



TOWN OF PORTUGAL COVE-ST. PHILIP'S

Public Meeting March 2, 2010

IN ATTENDANCE:	Mayor	Bill Fagan
	Deputy Mayor	Jane Tucker
	Councillors:	Joe Duggan
		Doug Neary
		Gordon Tucker
		Moses Tucker
		Patsy Whitten
	Town Manager/Engineer	Chris Milley
	Town Clerk	Judy Squires
	Director Ext. Operations	Roy Burry
	Director Admin/Finance	Terrilynn Smith
	Town Planner	Geralyn Lynch

Also in Attendance: Gallery of 17 in attendance.

Mayor Fagan called the Meeting to order at 7:30 p.m. and welcomed all in attendance.

Mayor Fagan introduced and welcomed the new Town Manager/Engineer, Chris Milley, who commenced his employment with the Town on February 23, 2010. The Mayor also read Mr. Milley's bio which detailed his education and work experience.

ADOPTION OF AGENDA

Motion: Duggan/Neary
2010-055 Resolved that the March 2, 2010, agenda be adopted.
Carried
Unanimously

ADOPTION OF MINUTES

Motion: Whitten/Neary
2010-056 Resolved that the Minutes of the Public Meeting held February 16, 2010, be adopted as circulated.
Carried
Unanimously

BUSINESS ARISING

The Town Manager/Engineer presented his report detailing his activities and providing other office administration information .

COMMITTEE REPORTS

Planning and Development Committee Report – February 23, 2010

The following applications have been considered in accordance with the Municipal Plan and Development Regulations and shall be subject to all other regulatory government agencies.

Councillor Neary left the Council Chambers, and Councillor Gordon Tucker presented the following item:

- 1. Civic # 7-13 Longmarsh Road**
Subdivide Property and Construct single dwelling
Zoning: Residential Medium Density (RMD/RR)

Application held pending further information from the applicant regarding lot frontage.

Councillor Neary returned to the Council Chambers and presented the remainder of the report.

- 2. Civic # 160A Bennett’s Road**
Construct single dwelling
Zoning: Residential Infill (RI) & Watershed (WAT)

Application held pending review of alternate development plan.

- 3. Civic # 103 Bennetts Road**
Application to construct an accessory building (attached by a pedway)
Zoning: Watershed (WAT)

Motion Neary/Duggan
 2010-057 Resolved that the application for Civic # 103 Bennett’s Road be conditionally approved permitting the demolition of an existing accessory building and the construction of a 58 m² dwelling accessory building (attached to the residence by a pedway). Conditional approval shall be subject to conditions set by the City of St. John’s.

Carried
Unanimously

4. Civic # 12-16 Conatti Place
Application to construct an accessory building
Zoning: Residential Medium Density (RMD)

Motion: Neary/Whitten

2010-058 Resolved that the application for Civic # 12-16 Conatti Place be conditionally approved permitting the construction of a 56 m² accessory building in the front yard. Conditional approval shall be subject to a minimum of a 10 meter building line setback for the accessory building to provide for future road widening.

Carried

Unanimously

For the record, Councillor Moses Tucker inquired whether the 10 meter setback was sufficient to accommodate any future road widening. The Town Planner, Ms. Lynch, confirmed that if the road was upgraded to a 15 meter right of way, that the setback was sufficient.

5. Civic # 42-44 Ursula Crescent
Application for Separate Electrical Service - Zoning: RMD

Motion Neary/Duggan

2010-059 Resolved that the application for Civic # 42-44 Ursula Crescent be conditionally approved permitting the addition of a separate electrical service for an accessory building. Conditional approval shall be in accordance with Amendment 18 (2005).

Carried

Unanimously

6. West Point Road – Background information on road conveyance.
Councillor Neary advised that the Town now owns this road.

7. Website update - Work is in progress.

8. Accessory building – Electrical servicing

Planning Department will prepare a recommendation to Council to enable staff to approve services that are compliant with regulations. Submitted for information.

9. Crown land

Committee considered suggestions concerning the use of Crown land for cemeteries and senior housing projects. Submitted for information.

10. Eastern Regional Appeal Board

Mayor to forward a letter to the Honorable Dianne Whalen, Minister of Municipal Affairs and the Eastern Regional Appeal Board concerning possible invalid appeals. Submitted for information (noted letter already sent).

11. Crown land application

Committee discussed status of business application at Civic # 520-540 Bauline Line Extension. Submitted for information.

12. Lookout at St. Thomas Line

Committee suggested a look-out be included in a subdivision conditionally approved for St. Thomas Line. Staff will investigate.

PERMITS:

#	Permit	Issued Date	Civic	Street Name	Permit Type
1	10-018	2/9/2010	136-138	Tolt Road	Occupancy
2	10-019	2/11/2010	36-38	Beachy Cove Road	Bank Stabilization
3	10-020	2/15/2010	18-22	Kings Hill Road	Demo & Accessory Bldg
4	10-021	2/18/2010	1596-1598	Portugal Cove Road	Occupancy
5	10-022	2/18/2010	451	Dogberry Hill Road	Occupancy
6	10-023	2/19/2010	13	Netherwood Street	Single Family Dwelling
7	10-024	2/19/2010	14	Brentwood Avenue	Single Family Dwelling
8	10-025	2/19/2010	46-48	Ursula Crescent	Single Family Dwelling
9	10-026	2/22/2010	2-4	Olympic Drive	Occupancy

Parks and Recreation Committee– February 25, 2010

1. Bright Light Productions Proposal

Proposal is for a festival with local entertainment and the production company would be responsible for all liability and insurance for the site-designated days.

Motion:
2010-060

Duggan/Whitten

Resolved that Council allow Bright Light Productions to host a music festival at Voisey’s Brook Park on July 17-18, 2010.

Carried
Unanimously

2. Canada Summer Jobs

The recreation director has submitted the application for Canada Summer Jobs. The committee has requested approximately \$97,000 in funding for summer jobs. This is for information purposes only.

3. Invitational Quotes for Bleachers

The committee has sent out the invitational quotes for 4 sets of aluminum bleachers and the quotes are due in on March 12th.

4. Seniors Grant Application

The recreation director is researching the Age Friendly Seniors Grant. Deadline for application is March 12th.

5. Volunteer Week April 18-24

Motion:
2010-061

Duggan/Whitten
Resolved that the Mayor sign a Proclamation and proclaim April 18-24 Volunteer Week for 2010.

Carried
Unanimously

Public Works Committee Report – February 26, 2010

1. Recycling of Household Waste.

Town is waiting for the final completion of the new Waste Management System for the City of St. John’s to begin. Once the City’s system is in operation, we will revamp our waste collection operations to meet the new requirements.

2. Snow Clearing Regulations.

The committee will be given a copy of the present Snow Clearing Regulations for review and further discussion.

3. Property Damage re: Murray’s Pond Development.

The contractor for the Murray’s Pond Development has been contacted and they have informed the Town that all issues are forwarded to the developers insurance.

4. Correspondence from a Resident of Neary’s Pond Road re: (a) Street Light and (b) Water and Sewer Connections.

Committee suggests that the resident be informed that the street light that is being referred to was not installed under the direction of the Town and does not meet the Town’s street lighting requirements. Also that the Town is in the process of determining if water and sewer services will be installed on Neary’s Pond Road. Once a final decision is made all residents will be informed.

5. List of Issues for the Public Works Department.

The committee reviewed the list as presented and out of the 34 items mentioned 28 have either been dealt with or are in the process. The remaining 6 items (Items 7, 16, 31, 32, 45 and 104) need further investigation to determine the Town's position on dealing with such matters.

6. Correspondence Tank Connection Canada.

Service provider for liquid and dry tank storage. For information only.

Economic Development & Tourism Committee – February 24, 2010

1. Incentives For Businesses in the Town

Committee discussed investigating incentives ie. Tax discounts to businesses that meet a certain criteria, etc, offered by other Town's, such as Paradise (note Telegram article). Committee will be contacting the Town of Paradise with reference to this, to complete further research. The Town may soon adopt a similar policy .

2. Preserving Built Heritage

Committee is looking into what criteria needs to be met that would deem a structure a 'heritage building or structure'. Staff will be contacting the Heritage Foundation of Newfoundland & Labrador for further advice.

For the record, the Mayor added that the focus is on the broader context of buildings within the heritage areas of the Town rather than heritage buildings themselves.

3. Town Murals

Committee discussed the preservation and display of the 2 murals that were painted by art students of the Brother T.I. Murphy Centre. As liaise with the School Council, Mayor Fagan will approach the School Council to look at potentially displaying the murals there. Given the nature of the murals, and coupled with the fact that there is a mural each for Portugal Cove and St. Philip's, the school seemed like an appropriate location since it is located between the two sides of the community.

4. Draft Town Plan

Committee is further reviewing the draft Town Plan in areas where it pertains to Economic Development to ensure that those portions allow for the desired direction of the Town and its residents. Updates will be given as they come to light.

5. Funding Agencies

Information was obtained at the recent HNL Conference, which pertains to the numerous funding agencies and grants available to various Tourism projects, business start up, expansions and modernizations, etc. Committee will be providing information in the newsletter etc, to residents to let them know of the available resources.

6. St. John's Board of Trade Membership

It was the consensus of the Committee that the membership with the St. John's Board of Trade will not be renewed.

Public Relations & Communications Committee – February 24, 2010

1. Correspondence Policy

Motion:
2010-062

Whitten/Neary
Resolved that Council adopt the changes and additions to the Handling of Correspondence Policy as noted in the document.

Carried
Unanimously

Committee also discussed handling correspondence as part of a records management system. Staff will also investigate funding available to municipalities to support a paperless records management approach. Such as the Town of CBS has received for using technology for their chambers.

2. Website Column

Committee is reviewing the idea of a blog page for our Town website or having people subscribe to our website whereas they would receive any article updates, press releases and our newsletter through automatic email. It was decided that considering the pros and cons of such a piece of work and how it would relate to increasing our public relations and communications in the town, we would bring the idea to the public relations expert during our Media training on March 6 for discussion.

A final mockup of the website will be available from Triware in the next week. Once complete we will be making the addition of desired sections and pages etc. and the "Live Site" will be opened up for council feedback at that time for more input.

3. Newsletter

The March newsletter is complete and includes a picture and short bio on the new Town Manager, as well as a March calendar of events. This issue will be in mailboxes no later than Wednesday, March 3rd.

4. Staff Recognition

Committee staff will follow up and investigate ways in which we can start the process and bring it back to the committee table.

Administration and Finance Committee – February 24, 2010

1. Accounts for Payment

Motion:
2010-063

J. Tucker/M.Tucker
Resolved that Council pay the accounts as follows:
\$23,170.56 for regular accounts,
\$57,489.94 for Multi-Year #4 Road Upgrading and
46,209.58 for Gas Tax project payments and
\$161,788.11 for 9 Roads taken over Provincial Government
for a total of \$288,658.19

Carried
Unanimously.

For the record, Councillor Moses Tucker, questioned if roads were done to Town standards and if the Town has a report from the Town engineers that the work was done accordingly. Mr. Burry confirmed that they were and will provide a copy of the report to Councillor Tucker.

2. Letter from Municipal Affairs regarding NLCE Engineer/Client agreement #26732

Letter received regarding amendments to article D.3 of the agreement in reference to vehicle charges. Submitted for information only.
For the record, Mayor Fagan, requests a copy of the agreement.

3. Donation request – Town of Baie Verte Fire Department

Request forwarded to the Volunteer Fire Department.

4. Parks & Recreation Education Forum & National Exchange

Recreation Director, Dawn Sharpe, will be attending this professional development conference in Toronto on April 6-9, 2010. This is a budgeted item.

5. Flag Policy

The Town Clerk provided a verbal report regarding the information available and it was the consensus of the committee that a formal flag policy was not necessary and that the Town stays with the 'status quo'.

6. ICSP Update

Director of Admin /Finance provided the committee with an overview of the process in place for council's pre-meeting scheduled with ADI Limited and the public forum being held February 25th.

Deputy Mayor Tucker advised that the Forum was held with approximately 60 residents in attendance and there were many comments and suggestions received.

7. Northeast Avalon Times – congratulations

On behalf of Council, Mayor congratulated Ms. Welbourne (present in the gallery).

Motion:
2010-064

J. Tucker/M.Tucker
Resolved that Council place an ad at the cost of \$100 in the Northeast Avalon Times congratulating Ms. Welbourn on the 10th anniversary of the paper.

Carried
Unanimously.

8. Marriage Commissioner

Motion:
2010-065

J. Tucker/Duggan
Resolved that Councillor Mose Tucker be appointed Marriage Commissioner replacing Deputy Mayor Jane Tucker in this position.

Carried
Unanimously

9. Vehicle damages - \$2278.93 payment to Collision Clinic

Motion:
2010-066

J. Tucker/Whitten
Resolved that Council pay \$2278.93 to Collision Clinic for damages caused to a vehicle during snow clearing operations in Winsor Heights.

Carried
Unanimously

10. Employment - Acting Recreation Director

Motion:
2010-067

J. Tucker/Duggan
Resolved that the termination date for Denise Hapgood, Acting Recreation Director, be extended to May 28, 2010.

Carried
Unanimously

11. CAMA Conference, May 31 to June 2, 2010

Town Manager, Chris Milley and Town Clerk, Judy Squires, will be attending this professional development conference for Municipal Administrators which is taking place in Toronto. This is a budgeted item.

12. Community Center renovations

Committee discussed the lengthy renovations for the Recreation Center and Mr. Burry provided background information. Committee set a deadline date of March 12, 2010, for completion of the renovations.

For the record, Councillor Duggan raised some questions and concerns regarding the employment issue for the community center renovations and the Mayor noted these will be taken into consideration.

13. Land for Edu Rec Center

Committee requested that the Town Manager research any available sites in the area of Beachy Cove Elementary for the proposed Edu-Rec Center.

CORRESPONDENCE

- (a) Canadian Red Cross** – Thank you letter for the Town’s \$7000 pledge to the *Prepared Campaign*.

NEW BUSINESS

1. Winterfest/Snowman competition

Councillor Whitten advised that pictures are available for viewing.

2. NEAJC

Councillor Duggan provided copies of the NEAJC minutes of January 20th and February 17th as well as a new mailing address for that Committee. The Mayor notes there is a schedule of meeting dates from now until December available.

3. Invitation from Dogberry Hill Estates, personal care home

Councillor Moses Tucker noted Council received an invitation to attend the grand opening on March 18, 2010 of a personal care home (previously a bed and breakfast business) and Council should extend a welcome to this new business.

Councillor Duggan raised some concerns regarding this development and the Mayor notes they will be passed along to the Planning & Development Department.

4. Items from the Mayor

Committee of the Whole met on Tuesday, February 23, and continue to review resident’s issues. The Committee discussed the revision of the Municipal Plan and entrusted this to the Town Manager/Engineer to develop a schedule for doing this. The Mayor also attended an assembly at Beachy Cove Elementary on ‘Standing up to Bullying’, did a reading for children at the Town Library, and attended meetings of the Urban Municipalities Committee in Torbay.

ADJOURNMENT:

Motion: Duggan/Neary
2010-068 Resolved that this meeting be adjourned. Time 8:20 p.m.
Carried
Unanimously.

Mayor Bill Fagan

Judy Squires, Town Clerk

Town of Portugal Cove-St. Philip's

Handling of Correspondence Policy

Pursuant to the authority vested in the Town Council of Portugal Cove-St. Philip's the following policy has been adopted on the 20th day of June, 2006.

1. Title

This document shall be known and cited as the *Handling of Correspondence Policy*.

2. Interpretation

- (a) *Correspondence*- shall mean any and all written correspondence addressed to the Town, with the exception of those marked "Private and Confidential".
- (b) *Council*- shall mean the Town Council of Portugal Cove-St. Philip's.
- (c) *Town*- shall mean the Town of Portugal Cove-St. Philip's.

3. Policy Clauses

- (a) All correspondence should be opened, date stamped, logged into a registry and stapled to the original accompanying envelope.
- (b) All correspondence received by the Town shall be forwarded to the Town Manager for review and then disseminated to the appropriate people. The Town Manager will acknowledge receipt of correspondence via letter or where appropriate, via email.

- (c) Regardless of who it is addressed to all correspondence requiring immediate action should be forwarded to the appropriate department in order to ensure a prompt and official reply.
- (d) No Councillor has the right to ask staff to send out correspondence on Town letterhead unless this action has been approved of by Council during a public Council meeting.
- (e) All correspondence sent out on Town letterhead must be signed by the Mayor or an authorized staff member.
- (f) Unless the action has been approved by Council in a public meeting no Councillor shall send, or sign, correspondence on behalf of themselves or the Town.

4. Date Effective

June 20th, 2006, Motion # 06-246

5. Repeals

This policy rescinds all previous policies created regarding this subject matter.