



TOWN OF PORTUGAL COVE-ST. PHILIP'S
 April 3, 2018
 Regular Public Council Meeting 7:00 p.m.

IN ATTENDANCE

| | |
|--|------------------------|
| Mayor | Carol McDonald |
| Deputy Mayor | Jeff Laham |
| Councillors | Dave Bartlett |
| | Johnny Hanlon |
| | Darryl J. Harding |
| | Tina Neary |
| | Madonna Stewart Sharpe |
| Director of Financial Operations/Town Clerk | Tony Pollard |
| Director of Recreation & Community Services | Dawn Sharpe |
| Director of EcD. Marketing, Communications & Tourism | Jeff Lawlor |
| Planning and Development Coordinator | Les Spurrell |
| Deputy Town Clerk | Claudine Murray |

Mayor McDonald called the meeting to order, welcomed the gallery of 20 persons in attendance.

ADOPTION OF AGENDA

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| Motion | Bartlett/Neary |
| 2018-095 | Resolved that the agenda dated April 3, 2018, be adopted as circulated. |
| Carried | Unanimously |

DELEGATIONS/PRESENTATIONS

- None for this meeting

ADOPTION OF MINUTES

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| Motion | Hanlon/Laham |
| 2018-096 | Resolved that the minutes of March 20, 2018 be adopted as circulated. |
| Carried | Unanimously |

BUSINESS ARISING

- None for this meeting

COMMITTEE REPORTS

Planning & Development Committee Report of March 27, 2018 – presented by Councillor Harding

1. Civic # 39-43 Gail’s View – Subsidiary Apartment

Motion Harding/Laham
2018-097 Resolved that the application for a subsidiary apartment at Civic # 39-43 Gail’s View be granted approval in principle as per Appendix A: Tabled Report.
 Carried Unanimously

2. Civic # 743A Indian Meal Line - Rezoning

Motion Harding/Hanlon
2018-098 Resolved that the application to rezone an area of land from Agriculture to Mixed Use at Civic # 743A Indian Meal Line be rejected as per Appendix A: Tabled Report.
 Carried Unanimously

3. Civic # 1933-1945 Portugal Cove Road – Request to Change Road Name

The Committee reviewed correspondence received from the resident and the Heritage Advisory Committee in relation to the request.

Motion Harding/Bartlett
2018-099 Resolved that the request to rename the portion of Portugal Cove Road (from the intersection with Beachy Cove Road to the ferry terminal) to “Ferry Terminal Road” be refused.
 Carried For: Deputy Mayor Laham, Councillors Bartlett, Hanlon, and Neary
 Against: Mayor McDonald, Councillor Harding and Stewart Sharpe

Note: Mayor McDonald and Councillor Harding stated they would like to assist the business and agree that it is difficult to locate the business, in part, because of incorrect website search engine data and also because of the heavy traffic flow in that area.

Councillor Hanlon asked Staff to work with the website search engines to correct our Town’s incorrect information.

Mayor McDonald replied to Councillor Neary’s inquiry of the history of Portugal Cove Road stating, Portugal Cove Road from St. John’s to the Ferry Terminal, was built in 1811-the first road in the province. In 1950 or 1951, rock was cut, creating a new section of Portugal Cove Road, from Loop Drive to Hardings Hill. Councillor Bartlett supported our Heritage Committee stance, that the road has a deep history and has always been called Portugal Cove Road, and would rather assist the business with signage than change history.

4. Civic # 69-75 Tolt Road – Complaint Regarding Rodent Traps

The Planning Department is in receipt of correspondence expressing concerns regarding rodent traps placed near the common boundary between Civics # 69-75 and 77-81 Tolt Road.

The Committee advised Staff to forward correspondence to the resident advising that the Province and the Town have no regulations regarding the use or types of rodent traps.

5. Department of Fisheries and Land Resources – Crown Land Referral (Civic # 24 Keeley Lane)

Councillor Harding left the Council meeting prior to discussion of Item # 5 due to a Conflict of Interest being the councillor is an officer, employee or agent of an incorporated or unincorporated company, or other association of persons, that has a monetary interest in the matter. Deputy Mayor Laham chaired the meeting in his absence.

Councillor Harding left the committee meeting prior to discussion of Item # 5. Deputy Mayor Laham chaired the meeting in his absence.

The Planning Department is in receipt of a referral regarding an application for a licence to occupy an area of Crown land along the shoreline of Butlers Pond at Civic # 24 Keeley Lane for residential use (wharf, slipway, patio/deck and boathouse).

Motion
2018-100

Laham/Bartlett

Resolved that Council correspond with the Department of Fisheries and Land Resources advising that the Town recommends approval of the license to occupy Crown Land at Civic # 24 Keeley Lane with a note that Council have concerns regarding the placement of sand near the waters of Butler’s Pond.

Carried

Unanimously

Note: There is concern of having sand to the water’s edge. Committee will review policy to control the type of material allowed within the 10 meter buffer area.

Councillor Harding returned to the committee meeting after discussion of Item # 5.

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6. Civic # 13-19 Belbin’s Road – Condition of Dwelling at Civic # 5-11 Belbin’s Road

The Planning Department is in receipt of correspondence expressing concerns regarding the condition of a dwelling currently being occupied at Civic # 5-11 Belbin’s Road and the Town’s response to previous correspondence on the same matter from a different resident.

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

7. Department of Natural Resources – Revision to Quarry Permit at Civic # 533 Bauline Line Extension

Motion Harding/Laham
2018-101 Resolved that Council correspond with the Department of Natural Resources advising that the Town has no objections to the revision of the Quarry Permit for Civic # 533 Bauline Line Extension to include drilling, blasting, and crushing activities.
 Carried Unanimously

Items # 8 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 six (6) permits issued from March 9th to March 22nd, 2018 as per Appendix A: Tabled Report.

Recreation & Community Services Committee report for March 28, 2018 – presented by Councillor Stewart Sharpe

1. Canadian Sport Tourism Alliance (CSTA)

Nick Miller, Sports Coordinator presented to the Recreation Committee his report on the Canadian Sport Tourism Alliance Congress that he attended in Halifax from March 6th to 9th.

Currently the Town is not a member of the CSTA but attending this conference has shown major benefits to becoming a member. The biggest advantage is learning what mayor sporting events the Town could propose by meeting with all the National sporting organizations. From the discussion with Nick, the Recreation Committee would like to put forward the following recommendation:

Motion Stewart Sharpe/Neary
2018-102 Resolved that the Town become a member of the Canadian Sport Tourism Alliance in the amount of \$150.00.
 Carried Unanimously

2. Terry Fox Run

On Thursday March 22nd staff met with Kirk Leech, new coordinator for the Terry Fox Association in Newfoundland. Mr. Leech is a member of the community and he approached the Town about hosting a Terry Fox Run at Voisey Brook Park. The Recreation Department is very excited about this partnership and looks forward to working with Mr. Leech to confirm the details. This event will be posted in the Newsletter, on the website, and on facebook. Full details will be passed along to Council as they become available.

3. Voisey Brook Park Trail Concerns

The Recreation Committee discussed concerns that a couple residents had regarding issues on Voisey Brook Trail. The concerns were dogs off leash, owners not picking up after their dogs, and ATV/snowmobiles on the trails. Staff has addressed some of this issues with signage and bags along the trail ways but it will also be addressed in the next edition of the Newsletter. Staff will contact the residents to see if they would like to meet to discuss what other action they would like to propose.

4. Wooden Boat Museum

The Recreation Committee discussed the proposal that was brought forward at the last Council meeting by the EDMC Committee. The Director of EDMC, Director of Recreation and Community Services and the Heritage Coordinator have set up a meeting to discuss the options for the proposal and will bring them back to Council for direction.

5. Go Bus Regional Planning

A resident contacted the Director of Recreation and Community Services regarding the Go Bus and if the Town has any services such as this to offer the residents of the community. The Recreation Committee felt that this would be a great issue for the Inclusion Committee to discuss at their next meeting on Wednesday, April 4th. The meeting is a strategic planning session and this issue can be researched and recommendations will be brought back to Council.

6. Easter Employment

April 2nd to 6th the Recreation Department is holding an Easter Camp at Brookside Intermediate. There are 35 youth registered and 3 councilors hired for the camp. We are also availing of a College of the North Atlantic Recreation Student, Kellie Loader. We anticipate this camp will be a huge success with staff planning field trips, crafts, games, and much more. Full report of the camp will be given at the next committee meeting.

7. Community Grants

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

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| Motion | Stewart Sharpe/Neary |
| 2018-103 | Resolved that the Town donate \$100 to the 1st Portugal Cove Scouting Group to assist with the purchase of new outdoors/camping equipment for their members. |
| Carried | Unanimously |

Motion Stewart Sharpe/Hanlon
2018-104 Resolved that the Town waive the rental fee for the Recreation Centre for the PCSP Lion Club to host a pick-up area for the online fund-raiser that raised money for the chairlift for the Oliver family.

Carried Unanimously

Motion Stewart Sharpe/Neary
2018-105 Resolved that the Town waive the fee of the Recreation Centre for the Rainbow 50+ Club to cohost a Massage Therapy session with the Bell Island 50+ Club.

Carried Unanimously

Public Works Committee Report for March 28, 2018 – presented by Councillor Bartlett

1. Quote – Axle Cooling System

Staff advised that an axle cooling system is required for one of the front end loaders. Quote was received from the supplier for parts and labour. Although this expenditure is unexpected, it is within the budget for vehicle maintenance

Motion Bartlett/Laham
2018-106 Resolved that quote from Nortrax Canada Inc. be approval in the amount of \$14,195.62 including HST.

Carried Unanimously

2. Quote – Driver Feedback Signs Upgrading

Staff provided quote which was received from supplier of driver feedback signs to upgrade data retrieval from manual roadside to Cloud based. Quote received was for \$19,815.65 however budgeted amount was \$11,000.

Motion Bartlett/Harding
2018-107 Resolved that this budgeted line item in the amount of \$11,000 be moved to Heavy Equipment Maintenance to offset the cost of report item #1 above, installation of Axle Cooling System.

Carried Unanimously

3. New Vehicles

Town Colors: Staff recommended exploring available color options for new vehicles which are scheduled for purchase in 2018 in an effort to cut costs. Staff will discuss options that conform with branding standards with Director, Economic Development, Marketing and Communications and present back at a future committee meeting.

Note: The town is in the buyers program but the town has to pay extra for painting and would typically lose money on the sale of a special colored truck.

4. Storm Water Issues

Portugal Cove Road: Committee requested that the Public Works Division undertake remediation efforts to alter the flow of storm water which is being held up in a cross culvert in the area of Portugal Cove Road (Old Cart Road).

Motion Bartlett/Laham

Committee recommended that Public Works cut a “v” into the concrete block at the end of the cross culvert to allow infiltration during high water flows. A permit will be required from the Department of Transportation and Works to conduct this work as it is within their jurisdiction.

Councillor Hanlon, with the acceptance from Councillor Bartlett, put forth a friendly amendment as follows:

2018-108 Committee recommended that Public Works cut a “v” into the concrete block at the end of the cross culvert to allow infiltration during high water flows based on a Transportation and Works engineering review to determine the size of the cutting. A permit will be required from the Department of Transportation and Works to conduct this work as it is within their jurisdiction.

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

Note: Councillor Hanlon shared his concerns about cutting a V without an engineered design and redirecting an unknown amount of water.

Many years ago, a concrete barrier was placed on the West side of Portugal Cove Road which is causing the East side to flood. Councillor Harding advised that Department of Transportation & Works, nor the Town, knows where the concrete barrier came from.

The Town, when requesting a permit, will inquire into the history of the concrete barrier and ask to be given some direction on what to do to assist our residents that are being flooded.

Note: The Mayor stated that Transportation and Works knows about the flooding and engaging them will just take longer to correct the situation.

Note: Councillor Bartlett requested the application be forwarded to all Councilor’s.

5. Solid Waste Presentation

Committee confirmed June 2018 would work best for Council’s calendars to have the solid waste audit findings presented. This is the same audit findings presented to previous Council members in 2017.

Economic Development, Marketing, Communications & Tourism Committee report for March 28, 2018
by Councillor Neary

1. Community Signage

The Committee was updated on the project. The proposed approach is that the Town of Portugal Cove – St. Philip’s will take ownership of our “spoke” of tourism signage into our community and develop unique municipal signage and wayfinding. The process would be a pilot for other neighboring communities. A meeting is taking place with the City of St. John’s, Department of Tourism, Culture, Industry and Innovation, ACOA and the Town of PCSP to discuss next steps and funding.

2. Advisory Committee Policy

The Committee reviewed amendments to the Advisory Committee Policy that better defines the size, appointment process and special leave for the committee and members.

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| Motion 2018-109 Carried | Neary/Bartlett Resolved that Council adopt the amendments made to the Advisory Committee Policy. Unanimously |
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3. Advisory Committee on the Environment

The Climate Adaptation Projects with Conservation Corps and International Council for Local Environmental Initiatives have both officially started. Local meetings and outreach will begin in April-May.

The Environmental Fair has over 20 vendors registered, and will take place on Saturday, April 21st.

We are exploring some new approaches to both the Community Clean-up and Gardening Awards, including engagement with local business.

We received correspondence from Stewardship Association of Municipalities who are hosting their AGM in Stephenville May 24-25. We are considering options on who will represent the Town.

4. Municipal Awareness Day

MNL is still confirming the date of Municipal Awareness Day. In order to plan and coordinate with the school we will be hosting our event on Wednesday, May 9th, it will be jointly organized with the Recreation Department.

5. Service Level Review

The final report will be submitted to Council for review prior to the next Committee meeting.

6. Regional Transportation Plan

Additional information will be shared with Council with regards to Metrobus's proposed regional project. The Chamber of Commerce will be engaged for input.

7. Best of PCSP Community Awards

The award winners have been set and invitations are being distributed. The event will take place on Monday, April 16th at the Legion.

8. Communications Coordinator

Ms. Stephanie Tucker has been hired as the new Communications Coordinator.

The Committee reviewed some of her work with the Conservation Corps, including her series "EcoVision" and a mock commercial for the PCSP Easter Party that was used during the interview process. We are very excited to have Stephanie join our team, her skills in content and video development will allow us to better engage with residents than ever. Her start date is Monday, April 9th.

9. Tickle Swim

The Director of Economic Development updated the Committee on the Tickle Swim for Mental Health that we support each year. Details for the event are being worked out with event chair Sheilah O'Leary and Canadian Mental Health Association of NL. The tentative date is August 18th.

10. Tourism Brochure

The Committee reviewed correspondence from MNL regarding a tourism brochure distribution company. The Town is working on a tourism brochure with the Chamber of Commerce and have the resources to distribute ourselves.

11. Chamber of Commerce

The business mixer scheduled for Thursday, March 29th was cancelled due to unforeseen circumstances.

Protective Services Committee report for March 27, 2018 – presented by Councillor Hanlon

1. Commissionaires – Municipal Enforcement

The Municipal Enforcement Officer offered the following update on activity since the last Committee meeting:

- Met with RNC to discuss traffic concerns in the Town, speeding in school zones and other areas, Newbury Street and Blagdon Hill traffic restrictions, suspicious vehicles and video evidence being kept on file if needed.
- Spoke with two residents who were plowing snow over the fire hydrants next to their homes. This is a very unsafe practice.
- Assisted Planning & Development in delivering two removal orders to residents.
- Issued two letters to residents regarding their dogs roaming off leash.
- Civic Numbering: we will be checking for compliance during night time, this is to ensure that emergency responders can find an address easily at night. We will be using our spot light so residents will have to be notified by a variety of communications in the Town.

Ongoing:

- Rainbow Gully Park, stepped up lunch time patrols for illegal activity.
- Investigating two barking dog complaints.
- Traffic monitoring of Blagdon Hill and Newbury Street.
- Traffic Regulations

A notification of the Civic Numbering patrols and use of the spot light during night time hours will be posted to the Town's website and social media pages. As well, an article is being developed for the May – June edition of the Tickle newsletter. The draft door knocker was also reviewed.

The draft Traffic Regulations have been submitted to the Minister of Transportation and Works requesting an order of delegated authority to adopt and enforce through the issuance of tickets.

2. FES Updates - activity since last Committee meeting:

- 1 Medical call
- 2 residential alarm bells
- 1 commercial alarm bells

Training:

- March 19th – Mass Casualty Management & Triage
- March 26th – Ventilation Theory

Other Activity:

Separate applications to FES-NL (GNL) for a replacement pumper and eight (8) sets of firefighter protective ensemble (bunker gear) have been completed and submitted. Updated St. John's Regional Fire Department protection costs information is ongoing. Cochiefs met with Chief Peach on March 22nd and it is anticipated more complete information will be available for the Committee meeting on April 10th.

3. SafePCSP

The Committee met with Norma Reid of the community group SafePCSP to review the status of ongoing and upcoming projects. The group has also requested another set of safety vests be printed for distribution. The funds for this purchase are included in the budget.

Admin. and Finance Committee Report of March 27, 2018 - presented by Deputy Mayor Laham

1. Accounts for Payment

Motion Laham/Hanlon
2018-110 Resolved that Council approve payment of regular accounts in the amount of \$14,375.00
Carried Unanimously

2. Director of Public Works Position

Motion Laham/Bartlett

Committee recommends that Council approve hiring a Director of Public Works, an essential position for the Town.

Councillor Harding requested the motion be postponed (deferred) until the next Regular Council meeting.

3. Connection fees

As the newly adopted 2018 Tax Structure & Schedule of Fees document does not align with the current Water & Sewer Capital Works Cost Recovery Policy, the Town Manager is working on a revision of the policy.

Once the revised policy is adopted by Council, a communication will be sent to residents to explain the changes in the document and the policy.

4. Drovers Heights

The committee is planning to send notification to the residents of Drovers Heights of a meeting to gather input on the water and sewer project in that area.

5. PCSP Chamber of Commerce Financial Support

As a part of the 2018 Budget Council has committed to financially supporting the PCSP Chamber of Commerce \$26,000. The Chamber made a request for funds prior to the Administration and Finance Committee meeting of March 13th however; it was not brought forward to Council for an official motion. As a result rather than delay the process an additional two weeks Council was engaged to consider paying the committed funds and ratifying the decision later, to which they unanimously agreed. Payment was subsequently made to the Chamber.

Motion Laham/Harding
2018-111 Resolved that payment of \$26,000 be made to the PCSP Chamber of Commerce in accordance with the 2018 Budget.
 Carried Unanimously

Note: Councillor Hanlon requested that the committee looks at the amount of support again next budget time and not automatically reuse the same amount.

CORRESPONDENCE

Council Correspondence for March 19-29, 2018

| RECEIVED | CONTRIBUTOR | REGARDING | DISTRIBUTION |
|-----------|---|--|---------------------|
| 3/22/2018 | Resident | Condition of 5-11 Belbins Road | P&D Cmte |
| 3/26/2018 | Brochure Distribution Company | Program Offer | ECMCT Cmte |
| 3/18/2018 | Resident 1 | Comments re Amendment 10 | P&D Cmte |
| 3/18/2018 | Resident 2 | Comments re Amendment 10 | P&D Cmte |
| 3/19/2018 | Resident 3 | Comments re Amendment 10 | P&D Cmte |
| 3/26/2018 | Stewardship Association of Municipalities | AGM May 2018 | ECMCT Cmte |
| 3/29/2018 | Dept. of Health and Community Services | Well-Being of town resident | Will go to P&D Cmte |
| 3/29/2018 | NL Association of Professional Planners | Municipal Asset Management Plan workshop | Will go to A&F Cmte |
| 3/29/2018 | Lions International | Thank you for supporting Help for Holly Auction fundraiser | Council |

The Mayor read the letter from the PCSP Lions Club regarding the Help for Holly fundraiser.

NEW/GENERAL/UNFINISHED BUSINESS

Councillor Harding requested an update on the requested meeting with A.C.E. regarding steep slopes.

Councillor Hanlon put forward a request to continue the hiring freeze put in place about 6 months ago until such time Council has a chance to discuss it.


Councillor Harding requested Public Works to look into the brown water coming from the waste water facility.

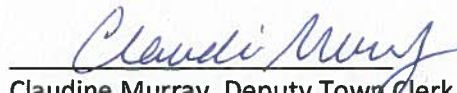
AGENDA ITEMS/NOTICE OF MOTION

ADJOURNMENT

Motion Hanlon/Bartlett

Resolved that there is no further business and this meeting is adjourned. Time is 7:49 pm.


Carol McDonald, Mayor


Claudine Murray, Deputy Town Clerk