



TOWN OF PORTUGAL COVE-ST. PHILIP'S

June 12, 2018

Regular Public Council Meeting 7:00 p.m.

IN ATTENDANCE

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| Mayor | Carol McDonald |
| Deputy Mayor | Jeff Laham |
| Councillors | Johnny Hanlon |
| | Darryl J. Harding |
| | Tina Neary |
| | Madonna Stewart Sharpe |
| Town Manager/Engineer | Chris Milley |
| Director of Financial Operations /Town Clerk | Tony Pollard |
| Director of Economic Devel., Marketing, Comm. and Tourism | Jeff Lawlor |
| 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 and welcomed the gallery of 14 persons in attendance with regrets from Councillor Bartlett.

ADOPTION OF AGENDA

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| Motion | Laham/Hanlon |
| 2018-176 | Resolved that the agenda dated June 12, 2018, be adopted as corrected. |
| Carried | Unanimously |

DELEGATIONS/PRESENTATIONS

- Mayor McDonald declared June 16-24 as National Garden Day as witnessed by Michael Murray of Murray's Garden Centre.

ADOPTION OF MINUTES

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| Motion | Neary/Hanlon |
| 2018-177 | Resolved that the minutes of May 29, 2018 be adopted as corrected. |
| Carried | Unanimously |

BUSINESS ARISING

1. Town Managers Report

- a) Town Manager was out of town for the past 2 weeks attending the Canadian Association Municipal Administrators and Provincial Professional Municipal Administrators conferences. The limited time spent in the office in between those conferences has been primarily spent addressing concerns of sub-divisions being completed. I am trying my best to get to your concerns in those subdivisions and should be hearing from me soon.
- b) I've been heavily involved in the hiring of a new Director for Public Works. We expect to have our second round of interviews vary shortly, hopefully before the end of this week.
- c) At the PMA Conference, I was elected as the Avalon Director on our Board and in this role I will be representing the interest of all my peers in the Avalon Region. This is a two year term.

2. Conflict of Interest decision request as presented by Deputy Mayor Laham

Councillor Harding works at Murray's Pond Country Club and there will be times when a member of the Club will be involved with a motion before Council. Just to name a few examples: The member could request a permit, or live on a street that will be paved, or may become a member of an advisory committee, etc.

Councillor Harding is unclear and therefore asking Council to decide if voting on such matters puts him in a perceived Conflict of Interest merely because the person involved has a membership at the club where he is an employee. Councillor Harding has no specific interest in the matter other than his function of being a Councillor and more importantly there is no monetary interest.

Therefore I make the following recommendation concerning Councillor Harding:

Motion	Laham/Stewart Sharpe
2018-178	Resolved that Council finds Councillor Harding is not in Conflict of Interest for matters he is voting on regarding a person that merely has a membership with the Murray's Pond Country Club and there is no monetary interest for Councillor Harding or Murray's Pond Country Club.
Carried	Unanimously, furthermore, it was noted that Councillor Harding did not vote.

Note: Councillor Hanlon noted that the election of Board members are nominated from the membership, who in turn set salaries and that might cause conflict but Councillor Harding explained to Council that his wage contract is set in place for the next 4 ½ years and when the Board election time is drawing near, it is his responsibility to check the approval verses nominee history for possible conflict.

3. Metering Project documentation as presented by Deputy Mayor Laham

As per the May 22, 2018 Administration & Finance report to Council where the Water Meter project documents were discussed, we are now in receipt of revised information and can move the project forward.

Motion Laham/Harding
2018-179 Resolved that Council accept the Project Charter and Level of Effort fees as presented by Vigilant management for the Zone Metering and Voluntary Residential Metering project. The change in scope for Vigilant Management results in a revised cost of \$66,023 plus HST.

Carried Unanimously.

Motion Laham/Harding
2018-180 Resolved that Council approve the change order from Neptune Technologies Group for the new Zone Metering and Voluntary Residential Metering project scope in the amount of \$988,787.30 plus HST. This is now the new project under project # 17-CWWF-17-00034.

Carried Unanimously

Note: Councillor Hanlon noted the project scope is changed from mandatory to voluntary. End User in the documentation refers to after the project infrastructure is in place, volunteers for the pilot test project will be sought out.

4. Amend a Motion Previously Adopted presented by Councillor Stewart Sharpe

Motion Stewart Sharpe/Hanlon
2018-181 Resolved that Council amend the previously adopted Community Grants motion # 2018-173 by changing the amount to \$100.

Carried Unanimously

COMMITTEE REPORTS

Planning & Development Committee Report of June 6, 2018 – presented by Councillor Harding

1. Civic # 1234-1236 Portugal Cove Road – Accessory Building

Motion: Harding/Hanlon
2018-182 Resolved that the application to construct an accessory building at Civic # 1234-1236 Portugal Cove Road be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

2. Civic # 16-22 Blast Hole Pond Road – Accessory Building

Motion: Harding/Hanlon
2018-183 Resolved that the application to construct an accessory building at Civic # 16-22 Blast Hole Pond Road be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

3. Murray's Pond Residential Subdivision Stage IIA – Conveyance of Streets, Lands and Infrastructure

Motion: Harding/Laham

2018-184 Resolved that Council grant final acceptance of the streets, public open space, and water, sanitary sewer, and storm sewer infrastructure within Stage IIA of the Murray's Pond Residential Subdivision in accordance with Section 4.6 (Services and Works Vesting in the Town) of the Residential Subdivision Agreement.

Carried Unanimously

4. Old Ridge Road Residential Subdivision

Councillor Neary left the meeting prior to discussion of Item # 4 due to a conflict of interest whereas a relative of the councillor has a monetary interest in the matter.

Motion: Harding/Laham

2018-185 Resolved that Council grant final acceptance of the streets within the Old Ridge Road Residential Subdivision (Patricia Drive) in accordance with Section 4.6 (Services and Works Vesting in the Town) of the Residential Subdivision Agreement.

Carried Unanimously

Councillor Neary returned to the meeting after discussion of item # 4.

5. Street Naming Policy

Motion: Harding/Hanlon

2018-186 Resolved that Council amend Section 9.0 (Policy Procedure) of the Town's Street Naming and Street Name Change Policy to include the following:

The Town's Heritage Advisory Committee and Council will generate a list of potential base names with significance to the community. The owner/developer/applicant may select a name from this list or propose a base name for Council's consideration. Any proposed base names will be referred to the Heritage Advisory Committee for comment prior to consideration of the base name by Council.

Carried Unanimously

6. Proposed Amendment to Traditional Community Zoning Boundary

Further to a Notice of Motion presented at the May 29, 2018 Council meeting, the Committee makes the following recommendation:

Motion: Harding/Hanlon

2018-187 Resolved that Council complete an amendment to the Town's Municipal Plan and Development Regulations 2014-2024 to re-designate and rezone infill development along Beachy Cove Road (from the current zoning boundary to approximately Ridge Road) from Residential and Rural to Traditional Community on the Generalized Future Land Use map and Residential Medium Density and Rural to Traditional Community on the Development Regulations map. This amendment may also require an amendment to the St. John's Urban Region Regional Plan.

Carried Unanimously

Note: Councillor Hanlon clarified that Ridge Road is currently known up closer to Witch Hazel road but originally Ridge Road was just up from the path to Beachy Cove Beach. This amendment will take in the Thornes property and the beach area to show which should have always been in the traditional community.

7. Proposed Amendment to Increase Maximum Cul-de-Sac Lengths

As a result of discussions held at the Committee meeting, the Committee is requesting that the Notice of Motion presented at the May 29, 2018 Council meeting be amended to reflect an increase the maximum street length of fully-serviced, semi-serviced, and unserviced streets from 300 m to 450 m at its furthest point as opposed to the 409 m identified on May 29.

Therefore, please accept this notice that a motion will be presented at the June 26, 2018 public Council meeting to complete an amendment to Development Regulation 90 (c) (Subdivision Design Standards) within the Town’s Development Regulations 2014-2024 to increase the maximum street length of fully-serviced, semi-serviced, and unserviced streets from 300 m to 450 m at its furthest point.

Items # 8 through 20 are other items that were discussed at the Committee’s meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

21. Permits Issued

There were twenty (20) permits issued from May 17 to May 31, 2018 as per Appendix A: Tabled Report.

Recreation & Community Services Committee for June 6, 2018 – presented by Councillor Stewart Sharpe

1. Promotional Material

The Recreation Committee reviewed the options that were brought forward by staff for promotional prizes and appreciation gifts for patrons throughout the year. Staff will finalize the options and get items ordered in time for the Summer Events.

Motion 2018-188	Stewart Sharpe/Neary Resolved that the Town purchase promotional items for 2018 for all the Town programs, special events, and functions from 4imprint in the amount of \$5093.64 taxes included.
Carried	Unanimously

Note: On a go forward basis Council would ask staff to get 3 quotes for purchases.

2. Concession Tents for Special Events

The Recreation Department will be purchasing 6 tents for the Regatta Concession area to eliminate the need for Public Works to construct them annually. The cost of the tents are \$1375.00 and money has been allocated in the budget.

3. Ride for Dad

The 2018 Avalon Motorcycle Ride for Dad, in aid of Prostate Cancer, will be traveling through Portugal Cove – St. Philip’s on Sunday, June 16th. The route will begin in the City of St. John’s, travel down Thorburn Road, up Tuckers Hill Road, onto Beachy Cove Road and Portugal Cove Road. It will turn onto Old Broad Cove Road and then onto Bennett’s Road and back out Thorburn Road. The ride will be in our community for approximately a half hour and they will be escorted by the RNC. All traffic concerns will be address by the RNC as they travel along the route. The Director of EDCM has been notified of the event and he has ensured that residents will be notified.

4. Canada Day and Regatta Festival

The Canada Day and Regatta Festival will be taking place from Saturday, June 30th to Saturday, July 7th. The advertising brochures has been sent to print and are scheduled for delivery on June 15th. They will be distributed in the mail at that time. The full schedule is currently available on the Town’s website. Please notice the number of additional events included; Rug Hooking, Movie Night, Fairy Tales & Tea, Block Party, Pottery Paint Night and much more. The Town would like to invite residents to practice rowing before Regatta Day. This will give those who have not had experience of being in a dory, the opportunity to try. Notification will be placed on social media and the website of times and location once it has been determined.

In preparation for Canada Day the Committee would like to put the following recommendation:

Motion 2018-189 Carried	Stewart Sharpe/Neary Resolved that the Town purchase fireworks from Fireworks FX Inc in the amount of \$7017.61. Unanimously
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5. Community Grants

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

Councillor Harding left the meeting prior to discussion of Item # 5A due to a conflict of interest whereas he has a monetary interest directly or indirectly in the matter.

Motion A 2018-190 Carried	Stewart Sharpe/Neary Resolved that the Town donate \$100 to the Chelsey Van Heights/Jera Street /Woodland Drive Subdivision Block Party Committee for their event in July. Unanimously
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Councillor Harding returned to the meeting after discussion of item # 5A.

- Motion B Stewart Sharpe/Neary
2018-191 Resolved that the Town donate \$100.00 to Shannon Jones for her travels to Brampton, Ontario August 12-15 for the Canadian Ultimate Frisbee Championships.
 Carried Unanimously
- Motion C Stewart Sharpe/Hanlon
2018-192 Resolved that the Town donate \$100 to the Thorburn Woods Community Group for their block party on July 8th. Further to this they will also donate games, tables, and chairs.
 Carried Unanimously

Public Works Committee Report for June 6, 2018 – presented by Councillor Laham

1. Retirement of Municipal General Maintenance Worker

Staff advised that a longtime employee of the Town as tendered his resignation effective June 15, 2018. This is a fulltime permanent position which will require immediate replacement and will be posted as per the Collective Agreement.

2. Blind Hill Sign Request

Staff were advised that a request was made to install a blind hill sign on Beachy Cove Road near the Beachy Cove Café. As this area is under the jurisdiction of Transportation and Works, the request will be forwarded onto them for consideration.

3. Pedestrian Activate Crosswalk Lighting

Committee requested that staff contact the Department of Transportation and Work to request the installation of pedestrian activated crosswalk lighting on Thorburn Road in the area of Brookside Intermediate School. Staff will bring response back to future committee meeting.

4. Netherwood Street Lighting

Deferred to next Committee meeting.

5. Western Gully Road Culvert

Public Works sent an email request to the Department of Transportation and Works on September 15, 2015 requesting that the culvert and ditch on Portugal Cove Road at Western Gully Road was in need of repair. To date repairs have not been initiated and due to the current state of the culvert staff are seeking approval to undertake the repairs.

- Motion Laham/Harding
2018-193 Resolved that undertaking necessary repairs to the culvert at Portugal Cove Road and Western Gully Road by the Town's Public Works Division be approved.
 Carried Unanimously

Note: Staff have identified that this is a safety issue for large vehicles while turning. Transportation and Works has not corrected the issue so committee is asking to do the work (the new culvert has been in our depot yard for 3 years) and send the bill to Transportation and Works after repairs are complete.

6. Cross Culvert – Portugal Cove Road / Old Cart Road

No update to report. Mayor McDonald will reach out to the Minister of Transportation and Works on this matter.

Note: The foreman of Public Works monitored the issue and said there was 4 inches running over the wall but didn't make it to the next culvert because of the dry ground.

7. Beachy Cove Road – Report following Rainstorm

Transportation and Works expediently made repairs to the roadway and shoulder of Beachy Cove Road following significant damage during the May 30th rainstorm.

8. Culverts – Bayview Heights, Mercers Road and Ayres Lane

A request to conduct assessments for culvert replacements in these areas was put forward. Bayview Heights and Mercers Road are Town maintained roads therefore these will be assessed. Ayres Lane is a privately maintained road, therefore an assessment will be completed with findings brought back to future Committee meeting.

9. Speed Hump Request – Dogberry Hill Road Ext.

Request to install a speed hump on Dogberry Hill Road Ext. was put forward. The complaint will be referred through the Town's Traffic Calming Policy.

10. Newbury Street Speed Limit

Councillor Harding put forward a Motion to Committee to reduce the speed limit on Newbury Street from 50kms/hr to 40kms/hr; the Motion was not seconded therefore speed limit will remain.

Councillor Stewart Sharpe requested the committee review this item again. It was noted that the street had a traffic calming study done on the 50 kms/hr speed limit. Deputy Mayor Laham said the speed limit is in line with the current policy. The PCSP Speed Limit Policy will be reviewed by the Public Works department for the sake of safety on all roads and consistency throughout the town.

11. 27 Emberlys Road

Quotes for installation of a fence and cost to change embankment slope adjacent to 27 Emberlys Road have been obtained in the amounts of \$2,169 plus HST and \$1,935 plus HST.

Advisory report to be provided by Town Manager and discussed with Council prior to commencement of this work.

Economic Development, Marketing, Communications & Tourism Committee for June 6, 2018 – presented by Councillor Neary

1. Heritage Updates

The Town has been invited to speak at the Wooden Boat Museum AGM in Twillingate on September 28-29. The Fanny Goff Memorial will be officially opened on Thursday, June 14.

2. Environment Updates

The Community Clean Up had mixed results this year. Unfortunately, the 10 day period that it occurred over had poor weather. Despite good uptake on social media before the event the number of participants were lower than expected. We would like to thank all those who did get out and our wonderful partners Murrays Garden and Horticultural Services. We look forward to growing the event next year.

Note: Councillor Hanlon asked to extend the Community Clean Up all year long which may help to work around the weather. Suggested we leave the garbage bags and gloves out for residents all year long. It was agreed that clean up should be a longer period, promoted in a way that will be accommodating to everyone next year. Councillor Harding asked committee to think about tying the event into a bulk garbage day or dangerous goods day.

The Stewardship Association of Municipalities sent correspondence to all members asking if a Town representative could attend their Fall meeting in Labrador this September and have asked which dates would work best. Attendance of the meeting will include a travel subsidy of approximately \$700. A response letter will be drafted indicating the dates that would be preferred.

The Climate Change Adaption Project's first workshop is scheduled for Monday, June 11th and have over 30 confirmed participants.

3. Chamber of Commerce

A meeting is scheduled with the Advisory Committees on Wednesday, June 6 to discuss a tourism development plan and open a dialogue of collaboration. The Chamber is hosting a Barn Dance on Saturday, June 16 for their members where the Business Directory will be launched.

4. Media Training

Further to the proposal considered at the prior committee meeting, additional information regarding an interactive workshop for Council and media training was reviewed. The workshop will include training on social media, best practices and help establish communications protocols for Council and staff. To support the training, interviews will occur with Council and senior staff

to better understand the issues and opportunities that Council face and will help customize the workshop.

Motion Neary/Stewart Sharpe
2018-194 Resolved that Waterwerks Communications be retained to provide an Interactive Workshop for media training at a cost of \$4,480 plus tax.
 Carried For: Mayor McDonald, Deputy Mayor Laham, Councillors Hanlon, Neary and Stewart Sharpe
 Against: Harding

Note: Councillor Harding asked if the training is mandatory - it is recommended. The cost of their workshop is a base price and in addition, based on the number of interviews, give or take a few people. The assumption was the participants would comprise of all Council and senior staff. This cost will partially come from a Council training budget.

5. Tourism Signage and Wayfinding

A draft of the City of St. John's signage proposal was reviewed by the committee. This piece of work includes the regional component of the hub and spoke design and implementation. The proposal is currently being considered and negotiated with funding partners prior to any commitments or decisions by the Town. A proposal for PCSP specific signs is currently under development and will be submitted in the next month.

6. Portugal Cove Lookout

Feedback has been provided by Council on issues and ideas around a potential lookout. The Planning and Development Department is researching land ownership in the area.

7. Service Level Review

An overview of the Phase III report was presented to the committee. It will be submitted to council for their review and feedback.

8. Tourism Opportunity

A meeting with a potential tourism operator and a number of stakeholders took place on Tuesday, June 5th. A presentation to Council is being planned.

Protective Services Committee report for June 5, 2018 – presented by Councillor Hanlon

1. Commissionaires – Municipal Enforcement

The Municipal Enforcement Officer is away on Animal Welfare Protection Training this week, therefore no official report was submitted.

A report of ATV and dirt bike stunt driving on Dogberry Hill Road was given to the MEO for investigation.

Ongoing:

- Civic numbering assessment is ongoing.
- Traffic Regulations.

2. FES Updates - activity since last Committee meeting:**Responses: 9**

- 6 Medical call
- 2 residential alarm bells
- 1 Odour alarm (Carbon Monoxide / smoke / gas)

Training:

- May 28th – Medical
- June 04 – Wildland Urban Interface, Chain Saw Safety

Total of seven (7) members attended Provincial Fire School May 26th to June 1. Members attending various courses as follows: 2 – Firefighter 2; 1 – Pump Operations; 4 – Live Fire; 4 – Respiratory Management; 1 – Emergency Vehicle Traffic Management; 1 – Exercise Design; 1 – Emergency Operations Center Management.

Recruit training continues every Tuesday evening.

The Chiefs supplied a snapshot of Fire Department of activity from January 1, 2018 to date. This will be included for Committee information going forward.

Other Activity:

Beaver group will be attending live fire extinguisher training on June 5, 2018.

Specifications preparation for replacement Rescue vehicle are almost complete. Tender call within the next two (2) weeks.

Residential Medical Oxygen Inspection on June 4, 2018.

The Chiefs prepared an article for the next edition of the Tickle newsletter covering backyard fireplace safety.

3. Pedestrian Activated Crosswalk Lights

The Committee reviewed correspondence from a resident with regards to pedestrian activated crosswalk lights. The information will be brought to the next Public Works Committee.

4. Noise Complaint Follow Up

A request for further information and details was made to the complainant. Once the Committee is in receipt of a reply, the information will be brought back to Committee and given to the MEO for investigation.

Admin. and Finance Committee Report of June 4, 2018 - presented by Deputy Mayor Laham

1. Accounts for Payment

Motion Laham/Hanlon
2018-195 Resolved that Council approve payment of regular accounts in the amount of \$87,539.88, and capital accounts in the amount of \$33,373.52, for a total of \$120,913.40.
 Carried Unanimously

2. Water Leak

The committee discussed a 35% increase in water consumption from this time last year. The increase is presumed to be from a leak. Public Works is looking into the matter. Having a zone metering program and a preventative maintenance program in place would help decrease these issues.

3. Correspondence: Crosswalk funding request

The A&F committee discussed a resident's concern of not having a crosswalk with pedestrian activated lights on Thorburn road near Brookside Intermediate school. Three committees received the letter. Committees will further discuss the request and consider the other committees reports at their next meetings.

4. Non-unionized Hiring Policy

Further to the discussion and defeated motion at the May 29th Regular Council meeting, committee will revisit the policy and bring forth a new recommendation at the July 10th Council meeting.

5. Summer Council Schedule

Committee discussed removing one of the two Council meetings for both July and August months. Summer is a busy permitting period and therefore the committee will not recommend a change to the Council meeting schedule at this time.

6. Funding Approval: Drover's Heights

The committee received approval to amend project 17-CWWF-18-00003, Drover Heights Water and Sewer Servicing project.

Motion Laham/Harding
2018-196 Committee recommends that the Mayor and Town Clerk sign the contract with the Province relating to the Clean Water Waste Water Fund Agreement for the Drover's Heights Water and Sewer Project.
 Carried Unanimously

CORRESPONDENCE

Council Correspondence for May 28 to June 8, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
5/28/2018	Resident	Speeding in school zone concerns	PS Cmte
5/30/2018	Dept. Municipal Affairs	Amendment to clean water and waste water fund Project 17-CWWF-18-00003 Drover Heights	A&F cmte
5/31/2018	Resident	Pedestrian Activated Crosswalk Lights For Brookside Intermediate School	A&F cmte
6/1/2018	MunicipalNL	Proclaim June as Recreation Month	Complete
6/5/2018	Employment and Social Development	Canada Volunteer Awards	Council
6/4/2018	Employment and Social Development	New Horizon's Seniors Program	RC cmte
6/8/2018	Ride for Dad	Invitation	Mayor

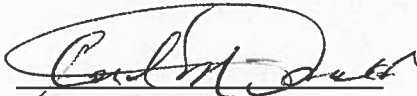
NEW/GENERAL/UNFINISHED BUSINESS

Norma Reid was nominated for the Canada Volunteer Awards by Councillor Harding. Good luck with your nomination Norma!

AGENDA ITEMS/NOTICE OF MOTION**ADJOURNMENT**

Adjournment was moved by Councillor Hanlon and seconded by Councillor Neary.

Resolved that there is no further business and this meeting is adjourned. Time is 8:00 pm.



Carol McDonald, Mayor



Claudine Murray, Deputy Town Clerk