



**TOWN OF PORTUGAL COVE-ST. PHILIP'S**

March 25, 2014

Regular Public Council Meeting 7:30 p.m.

<b>IN ATTENDANCE:</b>	Mayor	Moses G. Tucker
	Deputy Mayor	Gavin Will
	Councillors:	Dave Bartlett
		Joe Butler
		Norm Collins
		Johnny Hanlon
	Town Manager/Engineer	Chris Milley
	Director of Financial Operations	Tony Pollard
	Director of Public Works	Gail Tucker
	Planning Coordinator	Les Spurrell
	Town Clerk	Judy Squires

Mayor Tucker called the meeting to order and welcomed the gallery of 7 persons in attendance and noted regrets from Councillor Facey, absent from this meeting.

**ADOPTION OF AGENDA**

Motion: Collins/Bartlett  
2014-065 Resolved that the Agenda dated **March 25, 2014**, be adopted as circulated.  
Carried Unanimously

**ADOPTION OF MINUTES**

Motion: Will/Hanlon  
2014-066 Resolved that the minutes of **March 11, 2014**, be adopted as circulated.  
Carried Unanimously

**BUSINESS ARISING** No report for this meeting.

The Town Manager responded to questions arising regarding (1) the Town Plan noting that it was currently with the consultants to review the mapping before going back to Municipal Affairs and (2) Place Builder program noting the application is gone to ACOA and if okay, it will come back to Council for approval to hire the consultant.

## COMMITTEE REPORTS

### Planning & Development Report of March 18, 2014 – presented by Councillor Butler

#### **1. 374-376 Bauline Line Ext. – Municipal Recommendation for Crown Land**

Motion: Butler/Will  
2014-067 Resolved that Council approve the Municipal Recommendation Form for Crown land at Civic # 374-376 Bauline Line Extension for the purpose of a land exchange with Crown lands and for the proposed construction of a farm related residence.  
Carried Unanimously

#### **2. Removal Order 29-33 Windsor Heights**

Motion: Butler/Will  
2014-068 Resolved that Council issue a Removal Order for debris located on the property at Civic # 29-33 Windsor Heights as per Section 404 (1) (l) of the Municipalities Act, 1999.  
Carried Unanimously  
Note: Councillor Collins noted that in the meantime, the owner will be meeting with Planning & Development staff on this matter.

#### **3. Policies for adoption**

Motion: Butler/Bartlett  
2014-069 Resolved that Council adopt the following policies and that all previous policies on these subject matters be repealed.  
a) Street Name and Street Name Change Policy  
b) Civic Numbering Policy  
c) Storm Water Management Policy  
Carried Unanimously

#### **4. Permit stats**

There were three (3) permits issued from February 28<sup>th</sup> to March 13<sup>th</sup>, 2014.

### Recreation Committee Report –March 18, 2014 – presented by Councillor Bartlett

#### **1. Volunteer Week**

The Mayor signed the proclamation declaring April 6<sup>th</sup> – 12<sup>th</sup> Volunteer Week. The Town's celebrations will be on Saturday April 5<sup>th</sup> at the St. Philip's Parish Hall including: various booths from organizations throughout the town in the afternoon and an awards ceremony in the evening.

#### **2. St. Patrick's Day at Murray's Pond**

This event for Senior's in partnership with Murray's Pond and Provincial Government was a huge success. Over 50 participants came out to celebrate the day, enjoyed the food and entertainment. Discussions with Murray's Pond for a summer event have begun.

Mayor Tucker, for the record, congratulated the Recreation Staff on this very successful event and extends gratitude to the staff at Murray's Pond Club for their involvement.

### **3. Easter Events**

Easter Camp registration takes place on Friday March 28<sup>th</sup> at the Recreation Centre, first come first serve.

Easter Party is Saturday April 12<sup>th</sup>, registration is required due to numbers. Staff in the department will meet with school for future events for bigger space.

### **4. Other items**

The committee discussed various other ongoing items including: the Town Sign, Regatta Week and Canada Day, and Summer Programs

Note: Council discussed the need to have the dilapidated Town entrance signs addressed and Councillor Butler was asked to bring this item to the Economic Development Committee.

The issues also need to be resolved regarding the event notice sign and the Director of Public Works advised the changes to the event sign are weather dependent and will be addressed in due course.

### **Public Works Committee Report – no meeting or report**

### **Economic Development, Marketing & Communications Report – no meeting or report**

### **Protective Services Committee Report – March 18, 2014 – presented by Councillor Hanlon**

#### **1. FES-NL Fire Protection Vehicle and Firefighting Equipment Program Application and Fire Dept. Updates**

Mr. Hollett updated the Committee on the process of this application and recommended the Town apply for funding cost sharing under the Firefighting Equipment Program for the breathing apparatus that was previously approved for purchase and on back order. The order will be invoiced beyond the application deadline and therefore could qualify for the funding.

Motion: Hanlon/Will

2014-070 Resolved that Council approve the submission of the application to the Firefighting Equipment Program for funding cost sharing on the purchase of breathing apparatus.

Carried Unanimously

Mr. Hollett also updated the Committee that Portugal Cove – St. Philip's was the successful bidder in the tender to purchase a pumper truck from the Town of Logy Bay Middle Cove Outer Cove. The motion goes before their council this evening and it is reasonable to anticipate that we should receive official notice from LBMCOG that the bid has been accepted. This truck is road ready once it has been inspected and transferred. Mr. Hollett and Mr. Murphy will take care of the door decals showing the PCSP logo needed for the truck.

Mr. Hollett recommended that the Fire Department fleet needs a documented maintenance program and offered to obtain pricing information on setting up a fleet maintenance agreement with an appropriate contractor.

**2. St. John's Regional Fire Department Schedule of Fees**

SJRFD has forwarded an updated schedule of fees as written confirmation of the revised rental rates pertaining to our Service Agreement for 2014. These new fees were reviewed and it was agreed that there was nothing unreasonable with the new amounts.

**3. Animal Health & Protection Act**

Currently we do not have any authority to deal with cases of animal welfare when it is required to enter private property. The province is offering a training program free of charge for any community interested in having the authority to enforce animal welfare provisions as outlined in the recently passed Animal Health and Protection Act. Committee agreed that the Director of Public Works has the authority to appoint a member of the Public Works staff for this training program.

**4. Meeting with Bell Island Council re: Wharf and Line up Areas in Portugal Cove**

The Mayor has tasked the Town Manager and Employee & Public Relations Administrator with making the arrangements for this meeting. A complete agenda will be developed including the items from Economic Development, Marketing and Communications Committee. This discussion will have implications on Fire and Emergency Services in the area as well, for example: access for emergency vehicles and equipment.

**5. Bussing and Walking Concerns around Beachy Cove Elementary**

Committee reviewed the NL English School District Student Transportation – Courtesy Seating Protocol. Students who bus to and from school are scheduled to be picked up and dropped off at the same location, however, the NLESD does allow for courtesy seating on the bus in some cases where a student has not been assigned to that route. Bussing is based on the student's civic address. There is a safety issue with the students living inside the 1.6km walking limit due to the lack of safe walking conditions along Town roads. This issue ties in with the Pedestrian Safety Community Group.

**6. Pedestrian Safety Community Group Meeting**

The meeting is scheduled for April 9<sup>th</sup> at 7:30pm in the Recreation Centre. Committee agreed that the RNC Liaison should be invited to attend this meeting as well, Deputy Mayor Will to contact Liaison. The committee discussed the possibility of designating pilot areas to test potential solutions and gather data.

**Admin. and Finance Committee Report – March 18, 2014 presented by Deputy Mayor Will**

**1. Accounts for Payment**

Motion: Will/Bartlett

2014-071 Resolved that accounts for payment be approved as follows:

Regular Accounts for a total of - \$48,540.10

Carried Unanimously

## **2. Donation Request**

Motion: Will/Hanlon

2014-072 Resolved that the Town donate \$150.00 to the Atom "C" all NL team of the Northeast Avalon Minor Hockey Association towards the provincial tournament being held in Baie Verte on April 24-26<sup>th</sup>.

Carried Unanimously

The following items were added to the agenda at the committee meeting:

## **3. 2014 Sustainable Communities Conference**

Further to the his report circulated to Council regarding the conference held in Charlottetown, PEI in February, Councillor Butler suggested that the Town investigate several areas of consideration mentioned in the report. The committee discussed at length various opportunities the Town could avail of to promote sustainability including:

- alternative sewer treatment options (i.e. for subdivisions)
- conservation of water including a policy referencing EPA (Environmental Protection Agency) guidelines and water metering; and
- vehicle purchasing requirements for low gas mileage and low emissions.

The committee agreed that the Planning & Development Committee would be best suited to investigate most of these options and Public Works Committee for those relevant to their department.

## **4. Correspondence from St. John's Regional Fire Department**

The Schedule of Fees for 2014 was received with rates for 911 Communications Allocation, Response Charge rates for vehicles and personnel, and Stand-by Allocation which is based on property assessment. Details are provided in the correspondence circulated with this report for informational purposes.

## **5. Municipal Fiscal Funding Framework**

Presentations are being held at the Capital Hotel on March 21<sup>st</sup> and 22<sup>nd</sup>. The Mayor, Deputy Mayor and Director of Financial Operations will attend on behalf of the Town.

## **6. Northeast Avalon Joint Councils meeting**

The Town is schedule to host this event on Wednesday March 19<sup>th</sup> at 7:30 p.m. Councillor Butler who is the Town's liaison will update Council at the Council meeting on the outcome.

### **Addendum to Council meeting: Additional Finance item for Council approval:**

Further to Motion 2014-63 from the March 11<sup>th</sup> Council meeting, the Town was notified that we are the successful bidder, therefore:

Motion: Will/Butler

2014-073 Resolved that the Town approve payment of \$82,049.86 (HST included) to the Town of Logy Bay-Middle Cove-Outer Cove for the purchase the Pumper and Equipment (Lot #1).

Carried Unanimously

**CORRESPONDENCE**

- (1) Dept. of Municipal & Intergovernmental Affairs** – approval for extension of funding deadline for project #08371 – letter tabled by Mayor Tucker

Further to Councillor inquiries, the Town Manager noted that the revised drawings were accepted and this project is gone to tender. Council also discussed other aspects of projects in general such as monitoring and the Town Manager advised that the prime consultants/engineers work closely with the Town and administrative items such as payments/change orders etc . go to the Admin/Finance Committee for consideration/approval.

Councillor Hanlon expressed concerns regarding communication to the public during projects, i.e. road detours/closures etc. The Mayor noted (for the record) that when contracts are awarded, the Town will determine what is in the contract and ask for addendum(s) to address communication re any required detours, road closures etc.

**NEW/GENERAL/UNFINISHED BUSINESS**

- (1) Town Plan updates**

Councillor Hanlon advised that a group of residents from Nearys Pond Road copied Council on an email to MHA Brazil (copied to Minister Kent) with a petition asking to support a rezoning issue for that area and to move forward with the Town Plan. MHA Brazil will get back to us once he has met with the Minister.

Councillor Hanlon requested that Councillors be provided with weekly updates on the status of the Town Plan. The Mayor agreed to liaise on a regular weekly basis with our MHA to stay close to the progress of "ongoing" projects for communication to our residents and will report back to Council. The Planning & Development Committee will also keep the Town Plan item on their meeting agenda and provide updates.

**NOTICE OF MOTION** - None

**ADJOURNMENT**

Motion: Collins/Hanlon  
 2014-074 Resolved that this meeting be adjourned. Time 8:30 p.m.  
 Carried Unanimously

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Moses Tucker, Mayor

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Judy Squires, Town Clerk

**Attachments: Street Name and Street Name Change Policy  
 Civic Numbering Policy  
 Storm water Management Policy**