



TOWN OF PORTUGAL COVE-ST. PHILIP'S

September 22, 2015

Regular Public Council Meeting 7:30 p.m.

IN ATTENDANCE:	Mayor	Moses Tucker
	Deputy Mayor	Gavin Will
	Councillors:	Dave Bartlett
		Joe Butler
		Norm Collins*
		Johnny Hanlon
	Town Manager	Chris Milley
	Director of Rec. & Comm. Services	Dawn Sharpe
	Director of Economic Development, Marketing and Communications	Jeff Lawlor
	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 13 persons in attendance, as well noted regrets of Councillor Facey who is away. Councillor Collins will arrive later in the meeting.

DELEGATION Proclamation of 2015 Fire Prevention Week (October 4-10th) in PCSP

Fire Chief Hollett and four members of the PCSP VFD Public Education Committee were on hand for the reading and signing of the Proclamation. The theme for this year is "Hear the Beep Where you Sleep" and they will be promoting the use of fire alarms. Chief Hollett also outlined some of the activities and efforts planned for the school and the community for this year's event.

ADOPTION OF AGENDA

Motion:	Hanlon/Butler
2015-331	Resolved that the Agenda dated September 22, 2015 , be adopted as circulated.
Carried	Unanimously

ADOPTION OF MINUTES

Motion:	Will/Collins
2015-332	Resolved that the minutes of September 8, 2015 be adopted as circulated.
Carried	Unanimously

BUSINESS ARISING No Town Manager's report available for tonight's meeting.

COMMITTEE REPORTS

Planning & Development Report of September 15, 2015 – presented by Deputy Mayor Will

1. 461-467 Old Broad Cove Road

Motion: Will/Butler
2015-333 Resolved that the application to reconfigure two properties and construct a single dwelling at Civic # 461-467 Old Broad Cove Road be rejected as per Appendix A: Tabled Report.
Carried Unanimously

2. 555-559 Old Broad Cove Road

Motion: Will/Hanlon
2015-334 Resolved that the application to demolish and construct a single dwelling at Civic # 555-559 Old Broad Cove Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

3. 147 Bennetts Road

Motion: Will/Butler
2015-335 Resolved that the application to construct a dwelling extension at Civic # 147 Bennetts Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

4. 184 Tuckers Hill Road

Motion: Will/Bartlett
2015-336 Resolved that the application to construct a dwelling extension containing a subsidiary apartment at Civic # 184 Tuckers Hill Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

5. 27B Western Gully Road

Motion: Will/Butler
2015-337 Resolved that the application to construct a dwelling extension containing a subsidiary apartment at Civic # 27B Western Heights be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

6. 1757 Portugal Cove Road

Motion: Will/Hanlon
2015-338 Resolved that the application to construct a second driveway at Civic # 1757 Portugal Cove Road be rejected as per Appendix A: Tabled Report.
Carried Unanimously

7. Flood Zone Mapping & Regulations

The Committee met with a representative of the Department of Environment and Conservation to discuss new flood zone mapping and Regulations. The new mapping is to be used by Staff immediately during the processing of applications with an amendment to the Town's Municipal Plan and Development Regulations to follow.

Note: The Mayor noted that our Town and Stephenville are the first in NL to have these. Info will be posted in the Tickle and as well as link on our website to the documents.

8. Appeal Hearings Notice

The Planning Department is in receipt of a notice from the Eastern Newfoundland Regional Appeal Board that the following appeal hearings have been scheduled for Tuesday, September 29th, 2015 at the Ramada Hotel, Kenmount Road, St. John's:

- (9:15 am) An Order of Council regarding an accessory building at **Civic # 13 Emylia Place**, and;
- (10:00 am) Council's decision to reject two (2) applications to construct single dwellings at **Civics # 1777 & 1779-1781 Portugal Cove Road**.

9. Registration notice re Amendment No. 2

The Planning Department is in receipt of a notice from the Department that Development Regulations Amendment No. 2, 2015 has been registered by the Minister. Notice of the registration will be published in the Gazette on Friday, September 18th, 2015 and the Telegram on Saturday, September 19th, 2015. Item Submitted for Information.

10. St. Philip's Anglican Parish re demolition application

The Planning Department is in receipt of documentation from Roebothan McKay Marshall (on behalf of the Applicant) related to an application to demolish the former St. Philip's Anglican Parish which was granted approval in principle by Council on April 21st, 2015.

The Committee reviewed the documentation received and determined that the conditions of the approval in principle have been satisfied. The Committee advises Staff to proceed with the issuance of a Permit.

11. Permit Stats: 18 permits issued from August 28th to September 10th, 2015.

Recreation & Community Services Committee of Sept. 15, 2015 – presented by Clr. Hanlon

1. After School Program

A resident met with the Recreation Committee to discuss options to engage the Town in an After School Recreation Program for students at Beachy Cove Elementary. Committee provided feedback on pursuing the School Board and/or Beachy Cove Elementary Administration. The Recreation Director will follow up with the development of this program.

2. Fireworks Ignition System

The Recreation Committee will be purchasing a Fireworks Ignition System that will allow fireworks to be ignited remotely. This system will increase the safety level of the show for both the spectators and those igniting them. It will also increase the quality of the shows. The Lighting of the Tree event will be the first experience with this new system.

3. Athletic Business Conference and Expo

The Recreation Director proposed that she attend the Athletic Business Conference and Expo in New Orleans, LA from November 18th -21st. Other committee members expressed interest in the topics and seminars that were highlighted in the conference program. It would be beneficial for at least two representatives to attend in order to capitalize on the concurrent sessions.

Motion: Hanlon/Bartlett
2015-339 Resolved that the Director of Recreation and a Councillor attend the Athletic Business Conference in New Orleans, LA from November 18-21st.
Carried Unanimously

Note: in response to questions arising, the Director of Recreation confirmed the cost of \$3800 is a budgeted amount.

4. Donations

After reviewing the Community Grant Applications the committee makes the following recommendations:

Motion: Hanlon/Bartlett
2015-340 Resolved that the Town donate \$500 towards the **Football Newfoundland and Labrador Friday Night Lights** fund-raiser at Rainbow Gully Park.
Carried Unanimously

Motion: Hanlon/Butler
2015-341 Resolved that the Town donate \$100.00 to **Prince of Wales Collegiate** to assist with the facilitating of Mr. Jeremy Bennett to present to the students on stress and anxiety.
Carried Unanimously

Motion: Hanlon/Bartlett
2015-342 Resolved that the Town waive the rental fee of the Recreation Centre for the **1st Portugal Cove Scouts** to host a fund-raiser dance for their organization.
Carried Unanimously

Motion: Hanlon/Bartlett
2015-343 Resolved that the Town donate \$200.00 to the **Feildians U16 Boys Soccer** Team for travel to the National Club Soccer Championships in Surrey, BC to represent Newfoundland and Labrador, Oct 5th-12th. Members of this team whom are local residents are Matthew McCarthy, Kyle Williams, Jordon Pitcher, and James Leckie.

Motion: Hanlon/Butler
2015-344 Resolved that Motion 2015-323 be rescinded and that the Town donate \$200.00 to the **(St. John's Capitals) Boys Baseball Team** traveling to compete in Nationals. Players from the Town of Portugal Cove – St. Philip's include Will Williams and Steven Abbott.
Carried Unanimously

Public Works Committee Report of September 16, 2015 - presented by Councillor Bartlett

1. Meeting – Property owners 1172 & 1166 Thorburn Road

Property owners of 1172 and 1166 Thorburn Road requested a meeting with the Public Works Committee to inquire on and express concerns related to the development of the new school on Thorburn Road and associated road network which is adjacent to their properties. The property owners were advised that this is not a municipal project but rather provincial in scope, therefore the road work responsibility lies with the Department of Transportation and Works. The property owners were advised they could contact the Town Manager for periodic updates and information available for public consumption would be shared.

2. Graymans Beard Access

Staff provided Committee with options to address the issue of motorized vehicular access on the right-of-way off Princes Mountain Drive leading to Graymans Beard Lookout. This was a follow-up to complaints previously forwarded to Committee. Quotes were received to install a locked barrier gate, however Committee resolved this was not a practical option for the area. Staff were asked to undertake the installation of larger boulders in the entranceway.

Note: Councillor Hanlon requested that staff look into and verify the spelling of 'Graymans' which he thinks is incorrectly spelled.

3. Lighting Standards – Update

Staff discussed with Committee draft standards to guide street lighting installation in new subdivisions/neighbourhoods. Further street lighting data is needed prior to finalization of the standards. A finalized draft will be presented to Committee in the coming weeks and information will be shared with Council as a whole prior to seeking approval.

Note: in response to comments regarding the new environmental type of lighting, the Mayor noted that while NL Power promotes this type, they are not used for street lighting due to cost.

4. Speed Signs Provincial Roads – Update

Staff advised Committee that the new speed signs owned by the Town and placed on provincial roads have successfully been paired with software. Data reporting will commence in October (2015) following a full 30 days of input. Analysis of this data will then be shared with the Royal Newfoundland Constabulary in an effort to increase their presence during peak speeding times.

***For the record:** Councillor Collins arrived for the remainder of the Council meeting (8:05 pm.)

5. Speed Humps - Update

Staff made contact with provincial representatives regarding the completion of permanent speed humps as part of a provincial contract. Pricing has yet to be provided and the timeframe would likely be the latter part of the season (mid-November). Staff advised they are looking at alternate arrangements to have this work completed as soon as possible and would update Committee once further information is available.

6. Other items discussed:

Animal Complaints – two complaints were directed to Council; both were reviewed in detail by Public Works staff and replies provided respectively to complainants.

Operations Update – Updates were provided on the various area of operations with highlights to the accomplishments of the Facilities and Water/Wastewater side of operations. Specifically, Committee was advised much-needed security system upgrades were underway and a variety of building maintenance issues were being addressed, broadening the scope of Facilities from its historical focus on parks and outdoor spaces. In addition, with the hiring of the Manager, Water and Wastewater, positive impacts are being felt with the establishment of standard operating procedures and prioritizing of work plans in the Town's two wastewater treatment plants.

APWA/CPWA Conference Update – Committee were provided with an update on the American Public Works/Canadian Public Works Association's Annual Congress which was attended by the Director, Public Works in late August/early September. The Congress focuses on providing up-to-date, practical education sessions in classroom and trade show settings for those in leadership roles in the Public Works domain. Information was shared with Committee as to the application of such learnings to enhance operations and service offerings within the Town. Of particular interest, was a full-day session focused on enhancing operational policies and practices to become a better managed organization; this session has strong linkages with the objectives of the Town's recently completed strategic plan. Further information will be brought forward at a later date to management and Council on this initiative.

Note: In reference to the last item, Mayor Tucker noted that knowledge gained by staff from these conferences is beneficial to the Town and he requested that an article be put in our Tickle letter referencing this.

Additional Item Brought Forward by Committee Following Meeting:

1. Loader Rental

The five-month rental of a loader to supplement the Town's snow clearing operations is recommended for the 2015-2016 snow season. The rental period will begin December 1, 2015 and the model type (544K) will be the same as used in the prior year. This arrangement worked extremely well for the Town during the 2014-2015 snow season, providing additional snow plow capacity without undertaking the purchase of an additional loader which is not needed for the full year.

Motion: Bartlett/Hanlon
2015-345 Resolved that a five (5) month loader rental be undertaken at a cost of \$6,800 per month +HST from Nortrax Canada Inc.
Carried Unanimously

Economic Development, Marketing & Communications Report for September 16, 2015 – presented by Councilor Butler

1. Metrobus Survey

The results were shared with the committee. A report is being completed to summarize the findings and will be distributed to strategic stakeholders.

2. Budget Consultation Schedule

The budget schedule will be as follows:

Friday, October 2nd Deadline to register to make a presentation to council and for written submissions.

Wednesday, October 7th Presentations to Council
St. Philip's Anglican Parish Hall 7:00 pm

Wednesday, October 14th 2015 Budget Review
Murray's Pond Fishing and Country Club 7:00 pm

Wednesday, October 28th 2016 Priorities
PCSP Recreation Centre 7:00 pm

Draft Budget Presentation

Will take place in mid-November with an information pamphlet mailed to residents in early November.

3. Building Communities for Tomorrow Youth Conference

A candidate was identified by the Recreation Department to attend the conference. Sarah Squires was our 2014-2015 Youth Volunteer of the Year award winner.

Motion: Butler/Hanlon

2015-346 Resolved that Sarah Squires be nominated by the Town to attend the Building Communities for Tomorrow Youth Conference at a cost of \$300.00.

Carried Unanimously

4. Advisory Committee on the Environment (ACE)

The committee discussed ACE's concerns over a culvert that is damaged on Anglican Cemetery Road. The recommendation that the Town fix this issue is being forwarded to the Public Works committee.

In order to complete an Environmental 5 year Strategic Plan the Director of Economic Development will seek quotes from qualified facilitators.

5. Heritage Committee

The Heritage Committee will resume their meetings on Thursday, September 17th. They will be starting an artifact collection initiative this fall to preserve community artifacts. The goal is to

put these artifacts on display in the future within the community. Storage options were discussed by the committee and a 10X10 storage unit will be rented.

6. Landscape NL and Design Charrette

The event taking place on October 26th and 27th will feature input by landscape planners, architects and engineers for three strategic areas in the community: Millers Pond, Murrays Pond and Butlers Pond.

Protective Services Committee Report for September 16, 2015 – presented by Councillor Hanlon

1. FES Updates

The Committee provided the Volunteer Fire Department with a letter of update on the status as to the decisions relating to the VFD structure going forward.

2. General Parking Regulations

The Committee discussed the need for a general parking policy for the Town especially as it pertains to commercial vehicles. The Town Manager will draft a policy to be reviewed at the next Committee meeting.

3. Off Leash Dog Parks Issue

Some dog park users are not picking up after their dogs despite the bags and bins provided by the Town. Signage is scheduled to be installed in both Off Leash Parks to remind users to do so. As well, these parks are now under surveillance and signage will be placed in both parks as a reminder all patrons.

4. Advanced Road Network Plan

The Town Manager has been approached by a company interested in presenting a proposal to the Town regarding the development of an Advanced Road Network Plan. Council are invited to attend the presentation on Thursday October 1st, 2015 (10:00 a.m.)

Admin. and Finance Committee Report of September 15, 2015 - presented by Deputy Mayor Will

1. Accounts for Payment

Motion: Will/Collins

2015-347 Resolved that the accounts be approved for payment in the amount of \$96,698.44 for Regular accounts and \$134,752.50 for Capital Accounts for a total of \$231,450.94

Carried Unanimously

2. Claim for refund of property taxes – property i.d. 186/875

Committee discussed at length a resident's claim for reimbursement of taxes paid for previous assessment years. Council dealt with the same request at the June 30, 2015 meeting of Council and denied the request. That decision was based on the advice of the Town's legal counsel, after further consideration the Committee agreed that the Town reiterate the decision and respond to the applicant accordingly.

3. Other discussion items

Committee and staff discussed several ongoing items including the budget, online payments and water metering. The Town Manager also advised that plans for a Strategic Plan service level review will be referred to an upcoming Committee of the Whole meeting for consideration and, as well, he will be updating Council prior to the September 22nd Council meeting on the Maggies Place purchase agreement.

CORRESPONDENCE 7(a) Thank you letter from Town of Woodstock – for info

NEW/GENERAL/ UNFINISHED

8 (a) New Business item from Fire Chiefs Hollett and Murphy on behalf of the Town - presented by Councillor Hanlon:

Motion: Hanlon/Will
2015-348 Resolved that the following draft Resolution be forwarded to MNL for inclusion at the 2015 MNL Convention:

Title: Disposal of Fire Protection Assets to other Municipalities

Whereas: In January of 2015, the Dept. of Municipal and Intergovernmental Affairs (MIGA) issued a circular to Municipalities with respect to an amendment to the Municipalities Act 1999 (the 'Act'), regarding the Authority to Sell, Lease or Dispose of Municipal Property; and

Whereas: in the past, larger municipalities have been able to pass on used fire protection vehicles and equipment to smaller municipalities or LSD's for nominal or minimum fees; and

Whereas: the 'Act' now imposes restrictions indicating any municipal property with an estimated fair market value of \$500.00 or more must be disposed via public notice placed in conspicuous places in the municipality and local newspapers; and

Whereas; The Town of Portugal Cove – St. Philips and other municipalities have been able to assist some smaller municipalities in the past, but are now restricted by the 'Act';

Therefore: Be it resolved that Municipalities Newfoundland Labrador, request that the Government of Newfoundland Labrador amend the Municipalities Act, to permit larger towns to donate or sell for nominal or minimum fees, used fire and emergency services vehicles and equipment to smaller towns for continued use if the equipment is suitable and applicable

Carried Unanimously

8 (b) New Business re Sludge Removal to be presented by Councillor Dave Bartlett.

Approval is being requested for the expenditure of \$44,270.00 plus HST for sludge removal from the Town's wastewater treatment plants. Of this amount, \$30,000 was budgeted for sludge removal in 2015 and the remaining \$14,270.00 will be taken from the wastewater repairs and maintenance account. Sludge removal is necessary as part of the plant's annual maintenance and also to facilitate necessary repairs related to a broken aspirator pump in Train 1 at the Portugal Cove plant.

Motion: Bartlett/Collins
2015-349 Resolved that the Town provide approval for the removal of wastewater sludge at a cost of \$44,270.00 plus HST (\$0.19/litre plus HST) by Pardy's Waste Management and Industrial Services Limited.
Carried Unanimously

Note: Further to the approval of the above item, Mayor Tucker requested that a previous consideration regarding the purchase of sludge drying equipment be brought back to committee and Councillor Bartlett noted it will be added to their agenda.

8 (c) Re: Atlantic Planners Institute (API) Annual Conference Request for Sponsorship

Preamble:

The Newfoundland and Labrador Branch of the Atlantic Planners Institute (API) is hosting the 2015 API Conference in St. John's from October 4th to 6th. The Conference is titled 'Planning on the Edge: The Culture of Change'. The Conference will showcase discussion on diversity, resilience, and ingenuity in the face of a rapidly changing social, political, economic, and physical environment with an approximate anticipation of 100 professionals from throughout Atlantic Canada in attendance.

The API Conference sponsorship provides the Town of Portugal Cove-St. Philip's with an opportunity to be highlighted to an influential and professional group of participants. The Sponsorship will also assist the API in providing a high quality program that will acknowledge the Town's support for the planning profession and planning initiatives.

Sponsorship Categories are: Gold - \$2000.00 and up; Silver - \$1000.00 to \$1999.00, and Bronze - \$100.00 to \$999.00

Motion: Collins/Butler
2015-350 Resolved that Council contribute the Sponsorship amount of \$500.00 to the Atlantic Planners Institute (API) for their 2015 API Conference.
Carried Unanimously

8 (d) Planning & Development item re 237-239 Old Broad Cove Road – variance request

Motion: Will/Butler
2015-351 Resolved that Council grant a request from Civic # 237-239 Old Broad Cove Road, allowing a 3.4 % variance on the lot area for a single dwelling which has been granted approval in principle and constructed. The variance will result in a lot area of 1,797 m² as opposed to the minimum of 1,860 m². Approval in principle is subject to a notice to area residents in accordance with General Regulation 12 (Notice of Variance). Approval shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically General Regulation 11 (Variances) and General Regulation 12 (Notice of Variance).
Carried Unanimously

ADJOURNMENT

Motion: Will/Hanlon
2015-352 Resolved that this meeting be adjourned. Time 8:30 p.m.
Carried Unanimously

Moses Tucker, Mayor

Judy Squires, Town Clerk

**Appendix A: Tabled Report
September 15th, 2015**

Applications:

**Item # 1: Civic # 461-467 Old Broad Cove Road
Single Dwelling
Zoning: Mixed Use (Semi-Serviced)**

The Committee recommends that the application to reconfigure two properties and construct a single dwelling on one of the properties at Civic # 461-467 Old Broad Cove Road be rejected as the application is contrary to the Town's Municipal Plan & Development Regulations, specifically the property containing the existing dwelling would still not comply with the Town's Development Standards which does not comply with Development Regulation 49 (Non-Conforming Use) and Schedule C: Mixed Use.

The Administrator recommended that this application be rejected.

**Item # 2: Civic # 555-559 Old Broad Cove Road
Demolish & Construct Single Dwelling
Zoning: Residential Medium Density (RMD) - Semi-Serviced**

The Committee recommends that the application for Civic # 555-559 Old Broad Cove Road be granted approval in principle, permitting the demolition and construction of a single dwelling. Approval in principle is subject to the submission of documentation from a professional confirming that the existing dwelling contains structural and/or health concerns in accordance with Development Regulation 49 (Non-Conforming Use). Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 49 (Non-Conforming Use).

The Administrator recommended that this application be granted approval in principle.

**Item # 3: Civic # 147 Bennetts Road
Dwelling Extension
Zoning: Residential Low Density (RLD) - Unserviced**

The Committee recommends that the application for Civic # 147 Bennetts Road be granted approval in principle, permitting the construction of a dwelling extension. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 49 (Non-Conforming Use).

The Administrator recommended that this application be rejected.

- Item # 4: Civic # 184 Tuckers Hill Road
Dwelling Extension (Subsidiary Apartment)
Zoning: Residential Medium Density (RMD) - Unserviced

The Committee recommends that the application for Civic # 184 Tuckers Hill Road be granted approval in principle, permitting the construction of a dwelling extension containing a subsidiary apartment. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Plan Policy RES-1 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 49 (Non-Conforming Use), Development Regulation 60 (Subsidiary Apartments), Development Regulation 102 (Discretionary Uses), Schedule C: Residential Medium Density, and Schedule D: Off-Street Parking Requirements.

- Item # 5: Civic # 27B Western Heights
Dwelling Extension (Subsidiary Apartment)
Zoning: Residential Medium Density (RMD) - Unserviced

The Committee recommends that the application for Civic # 27B Western Heights be granted approval in principle, permitting the construction of a dwelling extension containing a subsidiary apartment. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Plan Policy RES-1 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 49 (Non-Conforming Use), Development Regulation 60 (Subsidiary Apartments), Development Regulation 102 (Discretionary Uses), Schedule C: Residential Medium Density, and Schedule D: Off-Street Parking Requirements.

- Item # 6: Civic # 1757 Portugal Cove Road
Driveway
Zoning: Mixed Use (MIX) - Serviced

The Committee recommends that the application to construct a second driveway at Civic # 1757 Portugal Cove Road be rejected as the application is contrary to the Town's Municipal Plan & Development Regulations, specifically that the construction of an additional driveway access along Portugal Cove Road is contrary to Plan Policy T-4 (Arterial Roads) and the proposal was rejected by the Department of Transportation and Works which have legal authority over Portugal Cove Road in accordance with the Works, Services and Transportation Act.

The Administrator recommended that this application be rejected.

Appendix Re New Business item 8 (d)

Planning and Development Department

September 22nd, 2015

Civic # 237-239 Old Broad Cove Road – Variance Request

The Planning Department is in receipt of a request for a 3.4% variance on the lot area for a single dwelling which has been granted approval in principle and constructed (with a permit from the Town). The requested variance would result in a lot area of 1,797 m² (0.44 ac) as opposed to the minimum of 1,860 m² (0.46 ac) in accordance with Development Regulation 11 (Variances) and 12 (Notice of Variance). The variance is requested due to minor errors found between the current and previous surveys of the property.

Areas of Consideration:

- The application to construct a single dwelling was granted approval in principle by Staff as the applicant submitted documentation identifying the lot area as 2,340 m² and the lot was identified as a proposed infill lot on the Olivers Pond Estates Subdivision concept plan;
- A legal property survey was later submitted identifying a lot area of 2,340 m² and lot frontage of 29.316 m. A 2.0% variance on the lot frontage requirement was granted by Council on July 29th, 2014. This variance is no longer required as the minimum lot frontage was decreased from 30 m to 23 m with the registration of the Development Regulations 2014-2024;
- On February 27th, 2015 the Town corresponded with the Property Owner regarding illegal subdivision of property;
- A Building and Development Application was submitted to the Town to subdivide the property and Council granted approval in principle to the proposal on March 10th, 2015. A permit to subdivide property was issued on March 12th, 2015 based on the submission of a legal property survey identifying the lot area of this property as 1,860 m²;
- Complies with Development Regulation 11 (Variances);
- Development Regulation 12 (Notice of Variance) states that where Council is to consider a proposed variance, Council shall give written notice of the proposed variance from development standards to all persons whose land is in the immediate vicinity of the land that is the subject of the variance, and allow a minimum period of 7 days for response, and;
- A notice has not yet been sent to area property owners. Department practice (as per discussions with the P&D Committee) is to forward notices to area property owners prior to consideration of the application/request.

