



TOWN OF PORTUGAL COVE-ST. PHILIP'S
 May 1, 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
	Madonna Stewart Sharpe
Town Manager	Chris Milley
Director of Financial Operations/Town Clerk	Tony Pollard
Director of Recreation and Community Services	Dawn Sharpe
Director of Economic Development, Communications, Marketing and Tourism	Jeff Lawlor
Deputy Town Clerk	Claudine Murray

Mayor McDonald called the meeting to order and welcomed the gallery of 13 persons in attendance.

ADOPTION OF AGENDA

Motion	Bartlett/Hanlon
2018-128	Resolved that the agenda dated May 1, 2018, be adopted.
Carried	Unanimously

DELEGATIONS/PRESENTATIONS

- May 4-13, 2018 was proclaimed Mental Health Week. Donna Kavanagh was in attendance from the Canadian Mental Health Week, 2018.

ADOPTION OF MINUTES

Motion	Hanlon/Laham
2018-129	Resolved that the minutes of April 17, 2018 be adopted as circulated.
Carried	Unanimously

BUSINESS ARISING

Town Managers (Acting) Report

- Drover's Heights Water and Sewer Project's resident's meetings. Last night we had a meeting with the residents about the water and sewer project. The overwhelming majority of the residents were in favor of the project going forward considering the new fee structure recently passed by Council. I suspect that this shortly will be translated into a decision to proceed with the project. In anticipation of this decision, I have asked that the project be pulled from the shelf in order to prepare to get it moving as soon as possible upon getting provincial approval to proceed. Meaning, the last correspondence from the provincial government was that they outlined how the funding will possibly work and the last statement was please let us know what the Council's decision is on how to proceed with this project. I suspect they want an official motion of Council to say this is how we are moving ahead. I do suspect that with the overwhelming majority last night that it will be a decision to proceed.
- Regional Water Committee – I was in attendance at the committee meeting today in St. John's and there was only one new item on the agenda. Unfortunately, the Mayor, as our Town's voting member, was not able to attend and sent her regrets to the rest of the committee. I have the agenda here and will table that with our deputy clerk.
- Municipalities Newfoundland and Labrador – the MNL symposium is coming up this week. It was under short notice but I've been invited to take part in the symposium this Friday. I will be taking part in a session called A World Café where participants, will be rotating through tables for discussions on topics relevant to Municipalities today. I will be hosting a table to talk about the Town of Portugal Cove-St. Philip's experience in being an early participant in conforming with the Federal Waste Water Treatment Regulations through the construction use of our two treatment plants. We're had those treatment plants installed since the mid 2000's and the effluent has been meeting the regulations since that time, long before the regulations have come into play.

COMMITTEE REPORTS

Planning & Development Committee Report of April 24, 2018 – presented by Councillor Harding

1. Civic # 18-28 Mitchell's Pond Place – Demolition and Single Dwelling

Motion Harding/Hanlon

2018-130 Resolved that the application to demolish a single dwelling and accessory building and construct a single dwelling at Civic # 18-28 Mitchell's Pond Place be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

2. Civic # 1303-1309 Thorburn Road – Patio/Deck

Motion Harding/Laham
2018-131 Resolved that the application for a patio/deck at Civic # 1303-1309 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.
 Carried Unanimously

3. Civic # 34 Oliver's Pond Place – Business

Councillor Harding asked Council to decide if he is in conflict of interest with this item.

Coucillor Harding was not in attendance during the committee meeting discussions because the business included a conference center which is a conflict with his employer. The application scope has changed no longer includes a conference center so he no longer feels he is no longer in conflict.

Council gave unanimous consent that Councillor Harding is not in conflict of interest with this item. Councillor Harding continued to read:

Motion Harding/Laham
2018-132 Resolved that the application to establish a standalone boarding house residential business (bed and breakfast with day spa) at Civic # 34 Oliver's Pond Place be granted approval in principle as per Appendix A: Tabled Report
 Carried Unanimously

4. The Porches of St. Philip's Residential Subdivision – Request to Change Street Names

Motion A Harding/Bartlett
2018-133 Resolved that Council rescind Motion # 2016-051, which established the street names within The Porches of St. Philip's Residential Subdivision, due to requested changes to the street names.
 Carried Unanimously

Planning & Development coordinator explained that the Heritage Committee used to be involved with the naming of streets but to a lesser degree as of late. Councillor Harding would like to see the committee more involved for heritage and historical reasons.

The developer assigns a name to identify a subdivision in the community and when construction is done the name is dropped.

Motion B Laham/Hanlon
2018-134 Resolved that the following street names be used within The Porches of St. Philip's Residential Subdivision:

- **Markham Drive – Street 'A'**
- **Papenburg Place – Street 'C'**
- **Trosa Street – Street 'D'**

Carried Unanimously

Items # 5 through 25 are other items that were discussed at the Committee’s meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

29. Permits Issued

There were eighteen (18) permits issued from April 6 to April 19, 2018 as per Appendix A: Tabled Report.

Recreation & Community Services Committee for April 25, 2018 – presented by Councillor Stewart Sharpe

1. Sports Facilities Sponsorship and Revenue

Nick Miller, Sports Coordinator presented at the Chamber of Commerce Meeting on Wednesday, April 18th regarding “Sponsorship and Sport Tourism” opportunities and the positive effects of this industry on our business community. The response from the Chamber was very positive as well as enlightening to the members. Nick will follow up over the next few weeks and mail a sponsorship package to all Chamber members. (The next sentence was not read in Council meeting but was on the report) The Chamber has also agreed to post the information on its website and any other social media platforms they avail off.

The projected revenue for Rainbow Gully Soccer Pitch and Softball Pitch as well as Voisey’s Softball Pitch for May to August was presented to the committee. With the Minor Soccer and Minor Softball field rental fees waived, the total projected revenue to date is \$68,625. The donate field time is valued at \$13,560. The total included fees and donations is \$82,185.

2. East Coast Trails

The Recreation Committee reviewed the Memorandum of Understanding between the Town and East Coast Trails Association and would like to put forward the following recommendation:

Motion Stewart Sharpe/Hanlon
 2018-135 Resolved that the Town sign the Memorandum of Understanding with East Coast Trails and allocate \$28,600 towards the re-development of the section of trail in Portugal Cove – St. Philip’s.

Carried Unanimously

3. Grand Concourse Authority – Indian Meal Line ROW

The Recreation Director completed a site visit with Jamie Billard, Executive Director of Grand Concourse Authority. The trail is approximately 90% complete the roughed in phase. There have been a couple of concerns from residents whose homes back on the trail. The Recreation Committee will review these concerns once the trial has been completed. In the meantime

GCA will prepare a quote for a privacy fence to be installed on the ROW between 2 homes located off Indian Meal Line.

4. Government of Canada Enabling Accessibility Fund

The Recreation Committee discussed possible projects for application under the Enabling Accessibility Fund. Paving of the parking area and walkway inside the park gates at Voisey's Brook as well as replacing the ramp at the Town Hall was suggested. Deadline for the grant is May 24th. If any Councillor would like to make any other suggestions, please let the Director of Recreation and Community Services know via email.

5. Community Grants

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

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| Motion A
2018-136 | Stewart Sharpe/Hanlon
Resolved that the Town waive the rental fee for the Recreation Centre and donate prizes for a fundraiser for Lisa Cooney. |
| Carried | Unanimously |
| Motion B
2018-137 | Stewart Sharpe/Hanlon
Resolved that the Town donate \$100.00 to Jessica Hall to assist with her travels to Halifax, NS, May 4th-6th for Junior NL Basketball Association Regionals. |
| Carried | Unanimously |
| Motion C
2018-138 | Stewart Sharpe/Hanlon
Resolved that the Town donate \$100.00 to Kaitlyn Hall to assist with her travels to Moncton, NB, July 6th – 10th to participate in the Atlantic Soccer Championships with the U16 NLSA Soccer Team. |
| Carried | Unanimously |
| Motion D
2018-139 | Stewart Sharpe/Hanlon
Resolved that the Town become a Silver Level Sponsor for the Breastless and Beautiful Project in aid of Kerry Churchill. |
| Carried | Unanimously |

Public Works Committee Report for April 25, 2018 – presented by Councillor Bartlett

1. 2018 Fleet Requirements

Committee were provided with a list of vehicles which were approved in budget as additions for the 2018 fleet. The Public Works Foreman, since his involvement in the role, has highlighted operational considerations that would allow the Town to reduce vehicle requirements. He therefore recommends that the town substitutes two of the approved vehicles with others that will better match his operational needs for a significant cost saving. Therefore:

Motion	Bartlett/Harding
2018-140	Resolved that the following vehicle purchases are approved: 1 – One ton pickup truck with plow and sander at a cost of \$56,999 plus HST 2 – One ton pickup trucks at a cost of \$36,999 each plus HST 1 – Compact SUV at a cost of \$30,999 plus HST
Carried	Unanimously

Note: the vehicles will be in white paint, the color choice is a savings, and the white paint will increase the resale value.

Councillor Harding gave kudos to the new foreman and his ideas to the committee.

2. Correspondence from Dogberry Hill Road Ext. Resident

Correspondence was forwarded to the Public Works Division with a request to consider placing a speed hump on Dogberry Hill Road Ext. The complaint will be referred through the Town's Traffic Calming Policy.

3. Waste Management Solid Waste Presentation

Staff advised that the presenter from MMSB is only available to present on June 20th at 4:30pm rather than 6:30pm. Committee agreed to this time.

4. Road and Storm Water Issues

a. Portugal Cove Cross Culvert – to date, the Town has not heard from Transportation and Works to schedule an onsite visit with one of their Engineers for the purpose of determining an outcome for amicable resolution. Staff will make contact with T&W to request moving forward on this.

b. Tuckers Hill Road – Staff advised a letter was received from the Minister's office which indicated the request for an interim solution to traffic hazards at the bottom of Tuckers Hill Road and Thorburn Road was passed along to their area supervisors. Public Works will follow up with an email requesting a reply.

c. Drover Heights – The resident who submitted correspondence and subsequent emails with respect to storm water issues in Drover Heights requested that Councillor Bartlett personally conduct a site visit. Councillor Bartlett obliged along with the Foreman of Public Works and also Deputy Mayor Laham. The outcome of the report provided at the Council Meeting of April 17 2018 remains. Remediation of water issues at this property would be the property owner's responsibility. A formal letter will be provided to the residents in response to their complaint.

5. Round Pond Road Path

Question was presented as to why a public right of way providing access to Round Pond has been closed off by a fence. This matter will be forwarded to Planning and Development for review.

6. Crosswalk on Bennetts Road

Question was presented as to why a crosswalk has never been installed linking Sunshine Park parking lot to the adjacent parking lot of Healeys Pond. Staff will contact the City of St. John's for an answer as this area is within the boundaries and control of the City.

7. Traffic Calming Reviews - Update

Public meetings on the traffic calming reviews conducted for Country Garden Road, Olivers Pond Road and Western Gully Road were in the process of being coordinated through the appropriate department, however the Communications Coordinator resigned therefore this was placed on hold. Staff will follow up with the new Communications Coordinator to have this matter moved forward.

Economic Development, Marketing, Communications & Tourism Committee report for April 26, 2018 by Councillor Neary

1. Advisory Committee Updates

The Environment Fair was a great success with an estimated 400 attendees visiting over 30 vendors and 11 workshops. This is a huge increase from previous years and the event has now outgrown the facility. At the event the Mayor also signed a proclamation recognizing "Earth Day". Staff and ACE will look at options for next year. A meeting between ACE and the Planning and Development Committee is being scheduled to discuss steep slopes regulations.

The Heritage Committee has been asked to provide commentary to the Traditional Community Zone regulations. They will be forwarding their input in the coming weeks. The official opening of the Fanny Goff Memorial Site is being planned, the date will be announced shortly.

The Committee discussed the Wooden Boat Museum proposal to provide three Dories for the Regatta. The proposal detailed a plan to finish two, currently unfinished, Dories as a part of a two week workshop and the purchase of one finished Dory. When completed the three finished Dories will replace the existing ones for the PCSP Regatta. The location of the workshop can be a room below Landings Restaurant that opens to the Marina. We can have ten participants take part and propose to charge \$300 each, including meals. It would take place in mid-May. There was a total of \$7,000 budgeted to start replacing the Dories this year. The cost of the boats and the workshop is \$10,000 and will result in a completely new fleet of Dories. The difference of the budget at cost can be made up in the revenue generated from the workshop and through the Heritage budget.

Motion	Bartlett/Hanlon
2018-141	Resolved that the Town accept the “Provision of Regatta Dories” proposal prepared by the Wooden Boat Museum of Newfoundland and Labrador at a cost of \$9950 and proceed with the purchase of the Dories and workshop.
Carried	For: Mayor McDonald, Deputy Mayor Laham, Councillors Bartlett, Hanlon and Stewart Sharpe. Against: Councillor Harding

Note: Councillor Harding is supportive of the idea but as this item is more than budgeted, he will not support the vote but supports the idea.

Councillor Hanlon noted that at a cost of \$300 each for 10 participants generates \$3,000 along with the \$7,000 we had budgeted makes up the \$10,000 so if 10 people register, the event will be in budget.

2. Chamber of Commerce

A new date is being considered for the joint Council and Chamber meeting as some individual schedules conflicted with the planned date. The Director of Economic Development met with the Chamber on Wednesday, April 18th. The deadline to be included in the Business Directory is May 10th and we continue to work collaboratively to sign up as many businesses as possible. Sports Coordinator, Nick Miller, also presented a sponsorship framework for our sports fields to the Chamber, in order to get their input, prior to public rollout.

3. Public Engagement on Development Regulations

Committee discussed the approach to continued engagement for the Regulation 10 amendment. Councilors will discuss the next steps.

4. Media Training

The Director of Economic Development and the Mayor are meeting with a communications consultant recommended by MNL next week to discuss potential options for media training for Council.

5. Drover Heights Water and Sewer Project

Two letters were sent to residents of Drover Heights inviting them to attend a meeting on Monday, April 30th. The meeting will allow Council to speak with residents to determine the interest in the water and sewer project.

6. Tourism Signage and Wayfinding

The Director of Economic Development updated the Committee on the proposed regional signage project. Neighboring municipalities are being invited to join in on the regional design component to the project, separate from the Town’s municipally specific signage.

7. Service Level Review

The final version of the Service Level Review will be presented to Council at the next Committee meeting. We have been asked to write a story for Municipal World magazine highlighting the project and potentially another piece in the future as an update.

8. Earth in a Box – NL Power

Currently, we are actively promoting the NL Power program as discussed at the last Council meeting and will continue to do so up until June 22nd when the contest ends.

9. Landings Restaurant Correspondence

The Committee reviewed two pieces of correspondence from Jim Parsons of Landings Restaurant regarding the name change of a section of Portugal Cove Road. The correspondence was notification that further action will be requested in the future to reconsider the name change.

Protective Services Committee report for April 24, 2018 – presented by Councillor Hanlon

1. Commissionaires – Municipal Enforcement

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

- Dogberry Hill Road, extra patrols in area due to a number of reports of thefts. Items include trailers, ATVs, snow blowers.
- Report of heavy equipment in operation after 11pm.
- Patrol witnessed a patron letting dog loose to run on the softball field in Rainbow Gully Park. Officer approached patron and they were aware they were in the wrong and left when asked.
- Assistance for Planning and Development Department with two site visits and order delivery, Kings Hill Road and Tolt Road.
- Civic Numbering assessments procedure will begin this week.

Ongoing:

- Traffic monitoring on Blagdon Hill and Newbury Street.
- Traffic Regulations.

The Director of Recreation and Community Services requested assistance from the Commissionaires with monitoring the fields and with the removal of patrons refusing to vacate the fields for scheduled rentals.

The MEO received a report of repeated dirt bike stunt driving / dangerous driving around the school buses on Portugal Cove Road during pick up times in the morning. The person driving the dirt bike has been identified and video evidence provided. The MEO will forward a report to the

RNC as well as work with them for the investigation.

2. FES Updates - activity since last Committee meeting:

Responses: 4

- 3 medical calls
- 1 brush fire

Training:

- April 16th – Pump Operations Theory, and Who’s Responding App
- April 23rd – Ladders, and Pump Training

Other Activity:

Officers meeting was held on April 18th.

Participated in the PCSP Environment Fair on April 21st. Fire Department conducted open house at Station 1 and fire extinguisher training for the public. Thanks go out to NL Hydro, specifically the Emergency Services Division, for allowing us to borrow their propane fire extinguisher trainer for the event. We have borrowed this piece of equipment a few times now for the purpose of public education, and we are very grateful.

Fire Department Training Committee met on April 22nd to plan training projected through July.

Fire Department members attended to the training ground on Indian Meal Line on April 23rd to conduct spring cleanup and maintenance.

Fire Department Zodiac is now back in service for the summer season.

The Fire Department wishes to remind residents that the Provincial Forest Fire season begins May 1st and runs through September 30th. During that time residents will be required to obtain a burn permit from the Department of Forestry prior to applying for a burn permit from the Town. Both permits are required during this time period.

3. Feeding Wildlife Regulations

The Committee has agreed to research best practices and further information on the creation of a Feeding Wildlife regulation. Further information will be brought back to the Committee when available.

4. Speed Bump Requests

The Committee reviewed two requests for the installation of speed bumps, one in the Dogberry Hill Road area and the other on Old Broad Cove Road. The MEO has been provided the contact information of both residents and will follow up for further information. These requests will be forwarded to the Public Works Committee for their review as well. An article will be created for

the next edition of the newsletter as well as the Town website, to better publicize which roads are owned and maintained by the Town and which roads are owned and maintained by the Province. Requests of this nature on provincially owned roads must be made to the NL Department of Transportation and Works.

5. Resident Pat Pender

The Committee met with resident Pat Pender with regards to his ongoing campaign to reduce the vehicle speeding issues along Old Broad Cove Road. Mr. Pender updated the Committee on his dealings with the RNC and presented the Committee with

Admin. and Finance Committee Report of April 24, 2018 - presented by Deputy Mayor Laham

1. Accounts for Payment

Motion 2018-142 Laham/Bartlett
Resolved that Council approve payment of regular accounts in the amount of \$10,574.25, and capital accounts in the amount of \$ 29,074.91, for a total of \$39,649.16.
 Carried Unanimously

2. Conflict of Interest

Further to motion 2018-041, committee obtained legal opinion on an allegation made regarding a former Councillor and their potential conflict of interest. The legal opinion stated that no conflict occurred. In addition to motion 2017-373, Committee is recommending that Council accept the recommendations made in a legal opinion.

Motion 2018-143 Laham/Harding
Resolved that Council accept the legal opinion that a former Councillor was not in Conflict of Interest and no further investigation is warranted. The Town will provide a letter to the Minister and resident in order to conclude the issue.
 Carried Unanimously

3. Unoccupied Lots

Committee discussed a two tier a tax structure system for vacant land water and sewer and a potential different tax for vacant land. This item may be reviewed in the next budget process.

4. Seasonal Hiring

The committee discussed advertising once a year for Seasonal workers and drawing from that pool for hiring. This could reduce the cost of advertising and time spent on hiring. Further discussion on current practices and policies will take place.

5. Impairment Policy

In preparing for the legalization legislation coming forth soon, the Committee requested information on the Town's policy and practices for dealing with impairment.

CORRESPONDENCE

Council Correspondence for April 16-27, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
4/17/2018	Royal NL Constabulary	National Police Week Invitation	Mayor
4/19/2018	Resident	Speed bump for Dogberry Hill Road Ext	PW Cmte
4/19/2018	Landings Restaurant	Road near Ferry name change	EDMCT Cmte
4/19/2018	Resident	Road Directions near the Ferry area	EDMCT Cmte
4/20/2018	Resident	Speeding and safety along Old Broad Cove Road	PS Cmte
4/23/2018	Beachy Cove School Students	Thank you for our letters!	Council
4/25/2018	Municipal Assessment Agency	2018 Clar Simmons Scholarship	Council & Staff
4/27/2018	Resident	Request for rainbow sidewalks in NL	Sent to PW

NEW/GENERAL/UNFINISHED BUSINESS

Councillor Hanlon tabled a PCSP Volunteer Fire Services vs. SJRFD Full Fire Services Cost Analysis 2018.

AGENDA ITEMS/NOTICE OF MOTION

ADJOURNMENT

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

Resolved that there is no further business and this meeting is adjourned. Time is 7:58 pm.


Carol McDonald, Mayor


Claudine Murray, Deputy Town Clerk