



**TOWN OF PORTUGAL COVE-ST. PHILIP'S**  
 February 6, 2018  
 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
	Tina Neary
	Madonna Stewart Sharpe (via video)

Town Manager/Engineer	Chris Milley
Director of Economic Devel., Marketing, Comm. and Tourism	Jeff Lawlor
Director of Financial Operations /Town Clerk	Tony Pollard
Director of Public Works	Gail Tucker
Director of Recreation & Community Services	Dawn Sharpe
Planning and Development Coordinator	Les Spurrell
Deputy Town Clerk	Claudine Murray

Mayor McDonald called the meeting to order, welcomed the gallery of 26 persons in attendance.

**ADOPTION OF AGENDA**

Motion	Harding/Bartlett
2018-029	Resolved that the agenda dated February 6, 2018, be adopted as circulated.
Carried	Unanimously

**DELEGATIONS/PRESENTATIONS**

1. Presentation to the winner of the Winter Carnival 'Button' design contest by Councillor Neary & Director of Recreation & Community Services. Winner is Laura Crummey.

**ADOPTION OF MINUTES**

Motion	Bartlett/Neary
2018-030	Resolved that the minutes of January 23, 2018 be adopted as circulated.
Carried	Unanimously

**BUSINESS ARISING**

- Nothing for this meeting

**COMMITTEE REPORTS**Planning & Development Committee Report of January 30, 2018 – presented by Councillor Harding**1. Civic # 13 Megan Ridge Drive – Business (Personal Service)**

Motion Harding/Laham

**2018-031 Resolved that the application to establish a personal service business (nail salon) as a home occupation at Civic # 13 Megan Ridge Drive be granted approval in principle as per Appendix A: Tabled Report.**

Carried Unanimously

**2. Minister of Municipal Affairs and Environment – Proposed Amendment**

The Planning Department is in receipt of correspondence from the Minister of Municipal Affairs and Environment regarding Council's proposal to amend Development Regulation 10 that was included in the January 4<sup>th</sup>, 2018 Council minutes.

The Committee advised that a response has been forwarded from the Mayor's Office to the Department of Municipal Affairs and Environment. Item submitted for information.

**3. Civic # 39-43 Neary's Pond Road – Stop Order**

The Committee discussed a Stop Order regarding the use of a motor vehicle (motor home) as a permanent, residential dwelling unit that had a deadline for compliance of December 27<sup>th</sup>, 2017. The Committee advised correspondence be forwarded from the Mayor's office to the Minister of Health and Community Services regarding this matter.

**4. Civic # 27 Bickerstaffe Road – Meeting with the Committee**

The Planning Department received a request to meet with the Committee to discuss a potential extension to Bickerstaffe Road for the construction of two single dwellings.

The Committee met with the property owners/developers and discussed their proposal. The Committee advises Staff to correspond with the property owner advising that their proposal does not comply with the Town's Municipal Plan and Development Regulations.

**5. Civic # 907A Indian Meal Line – Prior Applications for Development**

The Planning Department is in receipt of correspondence regarding past applications to develop property which were rejected by the Town.

The Committee advises Staff to respond to the property owner advising that two previous applications for the proposed development were rejected by Council and that no formal application has been submitted at this time for Staff's processing.

**6. Civic # 1933-1945 Portugal Cove Road – Request to Change Street Name**

The Planning Department received a request to have the name of Portugal Cove Road from the intersection with Beachy Cove Road to the ferry terminal changed.

The Committee advised Staff to respond and advise that as Portugal Cove Road is a provincial highway, the Town is unable to change the name and that this request would need to be forwarded to the Department of Transportation and Works for their consideration.

**Items # 7 through 21** are other items that were discussed at the Committee’s meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

**22. Permits Issued**

There were five (5) permits issued from January 12<sup>th</sup> to January 25<sup>th</sup>, 2018 as per Appendix A: Tabled Report.

Recreation & Community Services Committee report for February 2, 2018 – presented by Councillor Stewart Sharpe (via video link)

**1. Community Training and Supporting Community Groups**

The Recreation Committee discussed the next steps that the Department of Recreation and Community Services can take to engage the Inclusion Committee and other Community Support Groups. With Mental Health being such a high priority for this province and for this community, the Town would like to offer Community Services to its residents that would assist in this area. Some topics discussed were Mental First Aid, Suicide Prevention Training, Educational Awareness Seminars on Mental Health/Mental Conditions, and specific Support Groups (ie: drugs and addictions). Over the next few weeks, staff will collect information on what is available to offer residents and will bring back to committee for discussion.

**2. St. John Ambulance’s Therapy Dog Program**

St. John Ambulance is offering a partnership with the Town of Portugal Cove – St. Philip’s to sponsor the Therapy Dog Program (correspondence attached). This program would have Therapy Dogs visit the workplace, to help improve mental, social, emotional and even physical functions of those they visit with. For this reason, the Recreation Committee would like to make the following recommendation:

MOTION	Stewart Sharpe/Neary
<b>2018-032</b>	<b>Resolved that the Town donate \$1000 to St. John Ambulance Therapy Dog Program and in return the Town avails of the Program for the staff.</b>
Carried	Unanimously

### 3. East Coast Trails

The Recreation Committee discussed the request that was received from the East Coast Trails Association (correspondence attached). Committee members would like further details regarding this request. Staff will gather the information needed and try to set up a meeting between Council and East Coast Trail Association. Their request will be brought back to the committee's next meeting.

### 4. Lifestyle Centre

Powers Brown Architects presented a concept design to Committee of a Whole meeting on Monday, January 29th. The next step is a Business Case Analysis. Staff will engage Vigilant Management to assist with a Request for Proposals for the Business Case Analysis and get quotes for the work. To move forward the Recreation Committee would like to make the following recommendation:

MOTION Stewart Sharpe/Hanlon  
**2018-033 Resolved that Vigilant Management be engaged to develop a Request for Proposals for a Business Case Analysis to be completed based on the concept design that was presented by Powers Brown Architects.**

Carried Unanimously

Note: the design foot print will not change but minor changes to the design may occur.

### 5. Minor Soccer

The Recreation Committee discussed the request that was made by PCSP Minor Soccer Association for the Rainbow Gully Multi-purpose Field for the 2018 season. Staff will meet with Minor Soccer to discuss the outcomes of the Recreation Committee's discussions.

### 6. Librarian Maternity Leave Placement

The librarian will be going on maternity leave and the Recreation Department would like to hire a maternity leave placement for a one year term. The Committee would like to put forward the following recommendation:

MOTION Stewart Sharpe/Neary  
**2018-034 Resolved that the Town post the one year Maternity Leave Placement position as soon as possible.**

Carried Unanimously

Note: the one year replacement will hold the same hours as current library hours.

## 7. Community Grants

After reviewing the Community Grant Application, the Committee would like to put forward the following recommendation:

MOTION	Stewart Sharpe/Bartlett
<b>2018-035</b>	<b>Resolved that the Town donate the rental of the Recreation Centre to the Girl Guides and Pathfinders for their requested outings free of charge.</b>
Carried	Unanimously

### Public Works Committee Report for January 31, 2018 – presented by Councillor Bartlett

#### 1. Traffic Calming Reviews - Update

Public meetings on the traffic calming reviews conducted for Country Garden Road, Olivers Pond Road and Western Gully Road are being coordinated through the Communications Division. Staff advised Committee that the Country Gardens Homeowners Association contacted the office to request status updates on this matter. Staff are maintaining this item on Committee agenda for follow-up.

#### 2. Newbury Street Turning Restrictions - Update

Staff advised that the new turning restriction signs for Newbury Street and Blagdon Hill have been installed. Commissionaires have informed the RNC and requested enforcement assistance. The Commissionaires are also in the area monitoring compliance.

#### 3. Tuckers Hill Road / Thorburn Road Intersection

Staff provided historical information regarding requests to the provincial Department of Transportation and Works for realignment of the intersection at Tuckers Hill Road and Thorburn Road. Committee requested correspondence be sent to the Minister of Transportation and Works highlighting the concerns with this intersection and request action by the Department. Recent feedback from residents included the request for an all-way stop as an interim measure until such time that road realignment can be completed.

#### 4. Portugal Cove Road Cross Culvert Issue (Old Cart Road / Drovers Heights)

Staff provided information on the storm water management issue on Portugal Cove Road in the area of Old Cart Road/Drovers Heights. Infrastructure in this area is under the responsibility of the provincial Department of Transportation and Works. Committee requested that a letter be sent to the Minister of Transportation and Works requesting remedy of this issue.

**5. Solid Waste Management Presentation – Multi-Materials Stewardship Board (MMSB)**

Staff advised that a representative from the MMSB recently met with solid waste management staff to discuss the Town’s waste management audit and best practices in waste management. Staff inquired as to Committee’s interest in having MMSB present on the findings of the waste management audit. Staff were asked to arrange for a time in early spring for the whole of Council.

**6. Depot Development**

Committee was asked for direction on how staff should proceed with identifying future opportunities for the development of a new Town Depot. Committee advised that staff should identify all options for development, including redevelopment of the existing Depot site, development of a Depot on Maggie’s Place, as well as other site locations which may be deemed suitable. Committee asked that staff include the rationale for replacement of the Depot and full programming/functionality required in a new depot. Staff will bring a plan for next steps back to Committee for approval.

**7. Snow Clearing – Property Damage Claim(s)**

Damage claims related to snow clearing were presented to Committee for the following civic addresses: 19 Mercers Road and 53 Skinners Road. These claims were submitted as per the claim process. Both claims were approved and are to be scheduled for remediation by Public Works.

**8. Storage Container Purchase**

Staff requested approval to purchase a C-CAN storage unit. The Town currently has a unit under rental, however, long-term storage is required. The Recreation Department is also in need of storage and had budgeted \$5000 in 2018 for the purchase of a unit. Public Works and Recreation are proposing a joint purchase to facilitate both department’s storage requirements. The purchase price for a 40’ unit is \$4800 +HST. The Town will receive a \$400 credit for the January 2018 rental period.

MOTION	Bartlett/Harding
<b>2018-036</b>	<b>Resolved that a 40’ container be purchased from SME at a cost of \$4400 plus HST, plus a delivery charge of \$700 plus HST.</b>
Carried	Unanimously

**9. Road Erosion – corner of Loop Drive / Portugal Cove Road** – Committee requested that communication be sent to the provincial Department of Transportation and Works to assess this area to determine cause of erosion / excessive gravel build up.

**10. 7 Bauline Line Ext. Servicing** – Staff advised a response has not been received from the designate acting on behalf of the property owner with respect to interest in obtaining servicing for this property.

**11. Long Marsh Road** – Committee requested information on water and sewer servicing for Long Marsh Road. Staff to bring back to next Committee meeting.

**12. Portugal Cove Road – digital feedback sign** – Committee inquired on the functionality of the driver feedback sign on Portugal Cove Road - it has been working intermittently. Staff advised a troubleshooting ticket has been opened with the manufacturer.

**13. Crime Stopper Sign Installation** – Staff advised that the suggested locations for installing the Crime Stopper signs was assessed and it was determined that installation on each of the Towns gateway signs and in Voisey Brook Park would be more suitable locations. Committee agreed with these locations.

Economic Development, Marketing, Communications & Tourism Committee report for January 31, 2018 by Councillor Neary

**1. Advisory Committee Updates**

- a. Membership – The committee reviewed two requests to join advisory committees. In addition, Shawn Kean of ACE has announced he will be taking a leave from the committee for personal reasons. We want to thank Shawn for his tremendous contributions and look forward to working with him again.

Motion Neary/Bartlett  
**2018-037 Resolved that Doug Neary be appointed to the Advisory Committee on the Environment.**  
 Carried Unanimously

Motion Neary/Hanlon  
**2018-038 Resolved that Katherine Miller be appointed to the Heritage Committee.**  
 Carried Unanimously

- b. Beach fires – Concerns were raised by ACE regarding fires on the beaches. There have been reports of burning garbage, plastics and other damaging materials. The issue was brought to Protective Services and the Town is looking into erecting signage in those areas on rules for beach fires. We will consult with the Harbour Authority on the initiative.
- c. Environmental Fair – The fair will take place on Saturday, April 21<sup>st</sup> at St. Lawrence Parish Hall.
- d. Picco’s Ridge Memorial Site – The Town of Torbay has also approved their budget for 2018 and funds have been allocated to this joint project. A kickoff meeting has taken place. Council will be updated regularly on its progress.

- e. Green Team – An application for a green team will be submitted by the end of February. This year’s proposed project will build on the research of last year evaluating the health of various watersheds and waterbodies in PCSP.

**2. Communications Position**

The committee was advised Jackie Clarke has resigned from the Communications Coordinator position with the Town. We wish her the best in her future endeavours. Plans to mitigate the impact of her departure on communications were discussed as well as the future of the position.

Motion	Neary/Bartlett
<b>2018-039</b>	<b>Resolved that the Communications Coordinator position be advertised to be filled with an end date of December 31, 2018.</b>
Carried	Unanimously

**3. Communication Template**

Committee was made aware that town staff are reviewing options for new software for Council minutes and reports. These options will create the consistency requested by Council.

**4. Town Signs**

The proposal for town signs will be shared with the Chamber of Commerce at the next meeting.

**5. Strategic Plan**

The committee discussed a plan developed to conduct a strategic plan this year. The proposed plan will be considered by the whole of Council. In addition a meeting to identify goals and performance measures for departments will take place in February.

**6. Public Engagement – Regulation 10**

A brochure is being developed that will explain the intended goal of Council, to gain additional flexibility for the benefit of residents and businesses in the community, which formed the basis of the proposed regulation 10 amendment. The public engagement component that Council committed to, will encourage residents to have a public conversation on Town regulations and policies to inform Council on how best to meet their intentions.

**7. Best of PCSP Awards**

Nominations will open on February 15<sup>th</sup> and close on March 23<sup>rd</sup>.

**8. Council Email Policy**

A Council Email Policy is being developed and a draft will be presented to the committee at the next meeting.



## **9. Resident Communications Tracking**

The committee discussed a way to track and log resident inquiries. Town staff will look at options and report back at the next committee meeting.

## **10. Bugs and Greene Show**

The Town wishes to thank Bugs and Debbie Greene for their work in the community over the last year. We have had a variety of events filmed and promoted on their show and on social media. The committee reviewed their proposal for work in 2018. At this time we are looking at expanding Facebook Live and filming our events internally for this year and will not be proceeding with the proposal.

### Protective Services Committee report for January 30, 2018 – presented by Councillor Hanlon

#### **1. Commissionaires – Municipal Enforcement**

The January report as provided by the Municipal Enforcement Officer has been tabled as Appendix A.

#### **2. FES Updates - activity since last Committee meeting:**

##### **Responses: 6**

- 4 Medical calls
- 1 RTA (Road Traffic Accident) / Pedestrian
- 1 Possible Structure Fire (no fire)

##### **Training:**

- Leadership & Teamwork
- Ice Rescue / Cold Water Rescue practice drills (Nearys Pond)
- Accountability training
- 1 Officer recently completes Fire Officer 1 course through the St. John's Airport
- 2 Officers are currently enrolled in the online Fire Officer 1 course provided by SERT Center (Marine Institute) in Stephenville

**Other Activity:** FD personnel conducted a Fire Safety presentation for the CLB – Portugal Cove-St. Philip's Company #4457 on January 24th.

With reference to the PCSP FD Capital Requests /Action Plan 2018 Budget, as tabled on December 19th, 2017, the Chiefs have been given direction to prepare the application to the Province for cost sharing on the replacement pumper. With the same reference, the Chiefs have been given direction to prepare specifications for the rescue replacement and tender process.

**3. ASIST Training**

The Chair of Protective Services brought forward information on ASIST (Applied Suicide Intervention Skills Training) for Volunteer Fire Department personnel. The chiefs requested FF Tina Scott be brought into the discussion on how this training would fit with the department’s current training initiatives. Further information on the training will be brought back to the Committee.

**4. Bonfires on Beaches**

The Advisory Committee on the Environment brought forward information on debris left on local beaches as a result of bonfires. The Committee discussed placing advisory signs in the area. The Chiefs will research a format and content for the signs and bring it back to the Committee.

**5. Bauline Line Right of Way**

Notification has been given to the MEO for investigation of a possible Commercial Vehicle Parking Regulation violation on a right of way near Nice Lane. The Chair of Protective Services mentioned there may be interest in the creation of a walking trail along this right of way and will discuss in the future with the Recreation and Community Services Director.

**6. Correspondence from Resident**

The Committee reviewed a letter from a resident regarding RNC initiatives and presence on Old Broad Cove Road. The Committee will request that the Mayor contact the Chief of Police for clarification on the letter. This letter has been tabled as Appendix B.

Admin. and Finance Committee Report of January 30, 2018 - presented by Deputy Mayor Laham

**1. Accounts for Payment**

Motion	Laham/Harding
<b>2018-040</b>	<b>Resolved that Council approve payment of regular accounts in the amount of \$117,512.21 and capital accounts in the amount of \$7,243.66 for a total of \$124,755.87 as tabled.</b>
Carried	Unanimously

**2. Correspondence: Conflict of Interest**

The Committee received correspondence on January 24, 2018 from Municipal Affairs reiterating the responsibility of Councils with regards to allegations made of Councillors in Conflict of Interest as outlined in a September 2017 matter.

Motion <b>2018-041</b>  Carried	Laham/Harding <b>Resolved that Council seek legal opinion on an advised course of action to take with respect to an allegation made regarding a former Councillor and potential conflict of interest.</b>  Unanimously
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**3. Meadow Heights W/S Connection Fees**

The committee is reviewing options for chargeback to residents and will discuss further at the next meeting.

**4. Drovers Heights project**

The committee is inquiring into options for funding. A public meeting for area residents is still planned to take place before a final decision of Council is made.

**5. Complaint to Office of the Privacy Commissioner**

A request for information was received by the town and redacted records were supplied to the applicant. A complaint regarding the redaction was filed with the Office of the Information and Privacy Commissioner, based on that the information should be available for public scrutiny. The Town argued to keep the personal information private, but on January 18, 2018 an OIPC report recommended the town release the identifiable information. Legal advice on withholding the information was unfavorable so the Town conceded, and will release the records to the applicant by the deadline of February 22, 2018. Affected residents are being contacted.

**CORRESPONDENCE**

Council Correspondence for January 22, 2018 to February 2, 2018


RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
1/24/2018	Department of Municipal Affairs & Environment	Amendment to Regulation 10	P&D Cmte
1/26/2018	Department of Municipal Affairs & Environment	Conflict of Interest investigation	A&F/ To go before COW
1/29/2018	Resident	RNC presence on Old Broad Cove Road	PS Cmte
1/29/2018	East Coast Trail	Help Fund the Project	RC Cmte
1/30/2018	University of Waterloo	Municipal Asset Management Program opportunity	To go before A&F Cmte
2/1/2018	Department of Municipal Affairs & Environment	Municipal Training Financial Assistance Fund	To go before A&F Cmte
2/1/2018	Resident	Refund Request	To go before A&F Cmte
1/26/2018	Department of Municipal Affairs & Environment	2017 Ultimate Recipient Audited Annual Expenditure Report Package Federal Gas Tax	To go before A&F Cmte
2/1/2018	Department of Municipal Affairs & Environment	Acknowledgement Letter Re Affordable Water as a Priority for Residents	To go before A&F Cmte
2/2/2018	Resident	Feedback re Amendment to Dev. Reg 10	To go before P&D Cmte

**NEW/GENERAL/UNFINISHED BUSINESS**

**AGENDA ITEMS/NOTICE OF MOTION**

**ADJOURNMENT**

Motion Hanlon/Laham  
**2018-042 Resolved that this meeting be adjourned. Time is 7:39 pm.**  
 Carried Unanimously

  
 Carol McDonald, Mayor

  
 Claudine Murray, Deputy Town Clerk