

July 10, 2018



TOWN OF PORTUGAL COVE-ST. PHILIP'S

July 10, 2018

Regular Public Council Meeting 7:00 p.m.

IN ATTENDANCE

Deputy Mayor
Councillors

Jeff Laham
Dave Bartlett
Johnny Hanlon
Darryl J. Harding
Tina Neary
Madonna Stewart Sharpe

Director of Financial Operations/Town Clerk
Deputy Town Clerk

Tony Pollard
Claudine Murray

Deputy Mayor Laham called the meeting to order and welcomed the gallery of 12 persons in attendance with regrets from Mayor McDonald.

ADOPTION OF AGENDA

Motion Harding/Stewart Sharpe
2018-221 Resolved that the agenda dated July 10, 2018 be adopted as presented.
Carried Unanimously

DELEGATIONS/PRESENTATIONS

Further to motion 2018-219, Councillor Hanlon presented a cheque to the Rovers Search and Rescue to aid in their fundraiser to purchase an UAV (Unmanned Aerial Vehicle) equipped with infrared camera.

ADOPTION OF MINUTES

Motion Neary/Hanlon
2018-222 Resolved that the minutes of June 26, 2018 be adopted as corrected.
Carried Unanimously

BUSINESS ARISING

Town Managers Report

- a) Due to the dry weather recently, all open air burning has been suspended and there is a notification on our website as per Fire & Emergency Services. There is no burning until further notice.
- b) Public Works is watching tropical storm Chris coming up the Gulf coast. Public Works is watching out for ditches and ensuring equipment is in good running order.
- c) The Emergency Plan contacts have been updated. The plan is needed to be updated on a yearly basis. We hope to have a table top exercise in the fall.
- d) Fred Hollett, a co-chief, will be on Cross talk tomorrow regarding the fire on Kenmount Terrace.
- e) We are waiting on the third quote for project Management for the Drover Heights project.
- f) Safe PCSP signs have been erected.
- g) We are in the process of securing the building on Old Blast Hole Pond. There were some concerns over vandalism.
- h) Line painting is on-going. The white paint is being switched over from yellow paint.
- i) Public Works and Facilities staff participated in Canada Day and Touch Truck events.
- j) We received correspondence today on the 2019 assessment data. As you know this is coming into an assessment year and everyone has been kind of curious in terms of what it might look like. Overall, the values will be down about 1.5% which translates into approximately \$124,000 which is just about what our growth rate is from year to year. So hopefully at the end of the year, we will be pretty much at the same place as we were this year. Council will look at mill rates in a couple of months.
- k) Director of Public Works is still unfilled at this time. There will be a motion here tonight to start negotiations with the candidate.
- l) Penny has left out front and right now we are in the process of receiving applications for that position.

COMMITTEE REPORTS

Planning & Development Committee Report of July3, 2018 – presented by Councillor Harding

1. Civic # 59 Dawn Allen Road – Single Dwelling

Motion: Harding/Hanlon

2018-223 Resolved that the application to construct a single dwelling at Civic # 59 Dawn Allen Road be rejected as per Appendix A: Tabled Report.

Carried Unanimously

2. Civic # 8-10 Knights Rest – Commercial Building Extension

Motion: Harding/Bartlett

2018-224 Resolved that the application to construct an extension to a commercial building at Civic # 8-10 Knights Rest be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

3. Civic # 7 Kittiwake Place – Accessory Building

Motion: Harding/Hanlon

2018-225 Resolved that the application to construct an accessory building at Civic # 7 Kittiwake Place be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

4. Civic # 53-57 Hogan’s Pond Road – Request to Change Approval

Motion: Harding/Stewart Sharpe

2018-226 Resolved that Council amend Motion # 2018-147, permitting the construction of a dwelling extension to reflect “demolition of a single dwelling and construction of a single dwelling” as opposed to “dwelling extension”. This recommendation is in light of additional information submitted by the applicant expressing structural concerns in accordance with Development Regulation 49 (Non-conforming Use).

Carried Unanimously

5. Department of Fisheries & Land Resources – Crown Land Application Referral (Bauline Line Extension)

Motion: Harding/Hanlon

2018-227 Resolved that the Crown Land Application Referral for land at the rear of Civic # 374-376 Bauline Line Extension be refused as per Appendix A: Tabled Report.

Carried Unanimously

Motion: The Committee recommends

6. Permits for Maintenance & Repair Work

Motion: Harding/Bartlett

2018-228 Resolved that Council exempt the following from requiring a permit from the Town in accordance with Section 194 (Building Prohibition) of the Municipalities Act, 1999, Section 2 (g) (Definitions) of the Urban and Rural Planning Act, 2000, and Development Regulation 8 (Permit to be Issued) of the Town’s Development Regulations 2014-2024. The exception to this Motion is when work is completed in areas affected by Schedule E: Environmental Protection Overlay of the Town’s Development Regulation 2014-2024 or which requires approvals or permits from another government agency:

- **Construction, demolition, and/or maintenance of patio/decks (examples: patios, steps, landings, wheelchair ramps) only if detached from the dwelling;**
- **Fences;**
- **Driveway repairs and maintenance (excluding culverts and widening);**
- **Minor landscaping involving less than 125 m³ of material (examples: minor backfilling, fire pits, walkways, non-structural retaining walls, flowerboxes);**
- **Non-structural exterior work (examples: replacing siding, windows, doors, or shingles, painting);**
- **Non-structural interior renovations (replacing drywall, flooring or cabinetry, painting), and;**
- **Construction and/or maintenance of ditches or drainage channels (excluding those that lead to a Town owned road or an environmental feature like a watercourse or waterbody).**

Carried Unanimously

Items # 7 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 twenty one (21) permits issued from June 1 to June 14, 2018 as per Appendix A: Tabled Report.

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

No meeting was held this week but Councillor Stewart Sharpe took the this opportunity to thank our Recreation Staff for the excellent work and effort put into the Portugal Cove-St. Philip's Regatta week. It was a lot of activities and it was a huge success. The weather was not conducive at times but they all worked around it and made it happen.

A thanks was given to our communications staff. They well promoted the events and kept us all up to date on what was cancelled, what was changed and what was moved around through various social media sites.

This weekend PCSP had the honor to host the U14 and U13 Female Atlantic Soccer Championships. This is a hogh profile event to host and we had a lot of families commenting on our state of the art facilities we have down there. Councillor Stewart Sharpe also thanked Councillor Hanlon for filling in at the last minute to hand out medals to the winners. He also informed us that the gate took in around \$4,500, which is good news.

Public Works Committee Report for July 5, 2018 – presented by Councillor Bartlett

- 1. Water & Sewer Application – Portugal Cove Road**
Item deferred.
- 2. Facilities Mower Equipment - Quotes**

Three requests received for the purchase of a new mower for Facilities. Previous mower has exceeded its lifespan, it was at least 10 years old, and was of residential grade; new mower will be commercial grade and carry a five year guarantee.

Motion Bartlett/Neary
2018-229 Resolved that Council purchase of a 54" Lawn Tractor from Rideout Tool & Machine Inc. at a cost of \$5,269.99 plus HST.
Carried For: Deputy Mayor Laham, Councillors Bartlett, Hanlon, Neary and Stewart Sharpe
Against: Councillor Harding

Note: Council Harding will not support this motion whereas the town spent in excess of \$200,000 on a sidewalk blower and \$7,300 for a mower attachment which turned out to be too big for what we need. The town used the residential mower for 10 years and with only a 5 year warranty on this commercial mower, he feels we should purchase another residential mower at a lower cost.

Councillor Hanlon suggested a new Director of Public Works can provide reports on equipment and appropriate use. He feels the cost is appropriate for this equipment.

Point of Information: Councillor Harding asked was this a budgeted item.
Councillor Bartlett stated they moved monies from one area to another to accommodate the purchase. Director of Finance added the \$11,000 for the replacement track for the excavator is no longer needed and money will be transferred from that item to the mower.

3. Blast Hole Pump Station Building

Staff advised that vandalism is an issue at the building located at Blast Hole Pond. Recommendation is to secure the premises sealing off the concrete opening inside the building and barring the doors and windows.

4. Emberlys Road – Embankment

Committee requested staff move ahead with obtaining quotes for erosion stabilization. Once quotes are received they will be presented to Committee for consideration.

5. Pedestrian Activated Crosswalk – Thorburn Road

Staff updated Committee with response from Transportation and Works on the request for them to install a pedestrian activated crosswalk. TW advised that they do not install or maintain lighted crosswalks, however should the Town wish to install one, a submission could be made for approval to place them within the department's right of way. Staff will obtain quotes for same and provide to Committee for consideration.

6. Transportation and Works Requests (New)

Public Works staff will email the Department of Transportation and Works to request the following:

- a. a speed reduction on Portugal Cove Road from Legion Road to Churchills Road
- b. repairs to Beachy Cove Road shoulder where erosion is evident; also no parking signs along the area where residents access Beachy Cove Beach

- c. a speed reduction on Bennets Road in the Sunshine Park area where the new temporary speed hump was installed

7. Heavy Equipment

- a. Request was made by resident on Keeley Lane to erect a No Heavy Equipment Access sign – staff advised it is not standard practice to erect signage following one request.
- b. Staff were asked to notify Transportation and Works that heavy equipment has been observed travelling with uncovered loads on their roadways.

8. Business Signage Policy

Staff were asked to prepare a policy which would support Regulation #74 of the Town's Development Regulations – wherein advertisements are prohibited in street reservations. The Policy will address action that would be taken by the Town for removal and associated penalties.

9. Brookside Place

Staff provide update that garbage in the area has been cleaned up and is being monitored regularly. The dilapidated structure is not within the Town's road reservation, therefore will be referred to Planning and Development to review.

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

1. Heritage Updates

a. Fanny Goff

The Fanny Goff memorial opened on Thursday, June 14th on Loop Drive. The Mayor and members of Council were joined by Heritage Committee members, both past and present. In recognition for his efforts on the project Mac Miller, former Heritage Chair, cut the ribbon.

b. Rug Hooking

The rug hooking event, as part of the Regatta Festival, was well attended with 16 participants from all ages.

2. Environment Updates

a. Green Team

The Green Team will officially start on Tuesday, July 10th. The members are Tyler Cogswell, Team Lead (was on the 2016 PCSP team), Natalya Dawe, Kyle Roberts (resident of PCSP), and Erika Murphy.

b. FCM Climate Change Funding

The application for a Climate Change Staff Grant was submitted. If successful 80% of staff time dedicated to Climate Change would be covered by FCM. This would support the existing Climate Change projects we are working on with various partners.

c. Community Clean Up

Community Clean Up activities will continue throughout the summer. Bags and gloves are available for pickup at the Town Hall.

3. East Coast Trail Announcement

The East Coast Trail is looking to host a joint press conference with PCSP, Paradise and CBS in PCSP to announce the next phase of the East Coast Trail. The date of the event will be July 20th or 27th based on availability of respective Mayors and Council.

4. Chamber of Commerce

a. Business Directory

The Business Directory is completed and has been sent to all residents and businesses in the community. We will continue to update the directory online.

b. Barn Dance Business Mixer

The chamber held a barn dance business mixer at Spirit Horse – Stable Life on Thursday June 16th. The event was well attended by businesses in the community and included the launch of their strategic plan and the Business Directory.

5. Tourism Signage and Wayfinding

Following a meeting with ACOA and the Department of Tourism, Culture, Industry and Innovation the proposal for signage in PCSP is being finalized with submission in the next two weeks.

6. Portugal Cove Lookout

Councillor Neary left the meeting prior to discussion of Item # 6 due to a conflict of interest with a relative of the Councillor has a monetary interest in the matter and Councillor Bartlett presented item #6.

Following land ownership information obtained by the Director of Economic Development, from the Planning and Development Department, Councillor Tina Neary will be removing herself from discussions on the project due to a conflict of interest. The project was not discussed at the meeting nor the land ownership information.

Councillor Neary returned to the meeting after discussion of item #6 and continued to present the rest of the report.

7. Service Level Review

The Service Level review documents were sent to Council. Upon their review it will be brought forward at the next Council meeting for approval.

8. Wabana Joint Council Meeting

The Director of Economic Development will reach out to the Mayor and Council of Wabana regarding a potential joint council meeting, primarily to discuss Tourism and collaborative opportunities.

9. Traffic Calming Meetings

Traffic calming meetings scheduled for Olivers Pond, Western Gully and Country Gardens will take place after a new Director of Public Works is hired to ensure their involvement.

10. Other Town Signage

It was reported Department of Public Works is working on cleaning up dilapidated and illegal signage in the community. This issue had been brought forward by the Taskforce for follow-up and consideration.

11. Local Business Donations

The committee discussed best practices for local businesses in terms of sponsorship, procurement and donations. Council wishes to ensure that if we are requesting support from the local business community that we are equally supporting them through fair procurement practices and promotional opportunities.

12. Botwood Mural Arts Society Correspondence

Council received correspondence from the Botwood Mural Arts Society regarding a Global Mural conference on September 12-15. Due to the busy scheduling for the Fall and other commitments we will not be sending anyone to this conference.

13. Volunteer of the Year

A submission for the chair of SafePCSP, Norma Reid, was made for Canada's Volunteer Awards as per request of Councillor Darryl J Harding.

14. Respectful Workplace Policy

The committee discussed the need for a Respectful Workplace Policy. The Employee and Public Relations Administrator will be forwarded this request.

Protective Services Committee report for July 3, 2018 – presented by Councillor Hanlon

1. Commissionaires – Municipal Enforcement

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

- MEO completed a two day training seminar at the NLC for Cannabis 101 with a focus on the new legislation.
- Investigated a report from a resident on Mercer's Lane regarding a tampered lock on the residence. There were no reports of suspicious vehicles in the area but MEO continues to monitor for any activity.
- Responded to parking issue on Oceans Edge cul-de-sac, reports of vehicles parked throughout the roadway impeding usage. MEO made contact with homeowner hosting the party and ensured vehicles were moved to allow safe passage for emergency vehicles if required.

- Dash cam utilized to record speeding vehicle passing MEO vehicle illegally on Indian Meal Line, video data was immediately provided to the RNC who then apprehended the driver and issued a ticket within minutes of the report.
- Dash cam utilized to record impaired driver activity at Voisey's Brook Park, driver was recorded smoking marijuana and refused to leave the park after closing. Video data and vehicle plate number was immediately provided to the RNC for action.
- Civic numbering audit is progressing smoothly, no issues have been reported from any resident who has been deemed non-compliant.
- Councilor Neary asked regarding procedure for animal complaints after hours. Complaints are coordinated through the Public Works Department during office hours and investigated by the MEO after hours.

Ongoing:

- Still waiting on response from Minister regarding Traffic regulations. The Committee will request the Mayor follow up with the Minister's office.

2. FES Updates

Responses: 5

- 2 Medical calls
- 1 Brush Fire
- 1 Residential Alarm
- 1 Road Traffic Accident (motorcycle vs. vehicle)

Training:

- June 25th

Recruit training continues every Tuesday evening.

Other Activity:

Fire Department was involved in a number of events for Canada Day, such as the Flag Raising ceremony and the Legion Beaumont Hamel Memorial Parade, VFD Open House at Station 2 and BBQ, and the Town fireworks display.

Two VFD members provided marine safety with the Zodiac at the public dory practice on June 27th.

The Committee reviewed the Department activity snapshot from January 1 to date.

The Chiefs received feedback from a number of residents on the fireworks display on Canada Day, all was positive. Comments included 'this was the best display they had ever seen', and more. Chiefs would like to pass the feedback along as well as congratulations to Deputy Chief Eddie Sharpe and his team, and the Recreation team on an outstanding job.

Department members reported an uncovered structure in the ground, possibly 4-5' deep, just off the walking trail behind Rainbow Gully Park. This presents an obvious hazard and was immediately reported to Public Works for action.

A draft of the Bonfire Beach Signage was reviewed by the Committee and given the go ahead to acquire three price quotes for production.

3. Dirt Bikes / ATVs

The Town is in receipt of a number of complaints regarding reckless and dangerous driving of dirt bikes, including Dogberry Hill Road and Keeley Lane areas. The MEO is investigating all reports and is monitoring with a focus on this type of activity. A response has been made to all residents.

The MEO and the Town ask that residents who witness any illegal activity please contact the RNC as soon as possible. The RNC non-emergency number is 729-8000. As well, if you have any information at all to identify the dirt bike / ATV drivers, including their home address or description of the driver or vehicle, please pass this information along to the MEO. This information has proven very beneficial with investigations, especially in conjunction with dash cam footage. You will not be identified to the driver nor will you be asked to testify. The MEO can be contacted via email to the Town (pcsp@pcsp.ca) or by cell phone 743-7268.

Admin. and Finance Committee Report of July 5, 2018 - presented by Councillor Stewart Sharpe

1. Accounts for Payment

Councillor Neary left the meeting prior to the discussion of item #1 due to a conflict of interest with a relative has a monetary interest in the matter.

| | |
|-----------------|---|
| Motion | Stewart Sharpe /Harding |
| 2018-230 | Resolved that Council approve payment of regular accounts in the amount of \$18,577.86, and capital accounts in the amount of \$179,979.26, for a total of \$198,557.12. |
| Carried | Unanimously |

Councillor Neary returned to the meeting after discussion of item # 1.

2. Request to purchase Town land

The committee reviewed a request for the Town to sell a piece of their land at the edge of the cul-de-sac in Ocean's Edge to B&B Homes. The piece of land in question is shown on the survey enclosed with the letter. Committee feels more discussion and investigation is required and will defer the request to a future committee meeting.

3. Non-Unionized Hiring Policy

Deferred to future committee meeting

4. Staffing

The replacement for an Administration Support Clerk position will be advertised.

5. Council Agenda Packages

Staff explained issues regarding the size of agenda packages when large documents are tabled. The value of Council to be open and transparent must be weighed against the risk of breaching a persons personal information and to the time it takes staff to review and redact the large document. Committee is accepting of the compromise to include the cover page of the tabled document with a comment stating "Supporting documentation for this record is available upon request. Please contact the Deputy Town Clerk".

6. Open call for bids: Rescue Vehicle

The committee reviewed a request for Council to purchase a replacement vehicle for the 1998 rescue vehicle we currently use. This is a budgeted item. The specifications have been prepared, reviewed and an open call for bids can now be drafted and advertised.

7. Zone Metering and Voluntary Residential Metering project

The committee reviewed the revised scope of work and project costs which was provided by Neptune and reviewed by the Department of Municipal Affairs and Environment and makes the following motion:

| | |
|-----------------|--|
| Motion | Stewart Sharpe /Harding |
| 2018-231 | Resolved that Council approve Neptunes Scope Amendament Notice for project no. 17-CWWF-17-00034, Zone Metering and Voluntary Residential Metering project, and enter into a contract in the amount of \$988,787.30, plus HST. |
| Carried | Unanimously |

Councillor Hanlon stressed that the Residential Metering project is voluntary. Councillor Harding added that the project will provide us the data to understand water costs for the Town. The majority of the funding is for zone meters and infrastructure repair.

Point of Information by Councillor Harding: the pilot project at the end of the zone metering implementation is a voluntary project where we will put out calls for anybody who wants to have a water meter in their house. The structuring of that agreement is not in place yet but the purpose is everybody that volunteers wont get water meters right away because we wont have those water meters right away, we will have meters to collect data from the different demographics in the town to give us that information.

Councillor Bartlett noted that the town is losing \$200,000 a year so leak detection is a priority.

8. Drovers Heights

The committee discussed next steps for project 17-CWWF-18-00003, Drover Heights Water and Sewer Servicing project. The Town will obtain quotes for project management.

9. Tolt Road Reconstruction Project

Options for the project are still being discussed. The results of more investigation needs to be brought back to committee before a decision on the next steps can be made.

10. Draft of the Audited Financial Statements

Committee reviewed and discussed the draft Audited Financial Statements for 2017 and will make the following motion:

Motion Stewart Sharpe /Bartlett
2018-232 Resolved that Council adopt the 2017 Audited Financial Statements as prepared by Byron D. Smith Chartered Accounts.
Carried Unanimously

11. Director of Public Works

Committee discussed the preferable candidate for the Director of Public Works and is prepared to make the job offer to the individual. Therefore, committee puts forward the following motion:

Motion Stewart Sharpe /Neary
2018-233 Resolved that Council enter into contract negotiations with the highest ranked candidate for the position of Director of Public Works.
Carried Unanimously

CORRESPONDENCE

Council Correspondence for June 26 to July 6, 2018

| RECEIVED | CONTRIBUTOR | REGARDING | DISTRIBUTION |
|-----------|--|------------------------------------|--------------|
| 6/29/2018 | Resident_Complaint | Transporting of uncovered material | P&D Cmte |
| 7/4/2018 | Botwood Mural Arts Society | 11th Global Mural Conference | EDMC Cmte |
| 7/4/2018 | Coalition of Persons with Disabilities | Funding | RC Cmte |

NEW/GENERAL/UNFINISHED BUSINESS

Councillor Hanlon explained the Fire Index is not based on a few showers here and there, it is based on averages for a whole area. Once a decision to ban is placed, it will remain into effect until a permanent upgrade of the index is issued.

AGENDA ITEMS/NOTICE OF MOTION

July 10, 2018

ADJOURNMENT

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

Resolved that there is no further business and this meeting is adjourned. Time is 7:50 pm.


For Jeff Laham, Deputy Mayor


Claudine Murray, Deputy Town Clerk



Municipal
Assessment
Agency Inc.

Headquarters
75 O'Leary Avenue, St. John's, NL A1B 2C9
Tel: 709-724-1532 Fax: 709-724-1531

TOWN OF PORTUGAL COVE-ST-PHILIP'S

JUL 10 2018

RECEIVED

July 6, 2018

Ms. Claudine Murray
Town Clerk / Manager
Municipality of Portugal Cove - St.Philip's
1119 Thorburn Road
Portugal Cove-St. Philip's, NL
AIM 1T6

Dear Ms. Murray:

RE: Upcoming 2019 Assessment

The Municipal Assessment Agency is completing a reassessment of all municipalities as required by the *Assessment Act, 2006*. These new assessments will be based on market value as of January 2017 and will be effective for the 2019 tax year.

As the changes in the assessment base may affect your budget planning for 2019, I am providing preliminary results for your community. Our staff are continuing to refine the results and final values will be published to ratepayers on October 1, 2018.

| PORTUGAL COVE - ST. PHILIPS | | | |
|---|-----------------|------------------|----------------|
| Comparison of Current (2018) with 2019 Preliminary Values | | | |
| | 2018 | 2019 Preliminary | % Change (+/-) |
| Total Taxable Value | \$1,254,806,900 | \$1,235,706,200 | -1.5% |
| Total Tenant Value | \$19,495,358 | \$20,115,403 | 3.2% |
| Average Residential Value | \$369,615 | \$359,048 | -2.9% |

Please contact your assessor Reg Stoyles at 1-877-777-2807 who can assist you with any questions you may have. I am also available at (709) 724-1540 if you or your Council have any questions.

Yours truly,

Sean Martin
Executive Director/CEO
Municipal Assessment Agency

SM/cm