



**TOWN OF PORTUGAL COVE-ST. PHILIP'S**  
 February 20, 2018  
 Regular Public Council Meeting 7:00 p.m.

**IN ATTENDANCE**

Mayor  
Councillors

Carol McDonald  
Dave Bartlett  
Darryl J. Harding  
Johnny Hanlon  
Tina Neary  
Madonna Stewart Sharpe

Town Manager/Engineer  
Director of Financial Operations /Town Clerk  
Director of Public Works  
Director of Recreation & Community Services  
Planning and Development Coordinator  
Deputy Town Clerk

Chris Milley  
Tony Pollard  
Gail Tucker  
Dawn Sharpe  
Les Spurrell  
Claudine Murray

Mayor McDonald called the meeting to order, welcomed the gallery of 17 persons in attendance offering regrets from Deputy Mayor Laham.

**ADOPTION OF AGENDA**

Motion	Stewart Sharpe/Hanlon
2018-043	Resolved that the agenda dated February 20, 2018, be adopted as corrected.
Carried	Unanimously

**DELEGATIONS/PRESENTATIONS**

1. Tito, the St. John Ambulance Therapy dog, was introduced to Council and staff by his handler, Cindy Pike and Roberta Hewitt, a representative of the program.
2. WINTER CARINCAL PROCLAMATION

**ADOPTION OF MINUTES**

Motion	Bartlett/Neary
2018-044	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 February 15, 2018 – presented by Councillor Harding

**1. Civic # 370A Dogberry Hill Road – Residential Subdivision**

Motion: Harding/Hanlon

**2018-045 Resolved that the application to subdivide property and construct a 14 lot fully-serviced residential subdivision at Civic # 370A Dogberry Hill Road be granted approval in principle as per Appendix A: Tabled Report.**

Carried For: Mayor McDonald, Councillors: Harding, Hanlon, Stewart Sharpe, and Neary  
Against: Councillor Bartlett

Note: After speaking with residents of the area, Councillor Bartlett will vote against the motion because multiple residents are not in favor of this subdivision.

Councillor Harding noted that Harbourside Transportation completed a traffic study and viewed the project as having no negative impact on the area.

**2. Civic # 7-13 North Point Road – Single Dwelling and Accessory Building Relocation**

Motion: Harding/Hanlon

**2018-046 Resolved that the application to relocate an existing accessory building and construct a single dwelling at Civic # 7-13 North Point Road be rejected as per Appendix A: Tabled Report.**

Carried Unanimously

**3. Civic # 1824 Portugal Cove Road – Site Remediation**

Motion: Harding/Bartlett

**2018-047 Resolved that the application to complete site remediation activity at Civic # 1824 Portugal Cove Road be granted approval as per Appendix A: Tabled Report.**

Carried Unanimously

**4. Civic # 12 Kittiwake Place – Accessory Building**

Motion: Harding/Hanlon

**2018-048 Resolved that the application to construct an accessory building at Civic # 12 Kittiwake Place be granted approval in principle as per Appendix A: Tabled Report.**

Carried Unanimously

**5. Civic # 220 Dogberry Hill Road – Meeting with the Committee**

On December 12th, 2017 the Committee met with Developers and discussed three potential concept plans for an unserviced residential subdivision at Civic # 220 Dogberry Hill Road or Civics # 220 and 244 Dogberry Hill Road.

The Committee advised that the Committee of the Whole had reviewed the concept plans submitted. The Committee advises Staff to correspond with the property owner regarding the compliance of their proposals with the Town's Municipal Plan & Development Regulations.

#### **6. Civic # 258-260 Witch Hazel Road –Meeting with the Committee**

On December 12th, 2017 the Committee met with Developers and discussed three potential concept plans for an unserviced or semi-serviced residential subdivision at Civics # 256 and 270-282 Witch Hazel Road.

The Committee advised that the Committee of the Whole had reviewed the concept plans submitted. The Committee advises Staff to correspond with the property owner advising that any proposal submitted for consideration must provide future access for future development of the backlands and that municipal infrastructure must be installed at the developer's expense for any development within 500 m of existing Town infrastructure.

#### **7. Civic # 150A Bennett's Road – Request for Civic Number Change and Takeover of Private Road**

Motion: Harding/Stewart Sharpe

**2018-049 Resolved that an existing Road Reservation located at Civic # 152 Bennett's Road be assigned the name "Walt's Road". The assignment of this street name will not result the Town maintaining or providing any services (snow clearing/ice control, garbage/recycling collection, etc.) through the Road Reservation or properties fronting on the Road Reservation. It is also resolved that all existing parcels adjoining this Road Reservation have their civic addresses reassigned from Bennett's Road to Walt's Road in accordance with the Town's Civic Numbering Policy.**

Carried Unanimously

#### **8. Civic # 12 Coady's Road – Condition of Building at Civic # 5-11 Belbin's Road**

The Planning Department is in receipt of correspondence expressing structural and health concerns regarding an existing dwelling currently being occupied at Civic # 5-11 Belbin's Road. The resident has requested that the Town complete structural, electrical, and safety inspections of the dwelling.

The Committee advised Staff to respond to the correspondence advising of the applicable provincial government agencies to contact regarding their concerns.

#### **9. Civic # 19 Hanlon's Road – Complaint Regarding Development at Civic # 18-22 Hanlon's Road**

The Planning Department is in receipt of correspondence regarding storage and transportation of granular material related to the development of a single dwelling at Civic # 18-22 Hanlon's Road.

The Committee advises Staff to correspond with the property owner of Civic # 18-22 Hanlon's Road advising of the complaint received, and request that they mitigate dust originating from their property while it is under development.

**10. Department of Fisheries and Land Resources – Crown Land Application Referral (Civic #355-357 Beachy Cove Road)**

Motion: Harding/Neary

**2018-050 Resolved that Council correspond with the Department of Fisheries and Land Resources advising that the Town recommends approval of the application for Crown Land at Civic # 335-357 Beachy Cove Road.**

Carried Unanimously

**11. Department of Fisheries and Land Resources – Crown Land Application Referral (Civic # 163 Witch Hazel Road)**

Motion: Harding/Stewart Sharpe

**2018-051 Resolved that Council correspond with the Department of Fisheries and Land Resources advising that the Town recommends approval of the application for Crown Land at Civic # 163 Witch Hazel Road subject to the omission of an existing road reservation from Witch Hazel Road to Beachy Cove Ponds to maintain public access to the waterbody in accordance with Plan Policy GLU-5 (Public Access to Watercourses) of the Town's Municipal Plan.**

Carried Unanimously

**12. Civic # 769-771 St. Thomas Line – Zoning of Property**

The Planning Department is in receipt of correspondence regarding the current zoning of Residential Development Scheme Area (RDSA) of infill properties. The Committee advises Staff to respond to the correspondence advising that Council is aware of the zoning in the area and it is proposed to be amended during a comprehensive review of the Town's Municipal Plan & Development Regulations.

**13. Eastern Newfoundland Regional Appeal Board – Notice of Appeal**

The Planning Department is in receipt of correspondence advising that an appeal has been filed regarding Council's decision to reject an application to establish a convenience store business at Civic # 1082-1088 Thorburn Road.

Staff will forward the information requested to the Board.

**14. Civic # 69-75 Tolt Road – Safety Concerns Regarding Rodent Traps**

The Committee discussed a complaint regarding rodent traps located on their property that they suspect have been placed by their neighbour.

The Committee advises Staff to correspond with the property owner of Civic # 77-81 Tolt Road advising of the complaint received and that any traps placed must be within their private property.

**15. Items # 15 through 29 are other items that were discussed at the Committee's meeting.**

Detailed information regarding these items can be found in Appendix A: Tabled Report.

**30. Permits Issued**

There were four (4) permits issued from January 26th to February 8th, 2018 as per Appendix A: Tabled Report.

Recreation & Community Services Committee report for February 14, 2018 – presented by Councillor Stewart Sharpe

**1. Eat Great Participate**

Eat Great Participate is a NL government funded program that promotes healthy eating to youth and increases access to healthy food and beverage choices in Recreation, Sport and Community facilities. Ms. Jennifer O'Brien presented to the Recreation Committee about how municipalities can get involved with this organization and what they can do at a community level. Ms. O'Brien explained that the next step the Town can do to get residents engaged, is a Healthy Eating Policy. Committee has agreed to take action and feels this would be a great initiative. The Recreation Director will bring a draft of the Healthy Eating Policy to the next committee meeting.

**2. Grand Concourse Voisey's Brook Trail Signage**

Grand Concourse Authority prepared a quote for the construction and installation of the signage for Voisey's Brook Trails. The cost of the quote is \$16890.77 tax included. Payment for these signs are included in the Voisey's Brook Trail Project in the budget. The Committee would like to put forward the following recommendation:

MOTION Stewart Sharpe/Neary  
**2018-052 Resolved that the Town have Grand Concourse Authority construct and install the wayfinding signs for Voisey's Brook Trails in the amount of \$16890.77, tax included, as allocated in the budget.**

Carried Unanimously

Note: These are four wayfinding signs paired with mapping and are accessible for all.

### 3. Mental Health Week

2018 marks 100 years of mental health community services provided by the Canadian Mental Health Association and May 6<sup>th</sup> to 12<sup>th</sup> marks Mental Health Week. The Town of Portugal Cove – St. Philip’s will be taking part in the “Light Up in Green” campaign to show our support for mental health. On Monday evening, May 7<sup>th</sup> we will invite all residents to attend a special raising of a flag ceremony and vigil that will be in honour of all those that have lost their lives to mental health. We will also encourage residents to “Light up their Homes” in green to show their support for mental health. Full details of this event will be available over the next couple of weeks. The Recreation Department is looking forward to taking part in this new event.

### 4. Pink Shirt Day

February 28<sup>th</sup> marks Pink Shirt Day in Canada. Bullying is a major problem in our schools, workplaces, homes, and online. In the month of February, Pink Shirt Day aims to raise awareness of these issues, as well as raise funds to support programs that foster children’s healthy self-esteem. Recreation Staff have activities planned at Beachy Cove Elementary and Brookside Intermediate. Follow twitter on February 28<sup>th</sup> for details. Please note that since February 28<sup>th</sup> falls on committee week, Council is asked to wear pink on Tuesday February 20<sup>th</sup> to show support.

### 5. Community Grants

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

MOTION Stewart Sharpe/Bartlett  
**2018-053 Resolved that the Town donate the rental of the Recreation Centre to the Donna’s Doves as a fund-raiser for CIBC Run for the Cure on Sunday, September 30th free of charge.**  
 Carried Unanimously

## Public Works Committee Report for February 14, 2018 – presented by Councillor Bartlett

### 1. Driver Feedback Signs

Data was retrieved from the driver feedback signs located on Newbury Street, Thorburn Road, Old Broad Cove Road and Portugal Cove Road southbound. The summary report attached was presented to Committee.

## **2. Long Marsh Road Servicing**

As follow-up to the last Public Works Committee meeting, the as-built drawing of water and sewer servicing for properties located on Long Marsh Road was provided to Committee.

## **3. Commercial Advertising Signage**

Committee requested information regarding policies, regulations and/or penalties associated with the miscellaneous placement of commercial advertising signage throughout the Town. Staff advised that, to their knowledge, no Town policies exist preventing the placement of such signage. At the request of Council in the past, resources were allocated for the removal of such signs on a periodic basis. Committee requested a policy be developed to address this issue and to accommodate a request from the Chamber of Commerce that any signs permitted within the Town be exclusive to those that are based in the community. Staff advised they would follow-up with the Town's Planning & Development and Economic Development departments on this item prior to the development of such a policy.

## **4. Bradburys Road**

Road Reservation – Committee requested detail on the actual width of the road reservation on Bradburys Road and whether any changes had been made to this reservation historically. Staff indicated they would review Town files and bring any available information back to the next Committee meeting.

Economic Development, Marketing, Communications & Tourism Committee report for February 14, 2018 by Councillor Neary

### **1. Advisory Committee Updates**

The committee discussed the Advisory Committees Policy. Staff will draft some amendments to ensure the committees can operate as effectively as possible. Some items discussed where committee sizes, personal leave and rules on appointments. A draft will be presented at the next committee meeting.

### **2. Chamber of Commerce**

The committee was updated on the taskforce meeting and joint projects with the Chamber. The business directory promotion will be starting the week of February 19<sup>th</sup>. All businesses will receive an email encouraging them to register. The directory will be available digitally and in print and is planned to be completed before the summer. Town signs were also discussed. The Director of Economic Development will pass along their recommendations regarding sign regulations to Public Works

and Planning and Development. The gateway and wayfinding project was also discussed and their input will be considered and discussed with funding partners.

### **3. Heritage Day Proclamation**

The Heritage Day proclamation will be signed by Mayor McDonald on Monday, February 19<sup>th</sup> and shared via social media

### **4. Strategic Plan**

The town will undertake a strategic planning process that will commence in March and finish in September. A working group will be formed with representation from the community groups in PCSP. The working group, Council and staff will together create a 5 year strategic plan for the community.

### **5. Public Engagement on Development Regulations**

The public meeting for a discussion on development regulations will take place Monday, February 26<sup>th</sup> at 7:00 at Murrays Fishing and Country Club. Residents will have received a flyer on the meeting and highlighting the proposed amendment to Regulation 10. Prior to the meeting Council will be meeting with the advisory meetings to discuss.

### **6. Traffic Meetings**

Traffic calming meetings for Olivers Pond Road, Western Gully Road and Country Gardens will now take place in early March with letters going to residents once a date is finalized.

### **7. Council Email Policy and Resident Communications Tracking**

These items will be brought forward for the next committee meeting

## Protective Services Committee report for February 13, 2018 – presented by Councillor Hanlon

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

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

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



**Responses: 6**

- 2 Medical calls
- 1 Wire down
- 1 Brush fire
- 2 Residential alarm bells

**Training:**

- First Aid / AED Recertification
- Ropes & Knots

**Other Activity:** Recent donation made to the local food bank of non-perishable food goods and \$100.00. The non-perishable food and funds were acquired from several events where donations were accepted. The \$100.00 is from the Fire Department bank account.

The Chiefs have received a number of applications over the past few months and are now reviewing them for possible new recruits.

The Department has reviewed the possibility of acquiring ASIST training for Department members and have provided their recommendation and rationale, tabled as Appendix B. The Committee will engage the Advisory Committee on the Environment (ACE) for another article on FireSmart in the spring.

The Committee reviewed the information and research provided by the Chiefs regarding bonfires on local beaches and will provide this to ACE as well. This information has been tabled as Appendix C.

**3. Calian Emergency Management Solutions**

The Committee discussed the Town’s current emergency management systems and agreed that current needs were sufficiently met.

A review of the Town’s Emergency Management Plan has been placed on the carry forward list and the suggestion was made for another emergency training exercise similar to the successful exercise carried out in 2015.

Admin. and Finance Committee Report of February 13, 2018 - presented by Councillor Stewart Sharpe

**1. Accounts for Payment**

Motion <b>2018-054</b>	Stewart Sharpe/Bartlett <b>Resolved that Council approve payment of regular accounts in the amount of \$42,914.19 and capital accounts in the amount of \$15,099.23 for a total of \$58,013.42, as tabled.</b>
Carried	Unanimously

**2. Information Technology Agreement**

Committee reviewed Triware Technologies annual support program documentation for PCSP and will accept the automatic renewal agreement for service, as tabled.

### 3. Gas Tax Projects update

Upon final review of projects finished under gas tax funding the following motion are recommended to close out projects under the current round of gas tax funding.

Motion Stewart Sharpe/Hanlon  
**2018-055 Resolved that the final cost for Project 205-2016-6094 "Town Connectivity Plan" be adjusted to \$779,090.50**  
 Carried Unanimously

Motion Stewart Sharpe/Hanlon  
**2018-056 Resolved that the final cost for Project 205-2017-6291 "Portugal Cove Road Pedestrian Walkway" be adjusted to \$151,434.05.**  
 Carried Unanimously

### 4. Tax Structure

Motion Stewart Sharpe/Harding  
**2018-057 Resolved that the Town of Portugal Cove-St. Philip's approve and adopt the revised 2018 Tax Structure and Schedule of Fees effective January 1, 2018 and to be advertised accordingly.**  
 Carried Unanimously

### 5. Drover Heights W/S project

The province has indicated that the Town can utilize Multi-Year Capital Works funding towards the project. Revised costing and levy analysis will be forthcoming soon to determine how we move forward.

### 6. Request for tax relief

The committee reviewed correspondence requesting a tax rate reduction for Ballicatter After School non-profit program. The Town will follow up with the program's Board.

### 7. Council Software

The Committee is recommending Council avail of iCompass Technology software to assist with time saving options, reporting consistency and records management with regards to Council records.

Motion Stewart Sharpe/Harding  
**2018-058 Resolved that Council sign a Meeting Manager Pro software agreement with iCompass Technology for a total amount of \$6,000 annually, plus HST.**  
 Carried Unanimously

### 8. Access to Information and Protection of Privacy 2017 report

The committee reviewed a report detailing the number of ATIPPA requests received in 2017, the number of questions answered and the time spent on requests from staff: the Town received 130 requests containing 350 questions and spent 804.5 hours to fulfil the access requests.

### 9. Conflict of Interest

The committee reviewed the list of records to be forwarded for legal opinion in reaction to January 24, 2018 correspondence from Municipal Affairs and Environment regarding duties of Council in conflict of interest matters.

### 10. Resident request

A request from a resident to be exempt from water and sewer taxes on his vacant lot was reviewed and based on our regulations and the *Municipalities Act*, the request was denied. The Mayor will return his call.

## CORRESPONDENCE

Council Correspondence for February 5 to 16, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
2/5/2018	Resident	Stop Signs on Old Broad Cove Road	PW Cmte
2/12/2018	CWTA	Cell Phone Recycling Program	EDMCT cmte
2/12/2018	CMHA	100th Anniversary	RC Cmte
2/13/2018	Heritage Foundation of Newfoundland and Labrador	National Heritage Day	EDMCT cmte
2/13/2018	Students	Thank you letters for Mayor visit	Mayor
2/14/2018	Resident	Objection PCSP Municipal Plan and Development Regulation	PD Cmte
2/15/2018	Resident	Conflict of Interest	Council
2/15/2018	Resident	Conflict of Interest	Council
2/16/2018	Crime Stoppers NL	Nominations Now Open for Police and Peace Officer of the Year 2018	To go before PS Cmte

The Mayor described her visit to Beachy Cove Elementary where she read a chapter from the "Whispering Tree" article from the newspaper to Madam Courage's grade 4 class and the sweet letters she received following her visit.

**NEW/GENERAL/UNFINISHED BUSINESS**

The Mayor described Council's Winter Carnival breakfast success and that the leftovers were brought to the Gathering Place.

The Mayor awarded members of the Legion their Years of Service pins and would like to recognize Mike Jackman for receiving his 60 year pin.


The Mayor advised that she, Director of Public Works and resident, Mr. Pat Pender visited the RNC for a meeting with the Chief of Police on Thursday February 15, 2018. The meeting was in regards to speeding in the Town. The RNC said they will work with us to do whatever they can do. The Mayor has already seen a presence of police in the Town in the days following the meeting.

**AGENDA ITEMS/NOTICE OF MOTION**

**ADJOURNMENT**

**Resolved that there is no further business and this meeting is adjourned. Time is 7:47 pm.**

  
Carol McDonald, Mayor

  
Claudine Murray, Deputy Town Clerk