

August 21, 2018



TOWN OF PORTUGAL COVE-ST. PHILIP'S

August 21, 2018

Regular Public Council Meeting 7:00 p.m.

IN ATTENDANCE

Mayor
Deputy Mayor
Councillors

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

Director of Financial Operations/Town Clerk
Director of Economic Devel., Marketing, Comm. and Tourism
Director of Public Works
Recreation & Community Services Special Events Coordinator

Tony Pollard
Jeff Lawlor
Charlie Hamlyn
Nicole Clark

Mayor McDonald called the meeting to order and welcomed the gallery of 10 persons in attendance.

ADOPTION OF AGENDA

Motion Bartlett/Neary
2018-273 Resolved that the agenda dated August 21, 2018 be adopted as presented.
Carried Unanimously

DELEGATIONS/PRESENTATIONS

1. Sexual Violence Awareness Week Proclamation 2018

ADOPTION OF MINUTES

Motion Bartlett/Hanlon
2018-274 Resolved that the minutes of August 7, 2018 be adopted as corrected.
Carried Unanimously

BUSINESS ARISING

Town Manager's Report (*Speaking Notes - Acting Town Manager Tony Pollard*)

- Killick Coast Games commenced last weekend and opening ceremonies were held last evening. We have over 70 athletes competing and the games end this Thursday...we will be hosting next year
- Summer camps are in the last week of operation
- Both Parks are still very busy with tournaments and minor leagues
- Road Maintenance Tender being finalized...should be out this week
- Myself and Mayor McDonald attended UMC Urban Municipalities Council Meeting last week

UMC are communities over 3,200 residents and meetings are to discuss items of particular to larger towns.

MNL will be looking for a "Letter of Support" indicating willingness and commitment of participants in an Asset management Training Program offered through the Gardiner Institute.

Transportation and Works may look to partner with Towns on road maintenance relating to provincial roads.

Discussed Cannabis in the WorkPlace and the need for policies and the difficulties associated with enforcing.

Discussed regulation of Short Term Rentals eg. Air BNB and the impact on competing business and tax implications.

Appeal Boards are soon to be in place again by end of month.

Phase II of infrastructure funding agreement between the province and Canada soon to be finalized with a program call for applications probably in September.

500M plus program broken down between Green , Culture and Rec , Northern Remote (similar to small communities fund) and Public Transit.

No announcements yet on Small Communities Fund Applications (Indian Meal Line and Franklyn).

Drover Heights approval letters received so now have to complete consultant agreements to DMAE satisfaction and move forward.

Tolt Road project is waiting for letters to be sent to residents.

COMMITTEE REPORTS

Planning & Development Committee Report of August 13, 2018 – presented by Councillor Harding

1. Civic # 256 & 270-282 Witch Hazel Road

Deferred

2. Civic # 478C Old Broad Cove Road - Backfilling

Motion: Harding/Laham

2018-275 Resolved that the application to complete backfilling activity at Civic # 478C Old Broad Cove Road be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

3. Civic # 104-106 Beachy Cove Road – Retaining Wall

Motion: Harding/Hanlon

2018-276 Resolved that the application to perform repairs to a retaining wall at Civic # 104-106 Beachy Cove Road be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

Items # 4 through 24 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

25. Permits Issued

There were eleven (11) permits issued from June 29 to July 12, 2018 as per Appendix A: Tabled Report.

Recreation & Community Services Committee

- **No meeting was held**

Public Works Committee Report for August 15, 2018 – presented by Councillor Bartlett

1. 2018-2019 Ice Control Materials (Salt)

Staff advised the order for ice control materials (salt) for 2018-2019 is due and requested that approval be granted to order 1,750 tonnes of salt through the provincial government salt tender. The price per tonne is \$108.90.

Motion: Bartlett/Laham

2018-277 Resolved that an order of 1,750 tonnes of salt for 2018-2019 season at a cost of \$219,161.25 HST included be approved.

Carried Unanimously

2. Planning & Development Referral – Pre-engineered Sewage Treatment System

The Town Manager provided a draft recommendation for Committee’s consideration and it was requested that feedback be provided following their review of same. Full package will be provided to Planning & Development prior to their first meeting in September which will include an outline of the scope, needs, recommendation, approval process and conditions.

3. Speed Zone Policy

Motion 2018-249 resolved that Council amend the Traffic Speed Zone Policy standards on local roads from 50km/hr to 40km/hr unless conditions warrant otherwise. With this policy amendment, staff recommended a modification to the title of the speed zone policy created in May 2016 which is now cited as “Speed Zone Policy_May 2016 Final” – to now be referenced as “Speed Zone Policy 08-13-18 Temp Version” and the newly amended policy be referenced as “Speed Zone Policy 08-13-18-1.C”.

Speed limit changes on the Town’s local roads will not be done until an evaluation of each is completed.

Motion: Bartlett/StewartSharpe
2018-278 Resolved that referencing the original speed zone policy as “Speed Zone Policy 08-13-18 Temp Version” and referencing the newly amended policy as “Speed Zone Policy 08-13-18-1.C”.
Carried Unanimously

4. Plow and Sander Purchase

Three quotes were obtained for the purchase of a new plow and sander. This is a budgeted item.

Motion: Bartlett/Laham
2018-279 Resolved that the purchase of a new plow and sander from Turbo Tech Auto at a cost of \$15,899 be approved.
Carried Unanimously

Discussion Items

5. Update: Portugal Cove Road / Bell Island Ferry Lineup – Staff advised a recent reconfiguration has been implemented in the area of the ferry lineup. It is unknown at this time if this is permanent or temporary. The Public Works Director has a scheduled meeting with Transportation and Works on August 22 and will request an update at that time, as well, will request repositioning the “Stop” sign as it currently appears to be hindering left turning traffic onto Portugal Cove Road.

6. Update: Road Conditions - Staff advised the 2018 Road Maintenance tender is underway and expected to be advertised publicly within the next week.

- 7. Meadow Heights / Maggies Place** – Accessibility to the local access road between Meadow Heights and Maggies Place continues to be an issue. Although the Town has removed rocks that were blocking the access road there have since been more put back and as well, a lock has been secured to the gate. Town staff do not have a key to this lock. The Town is in the process of having a up-to-date survey conducted of the area to establish property ownership. Until such time, Public Works will address the existing rocks and padlock issue. Staff were advised that the matter of Maggies Place road ownership is still unresolved and asked that it be reviewed as the current residents, who claim ownership, have not received notice of land expropriation or compensation for the Town taking over the roadway. Public Works will have a discussion with Planning and Development on the matter.
- 8. Blast Hole Pond Access** – A complaint was received from a resident requesting that the access to Blast Hole Pond be opened up. Staff advised the area was closed off to the pump station as a result of ongoing vandalism and safety concerns in this watershed area. Committee questioned why this area is still zoned as a protected watershed. Staff will refer this question to Planning and Development for a response.
- 9. Contractor Feedback Session** – Staff were advised of a session held by the City of Mount Pearl for their local contractors which provided them with the opportunity to present feedback on tendering and other processes. The Town may consider hosting a similar session.
- 10. Speed Bump Request** – A request was received for the placement of a speed bump on Dogberry Hill Road. This request will be put through the Traffic Calming Policy to see if it meets the criteria for traffic calming.
- 11. Pedestrian Activated Crosswalk** – Staff are in receipt of two quotes for the supply of materials for a pedestrian activated crosswalk on Thorburn Road. One more quote is expected. If the cost is reasonable, consideration may be given to installing two. All excavation and installation work will be completed in-house.
- 12. Rainbow Crosswalk – Brookside Intermediate** – The installation of a rainbow crosswalk is underway and expected to be completed prior to school opening.

Economic Development, Marketing, Communications & Tourism Committee for August 14, 2018 – presented by Councillor Neary

1. Advisory Committees

The committee reviewed proposed changes the advisory committee policy that would introduce the creation of a new agenda creation process, action item report and correspondence protocol. The advisory committee policy will be amended for Councils review.

2. Budget 2019/Strategic Plan

A proposed Budget Consultations process was discussed including a strategic planning process, bus tour, series of public meetings and social media campaign. The strategy will be shared with all of council for their input before it begins to be implemented between September and December.

3. Gateway Signs and Beautification

The flower pots under the gateway signs are being planted. Plans for potential temporary signs was discussed for the entrances of St. Thomas Line, Bauline Line, Indian Meal Line and the backs of the two main signs on Portugal Cove Road and Thorburn Road. The quotes received were too high so alternatives are being considered.

4. Tickle Swim

The Tickle Swim for Mental Health is taking place on Saturday, August 17th. The Mayor will be on hand to greet the swimmers and bring greetings. Plans are to leave Portugal Cove at 7:00 am. There are 16 swimmers taking part this year. We will be providing refreshments, snacks and towels to the participants.

5. Media Training

The interviews are complete and the consultants are currently crafting the workshop based on the information and insight obtained from it.

6. Health Care Foundation - Lottery Home

The Director of Economic Development and Town Manager met with the Executive Director of the Health Care Foundation. Recently the town rejected a request to sell a piece of property in the Oceanview Estates. At that time it was not understood what the piece of land would be used for. The Foundation wishes to build their 2020 Lottery Home there after the success of their 2018 house in the community. Information will be brought forward to the Admin and Finance Committee for their consideration.

7. Eastern Health Clinic

Council and Staff met with representatives of Eastern Health on August 8th. Council expressed their displeasure with the decision to move the clinic to Majors Path. Both sides agreed to work together to see if there could be a solution to keep some of the services here in PCSP. We have yet to receive additional information following the meeting.

8. RNC/Commissionaires

The Communications Coordinator is working with the RNC and Commissionaires to develop a Facebook live event supporting back to school and to help showcase what the Commissionaires do in the community.

9. Business Directory

The online version of the Business Directory will be completed in the next two weeks.

1. Commissionaires – Municipal Enforcement

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

- Investigation is now complete for excessive idling before 7am complaint on Dogberry Hill Road. MEO will be making contact with complainant with full details in the next couple of days.
- After Hours service had reported an injured moose in and around the woods below Skinners Road. Wildlife was contacted, their staff were scheduled to visit the area shortly thereafter. MEO gave notification to the resident who reported the sighting that Wildlife staff will be handling the situation and would be in contact with the resident as well.
- Multiple encounters with vehicles parked in both parks after 11pm. Most depart once the MEO arrives, others are given notice that the parks are closed and comply.
- Increased reports of break-ins during day time hours. The reports are throughout the community and some seem to be targeting residents who appear to be on vacation. Residents are asked to take necessary precautions if they are going to be away from home for any period of time.

Ongoing:

- Still waiting on response from Minister regarding Traffic regulations and the Committee Chair will be following up with the Minister for further information.

2. FES Updates

Responses: 8

- 1 Residential Alarm
- 6 Medical Calls
- 1 Extra Service Call (report of fireworks discharge in woods – no evidence found)

Training:

- August 6th: Equipment tests and inventory tagging
- August 13th: Inventory for hose and hose testing

Recruit training is now complete and as of August 7th all recruits are responding and integrated into the regular Fire Department training schedule for Monday nights. The department has 40 current members constituting a healthy department.

Other Activity:

FD hosted the Little Gaffers Camp children with a fire prevention presentation and equipment tour on August 13th. Firefighter Tina Scott did a fantastic job engaging the children and the campers enjoyed the presentation and the tour.

The Annual Fire Department Ball is scheduled for September 22nd at the Royal Canadian Legion, Branch 10.

NL Fire Services Association annual convention is scheduled for September 28-30, 2018 in the Town of Clarendville. Thirteen (13) members have expressed interest, however, the Chiefs have made the decision to give priority to those members who have not attended previously. Therefore a total of six (6) members of the department will be approved to attend. Funding for their attendance is available.

The Tender for the new rescue vehicle closes Friday August 17, 2018 and the opening is scheduled for 3pm the same day.

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

3. Noise Complaint Indian Meal Line

The Town is in receipt of a Noise Complaint on Indian Meal Line and the contact information for the MEO were provided complainant should they decide to proceed. Details were also provided to the MEO.

Discussion Items & Updates:

- The Committee reviewed a draft response to the residents of Old Broad Cove Road and final edits were made. The response will be sent out prior to the next Committee meeting.

Clarification was made that these letters were regarding speeding concerns on Old Broad Cove Road.

- Bonfire Beach Signage has been ordered and is expected to be delivered this week. Work Orders will be opened with Public Works for installation.
- The Chiefs continue to review and update the Emergency Management Plan. A potential emergency exercise is being discussed for the fall.

Admin. and Finance Committee Report for August 15, 2018 - presented by Deputy Mayor Laham

1. Accounts for Payment

Motion: Laham/StewartSharpe

2018-280 Resolved that Council approve payment of regular accounts in the amount of \$27,348.87.

Carried Unanimously

2. Councillors right to attend other Committee meetings

This question was raised as to whether or not Councillors can attend committee meetings of which they are not standing members and the answer was that they certainly can, but can have no influence on the standing committees process and decision making. Other discussion followed and it was agreed that the "Rules of Procedure" will be updated.

3 Murray's letter re Grand Concourse Authority

The committee reviewed a letter that was forwarded to Minister Mitchlemore referencing the award of a Town contract to Gand Concourse Authority. No action was deemed necessary as the letter was for information purposes only . The use of Grand Concourse will surely be discussed again as potential projects arise.

4. Neptune Change Notice #2

As an administrative step required by the Department of Municipal Affairs and Environment to complete the change from mandatory residential meters to zone meters and a voluntary meter program in our funded meter project, the town must recommend approval of a change notice and request reallocation of funding amounts to other parts of the project not specific to the Neptune Project. The Town also needs to seek approval to issue an RFP for design services for the installation of the zone meters. Therefore committee recommends :

Motion: Laham/Bartlett

2018-281 Resolved that Council completes the attached Change Notice 2 recommendation form for project 17-CWWF-17-00034, representing a reduction in funding of \$171,462.70 for the Neptune Technology contract, and sends a letter to the Department of Municipal Affairs and Environment to request the reallocation of the same funding amount to other qualified parts of the project. Furthermore, the letter shall request approval to issue an RFP for Zone metering design services for the same project.

Carried Unanimously

5. Meadow Heights Property ownership issue

Committee discussed an issue relating to a couple of properties on Meadow Heights that affects some of the town infrastructure and needs a resolution. The Town manager will seek legal options and bring back to committee to discuss further.

6. Tolt Road

The project related to Tolt Road is still in discussion stage and the Town Manager is to send a letter to residents to determine most favoured serviced options with which to proceed. The decision on which services to provide will determine how much of Tolt Road can be completed under the current funding allocations.

7. Community Grants

Motion: Laham/Neary

2018-282 Resolved that Council approve \$100 donation to Mitchell Rogers for travel to Wolfville, NS to compete in Eastern Canadian Championships for Rock U18 Rugby.

Carried Unanimously

Motion: Laham/StewartSharpe

August 21, 2018

2018-283 Resolved that Council approve \$100 donation to Allison Ryan for a Community Block Party on Brookview Place, Megan Ridge, Riverfront, etc. on Saturday August 11th.

Carried Unanimously

CORRESPONDENCE

Council Correspondence for August 6 to August 17, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
8/6/2018	Vera Perlin Society	2018 Golf Tournament	Council
8/7/2018	Canadian Mental Health Association	6th annual Tickle Swim for Mental Health	EDMC Cmte
8/9/2018	Newfoundland and Labrador Sexual Assault Crisis and Prevention Centre	Proclamation	Mayor
8/13/2018	Dept of Municipal Affairs	Bauline Line Quarry Expansion	P&D Cmte

NEW/GENERAL/UNFINISHED BUSINESS

AGENDA ITEMS/NOTICE OF MOTION

AS PER NOTICE OF MOTION – to be presented by Councilor Johnny Hanlon for Protective Services

As per the Notice of Motion given at the August 7th Public Council Meeting, the Protective Services Committee submits the following:

Motion: Hanlon/Bartlett

2018-284 Resolved that the Town of Portugal Cove – St. Philip’s adopt the Feeding Wildlife Regulation, 2018.


Carried Unanimously


ADJOURNMENT

Adjournment was moved by Councillor Neary and seconded by Deputy Mayor Laham.

Resolved that there is no further business and this meeting is adjourned. Time is 7:32 pm.

August 21, 2018


Carol McDonald, Mayor


for Tony Pollard, Town Clerk