



**TOWN OF PORTUGAL COVE-ST. PHILIP'S**  
 April 17, 2018  
 Regular Public Council Meeting 7:00 p.m.

**IN ATTENDANCE**

Mayor	Carol McDonald
Deputy Mayor	Jeff Laham
Councillors	Dave Bartlett
	Johnny Hanlon
	Tina Neary
	Madonna Stewart Sharpe
Director of Financial Operations/Town Clerk	Tony Pollard
Deputy Town Clerk	Claudine Murray

Mayor McDonald called the meeting to order, offering regrets from Councillor Harding and welcomed the gallery of 18 persons in attendance.

**ADOPTION OF AGENDA**

Motion	Bartlett/Hanlon
2018-112	Resolved that the agenda dated April 17, 2018, be adopted as circulated.
Carried	Unanimously

**DELEGATIONS/PRESENTATIONS**

- April 2018 was proclaimed Child Abuse Prevention month

**ADOPTION OF MINUTES**

Motion	Bartlett/Hanlon
2018-113	Resolved that the minutes of April 3, 2018 be adopted as circulated.
Carried	Unanimously

## BUSINESS ARISING

### Town Managers (Acting) Report

- Condolences to Councillor Stewart Sharpe on the passing of her Father
- Condolences to Town Manager Milley on the passing of his Mother-In-Law
- Everyone stood for a minute in silence to honor those involved in the Humboldt Broncos tragedy
- Best of PCSP Awards were held on April 17 and was a huge success. Congratulations and thanks to our staff for making it the success it was.
- The date of April 30<sup>th</sup> has been set to hold a meeting with residents of Drover Heights to obtain feedback on the proposed Water & Sewer project in their area. Invite letters will be sent to residents tomorrow.

## COMMITTEE REPORTS

### Planning & Development Committee Report of April 10, 2018 – presented by Councillor Laham

#### 1. Civic # 2-6 Fennelly Road Accessory Building

Motion Laham/Hanlon

**2018-114 Resolved that the application for an accessory building at Civic # 2-6 Fennelly Road be granted approval in principle as per Appendix A: Tabled Report.**

Carried Unanimously

#### 2. Civic # 930-936 St. Thomas Line Demolish & Replace Patio/Deck

Motion Laham/Bartlett

**2018-115 Resolved that the application to demolish and replace a patio/deck at Civic # 930-936 St. Thomas Line be granted approval in principle as per Appendix A: Tabled Report.**

Carried Unanimously

#### 3. Civic # 869-873 Thorburn Road

Motion Laham/Hanlon

**2018-116 Resolved that the application to relocate an existing accessory building at Civic # 869-873 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.**

Carried Unanimously

#### 4. Civic # 17-23 Knight Rest - Business

Motion Laham/Bartlett

**2018-117 Resolved that the application to establish a home office for a professional service business (software development) at Civic # 17-23 Knight Rest be granted approval in principle as per Appendix A: Tabled Report.**

Carried Unanimously

**5. City of St. John Proposed Amendment to the St. John Urban Region Regional Plan**

The Planning Department is in receipt of a letter from the City of St. John proposing to amend the St. John Urban Region Regional Plan to re-designate land located at 30 Barrows Road from Public Open Space to Urban Development for the development of two single dwellings. 36 Barrows Road is also proposed to be rezoned in the same fashion as it would be the only remaining parcel of Open Space along this section of Barrows Road.

Motion Laham/Hanlon  
**2018-118 Resolved that Council forward correspondence to the City of St. John stating that they have no concerns with the proposed amendment.**  
 Carried Unanimously

**Items # 6 through 28** are other items that were discussed at the Committee meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

**29. Permits Issued**

There were six (6) permits issued from March 23rd to April 5th, 2018 as per Appendix A: Tabled Report.

Recreation & Community Services Committee

- **No meeting was held**

Public Works Committee Report for April 11, 2018 – presented by Councillor Bartlett

**1. Grand Concourse Authority (GCA) 2018 Maintenance Agreement**

Committee was advised of the 2018 trail maintenance fees for Voiseys Brook trails. As a condition of membership, trails constructed by the GCA are maintained by GCA. Maintenance services include mowing, litter collection, vegetation removal, surface structure repairs and maintenance and repairs to all walk amenities. This is a budgeted item for 2018.

Motion Bartlett/Laham  
**2018-119 Resolved that the 2018 service fees for Voiseys Brook Trails by the Grand Concourse Authority in the amount of \$17,485.53 plus HST be approved.**  
 Carried Unanimously

**2. Waste Management**

- Eastern Regional Service Board Comparison Committee requested an analysis of inhouse Waste Management service costs in comparison to the same level of service if handled by the Eastern Regional Service Board. Staff advised once a new Director of Public Works is hired, this request can then be fulfilled.

- b. **Solid Waste Presentation** - In June 2016 the Multi-Materials Stewardship Board (MMSB) conducted an audit of the Town waste management program for the purpose of understanding diversion and capture rates with respect to garbage and recycling. In 2017, Ashley Burke of the MMSB, presented the audit outcomes and recommendations for consideration. Ms. Burke has been invited to present again to the new Council and Mayor on June 20th.

### **3. Road and Storm Water Issues**

#### **a. Portugal Cove Cross Culvert**

Mayor McDonald confirmed following recent discussions with the Department of Transportation and Works that an appointed Engineer from Transportation and Works will be onsite within the next week to assess the area in question and determine an outcome for amicable resolution.

#### **b. Tuckers Hill Road**

Staff advised no response has been received following correspondence sent to Transportation and Works on February 14th requesting interim solution to traffic hazards at the bottom of Tuckers Hill Road and Thorburn Road. Public Works will follow up with an email requesting a reply.

#### **c. Dogberry Hill Road Ext.**

Councillor Bartlett was asked to have to have a culvert assessed for proper drainage on Dogberry Hill Road Ext. Staff advised the area in question has previously been assessed and no issues of concern were noted.

#### **d. Drover Heights**

Following receipt of correspondence and subsequent emails from residents in Drover Heights with respect to storm water issues, a thorough assessment of the site has been conducted with the following findings:

The property in question was built well below the road grade and the slope of the driveway inevitably created a natural drainage path thus causing water issues. As this is not the result of any action by the Town, remediation of the water issues would be the property owner responsibility.

Should the Town move forward with the installation of water and sewer in Drover Heights, this would cause disruption to the existing road and at that time redirection of the road water could be taken into consideration.

### **4. Director of Public Works**

Resumes are still being accepted for the position; those currently received have not been reviewed.

Economic Development, Marketing, Communications & Tourism Committee report for April 11, 2018 by Councillor Neary

**1. Community and Regional Tourism Signage**

The Director updated the committee on meetings held between town staff, the Province, ACOA and the City of St. John on regional signage funding. We continue to collaborate with all partners to determine the scope of the project and the eligible components. The goal is to develop a joint funding application to be submitted within the next month. The project will have an open competition with a Request for Proposals to complete the work.

**2. Advisory Committee on the Environment**

ACE has requested that Council consider appointing an interim Chair as current Chair Dick Whitaker will be taking a leave of absence for personal reasons. ACE members were engaged to determine who would be interested. The EDMCT Committee discussed some options.

Motion <b>2018-120</b>	Neary/Bartlett <b>Resolved that that Sonya Rideout and Rita Anderson be named Interim Co-Chairs for the Advisory Committee on the Environment.</b>
Carried	Unanimously

We have received notification from Conservation Corps that our Green Team project has not only been approved, but, NL Hydro has chosen to sponsor the project cost of \$3500. As a result we will also now be able to fund an additional two weeks for our project lead.

**3. Municipal Awareness Day**

Due to some scheduling conflicts with the school Municipal Awareness Day will now take place on Tuesday May 8th

**4. Regional Transportation Plan**

Additional information was shared regarding the requested funds by Metrobus and the expected deliverable should the Town proceed. A \$10,000 contribution would solely focus on the town in clusion in a survey to determine the demand for regional transportation. As this was not a budgeted item, and is limited in scope, the town will not be proceeding with this project at this time. However, will continue to explore and consider regional transportation solutions that would benefit PCSP.

**5. Chamber of Commerce**

The Town has been advised that the Kevin Collins fundraising concert for the School Lunch Association has been canceled. The deadline for inclusion in the Business Directory has been set at Thursday, May 10<sup>th</sup>.

## **6. Earth Day in a Box**

The committee considered correspondence from Newfoundland Power regarding Earth Day in a Box. Newfoundland Power is supporting municipalities in reducing paper waste for Earth Day through a campaign that will reward the municipality with the largest number of residents to sign up for paperless billing with NL Power (per capita) with a prize pack, as well as providing individual prizes. We will be taking part in this campaign.

## **7. Municipal grant for town staff position**

Correspondence from FCM highlighted a funding opportunity due June 29th. The funding program is meant to support and encourage municipal work in climate change adaptation. As we are currently involved in two projects with this focus we are eligible to receive reimbursement for existing staff time on this topic. An application will be completed.

## **8. Drover Heights**

Communications will be sent inviting residents of Drovers Heights to a meeting regarding a potential water and sewer project. The date is still being finalized.

## **9. Heritage Advisory Committee**

Committee discussed options for potential locations for a boat building workshop including, a space below Landings Restaurant. Details and logistics are still being considered.

## **10. Ferry Terminal Road Name Request**

As a result of Council direction, following the decision not to change the portion of Portugal Cove Road in front of Landings Restaurant to Ferry Terminal Road, the Director of Economic Development has been supporting the owner of the restaurant to clarify the street name with google and TripAdvisor. Despite these efforts, the owner is still advocating for Council to reconsider the request.

## **11. Media Training**

Staff is currently looking into options for specific media training for public bodies to support Council.

### Protective Services Committee report for April 10, 2018 – presented by Councillor Hanlon

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

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

- Investigation on 2 barking dog complaints have been completed and notification sent to residents.
- Commercial vehicle parked on Town property at 8 White Ash Drive. Public Works has been notified regarding environmental concerns and possible blocking of access to property.
- Monitoring vehicles loitering in area of Rainbow Gully parking lot, and reports of threats uttered toward Town employee.
- Night patrols are reporting a number of vehicles throughout Town late at night, suspicious activity including driving without head lights, stopping in odd places, following the patrol vehicle. No reports of recent break-ins from RNC on patrol in Town.

Ongoing:

- Civic Numbering assessments being publicized through Town website, social media and Tickle newsletter.
- Traffic monitoring on Blagdon Hill and Newbury Street.
- Traffic Regulations.
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MEO and Town Manager received a note of thanks from resident for the services of the Town's Municipal Enforcement Officer.

Commissionaires will be providing safety services for the Environment Fair on April 21<sup>st</sup>. The main fair is taking place at St. Lawrence Parish and the Fire Department is holding demonstrations across the street at the Portugal Cove Road Station.

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

**Responses: 7**

- 1 pole fire
- 3 medical calls
- 1 chimney fire
- 1 wire down
- 1 brush fire

**Training:**

- April 2<sup>nd</sup> – No training scheduled for Easter Monday holiday
- April 9<sup>th</sup> – SCBA Training, Gas Detector Training, new Responding App Training

**Other Activity:**

Recruit training is ongoing and remaining recruits number eight.

Volunteer Fire Department is scheduled to participate in the Environment Fair on April 21<sup>st</sup>. There will be sessions on FireSmart and demonstrations on Fire Extinguisher use.

**3. SafePCSP**

The Committee discussed the installation locations for the SafePCSP billboards and the request for the purchase of more safety vests. The Committee agreed to purchase more vests and funding for the purchase is a budgeted item.

Admin. and Finance Committee Report of April 10, 2018 - presented by Deputy Mayor Laham

**1. Accounts for Payment**

Motion Laham/Stewart Sharpe  
**2018-121 Resolved that Council approve payment of regular accounts in the amount of \$138,841.19, and capital accounts in the amount of \$6,120.13, for a total of \$144,961.32.**  
 Carried Unanimously

**2. Director of Public Works Position**

Committee discussed the possibly not having a director, but rather have multiple managers.

Item referred from the April 3, 2018 Regular Council Meeting:  
 With the departure of the Director of Public Works, staff are seeking approval to hire for this position.

In accordance with the Hiring Non-Unionized Personnel Policy, the appointment of the selected person would be ratified in a future motion of Council.

Motion Laham/Bartlett  
**2018-122 Resolved that Council approve hiring a Director of Public Works, an essential position of the Town.**  
 Carried Unanimously

**3. Crown Land – Resident refund request**

Committee received correspondence from a resident requesting a refund of all municipal taxes paid since the amalgamation of the Town. This request is a result of the resident applying for title to the land and being rejected by NL government.

Committee has asked staff to send a letter to the the resident and the Assistant Deputy Minister of the Land Branch of the Department of Municipal Affairs and Environment, stating that the town has always considered the land in question to belong to the resident. This will aid the resident in applying for a quick claim to deed.

**4. Remaining Multi Year Capital Funds**



Motion Laham/Neary  
**2018-123 Resolved that Council transfer the remaining funds from the Nearys Pond Road Project and Spurrells Bridge Project to the Meadow Heights Project.**  
 Carried Unanimously

## 5. Gas Tax

After reviewing our Gas tax related projects and the requirements for filing the Annual Expenditure Report for 2017, the committee recommends the following :

Motion A Laham/Stewart Sharpe  
**2018-124 Resolved that Council amend motion 2018-056 to read a final project cost for Gas tax project 205-2017-6291 of \$164,647.89**  
 Carried Unanimously

Motion B Laham/Hanlon  
**2018-125 Resolved that Council Amend motion 2018-055 to : submit a revised Capital Investment Plan to reflect the cost of Gas tax project 205-2016-6094 to be \$805,457.65**  
 Carried Unanimously

## 6. Connection Fees

The 2018 Tax Structure & Schedule of Fees document does not align with the current Water & Sewer Capital Works Cost Recovery Policy which contains local improvement assessment rates. The Town Manager will develop a new policy based on the connection fees on the schedule and levy rates per project.

Motion A Laham/Hanlon  
**2018-126 Resolved that Council annul motion #2017-372, the adoption of the Water & Sewer Capital Works Cost Recovery Policy. The fee structure in the policy has changed and the policy will not be used.**  
 Carried Unanimously

Motion B Laham/Hanlon  
**2018-127 Resolved that Council rescind the Meadow Heights improvement assessment rates adopted in motion #2017-401. The most recent connection fee schedule and the levies, on a per project basis, will be applied.**  
 Carried Unanimously

## 7. Drovers Heights

The committee discussed a meeting date for residents of Drovers Heights to vote if they want to proceed with the water & sewer installation project in their area. The Director of Economic Development, Marketing and Communications will be organizing this event.

## 8. Unoccupied Lots

The committee discussed a few tax structure issues including a two tier system for vacant land water and sewer and a potential different tax for vacant land. Revenue effects of these changes is to be explored and brought back to a future meeting.

**CORRESPONDENCE**

Council Correspondence for April 2-13, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
4/3/2018	Stewardship Association of Municipalities (SAM)	SAM Spring AGM 2018	EDMCT Cmte
4/4/2018	Public Procurement Agency	Public Procurement Act and Regulations Training	Council and Staff
4/6/2018	Newfoundland Power	2018 Earth Day IN A BOX Contest for Municipalities	EDMCT Cmte
4/11/2018	Atlantic Infrastructure Management Network	Asset Management Training Workshops	A&F Cmte
4/13/2018	Department of Municipal Affairs and Environment	Enabling Accessibility Fund	RC Cmte


**NEW/GENERAL/UNFINISHED BUSINESS**

**AGENDA ITEMS/NOTICE OF MOTION**

**ADJOURNMENT**

Adjournment was moved by Councillor Bartlett, and seconded by Councillor Hanlon.

**Resolved that there is no further business and this meeting is adjourned. Time is 7:31 pm.**

  
 Carol McDonald, Mayor

  
 Claudine Murray, Deputy Town Clerk