet with Council based on correspondence received by the group. Media training is also being planned for Council with a date to be determined.

Protective Services Committee Report of October 17, 2017 – presented by Councillor Hanlon

1. Commissionaires – Municipal Enforcement

Peter Morey provided an overview for the new members of the Protective Services Committee regarding the mandate and responsibilities of the Commissionaires in their role as Municipal Enforcement for the Town.

Peter will be in touch with the Director of Economic Development, Marketing, Communications and Tourism with settings changes for the afterhours call in service involving security issues. These changes will also be posted to the website for resident information.

The Committee reviewed the report as provided by the Municipal Enforcement Officer. This report has been tabled as Appendix A in our report.

2. FES Updates

Co-Chief Fred Hollett provided an overview for the new members of the Protective Services Committee regarding the standard operations, training initiatives, and current projects and activities of the Fire Department. Co-Chief Hollett also provided the following updates:

- A yellow school bus has been seen parked behind the Portugal Cove Road Fire Hall on multiple occasions recently. The Chiefs have investigated and notified the busing company that it cannot continue to park in this location.
- A copy of a draft revised Honourarium Policy was circulated for Committee members information. Once it has been finalized it will be embedded in the Department's Operating Policy.
- Fire Prevention Week was October 8 – 14 and saw a number of awareness activities for the department, including participation in the Town's Fall Family Festival, as well as a fire drill and Fire Chief for a Day contest with Beachy Cove Elementary.
- Northeast Avalon Regional Training initiative has been completed and a wrap up report is to come. The training was once again well received and well attended. The Chiefs will be remitting to FES for their \$500 per weekend training funds allotment, which will cover the costs the Town incurred over both weekends.
- Recruitment is on the agenda for the next officer's meeting with a go/no go decision on a recruitment drive. There are 33 current members.

3. VFD Training

Councilor Tina Neary brought a training suggestion to the table with regards to the Fire Department. She is a certified trainer for the Applied Suicide Intervention Skills Training (ASIST) program and feels it would be beneficial program for our department members. Councilor Neary will provide the Co-Chiefs an overview of the program.

4. SafePCSP

The Committee reviewed a funding request from the community group SafePCSP for a billboard sign intended to be placed at a gateway entrance to the Town and a quantity of 50 vehicle

decals to promote their slow down campaign. The Committee has requested further information on the costs and final products from SafePCSP which will be brought to the next Committee meeting.

Admin. and Finance Committee Report of October 17th, 2017 - presented by Deputy Mayor Laham

1. Accounts for Payment

Motion: Laham/Harding
2017-462 Resolved that Council approve payment of regular accounts in the amount of \$ 72,913.03 and capital accounts in the amount of \$1,038,944.34 for a total of \$1,111,907.37 as tabled.
Carried Unanimously

2. Asset Management Grant

The Municipal Asset Management Program is a new five-year, \$50-million program designed to help municipalities make informed decisions about infrastructure investment. The program is delivered by the Federation of Canadian Municipalities and funded by the Government of Canada.

PCSP was successful in attaining \$49,680 in funding for the Service Level Review project.

3. Financing Sidewalk Snow Removal / Multi-purpose Unit

The committee has the following motion:

Motion: Laham /Hanlon
2017-463 Resolved that in conjunction with the Public Works motion in item #2 of their October 18, 2017 report, Sidewalk Snow Removal / Multi-purpose Unit, Tender PCSP-2017-004, Council seek approval from the department of Municipal Affairs and Environment to borrow \$197,796.42 (net of tax rebates) from Royal Bank of Canada for a 5 year term and a 5 year amortization at the rate of 3.21%.
Carried Unanimously

4. Drover Heights Water and Sewer project

The Department of Municipal Affairs and Environment forwarded a letter announcing the Federal and Provincial Governments have approved funding under the Clean Water and Wastewater Fund (CWWF) for the Water & Sewer – Drover Heights project as tabled. This funding is reallocated from the CWWF Sludge Dryer project. The total cost of the project will be \$763,504 and the cost to the Town is 63%, which is \$480,544, plus GST/HST.

Motion: Laham /Hanlon
2017-464 Resolved that Council enter into a Capital Works Agreement with the Federal and Provincial governments for the Water & Sewer – Drover Heights Project at a total project cost of \$ 763,504 with the Town's portion being \$480,544, plus GST/HST.

Carried Unanimously

5. Rainbow Gully Park

The loan for Rainbow Gully Park in the amount of \$2,495,910.87 is up for renewal. With rates fluctuating and on an upward trend, the Committee has chosen to renew the loan for a term of 10 years which fixes the rate at 3.33% for the remainder of the loan. Committee recommends the following motion:

Motion: Laham /Hanlon

2017-465 Resolved that Council renew the Rainbow Gully Park loan at a 10-year fixed rate of 3.33%

Carried Unanimously

6. Litigation

The Town Manager/Engineer provided an update to active litigation the Town has involvement with. Under Section 30 of the Access to Information and Protection of Privacy Act, Legal Advice, the Town cannot table with item.

7. Correspondence

a) Eastern Regional Service Board

On October 12th, the Board put out a call for nominees for elections for its Board of Directors. PCSP does not use the Eastern Regional Service Boards services therefore, this item is for information only.

b) Municipal Affairs and Environment

On October 13th, the department sent a circular providing information on the second annual Premier's Forum on Local Government stating the topic is regional government. Delegates from 37 municipalities will be randomly selected to attend the forum by Municipalities of Newfoundland and Labrador (MNL).

Subsequently, on October 16th, MNL sent an invitation to PCSP Council to select and send one council member to be a representation for the Avalon region. Mayor McDonald will be attending the forum.

c) Cape Breton Partnership

On October 16th, an invitation to attend the Atlantic Cannabis Forum was received. While no representative will be attending, the information starting to circulate on the subject is worthwhile.

Other Reports

1. Committee of the Whole Report for October 16-20, 2017 – presented by Deputy Mayor Laham

a. Vigilant Management

On October 16, 2017, Vigilant Management provided Council and staff an over view of their services and a project lifecycle. Also included was a list of current and completed projects.

b. Tract Management

On October 19, 2017, Tract Management provided Council and staff an over view of their company and products. An overview of Maggie's Place development plan and the current status was provided. A discussion regarding the Town Depot ensued.

c. Privileged meeting of Council

Follow the Tract Management meeting a privileged meeting of Council was held.

In accordance with Section 210(5) of the Municipalities Act, Council reviewed the disclosure statements recently submitted to the clerk.

d. G.A. Isenor Consulting

On October 20th, 2017, an overview of the Water and Wastewater Metering Study was provided.

2. Maggie's Place – presented by Deputy Mayor Laham

Motion: Laham/Harding

2017-466 Resolved that any work on the town owned land at Maggie's place is to immediately stop until such time that there is a full assessment and or review into the justification of relocating the town depot to this site. This review is to include all the applicable studies, concepts and or options relating to the Town depot requirements for the future of the Town. This stop work motion does not apply to the zoning amendments that are in progress for adjacent lands at Maggie's Place.

Carried For: Mayor McDonald, Deputy Mayor Laham, Clr. Hanlon, Clr. Harding, Clr. Neary, and Clr. Stewart Sharpe

Against: Councillor Bartlett

3. Water Metering - presented by Councillor Harding

On October 10, 2017, a notice of motion was put forth. The reversal of water metering motion is deferred for a period of two weeks.

Council needs more time to understand the information gathered in the past two weeks and develop a mitigation strategy for all costs that may be incurred with a cancellation of the project.

CORRESPONDENCE

Council Correspondence for October 10-20, 2017

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
October 10, 2017	LW Consulting	Councillor Orientation session	Mayor
October 12, 2017	Eastern Regional Service Board	Board Election Process Information package	AF Cmte
October 12, 2017	Communities in Bloom	2017 Gardens of Remembrance Program	RC Cmte
October 13, 2017	Dept. of Municipal Affairs	Circular - 2017 Premier's Forum on Local Government	AF Cmte
October 13, 2017	Heritage Foundation	Adapting Heritage registration deadline extended to October 16th	Council and Staff
October 13, 2017	PCSP Hiking and Walking Club	Introduction to the Club and concerns regarding trails	EDMCT Cmte
October 16, 2017	MNL	Invitation: 2017 Premier's Forum	AF Cmte
October 16, 2017	Cape Breton Partnership	Invitation: Atlantic Cannabis Forum	AF Cmte
October 17, 2017	Northeast Avalon ACAP	Introduction Letter	EDMCT Cmte
October 17, 2017	HOA - Official Opposition Office	Letter of Congratulations from Paul Davis, MHA	Council
October 17, 2017	Department of Municipal Affairs and Environment	Approval Letter – Clean Water and Wastewater Fund	AF Cmte
October 18, 2017	Western Gully Residents	Proposed development backing on Western Gully and Nearys	-to go to PD Cmte
October 18, 2017	Service NL	BizPal Partnership Info	-to go to EDMCT Cmte

October 19, 2017	Dept of Municipal Affairs	Circular - 2018-19 Municipal Infrastructure Application	-to go to AF Cmte
October 20, 2017	Dept of Municipal Affairs	Federal Gas Tax Program	-to go to AF Cmte


NEW/GENERAL/UNFINISHED BUSINESS

1. Retention of Election Ballot Boxes – presented by Deputy Mayor Laham

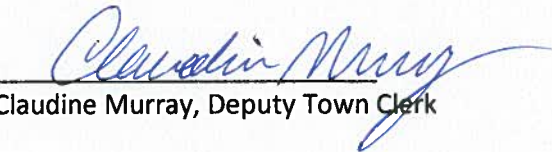
Motion: Laham/Harding
2017-467 Resolved that the election documents are destroyed as per section 59 of the *Municipal Elections Act*, which states the ballot boxes shall be unsealed and the ballots and other associated material shall be destroyed as authorized by the returning officer.
 Carried Unanimously

ADJOURNMENT

Motion: Hanlon/Bartlett
2017-468 Resolved that this meeting be adjourned. Time is 7:40 pm.
 Carried Unanimously



Carol McDonald, Mayor



Claudine Murray, Deputy Town Clerk

Appendix A – Planning and Development Committee Report

**Appendix A: Tabled Report
October 17th & 19th, 2017**

Application:

Item # 1:

Civic # 23-25 Gails View

Business

Zoning: Residential Rural (RR) – Unserviced

The Committee recommends that the application for Civic # 23-25 Gails View be granted approval in principle, permitting the establishment of a home office for a professional business (landscaping and design consulting service) as a home occupation. Approval in principle shall be in full compliance with the Town’s Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Plan Policy RES-4 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), Schedule C: Residential Rural, and Schedule D: Off Street Parking Requirements.

The Administrator recommended that Council use its discretion to grant approval in principle to this application.

Item # 2:

Civic # 147 Bennetts Road

Accessory Building

Zoning: Residential Low Density (RLD) –Unserviced

The Committee recommends that the application for Civic # 147 Bennetts Road be granted approval in principle, permitting the reconstruction 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 Development Regulation 49 (Non-Conforming Use).

The Administrator recommended that Council use its discretion to grant approval in principle to this application.

Correspondence:

Item # 3:

The Committee recommends that the request to remove backfill material within a watercourse buffer at Civic # 1465 Thorburn Road be approved. Approval shall be in full compliance with the Town’s Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Schedule E: Environmental Protection Overlay.

The Administrator recommended that Council use its discretion to grant approval to this request.

Permits Issued:

Item # 4:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	17-306	10/02/2017	11	Country Garden Road	Occupancy
2	17-307	10/03/2017	37-39	Hibbs Place	Patio/Deck Repairs
3	17-308	10/03/2017	23-25	Gails View	Test Holes
4	17-309	10/03/2017	23-25	Gails View	Site Preparation
5	17-310	10/03/2017	1436-1438	Portugal Cove Road	Occupancy
6	17-311	10/05/2017	234-236	Bauline Line Extension	Business
7	17-312	10/06/2017	95-99	Western Gully Road	Patio/Deck
8	17-313	10/06/2017	91-95	Round Pond Road	Occupancy
9	17-314	10/06/2017	141-143	Nearys Pond Road	Dwelling Extension
10	17-315	10/10/2017	124-126	Old Broad Cove Road	Site Preparation
11	17-316	10/10/2017	51-53A	Churchills Road	Replace Patio/Deck
12	17-317	10/10/2017	63-65	Dogberry Hill Road	Patio/Deck
13	17-318	10/11/2017	181-183	Old Broad Cove Road	Accessory Building
14	17-319	10/11/2017	1	Prince George Drive	Occupancy
15	17-320	10/11/2017	180-204	Witch Hazel Road	Site Preparation
16	17-321	10/12/2017	51-53	Nearys Pond Road	Single Dwelling