



MINUTES
Regular Public Council Meeting
Tuesday, September 4, 2018
Town Hall - Council Chambers, 7:00 PM

Present Carol McDonald, Mayor
Jeff Laham, Deputy Mayor
Dave Bartlett, Councillor
Darryl J. Harding, Councillor
Johnny Hanlon, Councillor
Tina Neary, Councillor
Madonna Stewart-Sharpe, Councillor

Absent W/Notice Tony Pollard, Director of Financial Operations/Town Clerk
Dawn Sharpe, Director

Also Present Chris Milley, Town Manager/Engineer
Charlie Hamlyn, Director of Public Works
Jeff Lawlor, Director
Les Spurrell, Planning Coordinator
Claudine Murray, Deputy Town Clerk

1. CALL OF MEETING TO ORDER

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

2. ADOPTION OF AGENDA

2.1 Adoption of Agenda for September 4, 2018
2018-285 Motion Moved by Councillor Bartlett; Seconded by Councillor Hanlon
Resolved that the Agenda of September 4, 2018 be adopted as amended.
CARRIED. Unanimously

3. DELEGATIONS/PRESENTATIONS

None for this meeting

4. ADOPTION OF MINUTES

4.1 Adoption of Minutes for August 21, 2018
2018-286 Motion Moved by Councillor Stewart-Sharpe; Seconded by Councillor Hanlon
Resolved that the minutes of August 21, 2018 be adopted as presented.
CARRIED. Unanimously

5. BUSINESS ARISING FROM MINUTES

None for this meeting

6. COMMITTEE REPORTS

6.1. Planning & Development Committee- Councillor Harding

Planning & Development Committee Report

[Appendix A – Tabled Report](#)

6.1.1 Civic # 7-9A Day's Road - Demolish accessory Buildings and Construct Single Dwelling

2018-287 Motion Moved by Councillor Harding; Seconded by Councillor Hanlon
Resolved that the application to demolish three accessory buildings and construct a single dwelling at Civic # 7-9A Day's Road be granted approval in principle as per Appendix A: Tabled Report.
CARRIED. Unanimously

6.1.2 Civic # 97-103 Witch Hazel Road - Subdivide Property

Item was deferred

6.1.3 Civic # 6 Kittiwake Place

2018-288 Motion Moved by Councillor Harding; Seconded by Councillor Laham
Resolved that the application to construct an accessory building at Civic # 6 Kittiwake Place be granted approval in principle as per Appendix A: Tabled Report.
CARRIED. Unanimously

6.1.4 Civic # 28 Ursula Crescent – Accessory Building

2018-289 Motion Moved by Councillor Harding; Seconded by Councillor Bartlett
Resolved that the application to construct an accessory building at Civic # 28 Ursula Crescent be granted approval in principle as per Appendix A: Tabled Report.
CARRIED. Unanimously

6.1.5 City of St. John's – Proposed Amendment to the St. John's Urban Region Regional Plan

The Planning Department is in receipt of a letter from the City of St. John's proposing to amend the St. John's Urban Region Regional Plan to coincide with a proposed amendment to the St. John's Municipal Plan & Development Regulations currently under review. This amendment involves the re-designation land located at 364 Blackhead Road from Rural to Urban Development for the development of two single dwellings.

2018-290 Motion Moved by Councillor Harding; Seconded by Councillor Laham
Resolved that Council forward correspondence to the City of St. John's stating that they have no concerns with the proposed amendment.
CARRIED. Unanimously

6.1.6 Other Items

Items # 6 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.

6.1.7 Permits

There were fifteen (15) permits issued from August 10 to August 23, 2018

6.2. Recreation/Community Services- Councillor Stewart Sharpe

6.2.1 Killick Coast Games

The Town of Torbay hosted the 2018 Killick Coast Games from August 19th – 23rd.

We would like to thank the Town of Torbay for their role as host community. This event was exceptionally well-organized thanks to hours of dedication from volunteers, councillors, parents, and Town staff. Your efforts are truly appreciated. PCSP had a fantastic week participating in the games with 75 athletes, coaches and volunteers participating. Our junior boys' basketball and ball hockey team played in the championship games. Our community had two runners Ash Mitchelmore and Katlynn Hall win their respected groups in cross country running. The town is looking forward to hosting the 2019 Killick Coast Games from July 21st to 26th.

Summer Program Council Report is available in the Council supporting documentation on the Town's website.

6.2.2 Summer Programs

The 2018 Summer Programs were a great success. With both Little Gaffers and Camp Whaddya'At at full capacity for all eight weeks, it reflects the quality of programming and highlights the confidence the residences have in what the Town offers. Attached is the summary report of the Summer Program prepared by the Summer Program Coordinator, Kirk Combdon. Copy of the full report can be obtained through the Programs Coordinator, Mike Stone.

6.2.3 Fall Family Festival

The Recreation Department will be hosting its 3rd Annual Fall Family Festival on Sunday, October 14th 1pm to 4pm at Rainbow Gully Park. There will be pony rides, petting zoo, tractor rides, face painting, games, costume party, and much more. The cost of the event is \$5 per person or \$20 per family; kids under 2 are free. The Communications Coordinator will advertise the event and work with Recreation Staff as well Public Works Facilities Staff to make the event a great success.

6.2.4 Summerwood Playground

The Summerwood Playground upgrade is now completed. The inclusion swing and safety surface has been installed. The Town will be co-hosting with the PCSP Lion's Club, a block party at the playground on Thursday, September 13th from 6pm to 7pm. There will be a bbq, cake, and beverages served. Residents of the area will be sent an invitation and all Council are welcome to attend. A special thanks to the PCSP Lions Club who donated \$5000 toward the project.

6.2.5 Sports Coordinator

The committee set a date for the Recreation Director to present to council information supporting a full time Sports Coordinator position. The presentation will take place on Tuesday, September 18th following the regular scheduled Council Meeting. Note that the contract for this position finishes the end of September.

6.2.6 Bill Churchill Memorial Softball Tournament

The Annual Bill Churchill Memorial Mixed Softball Tournament will be taking place from Friday, September 14th to Sunday, September 16th. There are 8 teams registered for the tournament, one of which is representatives from the Town. All staff and council are welcome to play. If you would like to register, please contact the Recreation Department.

6.2.7 Correspondence from members of the Minor Soccer Association

Correspondence from members of the Minor Soccer Association was delivered to the Town Hall on Wednesday, August 22nd addressed to members of the Recreation Committee as well as Recreation Staff. The letter was addressed to the President of the Minor Soccer Association requesting a call for a "Special Meeting". The meeting is scheduled for Thursday, September 20th at 6pm and all members of the Minor Soccer Association are welcome to attend. The associations AGM will follow at 7pm and is open to the public.

6.2.8 Community Grants

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

- | | | |
|----------|----------|---|
| 2018-291 | Motion | Moved by Councillor Stewart Sharpe; Seconded by Councillor Neary
<i>Resolved that the Town donate \$200 to Fusion Dance Competition Team to assist with their cost associated 3 competitions that they will participate in during their 2018/2019 season.</i>
<i>NOTE: Members of the team include Morgan Brown, Mollie Ash, Anna Tucker, Bella Rowsell, and Emilie Snow.</i> |
| | CARRIED. | Unanimous |
| 2018-292 | Motion | Moved by Councillor Stewart Sharpe; Seconded by Councillor Neary
<i>Resolved that the Town discount the Bill Churchill Softball Field rental rate to \$200 for Kenny Shea softball Team, "The Bigs", to assist with the fundraising for the World Championships in Arizona in the fall.</i> |
| | CARRIED. | Unanimous |
| 2018-293 | Motion | Moved by Councillor Stewart Sharpe; Seconded by Councillor Bartlett
<i>Resolved that the Town discount the Bill Churchill Softball Field rental rate to \$200 for the Northeast Junior Eagles Hockey Team to assist with the fundraising for the association.</i> |
| | CARRIED. | Unanimous |

6.3. Public Works- Councillor Bartlett

6.3.1 Portugal Cove Road – Cross Culvert

Committee met with a resident living in the area of Portugal Cove Road who claims to have had water damage issues over the last nine years as a result of a concrete

culvert that was installed in a ditch on Portugal Cove Road in the area of Old Cart Road. The resident provided historical information about the culvert and suggested statements which were made to him by previous Council and Minister of Transportation and Works; however to date, nothing has been rectified to alleviate him of his water issues. The current Committee has in good faith advised the resident they are committed to finding an amicable solution to his issues and will endeavor to move this matter forward on his behalf.

6.3.2 Pedestrian Activated Crosswalk

An update was provided to Committee advising that quotes have been received for the supply of materials required for the pedestrian activated crosswalks; however, as the main purpose for their installation is focused on pedestrian safety, committee requested that staff also investigate additional options which will provide pre-warning signals to drivers. A recommendation will be put together and provided at the next committee meeting. Staff will also assess the option of extending a trail system from the outset of the new crosswalk on the Thorburn Road into to the school.

6.3.3 Transportation and Works Meeting

The Director of Public Works met with the Superintendent of Transportation and Works (TW) for the purpose of discussing matters which were brought to their attention and remain outstanding.

- Portugal Cove Road Cross Culvert – as referenced in item #1 of this report, Public Works will move forward on this matter to bring it to resolution.
- Road shoulder repairs on Beachy Cove Road – this item is on TWs maintenance list.
- Ditching on Indian Meal Line near Beaver Creek Road – this item is on TWs maintenance list.
- Request for hidden driveway sign on Portugal Cove Road – TW will complete a site line assessment and advise Public Works of the outcome.
- An assessment of the concerns received regarding public access and parking in the area of Mitchells Pond at Bennetts Road have been reviewed by the Public Works division and at this time, public use and access to this pond is supported.
- Speed reduction on Bennetts Road – a temporary speed bump was installed at the beginning of the summer however the speed sign remained at 50kms/hr. A request went to TW to reduce the speed near the speed hump (as Bennetts Road is under the jurisdiction of TW and the City of St. John's), however, speed change requests for this area need to go to the City. Public Works will follow up with them.

6.3.4 2018 Road Maintenance Package

Staff advised that the tender for the 2018 road maintenance went public on August 27th with a closing date of September 7th.

6.3.5 Roads Updates

- Ditching & Line Painting – maintenance in these areas are near 90% completed
- Guard Rail maintenance will be conducted in the areas of Bemisters Road, Coadys Road, Nice Lane, North Point Road and Anglican Church Road.

6.3.6 Meadow Heights / Maggie's Place Gate

The issue of accessibility to the local access road between Meadow Heights and Maggie's Place will be placed on hold until an up-to-date survey establishing property

ownership has been completed.

6.3.7 Blast Hole Pond Access

The area of Blast Hole Pond is protected by the watershed zone regulations which carries restrictions regulating land use. This protection secures the area from the effects brought on by development. Committee agrees to support the continuation of such zoning for this area in an effort to keep it safeguarded from future vandalism and safety concerns around the pump station.

6.3.8 Rainbow Crosswalk – Brookside Intermediate

Installation of the rainbow crosswalk has been completed.

6.3.9 Wastewater Treatment Plant Maintenance

Updates were provided to Committee on Wastewater Treatment Plant maintenance requirements.

6.4. Economic Development, Marketing, Communications and Tourism - Councillor Neary

6.4.1 Piccos Ridge Memorial Site RFP

Committee reviewed a draft of the RFP for the Piccos Ridge Memorial Site Design. The draft will be reviewed by the Town of Torbay as well prior to being advertised. This is a budgeted item for this year for both communities as a joint project with shared history.

6.4.2 Chamber of Commerce

A meeting with the executive members of the Chamber of Commerce, Director of Economic Development and representatives of the Department of Tourism, Culture, Industry and Innovation took place on Tuesday, August 28th. The Chamber is now in final stages of applying for support to undertake the development of Tourism Plan. If approved, meetings will take place in the Fall with the business community, advisory committees, staff and Council to develop the plan.

The next Taskforce meeting is scheduled for Tuesday, September 4th. The topics on the agenda will include Procurement and the Tourism Plan.

6.4.3 Climate Adaptation Plan

The next stage of the plan being completed with the International Council on Local Environmental Initiatives is a regional workshop that will take place in mid-October. This workshop will create local impact statements through a facilitated session with invited guests. The date of this workshop is yet to be determined. The first of three national workshops will take place in St. John's at the Alt Hotel on November 15-16 where the Town will be a contributor and presenter.

6.4.4 Budget 2019/Strategic Plan

The committee discussed the public engagement requirements for September – December. With various projects, budget consultations and other public events it was concluded that the Strategic Plan sessions should be moved to February to ensure volunteers, residents and other stakeholders can be fully committed to the process.

6.4.5 Eastern Health Clinic

A meeting has been scheduled for Wednesday, August 29th with representatives of Eastern Health to discuss collaborative efforts to keep services within the community.

6.4.6 Pictures for Recognition

Town staff have been in correspondence with artist and seasonal resident JC Roy regarding prints that the Town could give away when special recognition would be warranted. Mr. Roy has not only provided prints to the Town for this purpose, but, has also donated a beautiful picture to the Town Hall of the St. Philip's Regatta he painted this year. On behalf of Council we thank him for this donation and will invite him to meet with the Mayor to officially accept this gift and show our gratitude.

6.4.7 Investment Network

The City of St. John's have invited the Town and PCSP Chamber of Commerce to a meeting to discuss the potential development of an investment network for the region. The Director of Economic Development and Vice President of the Chamber, Rob Stapleton will be attending the meeting on September 6th.

6.4.8 Regional Tourism Signage Project

The Director of Economic Development will prepare a letter of support to include in the City of St. John's proposal for Regional Tourism Signage, as we are the neighboring community pilot included in it. We continue to work with ACOA and the Province on our separate municipal focused application.

6.4.9 Harbour Authority Meeting

A meeting with the Portugal Cove – St. Philip's Harbour Authority and Town Council is being planned to discuss partnerships and collaborations.

6.5. Protective Services- Councillor Hanlon

6.5.1 Commissionaires – Municipal Enforcement

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

- Investigated a complaint of an illegal cabin in the woods behind United Church Cemetery with David Beckett.
- Investigation finished and letters sent to both residents on Dogberry Hill Road
- Civic numbing is almost finished, will soon be going back to check for compliance of the notice that was issued.
- After Hours reported a complaint from a resident of Dirt Bikes riding around Voiseys Brook Park, pin for the gate was missing so gate was not secure.
- Ongoing: Traffic Regulations

6.5.2 FES Updates

Responses: 7

- 1 Residential Alarm
- 3 Medical Calls
- 1 Extra Service Call (report alarm in area/nothing found)
- 1 Garbage
- 1 Road Traffic Accident

Training:

- August 20: Medical, Zodiac Training
- August 27: Pumping and Pump Relays at BC Elementary

Other Activity:

- Reviewed Specifications and recommended award Tender to replace Rescue.- Chiefs are actively working on updates to the Emergency Management Plan with a view to conduct a table top exercise in the fall.
- Assisting with the development of Evacuation Plan for Town Hall.
- Camp Fire Beach Signs are in place.
- FD annual ball is scheduled Sept 22"d at the Royal Canadian Legion.
- NL Fire Services Association annual convention is occurring on Sept 28- 30, 2018 in the Town of Clareville. 13 FD members have expressed interest. Chiefs have decided that a total of 6 persons will be approved to attend, with priority given to those who have not attended previously. Attending will be: Deputy Chief Sharpe, Lt. Daren Janes, FF Zack Parrell, Capt. Chris Peinsznski, Capt. B J Hibbs, Lt. Terry Scott.
- Aug 27: Chiefs attend Northeast Avalon Fire Chiefs meeting.
- Aug 20: Fire Prevention Presentation to 65 participants at Summer Day Camp at Brookside Elementary.
- Aug 18: Attended Block Party at Brookview Place

6.5.3 Purchase of Rescue Vehicle

Tender PCSP- 2018 -001 was publicly opened on August 17, 2018 at 3 PM in the council chambers. Present for the opening were Chiefs Hollett and Murphy, Employee and Public Relations Administrator Heather Coughlan and Director of Public Works Charlie Hamlyn.

There were a total of three bids received with the following results:

1. MicMac Fire Safety Source- \$277,725.00 T-ax Incl.
2. Metalfab Ltd. - \$306,877.50 Tax Incl.
3. Mississauga Fire Apparatus- \$344,919.88 Tax Incl.

Chiefs have reviewed all bids and have determined that all bidders have met the specifications as outlined. After careful review, it is recommended that the tender be awarded to the lowest bidder, Mic Mac Fire Safety Source.

A motion to purchase the vehicle will be recommended during the Admin & Finance committee report, later in this meeting.

6.6. Administration and Finance- Deputy Mayor Laham

6.6.1 Accounts For Payment

2018-294 Motion Moved by Councillor Laham; Seconded by Councillor Stewart Sharpe
Resolved that Council approve payment of regular accounts in the amount of \$94,559.18, and capital accounts in the amount of \$324,543.10 for a total of \$419,102.28.

CARRIED. Unanimously

Note: Clarification was requested in the Committee meeting about using Grand Concourse Authority in conjunction with the new Procurement Act. The response was tabled [HERE](#).

6.6.2 Drover Heights Water and Sewer Servicing

The Department of Municipal Affairs and Environment sent approval for the Town to engage Progressive Engineering & Consulting Inc. to provide engineering consulting services for the Drover Heights project. The Town is in contact with the consultants regarding scope of work and are awaiting a draft Engineering Consultant Agreement before any work can begin.

6.6.3 Meadow Heights Property Ownership Issue

Staff are looking into getting a survey of the area done and drafting an agreement.

6.6.4 Maggies Place Road Ownership Issue

Staff are looking into getting a survey of the area done.

6.6.5 Rescue Vehicle

The Tender for the new rescue vehicle closed Friday August 17, 2018 and bids were publically opened.

2018-295

Motion

Moved by Councillor Laham; Seconded by Councillor Hanlon

Resolved that tender PCSP-2018-001, purchase of one new rescue vehicle, be awarded to Mic Mac Fire Safety Source for the lowest bid price of \$277,705.00, tax included, having met all requirements of the tendered specifications.

CARRIED.

Unanimously

Note: It was stated that the money won't be spent until 2019 and until that time, Council has opportunity to determine what to do with the old rescue vehicle

7. CORRESPONDENCE

Council Correspondence for August 20 to August 31, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
8/27/2018	MHA Whalen	Organic Sector	Council
8/27/2018	Resident	Feedback concerning the cannabis store petition	P&D Cmte
8/20/2018	Dept of Municipal Affairs	Clean Water and Waste Water Fund Project	A&F Cmte

8. NEW/GENERAL/UNFINISHED BUSINESS

8.1.1 Councillor Stewart Sharpe inquired as to the status of the Tolt Road project and also about Public Works cutting and replacing the pavement.

The letters to the residents are being sent in the mail tomorrow.

The tender package included a clause whereby Tolt Road could be removed from this year's repairs depending on the asphalt and the resident feedback.


9. AGENDA ITEMS/NOTICE OF MOTIONS ETC.

None for this meeting

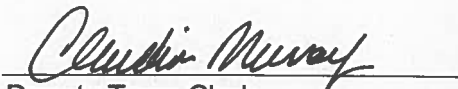
10. ADJOURNMENT

Regular Public Council
September 4, 2018

Moved by Councillor Laham; Seconded by Councillor Hanlon
*Resolved that there is no further business and this meeting is adjourned. Time
is 7:32 p.m.*



Mayor



Deputy Town Clerk