



# Portugal Gove St. Philip's

**ADOPTED MINUTES**  
**Regular Public Council**  
**Tuesday, September 18, 2018**  
**Town Hall - Council Chambers, 7:00 PM**

**Present**

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

**Absent W/Notice**

**Also Present**

Chris Milley, Town Manager  
Tony Pollard, Director of Financial Operations/Town Clerk  
Charlie Hamlyn, Director of Public Works  
Jeff Lawlor, Director of Economic Development, Marketing and Communications  
Dawn Sharpe, Director of Recreation and Community Services  
Les Spurrell, Planning & Development Coordinator  
Claudine Murray, Deputy Town Clerk

**1. CALL OF MEETING TO ORDER**

1.1 Mayor McDonald called the meeting to order and welcomed a gallery of 11 persons.

**2. ADOPTION OF AGENDA**

2.1 Adoption of Agenda for September 18, 2018.

Motion 2018-296 Moved by Dave Bartlett; Seconded by Tina Neary  
*Resolved that the Agenda be adopted as presented*  
CARRIED. Unanimously

### 3. DELEGATIONS/PRESENTATIONS

None for this meeting

### 4. ADOPTION OF MINUTES

#### 4.1 Adoption of Minutes for September 4, 2018

Motion      2018-297      Moved by Dave Bartlett; Seconded by Johnny Hanlon  
*Resolved that the minutes of September 4, 2018 be adopted as presented.*  
CARRIED.      Unanimously

### 5. BUSINESS ARISING FROM MINUTES

#### 5.1 Town Manager's Report

1. **Professional Municipal Administrators Fall Training Forum**  
The Town Clerk and I will be attending the PMA fall training forum in Gander on Thursday and Friday. As a board member my expenses are paid by them.
2. **Drovers Heights Water And Sewer Project**  
The Town has received approval to sign the Project Management Consultant Agreement and is expecting to shortly get approval to sign the prime Consultant Agreement with the Design consultant following a productive introductory meeting last week. In that meeting it was realized that it would be too late in the year before construction could begin and the Town would witness better results if it tenders as soon as possible for an early spring start.
3. **Zone Metering Project**  
The last of the approvals and changes to the project documents and contracts are being worked out with the Department of Municipal Affairs. The Town is expecting approval to go to tender for design services for the newly required Zone Meter chambers.
4. **Tolt Road Questionnaire**  
The Town sent out a questionnaire to the residents of Tolt Road about the upcoming road upgrades that are a part of the 2017-2020 Multi Year Capital Works Program. We have about 60 responses so far out of about 220 surveys delivered. I encourage anyone who hasn't responded to do so before the deadline.
5. **Asphalt Repairs Tender**  
Will be awarded this evening and work will begin promptly afterwards.

### 6. COMMITTEE REPORTS

**Planning & Development Committee- Councillor Harding**

Minutes of September 10, 2018

In attendance:

Darryl J. Harding, Councillor

Jeff Laham, Deputy Mayor

Johnny Hanlon, Councillor

Les Spurrell, Planning Coordinator

David Beckett, Development Control Officer

Chris Milley, Town Manager

Note: Carol McDonald, Mayor was not in attendance as the report stated.

**1 Civics # 256 & 270-282 Witch Hazel Road Civics # 256 & 270-282 Witch Hazel Road**

- Motion 2018-298 Moved by Darryl J. Harding; Seconded by Johnny Hanlon  
*Resolved that the application to complete an amendment to the Town's Municipal Plan and Development Regulations to rezone the rear of properties at Civics # 256 and 270-282 Witch Hazel Road from Agriculture to Residential and amend the semi-serviced development standards as per Appendix A: Tabled Report.*
- CARRIED. Unanimously

**2 Civic # 97-103 Witch Hazel Road Civic # 97-103 Witch Hazel Road**

- Motion 2018-299 Moved by Darryl J. Harding; Seconded by Jeff Laham  
*Resolved that the application to subdivide property at Civic # 97-103 Witch Hazel Road be granted approval in principle as per Appendix A: Tabled Report.*
- CARRIED. Unanimously

**3 Civics # 432, 450-452, 460-466, 478B, & 478C Old Broad Cove Road & 34A Johnathan Heights Civics # 432, 450-452, 460-466, 478B, & 478C Old Broad Cove Road & 34A Johnathan Heights**

- Motion 2018-300 Moved by Darryl J. Harding; Seconded by Johnny Hanlon  
*Resolved that the application to complete an amendment to the Town's Municipal Plan and Development Regulations to rezone properties at Civics # 432, 450-452, 460-466, 478B and 478C Old Broad Cove Road and Civic # 34 Johnathan Heights from Agriculture to Residential as per Appendix A: Tabled Report.*
- CARRIED. Unanimously

**4 Civic # 952-956 Indian Meal Line Civic # 952-956 Indian Meal Line**

Motion 2018-301 Moved by Darryl J. Harding; Seconded by Jeff Laham  
*Resolved that the application to construct a single dwelling with subsidiary apartment at Civic # 952-956 Indian Meal Line be granted approval in principle as per Appendix A: Tabled Report.*  
CARRIED. Unanimously

**5 Civic # 18 North Point Road Civic # 18 North Point Road**

Motion 2018-302 Moved by Darryl J. Harding; Seconded by Madonna Stewart-Sharpe  
*Resolved that the application to demolish and reconstruct a single dwelling at Civic # 18 North Point Road be granted approval in principle as per Appendix A: Tabled Report.*  
CARRIED. Unanimously

**6 Civic # 89A Dogberry Hill Road Civic # 89A Dogberry Hill Road**

Motion 2018-303 Moved by Darryl J. Harding; Seconded by Johnny Hanlon  
*Resolved that the application to demolish and reconstruct a single dwelling at Civic # 89A Dogberry Hill Road be granted approval in principle as per Appendix A: Tabled Report.*  
CARRIED. Unanimously

**7 OTHER ITEMS**

Items # 7 through 24 in the appendix are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

**6.1.25 PERMITS ISSUED**

There were ten (10) permits issued from August 24 to September 6, 2018 as per Appendix A: Tabled Report.

**P&D's appendix A report can be found in the Council Agenda for this meeting date.**

**6.1. Recreation/Community Services- Councillor Stewart Sharpe**

Minutes of September 12, 2018

In attendance:

Johnny Hanlon, Councillor

Madonna Stewart-Sharpe, Councillor

Tina Neary, Councillor

Dawn Sharpe, Director

**6.1.1 Discussion Items**

- A resident had a concern with a group that rented Rainbow Gully Turf

for a tournament and didn't offer a canteen service. Staff will advise the resident that it is option of the renter to provide the services that their clients may want or need. The Town is responsibility for the maintenance of the facility, having the washrooms open and operational, and for groups to have access to the hut. It will also be noted that the washrooms have running water that participants can avail of to refill water bottles.

- It is with regret that we received news that Brian Rice, President of the PCSP Minor Soccer Association will not be returning next season. The Town would like to acknowledge all the hard work and dedication that Brian has put into the association over the part 12 years. Although his role will change for our community, he is still the NLSA Director for the Northeast Avalon and our relationship will continue at that capacity. Staff an Council would like to past along our best regards on your future endeavors

#### **6.1.2 Senior Fitness Class**

The Program Coordinator is organizing a pilot program, low impact Seniors Fitness Class. This class will take place for 5 weeks in October, Tuesdays at 1:30p.m. for \$5. This class will focus on increasing seniors strength and flexibility. Advertising for the class will be through all forms of social media as well as posters will be placed around the community. For questions on the program call Mike at 895-5671.

#### **6.1.3 Grand Concourse Association**

The Recreation Committee discussed the membership and contacts that the Town has with Grand Concourse Authority. The committee wanted to address some questions that were brought forward from residents. It was clear that the Town has a trail maintenance agreement with GCA but we own all trails. The committee requested that staff organize a meeting with the GCA to discuss the future relationship with the association. Staff will contact all council to make arrangements.

#### **6.1.4 Budget**

The Recreation Committee discussed the 2019 budget. Recreation staff will meet Friday, September 28th for a yearly planning session. At that time budget items will also be discussed. Councillors are asked to contact the Recreation Director if there are items for the recreation budget that will require pricing quotes. It is noted that the Recreation Department can certainly try and explore new programs and special events. If anyone would like to add to our planning session, please contact any of the recreation staff.

#### **6.1.5 Community Grants**

Committee discussed the Community Grant Applications that were submitted

and will make the following recommendations;

- Motion 2018-304 Moved by Madonna Stewart-Sharpe; Seconded by Tina Neary  
*Resolved that the Town donate one day field rental to the St. John Ambulance #321 Medical First Response Division team building exercise.*  
CARRIED. Unanimously
- Motion 2018-305 Moved by Madonna Stewart-Sharpe; Seconded by Tina Neary  
*Resolved that the Town donate \$100 towards the Ursula Crescent Block Party that took place on September 8th.*  
CARRIED. Unanimously

Note: the report to Council stated the donation amount was \$150 but it was confirmed during the reading, based on policy, the amount should be \$100.

- Motion 2018-306 Moved by Madonna Stewart-Sharpe; Seconded by Dave Bartlett  
*Resolved that the Town donate \$50 a month for the next 4 months to the Beachy Cove Elementary Breakfast Club for a total of \$200.*  
CARRIED. Unanimously

## **6.2. Public Works- Councillor Bartlett**

Minutes of September 12, 2018

In attendance:

Dave Bartlett, Councillor

Jeff Laham, Deputy Mayor

Darryl J. Harding, Councillor

Charlie Hamlyn, Director of Public Works

Linda Newhook, Public Works Coordinator

Carol McDonald, Mayor

### **6.2.1 2018 Road Maintenance Tender Results**

Three bids were received in response to the advertised 2018 Road Maintenance Tender package.

- Motion 2018-307 Moved by Dave Bartlett; Seconded by Darryl J. Harding  
*Resolved that the awarding of the tender for the 2018 Road Maintenance Package to CW Parsons Ltd. in the amount of \$74,734 HST included be approved.*  
CARRIED. Unanimously

### **6.2.2 Traffic Calming Requests - Update**

An update was provided to Committee advising that traffic calming requests are now being processed and moving forward. Public Works is working diligently to expedite these requests and public safety is an utmost priority. The outcome(s) of the assessments will determine the criteria for placement of

traffic calming measures. Public Works is in discussions with the RNC to address concerns in these areas.

### 6.2.3 Injured or Deceased Domestic Animal Policy

Staff presented Committee with a draft policy for the collection of injured or deceased domestic animals within the Town's boundaries. This policy has been put in place to ensure who has the authority to collect and deliver animals on the Town's behalf.

Motion 2018-308 Moved by Dave Bartlett; Seconded by Jeff Laham  
*Resolved that the Injured or Deceased Domestic Animal Policy be approved.*  
CARRIED. Unanimously

### 6.2.4 Road Updates

- Ditching and Line Painting throughout the Town is now complete.
- Guard Rail – maintenance and repairs is scheduled to begin September 17th.
- Culverts – the culvert on Mercers Road is outstanding, Public Works is waiting on permit from Environment.

### 6.2.5 Ongoing Item Updates

- Portugal Cove Road – Cross Culvert – Public Works is in the process of assessing the water issues as they relate to the Portugal Cove Road cross culvert and are in the process of moving this matter forward to find an amicable solution. The next step is to acquire an engineered calculation of water flows and determine what impacts will result in any changes made to the cross culvert.
- Staff advised Committee that a request was received at Public Works from the Planning and Development Division to assess an application for Commercial Driveway Access. Staff advised that conditional approval for the driveway access will be granted based on meeting the conditional requirements. Future infrastructure will need to be taken into consideration.
- Meadow Heights & Maggies Place Surveys – a survey for Meadow Heights has been completed and is with the Town Manager for review and action. With respect to Maggies Place, at this time, Public Works does not have any ongoing matters.
- Bennetts Road Raised Crosswalk / Posted Speed – question was raised as to why the posted speed on Bennetts Road in the area of the raised crosswalk remained at 50kms/hr. Staff contacted the City of St. John's and were informed that the raised crosswalk was placed as a temporary measure and will be removed in the fall, but typically they do not lower the speed in the vicinity of these devices.
- Small Scale Treatment Plants – report is in-progress.

### **6.2.6 2018/19 Winter Operations**

The requirements for the upcoming winter season will be reviewed by Public Works and will include snow removal operations, staffing and equipment requirements.

### **6.2.7 Newbury Street**

The Town is currently in discussions with the owners of the land at the end of Newbury Street in an attempt to bring to a conclusion any remaining construction work outstanding in this area.

## **6.3. Economic Development, Marketing, Communications and Tourism- Councillor Neary**

**6.3.1** The committee did not have a meeting but tabled the attached report.

[Economic Development, Marketing, Communications, and Tourism Committee - 18 Sep 2018 - Minutes - Pdf](#)

## **6.4. Protective Services- Councillor Hanlon**

Minutes of September 10, 2018

In attendance:

Johnny Hanlon, Councillor

Dave Bartlett, Councillor

Tina Neary, Councillor

Fred Hollett, Co-Chief

Heather Coughlan, Employee & Public Relations Admin.

### **6.4.1 Commissionaires- Municipal Enforcement**

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

- MEO located stolen vehicle on Dogberry hill Road Extension; subsequently reported to the RNC and vehicle was retrieved.
- Several reports from residents of Thorburn Woods area and Ocean View area, of vehicles broken into and some cases of slashed tires. These areas are patrolled regularly and officers have been notified of the reported activity. Patrols continue to monitor throughout all areas of the community, and in particular for this type of activity.
- MEO performed School Zone Patrols and are working in conjunction with the RNC for traffic enforcement. RNC had additional presence in school areas for the start of the school year.
- Sept. 7 - Report of a party at the end of Nearys Pond Road with greater than 100 persons in attendance, possible under age drinking however, no initial report of fire. Approx. 9:40pm St. John's Regional Fire Department contacted the PCSP Volunteer Fire Department for



notification. Approx. 10:15pm, PCSP VFD was in receipt of official call out for large bonfire in the same location and subsequently responded to scene. RNC were already on site.

- MEO investigated resident complaint of illegal dumping on Emylia Place. Investigation concluded as a matter between two neighbours.
- Performed two site visits (Old Broad Cove Road and Witch Hazel Road) in conjunction with the Planning and Development Department's Development Control Officer.

Ongoing:

- Traffic Regulations still waiting for response from Minister.

#### **6.4.2 FES Updates**

**Total Responses:** 8 since last Protective Services Committee meeting.

- 2 residential alarm
- 3 medical calls
- 2 brush fires
- 1 commercial alarm

#### **Training:**

September 3 - no training, Labour Day Holiday

September 10 - SCBA searches in confined space

#### **Other Activity:**

- Tender for replacement of rescue awarded and ordered from MicMac Fire Safety Source. Expected delivery date of August 6, 2019 as specified in Tender. PO has been issued.
- Co-chiefs met with Blair Hogan, Regional Emergency Planning Officer with FES-NL, to begin preparation for table top exercise scheduled for later in the fall.
- Department has been assisting the OHS Advisor in the development of an evacuation plan for the Town Hall.
- Firefighter's Annual Ball is scheduled for Saturday September 22nd at the Royal Canadian Legion.
- NL Fire Services Association annual convention is scheduled for Sept. 28 - 30, 2018 in the Town of Clarendville. Deputy Chief Sharpe had to withdraw from attending the convention, Lieutenant Ed Lundrigan will attend in his place.
- Fire Prevention Week supplies have been ordered and a proclamation will be forwarded to the Mayor for signature at a future Public Council meeting.
- Sept. 7 the Co-chiefs, in conjunction with the Northeast Avalon Fire Chiefs, met with Fire Commissioner Derek Simmons to discuss mutual concerns.

The Town Emergency Management Plan is under review and a full walk through of the updated Plan is scheduled for October.

**6.4.3 Speedbump - Dogberry Hill Road**

The request for a speed bump to be installed in the Dogberry Hill Road area has been forwarded to the Public Works Committee.

**6.5. Administration and Finance- Deputy Mayor Laham**

Minutes of September 12, 2018

In attendance:

Jeff Laham, Deputy Mayor

Darryl J. Harding, Councillor

Madonna Stewart-Sharpe, Councillor

Chris Milley, Town Manager

Tony Pollard, Director of Financial Operations/Town Clerk

Claudine Murray, Deputy Town Clerk

Carol McDonald, Mayor

**6.5.1 Accounts For Payment**

The Committee would like to put forth the following recommendation:

Motion

2018-309 Moved by Jeff Laham; Seconded by Madonna Stewart-Sharpe  
*Resolved that Council approve payment of regular accounts in the amount of \$ 5,152.00, and capital accounts in the amount of \$15,927.50, for a total of \$21,079.50.*

CARRIED. Unanimously

**6.5.2 Correspondence Policy**

Committee is reviewing the Correspondence Policy for updates and improvements.

**6.5.3 Rules of Procedure**

The committee is reviewing the Rules of Procedure for updates and improvements. The current Rules of Procedure can be found on the Town's website at: <https://pcsp.ca/local-government/meeting-minutes/>

**6.5.4** Negotiations with Department of Municipal Affairs and Environment are underway to ensure all available funding is allocated to the project.

**6.5.5** The Town was not successful in negotiating a consultant agreement with the first choice of consultants under the RFP process, and as such, has moved on

to negotiate with the second preferred bidder.

As we are closing in on the end of the 2018 construction season, and there is still a fair bit of work that needs to be done before the Town can go to tender for actual construction, the project will now be scheduled for spring 2019 construction start. It is anticipated that having a tender awarded late this year for an early 2019 start will result in better prices overall.

Motion 2018-311 Moved by Jeff Laham; Seconded by Darryl J. Harding  
*Resolved that pertaining to Motion 2018-256, Council cancels the award to Professional Engineering Consultants Inc. and negotiate with Newfoundland Design Civil Limited to provide engineering consulting for the Drover Heights Water and Sewer Servicing Project 17-CWWF-18-00003.*  
CARRIED. Unanimously

## 7. CORRESPONDENCE

## 8. NEW/GENERAL/UNFINISHED BUSINESS

### 8.1 Amendment to Mental Health Resolution

On August 7, 2018 Council passed motion 2018-272 to submit a Mental Health Resolution to Municipalities Newfoundland and Labrador for their upcoming Annual General Meeting. Upon submitting the resolution the MNL Board reviewed the submission and responded to the Town. They indicated that they would not lead the initiative nor directly lobby the Province and/or Federal government on this issue, as it is not a direct municipal responsibility. However, they indicated that they could support the Town in the development of a taskforce using their communications and engagement. They suggested amendments for the resolution.

Motion 2018-310 Moved by Tina Neary; Seconded by Darryl J. Harding  
*Resolved that Council amend the Mental Health Resolution of Motion 2018-272 to the following:*

*Resolved that Council submit the following resolution to Municipalities Newfoundland and Labrador to be moved at their 2018 Annual General Meeting:*

*Whereas we need to build existing strengths within communities and create more resources and supports for those who may be coping with mental health issues,*  
*And Whereas It is only with the vision and cooperation of Municipal leaders working with Provincial and Federal politicians and bureaucrats that we are truly going to see change,*  
*Therefore be it resolved that the Municipalities Newfoundland and Labrador support an initiative of a taskforce with health authorities and*

*other elected officials to help coordinate the development and expansion of mental health supports for our communities with a special emphasis on addressing the mental health issues faced by our youth and the increasing number of youth suicides.*

*And be it further resolved that the Municipalities Newfoundland and Labrador continue to support mental health programs and services in an effort to improve overall community health.*

CARRIED. Unanimously

**9. AGENDA ITEMS/NOTICE OF MOTIONS ETC.**

None for this meeting

**10. ADJOURNMENT**

**10.1** Adjournment of the September 18, 2018 meeting.

Motion 2018-312 *Resolved that there is no further business and this meeting is adjourned.*  
CARRIED.

  
Mayor

  
Deputy Town Clerk



## Economic Development, Marketing, Communications, and Tourism Committee

Directors Report  
Tuesday, September 18, 2018  
No Meeting Held

### 1. CHAMBER/COUNCIL JOINT TASK FORCE MEETING

- 1.1. **PCSP Procurement Policy** - A meeting was held on Tuesday, September 4th of the Joint Task Force. The PCSP Chamber of Commerce is advocating for a Procurement Policy that would help support the new Procurement Act. This information will be shared with the Administration and Finance Committee to discuss an approach moving forward.
- 1.2. **Tourism Plan** - Details for the proposed new Tourism Plan were discussed. The Town will work collaboratively with the Chamber to accomplish this project in the coming months. An application is currently being prepared by the Chamber of Commerce for support through the Department of Tourism, Culture, Industry and Innovation.

### 2. PCSP BEAUTIFICATION AWARDS

We redeveloped the PCSP Garden Competition this year. We received a great deal of interest with strong competition in various categories. The winners will receive a PCSP gift bag, including a gift certificate for Murray's Horticultural and Garden Centre. The winners have been notified and will also be featured in the next edition of the Tickle Newsletter. The winners include:

**Greenest Garden – Catherine Bonney- Berzins**  
**Best Edible Garden- John Quinton and Val Hansen**  
**Best Commercial- Adventure Log Homes**  
**Best Residential- Ed and Claudine Evelyn**  
**Honorable Mention- Denise Evans**  
**Best Curb Appeal- Wayne Kent**  
**Honorable Mention- Harold and Flora Churchill**

### 3. EASTERN HEALTH CLINIC

The Town continues to be in correspondence with Eastern Health on their proposed changes in Portugal Cove – St. Philip's.

**4. MEDIA TRAINING**

The media training session with Council and Directors will take place in late September with details being finalized.

**5. BUS TOUR**

A meeting was held on Thursday, September 13th with members of the Advisory Committees, Chamber of Commerce and Staff. A first draft of the route and topics have been developed and will be finalized, with Council and members of the committees, over the next week. The goal is to complete the tour in the next few weeks.

**6. PUBLIC MEETINGS - TRAFFIC CALMING RECOMMENDATIONS**

Following the development of Traffic Calming assessments last year for Country Gardens, Olivers Pond Road and Western Gully Road and subsequent changes to our Speed Zone Policy the Department of Public Works will review with their committee to determine next steps, to help finalize the plan for these areas, including dates for public meetings. This will take place at their next committee meeting with support from the Director of Economic Development.