

Public Council Meeting - Tuesday, January 17, 2017 5:00 pm Location: Council Chambers

- 1. Call of Meeting to order
- 2. Adoption of Agenda for January 17, 2017
- 3. DELEGATIONS/PRESENTATIONS (if any) Merry and Bright Festival of Lights winners
- 4. Adoption of Minutes of: December 13, 2016
- 5. Business Arising from Minutes: Town Manager's report to follow
- 6. Committee Meeting Reports

a) Planning & Development Committee - Agenda:

Applications:

- 1) Civic # 26-32 Marian Place Accessory Building
- 2) Civic # 37-39 Anglican Cemetery Road Demolish Mobile Home & Accessory Building & Construct Single Dwelling & Accessory Building
- 3) Civic # 64-66 Farm Road (Part of Civic # 54-74 Farm Road) Single Dwelling
- 4) Civic # 68-70 Farm Road (Part of Civic # 54-74 Farm Road) Single Dwelling
- 5) Civic # 72-74 Farm Road (Part of Civic # 54-74 Farm Road) Single Dwelling
- 6) Civic # 843-845 Thorburn Road Demolish Single Dwelling & Accessory Buildings
 & Construct Single Dwelling & Accessory Building
- 7) Civic # 1563 Thorburn Road Accessory Building

Correspondence:

- 8) Minister of Municipal Affairs Market Value Pricing Policy for Municipalities
- 9) Eastern Newfoundland Regional Appeal Board Notice of Appeal

Permits Issued:

10) Permits issued from December 2nd, 2016 to January 5th, 2017

b) Recreation/Community Services -Agenda:

- 1. Merry & Bright Festival of Lights
- 2. Lifestyle Centre
- 3. Community Challenge
- 4. Bid for the NL Summer Games 2020 and/or 2024
- 5. Rainbow Gully Turf Expansion
- 6. Winter Carnival
- 7. Community Grants

c) Public Works –Agenda:

- 1. Update: Connectivity Plan Phase 1 Thorburn Road and Dogberry Hill Road
- 2. Update: Zone Metering / Water Loss Program
- 3. Update: Sludge Dewatering Project
- 4. Water Sampling Stations
- 5. Pressure Monitor Device
- 6. Portugal Cove Wharf Lift Station Check Valve Replacement
- 7. Container Purchase

Discussion Items:

- 1. Old Cart Road / Mitchells Road
- 2. Animal Control Services
- 3. Loop Drive
- 4. Nearys Pond Road Tender

d) Economic Development, Marketing & Communications - Agenda:

- 1. Advisory Committee Policy
- 2. Maggies Place Development Plan Consultations
- 3. New Website
- 4. PCSP Alerts
- 5. Stewardship Signs
- 6. Northeast Avalon Destination Development Plan
- 7. Reason for the Rink
- 8. ACE

e) Protective Services - Agenda:

- 1. Fire & Emergency Services updates
- 2. Animal Control
- 3. Civic Numbering
- 4. Municipal Enforcement Service Providers
- 5. Loop Drive

f) Administration and Finance — Agenda:

- 1. Accounts for Payment
- 2. Group Insurance
- 3. Staffing Issues
- 4. Project Updates

g) Other reports/items (if any)

- 7. Correspondence: (a) City of St. John's re Maggies Place Development/Watershed
- 8. New / General/Unfinished Business
- 9. Agenda items/Notice of Motions etc.

10. Adjournment



PRESENTATIONS

Merry & Bright Festival of Lights Winners:

Winner:

Jennifer and Ken Taylor from Portugal Cove Road

Winner:

Shannon and Lisa Adams from Thorburn Road

(NEW) Mr. Rogers "Would you be my Neighbor" Award:

Residents on Beachy Cove Road (Harry French Jr, Dwayne Sturge, and Paul Butler)



MINUTES



TOWN OF PORTUGAL COVE-ST. PHILIP'S

December 13, 2016, held at the Recreation Center

DRAFT

Regular Public Council Meeting 5:00 p.m.

IN ATTENDANCE:

Mayor

Moses Tucker

Deputy Mayor

Gavin Will

Councillors:

Dave Bartlett Joe Butler

Norm Collins

Aaron Facey Johnny Hanlon

Director of Financial Operations

Tony Pollard

Director of Ec. Dev., Marketing/Comm. Jeff Lawlor

Planning Coordinator

Les Spurrell

Town Clerk

Judy Squires

Mayor Tucker called the meeting to order and welcomed the gallery of 9 persons in attendance, noting the Town Manager is on vacation and Tony Pollard is the Acting Town Manager during his absence.

ADOPTION OF AGENDA

Motion:

Hanlon/Collins

2016-460

Resolved that the Agenda dated December 13, 2016, be adopted as circulated.

Carried

Unanimously

PRESENTATIONS

Christmas Parade Float Winners were congratulated and presented with recognition awards by Councillor Facey as follows:

Best Family Float –Tucker Family (Ian and Doreen)

Best Community Organization Float – 1st Portugal Cove Scouts

Best Business Float – Get your Freak on Fitness

ADOPTION OF MINUTES

Motion:

Facey/Butler

2016-461

Resolved that the minutes of **November 29, 2016** be adopted as circulated.

Carried

Unanimously

BUSINESS ARISING

The Acting Town Manager notes there is no report for tonight's meeting.

COMMITTEE REPORTS

Planning & Development Report of December 6, 2016 - presented by Councillor Collins

1. Correspondence re Crown Land

The Planning Department is in receipt of correspondence regarding land off Indian Meal Line adjacent to the Town's park which states that until the lease expires or is cancelled and reverts back to the Crown an application for a reserve cannot be accepted and that upon expiry or cancellation it is recommended the Town contact the Land Branch to determine the process for making an application to acquire the lands at that time.

Item submitted for information.

2. Correspondence re Long Marsh Road Purchase Notice

The Planning Department is in receipt of correspondence notifying the Town of the Minister's Notice of Proposed Action to Reject a Purchase Notice for Civics # 15-19, 21-25 & 27-33 Longmarsh Road. The Town has the opportunity to make any representations to the Eastern Regional Director between January 5th and January 6th, 2017 prior to the Minister's final decision on this matter.

Item submitted for information. The Town will not make a representation as all available information has already been forwarded to the Department of Municipal Affairs.

3. Permit Stats:

There were fifteen (15) permits issued from November 18th to December 1st, 2016 as per Appendix A: Tabled Report.

Public Works Committee Report for December 7, 2016 - presented by Councillor Bartlett

1. Portable Sludge Drying Units

Staff is working with Vigilant Management to develop the Request for Proposals (RFP) for the portable sludge drying units. The RFP will evaluate options based on cost, mobility, ease of use, processing capacity and odor mitigation. The units will be used for sludge dewatering (removal of water from residual sludge that builds up in tanks), making the sludge removal process less onerous and expensive to transport and dispose of. The anticipated project completion date is the middle of the fourth quarter of 2017.

2. Connectivity Plan Phase 1 – Thorburn Road and Dogberry Hill Road

Vigilant Management met with representatives of the Department of Transportation and Works regarding the connection of the sidewalk from Thorburn Road leading to the school. The release of the tender for this project is scheduled for the first quarter of 2017. Staff is also reviewing water service connections in this area and will bring further information to Committee early in the New Year.

3. Snow Clearing & Ice Control Operations

The new snow clearing and ice control schedule has been implemented. Adjustments are being made as we work through the new approach and appropriate staffing levels are attained.

Recreation & Community Services Committee - December 6, 2016 presented by Councillor Facey

1. Rainbow Gully Soccer Field Expansion

The Recreation Committee discussed the quotes that were provided for the expansion of the Rainbow Gully Soccer Field. Recreation staff provided an estimate on the possible additional revenue that could be generated if the field were expanded to Provincial regulation size. Council will discuss this at the next Committee of a Whole meeting and a decision will be made for the budget approval on Tuesday, December 13th.

2. Christmas Events

The Recreation Department was very pleased with the number of residents that attended the Christmas Events that took place over the past couple of weeks. The Christmas Tree Lighting Ceremony was a great success with hundreds of people spectating. Thanks to the PW Department, the Volunteer Fire Department, and the Recreation Staff for a job well done. Special thanks to Deputy Chief Eddie Sharpe for the time and effort he put into making the light show/fireworks show top notch.

Following the show, the Gingerbread Contest was hosted in the Recreation Centre Hats off to all 10 participants that registered for this event. The creations were above and beyond our expectation. All participants left with a participation certificate and a gift.

The Christmas Parade was an astounding success with 20 entries this year. With a new line-up location, there were a couple of traffic issues but overall it was a great improvement to the route. Next year the Recreation Department will engage the Public Works Department to assist with the traffic issues. Everyone had a great time and there were a large number of spectators along the route. Winners of the 2016 Christmas Parade included:

Best Family Float –Tucker Family (Ian and Doreen)
Best Community Organization Float – 1st Portugal Cove Scouts
Best Business Float – Get your Freak on Fitness

The Final Christmas Event will be taking place on Tuesday, December 20th. The Merry and Bright Festival of Lights will be judged any time after 5pm and the winners will be announced during the first Council Meeting in the New Year.

3. Lifestyle Centre Planning

The Recreation Director met with Vigilant Management to discuss the initial Lifecycle Planning steps. The consultants will create a project execution plan and bring it back to the Recreation Committee at the beginning of the New Year.

4. Community Grants

After reviewing the Community Grant Application, the committee would like to put forward the following recommendation:

Motion:

Facey/Bartlett

2016-462

Resolved that the Town donate \$150.00 to the Northeast Eagle Atom All Star Team to assist with

their travels to Provincials.

Carried

Unanimously

Economic Development, Marketing & Communications - December 7, 2016 presented by Clr. Butler

1. Advisory Committee Policy

The committee reviewed a draft of a new Advisory Committee Policy that would formalize the process for the establishment of these committees, membership appointments and operating procedures. In order to adopt this new policy the Town of Portugal Cove – St. Philip's Rules and Procedures must be amended to support the policy.

2. Demographics Survey Launch

On Wednesday, December 7th the Mayor joined the Mayors of St. John's, Conception Bay South, Paradise and Torbay to launch of the demographics survey results. Information and graphics can be found on our website. The event was featured on CBC news and VOCM and finalizes the collaborative project with our neighboring communities.

3. Event Promotions/Media

The Town will be featured on a Christmas Special of Bugs and Debbie Greene Show who have been filming a number of events this holiday season. Clips of these segments have been shared with us and coupled with live streaming of many of our events have been uploaded to social media. We have had great exposure with over 11,000 people viewing our holiday's content online. As a result we have had large increases in followers and likes on both Facebook and Twitter.

4. Maggies Place Development Plan Project

The land owners meeting is scheduled for Wednesday, January 11th.

5. Loop Drive Rerouting

The rerouting is planned to take place in the coming weeks, as such, communications will be shared with residents of the area next week outlining the changes and timelines.

Protective Services Committee Report - no meeting held/no report

Mayor Tucker advised that the Town of Torbay was giving consideration to using the services of Commissionaires jointly with PCSP. The Director of Financial Operations advised that the Commissionaires did a 'walk-thru' here on December 12th and we don't have a report on that yet.

Admin. and Finance Committee Report of December 6, 2016 presented by Deputy Mayor Will

1. Accounts for Payment

Motion:

Will/Hanlon

2016-463

Resolved that Council approve payment of regular accounts in the amount of \$75,544.12

Carried

Unanimously

2. 2017 Council Meeting Dates

Committee meeting week begins January 10th and Council Meetings begin January 17th as noted in the Calendar.

Motion:

Will/Hanlon

2016-464

Resolved that Council approve and adopt the 2017 Council Meeting Calendar with Council

meetings for 2017 held every second Tuesday commencing on January 17th and that public

notice be posted on the Town's website.

Carried

Unanimously

3. Correspondence re Lynch vs City of St. John's

Further to Councils directive of September 6, 2016 (Motion #2016-320), the Town has received an acknowledgement letter (tabled) from Minister Trimper (Dept. of Environment and Climate Change) in response to the Mayor's letter to them regarding the Court of Appeal Decision and watershed issues. That Minister advised that Decision is currently under review with other relevant government departments and we will be informed of any further outcomes from this review at an appropriate time.

4. Year-end staff appreciation

Motion:

Will/Hanlon

2016-465

Resolved that, as per past practice, that Council approve payment of the year-end staff

appreciation for 2016.

Carried

Unanimously

Discussion on carried forward items:

Committee held general discussion on a variety of items including:

Multi Year Capital Works, Affordable Housing Committee, and the Employee Assistance Program.

5. Adoption of 2017 Budget) & 2017 Tax Structure and Schedule of Fees:

Motion:

Will/Facey

2016-466

Resolved that

(a) 2017 Budget

That the Town of Portugal Cove-St. Philip's approve and adopt the attached **2017** Budget with Revenues and Expenditures totaling \$15,379,553.

(b) 2017 Tax Rates

That the Town of Portugal Cove-St. Philip's approve and adopt the following Tax Rates for **2017** taxation year:

Property Tax:

Residential and Commercial Property Tax - **6.9 mils** with a minimum tax of 20.00

Business Tax – Based on Assessment: Rates as follows with a minimum tax of \$200.00 General Business Tax – 8.5 mils

Farms – **2.5** mils
Daycare and Bed & Breakfasts – 5.5 mils
Golf Courses – 8.5 mils
Nursing & Retirement Homes – 8.5 mils
Non – Profit Organizations – 8.5 mils
Professional Services – 12.5 mils
Medical/Dental/Pharmacy – 12.5 mils
Bank/Financial Institutions – 45 mils

Business Tax – Based on Revenue: Rates as follows with a minimum tax of \$200.00 No Fixed Place of Business – 1 % of Gross Annual Revenue Home Based - 0.6 % of Gross Annual Revenue

Utilities and Cable Television Tax:

2.5 % of Gross Revenue as per Taxation of Utilities and Cable Televisions Companies Act.

Water and Sewer Taxes:

Residential Water and Sewer - \$650.00 yearly per unit.

(\$475.00 for Water only, \$175.00 for Sewer only)

Commercial Water and Sewer - \$740.00 yearly per unit.

(\$505.00 for Water only, \$235.00 for Sewer only)

Fish Plant Water and Sewer - \$150.00 per month

Ferry Water Fill up - \$975 per month

(c) Interest

That the Town of Portugal Cove-St. Philip's approve the rate of 1 % per month simple interest to be charged on all outstanding accounts on the unpaid balance at the end of each month commencing January 2017.

(d) Early Payment Discount:

That the Town of Portugal Cove – St. Philip's grant a 5 % discount on the property tax portion only of the tax invoice if payment of all debts, current and prior including water and/or sewer and storm sewer fees (any and all charges or otherwise) is received and paid in full by the discount date of March 31, 2017. Exception as follows: In the case of payments from mortgage companies and other financial institutions (electronic or otherwise) the payment must be received by the discount date of March 15, 2017 to allow for processing. Furthermore, there will be NO 5% early payment discount for payments made by credit card.

(e) Other Discount:

That the Town of Portugal Cove-St. Philip's grant a 20 % discount on the Property Tax portion of the invoice to Residential Property owners in receipt of the GIS (Guaranteed Income Supplement) for their <u>principle place of residence only</u> in the Town of Portugal Cove-St. Philip's (this discount does not apply to any vacant lands or summer residences). Completion of a

mandatory application is required in order to receive this discount and the calculation for the 20 % reduction will be applied prior to the 5 % early payment discount (if applicable) or when calculating payment plans. Property owners who qualify for this option may avail of any of the payment plans. Furthermore, there will be NO 5% early payment discount for payments made by credit card.

(f) Payment Options:

That the Town of Portugal Cove-St. Philip's provide the following payment options:

- 1. Payment in full by discount date of March 31, 2017 (with the above noted provisions)
- 2. Interest free (NO early payment discount for this option) a choice of either 6 equal monthly Payments (January to June inclusive) or 8 equal monthly payments (January to August inclusive) for the full balance or 12 equal monthly payments by Pre-Authorized Debit from your bank/financial institution (January to December) Returned cheques/payments will cancel this interest free option and interest will be reinstated retroactively.
- 3. Debit, Visa and Mastercard accepted. Telephone and Electronic Funds Transfer from banks and other financial institutions are also available.

(g) Tax Structure and Schedule of Fees:

That the Town of Portugal Cove St. Philip's approve and adopt the attached 2017 Tax Structure and Schedule of Fees to take effect January 1, 2017 and to be advertised accordingly.

Carried

For: Bartlett/Butler/Collins/Facey/Hanlon/Will

Against: Tucker

Note: The **2017 Municipal Budget Submission Form**, Revenue and Expenditures Summary and Tax Structure & Scheduled of Fees are tabled with this report.

CORRESPONDENCE None for this meeting

NEW/GENERAL BUSINESS

New Business items from Committee of the Whole meeting December 12, 2016 – presented by Deputy Mayor Will as follows:

1. Change Order

Motion:

Will/Bartlett

2016-467

Resolved that Council approve change order PCA CO No.1 to DMA project 17-MYCW-00117 in the amount of \$3,800 plus HST for Design and Contract document fees associated with the

addition of pedestrian walkways to the scope of work for Servicing of Meadow Heights.

Carried

Unanimously

For the Record: Deputy Mayor Will declared he was ruled in conflict of interest on this next item and left the chambers. Councillor Butler read the following motion:

2. Change Order

Motion:

Butler/Hanlon

2016-468

Resolved that Council approve Change order 1 to DMA project 17-MYCW-00116 in the amount

of \$6,673.52 plus HST for a pedestrian walkway option design for Neary's Pond Road.

reconstruction.

Carried

Unanimously

For the Record: Deputy Mayor Will returned to the Council meeting and presented the remaining item.

3. Computer Server Upgrades

Motion:

Will/Bartlett

2016-469

Resolved that Council engage the services of Triware Technologies Inc. to perform necessary computer server upgrades including, server, storage drives, data backup and associated

Microsoft exchange licenses and data migration plan in the amount of \$44,556 plus HST.

Carried

Unanimously

For the record: Councillor Butler noted that while he is voting in favor of this motion, he requests that going forward that Admin Finance Committee look at going to market for these services and getting the best value for our dollar.

New Business item from Admin & Finance presented by Deputy Mayor Will:

1. Donation to Seniors Party at the Legion

Motion:

Will/Hanlon

2016-470

Resolved that Council approve a donation of \$1,000 to the Royal Canadian Legion towards the

cost of the Annual Seniors Dinner and Dance.

Carried

Unanimously

NOTICE OF MOTION

<u>Presented by Councillor Butler on behalf of the Economic Development, Marketing & Communications Committee</u>

Councillor Butler put forward notice that a motion will be presented on January 17, 2017 to amend the Rules and Procedures of the Town of Portugal Cove – St. Philip's, Article 34C, pertaining to Advisory Committees. Currently membership is restricted to residents only and we would like to add non-residents to that clause.

Over the last couple of years there has been some interest from non-residents to join our advisory committees, some of which have strong connections to the community and others with significant experience in various aspects of Heritage or Environment. With numbers on the advisory committees low this represents a good opportunity for increased knowledge and resources for these committees which would benefit the Town. Discretion would still rest at the Council level for appointments to ensure interested parties are a good fit. I'd like to ask the Mayor to include this on a Committee of the Whole Meeting agenda for discussion prior to the January 17th meeting.

ADJOURNMENT:

Motion:

Hanlon/Will

2016-471

Resolved that this meeting be adjourned at 5:50 pm.

Carried

Unanimously

Moses G. Tucker, Mayor

Judy Squires, Town Clerk

Attachment: P & D, Appendix 'A'

Appendix A: Tabled Report December 6th, 2016

Permits Issued:

Item # 3:

| # | Permit | Issued Date | Civic # | Street Name | Permit Type |
|----|--------|--------------------|----------------|------------------------|--------------------|
| 1 | 16-525 | 11/18/2016 | 64-68 | Meadow Heights | Occupancy |
| 2 | 16-526 | 11/18/2016 | 107-109 | Dogberry Hill Road Ext | Accessory Building |
| 3 | 16-527 | 11/22/2016 | 2 | Conatti Place | Single Dwelling |
| 4 | 16-528 | 11/23/2016 | 24 | Keeley Lane | Occupancy |
| 5 | 16-529 | 11/23/2016 | 115 | Dogberry Hill Road | Occupancy |
| 6 | 16-530 | 11/23/2016 | 46-50 | Old Cart Road | Sewer Connection |
| 7 | 16-531 | 11/24/2016 | 18A | Millers Road | Occupancy |
| 8 | 16-532 | 11/25/2016 | 253-255 | Old Broad Cove Road | Water Connection |
| 9 | 16-533 | 11/25/2016 | 88-98 | Skinners Road | Site Preparation |
| 10 | 16-534 | 11/28/2016 | 463-465 | Dogberry Hill Road | Accessory Building |
| 11 | 16-535 | 11/29/2016 | 1006-1012 | Indian Meal Line | Occupancy |
| 12 | 16-536 | 11/29/2016 | 20 | River Front Drive | Single Dwelling |
| 13 | 16-537 | 11/29/2016 | 12 | Willow Bend Close | Occupancy |
| 14 | 16-538 | 11/30/2016 | 13-15 | Hilltop Lane | Accessory Building |
| 15 | 16-539 | 11/30/2016 | 58-60 | Ayres Lane | Single Dwelling |



PLANNING &

DEVELOPMENT

Planning and Development Committee Report Agenda

January 10th, 2017

In Attendance:

Councillor Norm Collins (Chairperson)

Deputy Mayor Gavin Will

Councillor Joe Butler (Items # 1 & 10) Ashley MacKinnon, Planning Technician David Beckett, Development Control Officer

Also in Attendance: Moses Tucker, Mayor (Items # 2-9)

Applications:

1) Civic # 26-32 Marian Place - Accessory Building

- 2) Civic # 37-39 Anglican Cemetery Road Demolish Mobile Home & Accessory Building & Construct Single Dwelling & Accessory Building
- 3) Civic # 64-66 Farm Road (Part of Civic # 54-74 Farm Road) Single Dwelling
- 4) Civic # 68-70 Farm Road (Part of Civic # 54-74 Farm Road) Single Dwelling
- 5) Civic # 72-74 Farm Road (Part of Civic # 54-74 Farm Road) Single Dwelling
- 6) Civic # 843-845 Thorburn Road Demolish Single Dwelling & Accessory Buildings & Construct Single Dwelling & Accessory Building
- 7) Civic # 1563 Thorburn Road Accessory Building

Correspondence:

- 8) Minister of Municipal Affairs Market Value Pricing Policy for Municipalities
- 9) Eastern Newfoundland Regional Appeal Board Notice of Appeal

Permits Issued:

10) Permits issued from December 2nd, 2016 to January 5th, 2017

Planning and Development Committee Report

December 6th, 2016

In Attendance:

Councillor Norm Collins (Chairperson)

Deputy Mayor Gavin Will

Councillor Joe Butler (Items # 1 & 10) Ashley MacKinnon, Planning Technician David Beckett, Development Control Officer

Also in Attendance: Moses Tucker, Mayor (Items # 2-9)

Item #1

Motion:

The Committee recommends that the application for an accessory building at Civic # 26-32 Marian Place be granted approval in principle as per Appendix A: Tabled Report.

Item # 2

Motion:

The Committee recommends that the application to demolish an existing mobile home and accessory building and construct a single dwelling and accessory building at Civic # 37-39 Anglican Cemetery Road be granted approval in principle as per Appendix A: Tabled Report.

Item #3

Motion:

The Committee recommends that the application to construct a single dwelling at Civic # 64-66 Farm Road (Part of Civic # 54-74 Farm Road) be rejected as per Appendix A: Tabled Report.

Item #4

Motion:

The Committee recommends that the application to construct a single dwelling at Civic # 68-70 Farm Road (Part of Civic # 54-74 Farm Road) be rejected as per Appendix A: Tabled Report.

Item #5

Motion:

The Committee recommends that the application to construct a single dwelling at Civic # 72-74 Farm Road (Part of Civic # 54-74 Farm Road) be rejected as per Appendix A: Tabled Report.

Item #6

Motion:

The Committee recommends that the application to demolish an existing single dwelling and accessory buildings and construct a single dwelling and accessory building at Civic # 843-845 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.

Item #7

Motion:

The Committee recommends that the application for an accessory building at Civic # 1563 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.

Item #8

The Planning Department is in receipt of correspondence regarding a new opportunity from the Provincial Government offering eligible municipalities the opportunity to acquire leases for Crown lands. The lease-to-own arrangements will be permitted for up to 10 years with varying lease options for economic development purposes such as local residential development, industrial parks or other commercial development.

Item Submitted for Information.

Item #9

The Planning Department is in receipt of a notice that an appeal has been filed against Council's decision to reject an application to subdivide property and construct a residential subdivision at Civic # 432 Old Broad Cove Road.

Staff will forward the information requested to the Board.

Item # 10

There were twenty-four (24) permits issued from December 2nd, 2016 to January 5th, 2017 as per Appendix A: Tabled Report.

Appendix A: Tabled Report January 10th, 2017

Applications:

Item # 1:

Civic # 26-32 Marian Place Accessory Building Zoning: Residential Medium Density (RMD) - Unserviced

The Committee recommends that the application for Civic # 26-32 Marian Place be granted approval in principle, permitting the construction of an accessory building. 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 39 (Accessory Buildings) and Schedule C: Residential Medium Density.

The Administrator recommended that Council use its discretion to grant approval in principle to this application.

Item # 2:

Civic # 37-39 Anglican Cemetery Road

Demolish Mobile Home & Accessory Building & Construct Single Dwelling & Accessory Building

Zoning: Residential Medium Density (RMD) - Serviced

The Committee recommends that the application for Civic # 37-39 Anglican Cemetery Road be granted approval in principle, permitting the demolition of an existing mobile home and accessory building and the construction of a single dwelling and accessory building. Approval in principle is subject to the proposed structure being located outside the watercourse buffer. Approval in principle is also subject to approval from Fisheries and Oceans Canada. 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 39 (Accessory Buildings), Development Regulation 49 (Non-Conforming Use), Schedule C: Residential Medium Density, and Schedule E: Environmental Protection Overlay.

The Administrator recommended that Council grant approval in principle to this application with the new structures located outside the watercourse buffer.

Item # 3:

Civic # 64-66 Farm Road (Part of Civic # 54-74 Farm Road) Single Dwelling Zoning: Residential Low Density (RLD) - Unserviced

The Committee recommends that the application to construct a single dwelling at Civic # 64-66 Farm Road (Part of Civic # 54-74 Farm Road) be rejected as the Building and Development Application submitted does not contain the signature of the property owner (or authorized representative) which does not comply with the Town's Municipal Plan & Development Regulations, specifically Development Regulation 17 (1) (Form of Application).

The Administrator recommended that this application be rejected.

Item # 4:

Civic # 68-70 Farm Road (Part of Civic # 54-74 Farm Road) Single Dwelling Zoning: Residential Low Density (RLD) - Unserviced

The Committee recommends that the application to construct a single dwelling at Civic # 68-70 Farm Road (Part of Civic # 54-74 Farm Road) be rejected as the Building and Development Application submitted does not contain the signature of the property owner (or authorized representative) which does not comply with the Town's Municipal Plan & Development Regulations, specifically Development Regulation 17 (1) (Form of Application).

The Administrator recommended that this application be rejected.

Item # 5:

Civic # 72-74 Farm Road (Part of Civic # 54-74 Farm Road) Single Dwelling Zoning: Residential Low Density (RLD) - Unserviced

The Committee recommends that the application to construct a single dwelling at Civic # 72-74 Farm Road (Part of Civic # 54-74 Farm Road) be rejected as the Building and Development Application submitted does not contain the signature of the property owner (or authorized representative) which does not comply with the Town's Municipal Plan & Development Regulations, specifically Development Regulation 17 (1) (Form of Application).

The Administrator recommended that this application be rejected.

Item # 6:

Civic # 843-845 Thorburn Road

Demolish Single Dwelling & Accessory Buildings & Construct Single Dwelling & Accessory Building

Zoning: Protected Watershed (PW) - Unserviced

The Committee recommends that the application for Civic # 843-845 Thorburn Road be granted approval in principle, permitting the demolition of an existing single dwelling and accessory buildings and the construction of a single dwelling and accessory building. Approval in principle is subject to the conditions listed in correspondence from the City of St. John's dated January 3, 2017.

The Administrator recommended that this application be rejected as it does not comply with the Town's Municipal Plan & Development Regulations as the non-conforming use of the land has been discontinued in excess of 12 months which does not comply with Development Regulation 49 (2) (Non-Conforming Use).

Item # 7:

Civic # 1563 Thorburn Road Accessory Building Zoning: Residential Medium Density (RMD) - Serviced

The Committee recommends that the application for Civic # 1563 Thorburn Road be granted approval in principle, permitting the construction of an accessory building.

The Administrator recommended that this application be rejected as it does not comply with the Town's Municipal Plan & Development Regulations as the proposed structure will be located within a steep slope area which does not comply with Schedule E: Environmental Protection Overlay Condition # 4 (Steep Slopes).

Permits Issued:

Item # 10:

| # | Permit | Issued Date | Civic # | Street Name | Permit Type |
|---|--------|-------------|-----------|---------------------|------------------------|
| 1 | 16-540 | 12/02/2016 | 4 | Brentwood Avenue | Accessory Building |
| 2 | 16-541 | 12/02/2016 | 1409 | Thorburn Road | Transfer Water & Sewer |
| 3 | 16-542 | 12/05/2016 | 1227-1233 | Thorburn Road | Site Preparation |
| 4 | 16-543 | 12/05/2016 | 8 | River Front Drive | Occupancy |
| 5 | 16-544 | 12/06/2016 | 34 | Jendarmie Place | Occupancy |
| 6 | 16-545 | 12/07/2016 | 155-157 | Western Gully Road | Test Holes |
| 7 | 16-546 | 12/07/2016 | 14 | Country Garden Road | Accessory Building |
| 8 | 16-547 | 12/07/2016 | 13 | Willow Bend Close | Occupancy |

| 9 | 16-548 | 12/07/2016 | 52 | Peggy Deane Drive | Occupancy |
|----|--------|------------|-------|------------------------|------------------------|
| 10 | 16-549 | 12/08/2016 | 15 | Oceans Edge | Occupancy |
| 11 | 16-550 | 12/09/2016 | 1532 | Thorburn Road | Occupancy |
| 12 | 16-551 | 12/09/2016 | 11 | Blagdon Hill | Single Dwelling |
| 13 | 16-552 | 12/09/2016 | 337 | Bennetts Road | Take-Out Food Service |
| 14 | 16-553 | 12/14/2016 | 40-44 | Patricia Drive | Occupancy |
| 15 | 16-554 | 12/14/2016 | 7 | Willow Bend Close | Occupancy |
| 16 | 16-555 | 12/15/2016 | 16 | Sunset Way | Site Preparation |
| 17 | 16-556 | 12/15/2016 | 16 | Sunset Way | Single Dwelling |
| 18 | 16-557 | 12/15/2016 | 16 | Megan Ridge Drive | Accessory Building |
| 19 | 16-558 | 12/20/2016 | 81-83 | Hughs Pond Road | Occupancy |
| 20 | 16-559 | 12/20/2016 | | Portugal Cove Road | Commercial Renovations |
| 21 | 16-560 | 12/20/2016 | 24-26 | Bauline Line Extension | Accessory Building |
| 22 | 16-561 | 12/21/2016 | 17 | Blagdon Hill | Occupancy |
| 23 | 16-562 | 12/21/2016 | 18 | Beaver Creek Road | Occupancy |
| 24 | 17-001 | 01/05/2017 | 39-41 | Jera Street | Occupancy |



Tabled items at end of Council Package for

PLANNING &

DEVELOPMENT



RECREATION

&

COMMUNITY

SERVICES



RECREATION & COMMUNITY SERVICES

Tuesday, January 10th, 2017

In Attendance:

Councilor, Aaron Facey, Chairperson

Councilor, David Bartlett
Councilor Johnny Hanlon

Staff:

Dawn Sharpe, Director of Recreation and Community Services

1. Merry and Bright Festival of Lights

The Recreation staff travelled throughout the community on Tuesday, December 20th to view all of the homes that were decorated for the holidays. There were a number of outstanding properties and it was great to see all of the Christmas Spirit in our Town. Although it was tough to pick winners, below are the 2016 selections:

Winner: Jennifer and Ken Taylor from Portugal Cove Road **Winner:** Shannon and Lisa Adams from Thorburn Road

(NEW) Mr. Rogers "Would you be my Neighbor" Award: Residents on Beachy Cove Road

(Harry French Jr, Dwayne Sturge, and Paul Butler)

Thanks to all the residents who make our community brighter during the holidays. Congrats to all winners.

2. Lifestyle Centre

The Recreation Director met with Vigilant Management to discuss the Project Charter and review a Concept Drawing for the Lifestyle Centre. The Concept Drawing is for preliminary budget estimates only and general space allocation. Staff will meet with Vigilant again on January 16th and the Charter will be brought forward for the next Council Meeting for approval.

3. Community Challenge

Member of the Killick Coast Councils as well as Staff will be competing against the Town of Paradise in the Community Challenge Cup on Saturday, January 28th on Mr. Todd Churchill's Reason for the Rink. As per previous years, information on the event and how to donate is located on the Town's Website and Facebook page. If anyone has any questions or any council member is wanting to participate, please contact Nicole at 895-5677.

4. Bid for the NL Summer Games 2020 and/or 2024

Mayors from the Killick Coast Communities (Torbay, Flatrock, Pouch Cove, LBMBOC, Bauline, and PCSP) as well as MHA David Brazil and MHA Kevin Parson met to discuss the opportunity to partner together to submit an application for the NL Summer Games for 2020 and or 2024. The Recreation Committee discussed the outcomes from that meeting and would like to put forward the following recommendation:

Motion: Committee recommends that the Town endorse the joint submission of the application to host the 2020 and or 2024 NL Summer Games as the Killick Coast Region.

5. Rainbow Gully Turf Expansion

Recreation Committee discussed the expansion of Rainbow Gully Soccer and would like to put forward the following recommendation:

Motion: Committee recommends that the Town engage the Grand Concourse Authority and Turf Master to commence the expansion of Rainbow Gully Turf Field.

6. Winter Carnival

The Town of Portugal Cove – St. Philip's Annual Winter Carnival will be taking place from Friday, February 10th to Sunday, February 19th. This year's Carnival is bigger and better! There will be the traditional card games, skating, community breakfast, bingo, storytime, family fun day, movie night and much more. However some of the new additions to the schedule is a craft fair, Valentines Dinner at Beachy Cove Café, memory mug up, adult dance featuring the band Bic and the Ball Points, and much more. The Winter Carnival Brochure will be available for residents on February 2nd. However the schedule will be posted on the website and in all forms of media after January 23rd. If anyone would like to become a sponsor for the Winter Carnival, please contact Nick Miller at 895-5661. If you need additional information or would like to purchase tickets for an event, please contact Nicole Clark at 895-5677.

7. Community Grants

After reviewing the Community Grant Application, the committee would like to put forward the following recommendation:

Motion: Committee recommends that the Town donate \$75.00 to Claire Howse to assist to her travels to National cheerleading Competition in Mississauga, Ontario with Max Athletics.

Motion: Committee recommends that the Town donate \$1000.00 to the Rainbow 50+ Club to assist with the organizing and planning of events for their members.



PUBLIC WORKS



Public Works Committee
January 11, 2017

In attendance: Councillor Dave Bartlett, Chair

Councillor Johnny Hanlon

Councillor Joe Butler (Items 1 & 2)

Staff:

Gail Tucker, Director, Public Works

Linda Newhook, Public Works Coordinator

Regrets:

Councillor Norm Collins

1. Update: Connectivity Plan Phase 1 - Thorburn Road and Dogberry Hill Road

Committee was advised that a meeting was scheduled with Vigilant Management for January 12, 2017 to review the project schedule and discuss next steps. Staff advised Committee that information had been gathered on the number of properties which were not connected to the Town's water system in this area for consideration by Council. Following the meeting with Vigilant Management, the below update was provided to Committee:

- a. Survey data was collected prior to Christmas to reflect changes to the school entrance made by the Department of Transportation and Works. This data was forwarded to EXP for integration into the Town's design drawings for the sidewalk project. Vigilant Management is meeting with EXP on January 17, 2017 to ensure this data is integrated and the tender documents updated to reflect the same.
- b. The project tender is scheduled to be released February 2, 2017, provided there are no changes to the scope of work. Tender award is scheduled for the first week of March and construction is scheduled for the beginning of May when weather conditions are expected to be favourable. Substantial completion of the project is scheduled for early July 2017.
- c. The integration of water connections along Thorburn Road and Dogberry Hill Road to this project was discussed to determine impact on timelines and cost. It is estimated to add an additional four weeks to the tender release schedule and an additional four to five weeks to the construction timeframe. Cost estimates were also included with a range of \$115,00 \$137,000.

2. Update: Zone Metering / Water Loss Program

A draft project charter and Request for Proposals (RFP) is under review by the Manager of Water / Wastewater. The purpose of the RFP is to contract consultants who will identify locations of high water loss, develop a plan for the installation of zone meters and develop a leak detection and control program. The project charter and schedule will be brought to Committee for approval.

3. Update: Sludge Dewatering Project

Research on various sludge dewatering options has been completed. Review of the initial information which the Town's budget was based on has identified concerns related to cost, technology and sludge disposal. As part of the Town's due diligence, staff are working to obtain further information and the file is actively being worked on.



4. Water Sampling Stations

Request to purchase four (4) water sampling stations which will replace samples being collected from fire hydrants and outside garden taps. Two quotes were received from the available suppliers in the amount of \$1984.84 +HST each (Wolseley) and \$2360.00 +HST each (Emco).

Motion: Committee recommends that the purchase of four (4) water sampling stations from Wolseley at a cost of \$1984.84 each plus HST be approved.

5. Pressure Monitor Device

Committee was advised that a pressure monitoring device is being purchased to trial in the Nice Lane PRV. The device sends out alerts on water pressure fluctuations. This will be installed in the spring of 2017.

6. Portugal Cove Wharf Lift Station Check Valve Replacement

It has been determined that one of the check valves on the Portugal Cove Wharf lift station was not installed correctly as part of the original lift station construction. Staff are recommending this work be completed in tandem with the recently approved pump adapter plate installation as the Town can realize cost savings by having both pieces of work completed at the same time.

Motion: Committee recommends that the supply and installation of a new check valve by Xylem Inc. at the Portugal Cove Wharf Lift Station be approved at a cost of \$5,100.00 plus HST.

7. Container Purchase

As part of continuous improvements to the Town's snow clearing operations, staff is seeking approval for the purchase of a forty foot storage container for the purpose of housing ice control materials for use in specific fleet to minimize the amount of downtime experienced due to spreader damage.

Motion: Committee recommends that the purchase of a 40-foot C-Can Container from Oceanex at a cost of \$5300.00 plus HST and delivery be approved.

Discussion Items

- Old Cart Road / Mitchells Road staff advised committee of concerns in these areas which are
 causing difficulties with snow clearing operation (i.e. inadequate turnaround area for snow
 clearing equipment). Review is under way with Planning and Development to explore options.
- 2. **Animal Control Services** staff advised committee of the opportunity to partner with the Town of Torbay in a regional shared services arrangement with respect to animal control and enforcement. Staff will be seeking some points of clarification, but feel this will be a positive enhancement to the Town's level of service. Once details are confirmed, staff will request a services agreement for consideration by Council.
- 3. **Loop Drive** committee requested line painting at both entrances and exits of Loop Drive in the spring which will reflect the changes in traffic flow effective January 31, 2017.

Portugal Govs St. Philip,s

4. Nearys Pond Road Tender-Committee requested an update on the Nearys Pond Road Construction tender. Committee was advised site visits had taken place on January 11, 2017 for those impacted by ditching easements. Staff advised they would check with the Town Manager for the latest project status and report back to Committee.



ECONOMIC DEV., MARKETING & COMMUNICATIONS



Economic Development, Marketing and Communications
Minutes
January 11, 2017
3:30 pm

In attendance:

Councillor Joe Butler, Chair Councillor Aaron Facey Councillor Dave Bartlett (Items 1, 6-8) Jeff Lawlor, Director of Economic Development

1. Advisory Committee Policy

At the Council meeting of December 13th, a new Advisory Committee Policy was tabled for Councils review. This policy would formalize the process for the establishment of these committees, membership appointments and operating procedures. It was determined that in order to adopt this new policy the Town of Portugal Cove – St. Philip's Rules and Procedures, Article 34 C, must be amended to support the policy, so that non-residents could be appointed to an Advisory Committee. Therefore a notice of motion was brought forward regarding this amendment.

Motion: The Committee recommends that the Rules and Procedures of the Town of Portugal Cove – St. Philip's, Article 34C, pertaining to Advisory Committees, be amended. This section of article will read as follows: "Council may set up advisory committees with members appointed by Council to give advice on particular issues. At least one Councillor will be appointed who will act as liaison with Council."

Motion: The Committee recommends the adoption of the "Advisory Committee Policy".

2. Maggies Place Development Plan Consultations

The first meeting regarding development of the plan will take place Wednesday, January 11th with the landowners of the area. The general public meeting will take place the following week on Wednesday, January 18th at 7:00 pm at Murrays Pond Fishing and Country Club.

3. New Website

Final pictures for the website were taken during the week of January 10th. The website will go live by the end of January.

4. PCSP Alerts

The new notification system is in the final stages of activation. During the first two months of 2017 notifications will be sent to residents on how to sign up. The system will allow residents the ability to receive texts, emails or even phone calls directly on emergency notices and other Town programs and services including recreation, garbage and recycling, special events and more.

5. Stewardship Signs

The Town has submitted an application to Service NL for authorization to install the Stewardship Signs on Thorburn Road and Portugal Cove Road. Upon approval and when weather co-operates Public Works will install the two signs.

6. Northeast Avalon Destination Development Plan

The next stage of the destination development plan, which was completed last fall, is an opportunities management session to identify next steps. This session will be led primarily by the Provincial Government with the support of the steering committee which includes Portugal Cove –St. Philip's, our neighboring municipalities, Destination St. John's, Hospitality Newfoundland and Labrador and ACOA. This event will see numerous tourism stakeholders in the Northeast

Avalon provide feedback on the identified initiatives. The event will take place on February 7th.

7. Reason for the Rink

The Town is once again sponsoring Reason for the Rink this year with our logo under the ice surface and our flag, as well as organizing another charity game. Residents are encouraged to visit their site reasonfortherink.com.

8. ACE

The Advisory Committee is hosting a public information session on Sunday, January 15th to discuss the Green Team report created last summer. A recommendation on "Remote Sewage Treatment Enabling Regulation" is attached and is to be submitted to Planning and Development for review and consideration.

ACE Recommendation to Council

"Remote Sewage Treatment Enabling Regulation"

Submitted January 11, 2016

Recommendation:

ACE recommends that Council initiate changes to the Town Regulations that will support and encourage the installation of alternative remote sewage treatment systems decreasing the number of septic systems installed in the Town. Such changes will enable the Town to require the installation of newer types of self-contained remote sewage treatment systems to become the property of the Town on completion so that the Town can manage them. These alternative systems should be considered and encouraged where the number of contiguous dwellings proposed exceeds five (5) and should service all planned dwellings with add on options as needed.

Reasoning/Background:

Approximately 60% of the Town uses septic sewage treatment systems. Many of these houses are on their own wells making them vulnerable to infection especially given that a lot of these are in extensive contiguous developments.

The highly enriched, microbiologically unsafe seepage, especially over shallow water tables, will inevitably end up in the water table, and in extensive developments ultimately affect our public ponds and rivers.

The basic test for ground suitability is a percolation test wherein a hole is dug, water is poured in and its soak away capability is assessed. Sizing relates to expected household population. Alternate soak away systems to existing ground may be permitted such as a created gravel pit in locations with poor drainage. As far as we are aware little attention is paid to vertical distance from the water table except where the dug hole floods. The percolation test is unlikely to be conducted in periods of wet weather.

Management of these systems is entirely up to the home owner who may or may not pump them out regularly and may not recognise system failure or choose to ignore it until a member of the public reports it. Even then the assessment conducted by the Province may only be a sniff test as opposed to checking for indicator bacteria in seepage.

With more demand for contractor driven extensive developments, PCSP should have a regulatory tool that enables them to require the installation of one of the newer types of self-contained remote sewage treatment systems that the Town can manage. Operation of these should come out of the existing schedule of fees once the development is complete. Such systems would enable householders to operate their own wells with greater assurance of safety and will also enable the Town to protect public waters and public safety.



PROTECTIVE SERVICES



Protective Services Committee

Tuesday, January 10, 2016 5:30pm

IN ATTENDANCE: Councilor Johnny Hanlon

Deputy Mayor Gavin Will

Fred Hollett, Co-Chief – Volunteer Fire Department (Item #1)

Heather Coughlan, Employee & Public Relations Administrator

Chris Milley, Town Manager / Engineer

1. FES Updates

 The Chiefs plans to attend the Northeast Avalon Joint Council (NEAJC) meeting on the 18th as NL Fire Commissioner Derek Simmons will be speaking on fireworks safety issues.
 The chiefs will then meet with the Fire Commissioner's office for provincial direction on the issue.

 A draft mutual aid agreement has been drafted between PCSP and the Town of Torbay regarding fire and emergency services. The agreement encompasses the existing verbal understanding of mutual aid between the two communities in written form and will be reviewed by both communities at a meeting later in January.

2. Animal Control

Staff members have met with the Town of Torbay regarding shared Animal Control duties.

An agreement is being drafted to allow Portugal Cove-St. Philip's to avail of Torbay's Animal Control services when needed.

3. Civic Numbering

The Planning and Development Department is working with the civic numbering policy to create a set of regulations. The first draft is complete and under review.

4. Municipal Enforcement Service Providers

Staff have been working with the Commissionaires and the Town of Torbay on an agreement to benefit both communities for municipal enforcement services. The agreement will be reviewed by legal services within the next two weeks and then brought back to the Committee. Once finalized, this progressive agreement will be in place for a one year trial period.

5. Loop Drive

Residents in the area of Loop Drive have received notification of the change in traffic flow. The decision to change the traffic flow on Loop Drive is based on significant research, resident consultation and feedback, and will provide increased safety options to mitigate the current issues around the ferry terminal traffic.

Addendum put forward by the Committee Chair:

6. Donation

MOTION:

So moved.

I recommend that the Town donate \$500 dollars to SAFE PCSP Monte Carlo night fundraiser which they are having on the evening of Feb 11 at Murrays Pond Club House



Fundraiser for SafePCSP

"for a walkable future in Portugal Cove - St. Philip's"



ADMINISTRATION

& FINANCE



Administration & Finance Committee Report

January 10th, 2017 9:00 a.m.

In attendance:

Deputy Mayor Gavin Will

Councillor Joe Butler
Councillor Aaron Facey

Also in attendance:

Mayor Moses Tucker

Staff:

Chris Milley, Town Manager

Tony Pollard, Director of Financial Operations

1. Accounts for payment

MOTION:

Committee recommends that Council pay regular accounts in the amount of \$338,491.05 and capital accounts in the amount of \$28,201.39 for a total of \$366,692.44

2. Group Insurance

We received correspondence from our insurance providers indicating an approximate 8.5% increase in premiums required to fund the plan based on experience history and other factors. The Director of Financial Operations has requested further details and will survey the market to determine if the current plan is competitive and fairly reflective of what the plan should cost.

3. Staffing Issues

The Director of Financial Operations updated the committee on operations within the finance department and indicated the shortage of staff resulting from some necessary leave is placing pressure on resources and may impact operations for some time into the future with existing staff having to work extra hours to cover.

5. Project Updates

Discussion took place around the length of time it takes to get projects to tender and Committee members stressed the desire to ensure all projects go to tender without unnecessary delay.

Some specific project information is as follows: The RFP for the Water metering Project is awaiting Cabinet approval

Neary's Pond road is tender ready just waiting on DMA for approval to go to tender. Connectivity project near the new school is close to ready just waiting on information relating to connecting properties to services prior to install.

The Portugal Cove Road sidewalk project (the go ahead to commence design work and prepare cost estimates) will be initiated this week.

Meadow Heights is currently in the design stage.

Sludge Dewatering is waiting for revised disposal costing and methodology.

6. FCM Affordable Housing

The committee expressed that a subcommittee dedicated to this housing initiative needs to be struck and it was suggested that Deputy Mayor Will, Councilor Butler and Councilor Hanlon serve on the committee.

Accounts for Payment - Jan 10, 2017

| REGULAR ACCOUNTS: | | | |
|-------------------|------------|---|------------------|
| 10106 | 12/1/2016 | City of St. John's November Garbage | \$ 11,081.39 |
| RW 20611-4 | 11/30/2016 | City of St. John's November Water (55668 Cubic Metres) | \$ 32,788.45 |
| 73258 | 10/1/2016 | Benson Buffett Miscellaneous Matters | \$ 7,051.00 |
| 73259 | 10/1/2016 | Benson Buffett Murray's Pond Subdivision: Stg 3 & 4 | \$ 7,561.97 |
| 73262 | 10/1/2016 | Benson Buffett Removal Order 29-33 Windsor Heights | \$ 5,569.59 |
| 73376 | 11/1/2016 | Benson Buffett Removal Order 820B St. Thomas Line | \$ 7,233.54 |
| 73380 | 11/1/2016 | Benson Buffett Island Bus Parking Issue | \$ 8,125.27 |
| 262041 | 12/23/2016 | Cal Legrow Insurance Vehicle Insurance premiums | \$ 107,508.90 |
| 98594 | 1/1/2017 | Municipal Assessment Agency First Quarter Assessment Fees | \$ 30,387.00 |
| 65128 | 11/30/2016 | Pardy's Waste Management Treatmeant Plant Vacuum Service | \$ 24,489.48 |
| 65658 | 12/19/2016 | Pardy's Waste Management Treatmeant Plant Vacuum Service | \$ 19,874.76 |
| 648463 | 12/14/2016 | Nortrax Rental - John Deere 624K - From Dec1-Dec28 | \$ 10,350.00 |
| 648470 | 12/14/2016 | Nortrax Rental - John Deere 544K - From Dec1-Dec28 | \$ 8,050.00 |
| J008218 | 11/30/2016 | Pyramid Construction Tender 2016-055 - Asphalt Repair | \$ 31,625.00 |
| 16-070 | 12/6/2016 | Carl Thibault Hydraulic Tank | \$ 6,833.45 |
| NL-00838706 | 12/19/2016 | Mic Mac Supply Hoses and Connections | \$ 5,587.51 |
| 39313 | 12/12/2016 | Complete Transport Install Tank | \$ 5,777.26 |
| MP-00452167 | 12/29/2016 | Brenkir Hydratak Hose | \$ 8,596.48 |
| | | TOTAL REGULAR ACCOUNTS | \$ 338,491.05 |

CAPITAL ACCOUNTS:

| | | Total | \$ 366,692.44 |
|---------|------------|---|------------------|
| | | TOTAL CAPITAL ACCOUNTS | \$ 28,201.39 |
| 16770 | 11/30/2016 | Baker Flooring Supply & Install Carpet | \$ 7,840.70 |
| 343139 | 11/4/2016 | EXP Services Spurrell's Road Bridge | \$ 5,871.21 |
| 368718 | 9/12/2016 | Carew Services Limited Retaining Wall Repair - Hardings Hill | \$ 5,663.75 |
| 2016195 | 11/30/2016 | Newfoundland Design Associates Ltd. Neary's Pond Road Reconstruct | \$ 8,825.73 |

BNK1 - BNS CURRENT ACCT

Cheques from 043958 to 044061 dated between 01/01/2017 and 01/16/2017

| | | | | | | CHE | QUE REGISTER |
|----------|------------------------------------|-----------------------------|--|--------------------------------------|-----|---------|--------------|
| Printed: | 1:50:37PM | 01/16/2017 | | | | | Page 1 of 4 |
| Number | Issued | | | Amount | sc | Status | Status Date |
| 043958 | 931-52061 | GCR Tire Cente | Tire Repairs | 3,410.34 80.40 | A/P | CLEARED | 12/15/2016 |
| 043959 | 931-52210 12/02/2016 0142617 | Capital Springs | 8 Snow tires for Unit #38 Unit 45 - spring helpers | 3,329.94 218.26 218.26 | A/P | CLEARED | 12/16/2016 |
| 043960 | 12/05/2016 Nov 26 201 | Murray's Pond (6 Dinner | | 6,535.81 6,535.81 | A/P | CLEARED | 12/19/2016 |
| 043963 | 12/07/2016 010163162 | CBS Rentals Lin | nited repairs to a rescue saw | 116.22 116.22 | A/P | CLEARED | 12/16/2016 |
| 043964 | 12/07/2016 20161605 20161788 | Windco Enterpri | ses Pull back VB and RG nets for the seasa Install the Christmas Tree Lights | 1,638.76 1,037.88 600.88 | A/P | CLEARED | 12/15/2016 |
| 043965 | 12/07/2016 01460039 1460039 | Home Depot | Correction to Inv #1460039 door trim - upper renos | 2,229.40 6.73 169.36* | A/P | CLEARED | 12/15/2016 |
| | 1465186 3460653 | | 2 BAG QUICKRETE Misc Supplies for building repairs | 13.71 49.43 | | | |
| | 460076 465218 5460297 | | Safety Glass PAINT AND SUPPLIES FOR DEPOT; Paint, rollers, brush, supplies and screv | 19.21 110.11 133.42 | | | |
| | 6460857 8461124 | | Blinds for Lower Level Supplies for Renovations - council boar | 1,168.76 499.88 | | | |
| 043967 | 9460483 12/07/2016 3313-0000 | N.A.P.E. | Paint & Gyproc - Supplies for firehall wi Union Dues - November 2016 N.A.P.I | 58.79 2,289.99 2,289.99 | G/L | *VOID* | 12/07/2016 |
| 043968 | 12/07/2016 3313-0000 | N.A.P.E. | November 2017 - Union Dues N.A.P.I | 1,557.99 1,557.99 | G/L | CLEARED | 12/15/2016 |
| 043969 | 12/07/2016 NOV 2016 | CIBC Mellon | EMPLOYER PORTION PENSION PLA | 11,457.41 11,457.41 | A/P | CLEARED | 12/15/2016 |
| 043970 | 12/07/2016 3312-0000 | CIBC Mellon | Employee Portion - Nov Pension CIB(| 9,165.93 9,165.93 | G/L | CLEARED | 12/15/2016 |
| 043973 | 12/08/2016 Dec 6 2016 | Tony Pollard | Milage Claim | 312.01 312.01 | A/P | CLEARED | 12/16/2016 |
| 043974 | 12/08/2016 Milage Oct1 | Heather Coughla 8-Nov 23 | n Milage Oct18-Nov 23 | 65.19 65.19 | A/P | CLEARED | 12/19/2016 |
|)43975 | 12/09/2016 2-989954 | Bell Mobility Inc. | (Radio Division) Mobile Radio Install; Pager repairs | 689.85 689.85 | A/P | CLEARED | 12/28/2016 |
|)43976 | 12/09/2016 73380 | Benson Buffett | Parking Issue | 8,125.27 8,125.27 | A/P | CLEARED | 12/20/2016 |
|)43977 | 12/09/2016 X63845 X64007 | Big Erics Inc. | Supplies for Recreation Centre paper towels | 397.24 259.47 137.77 | A/P | CLEARED | 12/21/2016 |
|)43978 | 12/09/2016 260665 | Cal LeGrow Insu | rance Add John Deere Loader | 254.00 254.00 | A/P | CLEARED | 12/20/2016 |
| 43979 | 12/09/2016 December N | | December Milage | 85.01 85.01 | A/P | OUT-STD | 12/09/2016 |
| 43980 | 12/09/2016 42932957 | Corporate Expres | ss File Folders | 149.47 133.75 | A/P | CLEARED | 12/22/2016 |

^{* -} Partial payment was made on Invoice

^{** -} Name on Check was modified

BNK1 - BNS CURRENT ACCT
Cheques from 043958 to 044061 dated between 01/01/2017 and 01/16/2017

| | | | | | CHE | QUE REGISTER |
|----------|---|--|--|-----|---------|--------------|
| Printed: | 1:50:37PM 01/16/2017 | | | | | Page 2 of 4 |
| Number | Issued 43003545 | Storage Bin | Amount 15.72 | sc | Status | Status Date |
| 043981 | 12/09/2016 Daren Jane Fireworks Display Cert. | s Reimbursement for Fireworks Display / | 100.00 100.00 | A/P | CLEARED | 12/19/2016 |
| 043982 | 12/09/2016 EXP. Servic 341453 341457 SJN-00019798-A1 | es Inc. EXP ADMIN CHARGES Murray's Pond Road Subdivision Chesley Van Heights Subdivision | 624.45 78.20 218.50 327.75 | A/P | CLEARED | 12/23/2016 |
| 043983 | 12/09/2016 Fancy Face 11172016 | Face Painting 2 Hrs | 240.00 240.00 | A/P | CLEARED | 12/21/2016 |
| 043984 | 12/09/2016 Fastenal Ca NFMOU168535 NFMOU168583 NFMOU168778 | anada Company Self tapping screws Supplies Hardware | 279.67 15.74 224.94 38.99 | A/P | OUT-STD | 12/09/2016 |
| 043985 | 12/09/2016 Fireworks F. 29758 29759 | X Inc. Fireworks Fireworks | 448.56 26.42 422.14 | A/P | CLEARED | 12/28/2016 |
| 043986 | 12/09/2016 Frederick Ho Nov11-27 2016 Nov27-Dec3 2016 | ollett Nov11-27 2016 Nov27-Dec3 2016 | 2,788.75 1,322.50 1,466.25 | A/P | CLEARED | 12/19/2016 |
| 043987 | 12/09/2016 Gail Tucker December Milage | December Milage | 200.00 200.00 | A/P | CLEARED | 12/16/2016 |
| 043988 | 12/09/2016 Gardaworld 07620001795 07620001831 07620001851 | SECURITY SERVICES - Nov6-12 SECURITY SERVICESNov13-19 SECURITY SERVICESNov20-26 | 5,433.75 2,052.75 1,690.50 1,690.50 | A/P | CLEARED | 12/22/2016 |
| 043989 | 12/09/2016 GFL Enviror E60000026293 | nmental Inc. November garbage bin Service | 2,486.35 2,486.35 | A/P | CLEARED | 12/23/2016 |
| 043990 | 12/09/2016 Glenn Nicho 1442 1443 1444 1445 1449 | ols Engine Services Semi annual PM Maintenance (Cummii Semi Annual PM Maintenance Semi Annual PM Maintenance (Yanma Semi annual PM Maintenance Semi annual PM maintenance - Replac | 3,264.83 524.53 676.19 569.36 524.53 970.22 | A/P | OUT-STD | 12/09/2016 |
| 043991 | 12/09/2016 IBS of Atlant 60012438 | tic Provinces 12 Volt Battery for Portable Pump | 70.09 70.09 | A/P | CLEARED | 12/22/2016 |
| 043992 | 12/09/2016 Imprint Spec 151578 | sialty Promotions Yoga mat engraving | 379.78 379.78 | A/P | CLEARED | 12/21/2016 |
| 043993 | 12/09/2016 Irving Oil Lin 934529 | nited Gas (1471.5 L) | 1,728.22 1,728.22 | A/P | CLEARED | 12/28/2016 |
| 043994 | 12/09/2016 Mr. Music Dj 161125 | & Karaoke Service Music Service (Additional Hour) | 50.00 50.00 | A/P | CLEARED | 12/21/2016 |
|)43995 | 12/09/2016 Neopost Car 6156248 | nada Dec2016-Jan2017 LEASE PAYMENT | 173.99 173.99 | A/P | CLEARED | 12/23/2016 |
|)43996 | 12/09/2016 Newfoundlar 30225275 30225611 | nd Distributors Ltd. Bolts and Washers 60 Cariage Bolts - Rental Loaders | 126.06 22.56 103.50 | A/P | OUT-STD | 12/09/2016 |
|)43997 | 12/09/2016 NL Associati 2111166 | | 1,219.79 1,219.79 | A/P | OUT-STD | 12/09/2016 |
| 43998 | 12/09/2016 Orkin Canad | | 326.03 | A/P | CLEARED | 12/28/2016 |

^{* -} Partial payment was made on Invoice

^{** -} Name on Check was modified

BNK1 - BNS CURRENT ACCT

Cheques from 043958 to 044061 dated between 01/01/2017 and 01/16/2017

| | | | | 2000 | 1 10-20, 0 | QUE REGIST |
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| Printed: | 1:50:37PM 01/16/201 | 7 | | | | Page 3 of |
| Number | Issued | | Amount | sc | Status | Status Date |
| | IN-7326216 | PEST CONTROL REC COMPLEX | 73.60 | | | |
| | In-7326218 | PEST CONTROL DEPOT | 71.30 | | | |
| | IN-732645 | PEST CONTROL RG | 37.95 | | | |
| | IN-7334930 | PEST CONTROL Generator Shed | 89.13 | | | |
| | IN-7334953 | PEST CONTROL VB | 54.05 | | | |
| 3999 | 12/09/2016 Pik-Fast E | xpress Inc. | 31.00 | A/P | CLEARED | 12/28/2016 |
| | WE02-012122 | Water | 31.00 | | | |
| 4000 | 12/09/2016 Plan-Tech | Environment | 3,910.00 | A/P | CLEARED | 12/29/2016 |
| | 654 | Municipal Plan Amendment #1 | 3,910.00 | | | |
| 4001 | 12/09/2016 Princess A | auto Ltd. | 160.33 | A/P | CLEARED | 12/22/2016 |
| | 26-1-346660 | Power inverter, light cord, | 52.19 | | | |
| | 26-3-3332148 | set extensions, air hose fittings, drill chi | 108.14 | | | |
| 4002 | 12/09/2016 Quality Tru | ick & Trailer Repairs | 695.70 | A/P | *VOID* | 12/09/2016 |
| | 009081 | MVI (2015 Freightliner) | 446.15 | | | |
| | 009082 | Service Call (2015 Freightliner) | 249.55 | | | |
| 4003 | 12/09/2016 Recreation | NL | 175.00 | A/P | OUT-STD | 12/09/2016 |
| | 164-2017 | REC NL - 2017 Membership | 175.00 | | | |
| 4004 | 12/09/2016 Richard Mu | urphy | 2,855.25 | A/P | CLEARED | 12/22/2016 |
| | Nov11-27 2016 | Nov11-27 2016 | 1,532.75 | | | |
| | Nov28-Dec4 2016 | Nov28-Dec4 2016 | 1,322.50 | | | |
| 4005 | 12/09/2016 Rideout To | ol and Machine Inc. | 242.65 | A/P | CLEARED | 12/20/2016 |
| | 1573122 | Dye and holder for inventory | 242.65 | | | |
| 4006 | 12/09/2016 Ritche Per | ez | 500.00 | A/P | CLEARED | 12/28/2016 |
| | 06 | Scenic photogarphy of Portgual Cove | 150.00 | | | |
| | 09 | Christmas Events | 150.00 | | | |
| | 5. | Scenic photogarphy of Portgual Cove | 150.00 | | | |
| | 8 | Scenic and interior shots at Rec Centre | 50.00 | | | |
| 4007 | 12/09/2016 Rogers Pay | yment Centre | 100.60 | A/P | CLEARED | 12/23/2016 |
| | 11122016 | CABLE TV | 100.60 | | | |
| 4008 | 12/09/2016 Steelfab Inc | dustries Ltd. | 393.76 | A/P | CLEARED | 12/23/2016 |
| | 0000129712 | Cutting edge for Unit #55 | 393.76 | | | |
| 4009 | 12/09/2016 Telelink Ca | all Centre | 272.85 | A/P | CLEARED | 12/23/2016 |
| | C9139-1612 | ANSWERING SERVICE FOR Nov2016 | 272.85 | | | |
| 4010 | 12/09/2016 The Party S | Studio - Mascot Rentals | 150.00 | A/P | CLEARED | 12/28/2016 |
| 11 /1 12 | Nov 22 2016 | Mascot Rentals | 150.00 | | | |
| 4011 | 12/09/2016 Valero Ene | ray Inc. | 1,510.57 | A/P | CLEARED | 12/29/2016 |
| 91 | 4111104829 | Furnace Oil (827.1 L) | 598.29 | | | |
| | 4111110720 | Diesel (1138.8L) | 912.28 | | | |
| 4012 | 12/09/2016 Xylem Can | | 38,035.25 | A/P | CLEARED | 12/28/2016 |
| | 3558263161 | Pump Repair - 3153.091-0110190 | 6,919.88 | 7.0. | V22. " 123 | |
| | 3558263876 | Pump repair 3153.091-0660192 | 5,230.88 | | | |
| | 3558264883 | PC lift station pump | 5,771.18 | | | |
| | 3558264887 | Lift station annual maintenance - St. Pr | 349.80 | | | |
| | 3558265084 | pumps x2 & temp gauge WW | 19,763.51 | | | |
| 4013 | 12/09/2016 You Store I | | 206.45 | A/P | CLEARED | 12/28/2016 |
| .5.5 | OCT 2016 | STORAGE UNIT OCT 2016 | 206.45 | 701 | CLLTINED | |
| 014 | 12/12/2016 Telelink Ca | | 734.14 | A/P | CLEARED | 12/23/2016 |
| 7017 | C9139-1610 | ANSWERING SERVICE FOR SEPT 20 | 377.37 | AVP. | OLLARED | |
| | C9139-1611 | ANSWERING SERVICE FOR OCT 20' | 356.77 | | | |

^{* -} Partial payment was made on Invoice

^{** -} Name on Check was modified

BNK1 - BNS CURRENT ACCT

Cheques from 043958 to 044061 dated between 01/01/2017 and 01/16/2017

| | | | | | СНЕ | QUE REGISTER | |
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| Printed: | 1:50:37PM 01/16/2017 | | | | | Page 4 of 4 | |
| Number | Issued | | Amount | sc | Status | Status Date | |
| 044061 | 12/14/2016 Quali | ity Truck & Trailer Repairs | 637.50 | A/P | CLEARED | 12/21/2016 | |
| | 0009081 | MVI 2015 Freightliner | 387.95 | | | | |
| | 009082 | Service Call (2015 Freightliner) | 249.55 | | | | |
| | | Cheque Totals Issued: | 116,263.83 | | | | |
| | | Vold: | 2,985.69 | | | | |
| | | Total Cheques Generated: | 119,249.52 | | | | |
| | | Total # of Cheques Listed: | 53 | | | | |

^{* -} Partial payment was made on Invoice

^{** -} Name on Check was modified

BNK1 - BNS CURRENT ACCT

Cheques from 044105 to 044164 dated between 01/01/2017 and 01/16/2017

| | | | | | CHE | QUE REGISTER |
|----------|--|--|--|-----|---------|--------------|
| Printed: | 1:51:17PM 01/16/20 | 17 | | | | Page 1 of 4 |
| Number | Issued | | Amount | sc | Status | Status Date |
| 044105 | 12/15/2016 311 Tech 115 | nologies Ltd. 311 Service | 1,504.80 1,504.80 | A/P | CLEARED | 12/28/2016 |
| 044106 | 12/15/2016 Action Ca 10015184 | ar & Truck Accessories Cargo mat | 70.56 70.56 | A/P | CLEARED | 12/22/2016 |
| 044107 | 12/15/2016 ADT Sec 67942840 | urity Services Canada Inc. Equipment Installation | 1,472.00 1,472.00 | A/P | CLEARED | 12/31/2016 |
| 044108 | 12/15/2016 Afonso G 19876 | roup Cleanout catch basin / pipe - Western (| 600.10 600.10 | A/P | CLEARED | 12/20/2016 |
| 044109 | 12/15/2016 Atlantic P | owertrain & Equipment Inc. spray paint for equipment | 37.89 37.89 | A/P | CLEARED | 12/20/2016 |
| 044110 | 12/15/2016 Atlantic T 36635 | railer & Equipment Ltd. Unit #20 - plow light, 2 plow lights for fri | 528.95 528.95 | A/P | CLEARED | 12/20/2016 |
| 044111 | 12/15/2016 Babb Loc 98987 99544 | k & Safe Company Ltd. Weather Stripping, door stop Keys cut various | 107.09 81.08 26. 01 | A/P | CLEARED | 12/21/2016 |
| 044112 | 12/15/2016 Betty Clar Oct 16 2016 | | 80.00 80.00 | A/P | OUT-STD | 12/15/2016 |
| 044113 | 12/15/2016 Bird Stain 443458 | s pallet cold patch | 933.80 933.80 | A/P | CLEARED | 12/29/2016 |
| 044114 | 12/15/2016 Carew Se 368718 | rvices Ltd Retaining Wall - Hardings Hill | 5,663.75 5,663.75 | A/P | OUT-STD | 12/15/2016 |
| 044115 | 12/15/2016 CBS Glas 201600709 | s inc. supply and install 1 set of sls window h | 281.75 281.75 | A/P | CLEARED | 12/22/2016 |
| 044116 | 12/15/2016 City of St. 10106 RW 20611-4 | John's November 2016 - Garbage November Water (55668 Cubic Metres | 43,869.84 11,081.39 32,788.45 | A/P | CLEARED | 12/22/2016 |
| 044117 | 12/15/2016 City Wide 66757 | Taxi taxi-2016 staff social | 278.25 278.25 | A/P | CLEARED | 12/23/2016 |
| 044118 | 12/15/2016 Construct 32521 32535 32536 32839 32855 32965 | ion Signs Small Deliniators Signage Signage 4 ten foot sign posts "Local Access" Signage Signage | 1,109.76 414.00 155.25 155.25 230.00 80.50 74.76 | A/P | CLEARED | 12/22/2016 |
| 044119 | 12/15/2016 Corporate 17455 43056602 | | 347.95 200.77 147.18 | A/P | CLEARED | 12/22/2016 |
| 044120 | 12/15/2016 East Coas 0000034119 | st Hydraulics 3 fittings 624K | 22.67 22.67 | A/P | CLEARED | 12/23/2016 |
|)44121 | 12/15/2016 Economy 140023 140039 | | 1,783.26 89.17 1,694.09 | A/P | CLEARED | 12/28/2016 |
|)44122 | 12/15/2016 Fastenal 0 NFMOU168329 | | 47.40 47.40 | A/P | CLEARED | 12/28/2016 |
|)44123 | 12/15/2016 Fastsigns 651- 67205 | IDLE FREE ZONE SIGNS | 1,404.00 1,404.00 | A/P | CLEARED | 12/22/2016 |
|)44124 | 12/15/2016 Gardawor | d | 1,690.50 | A/P | CLEARED | 12/22/2016 |

^{* -} Partial payment was made on Invoice

^{** -} Name on Check was modified

BNK1 - BNS CURRENT ACCT

Cheques from 044105 to 044164 dated between 01/01/2017 and 01/16/2017

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| Printed: | 1:51:17PM | 01/16/2017 | | | | Page 2 of 4 |
| Number | Issued 076200017 | 37 SECURITY SERVICES Oct23-29 | Amount 1,690.50 | sc | Status | Status Date |
| 044125 | | GCR Tire Centers Winter tires for Unit 50&51 | 1,505.21 1,505.21 | A/P | CLEARED | 12/20/2016 |
|)44126 | 12/15/2016 521 | Harbourside Transportation Consultants Traffic Calming Policy | 3,093.50 3,093.50 | A/P | CLEARED | 12/23/2016 |
|)44127 | 12/15/2016 108322 | Harvey & Company Limited Unit #38 - diagnostic issue excessive s | 373.63 373.63 | A/P | CLEARED | 12/22/2016 |
|)44128 | 12/15/2016 98139 | Hickman Chrysler Mechanical Repairs (Jeep) | 920.60 920.60 | A/P | CLEARED | 12/21/2016 |
| 044129 | 12/15/2016 17147 17178 | Image 4 Printing & Design Inc. 2017 Budget Flyers Printing of PCSP generic Bannerbug | 3,110.75 2,282.75 828.00 | A/P | CLEARED | 12/31/2016 |
|)44130 | 12/15/2016 233827 | Irving Oil Limited GAS (804 L) | 977.95 977.95 | A/P | CLEARED | 12/28/2016 |
| 044131 | 12/15/2016 0014 | Karly Barker Design GRAPHIC DESIGN SERVICES: CMA I | 500.00 500.00 | A/P | OUT-STD | 12/15/2016 |
| 944132 | 12/15/2016 14806997 1550784 1564032 | Kent Building Supplies 45 pieces lumber upper renos Lumber for Boardroom Renos Wood & Screws for upper level reno | 339.60 279.86 31.10 28.64 | A/P | CLEARED | 12/21/2016 |
| 944133 | 12/15/2016 2991 | KZ Contracting Ltd. Bucket of cement - sample station | 195.50 195.50 | A/P | CLEARED | 12/28/2016 |
| 144134 | 12/15/2016 5006110 5006185 | Madsen Construction Equipment Filter fuel and filters four (4) backhoe keys - new seasonal ε | 153.66 110.65 43.01 | A/P | CLEARED | 12/20/2016 |
| 44135 | 12/15/2016 SJ3195676 | Maxxam Analytics Inc. WATER SAMPLE TESTING | 317.40 317.40 | A/P | CLEARED | 12/28/2016 |
| 44136 | 12/15/2016 1096446 1096447 | McLoughlan Supplies Ltd. Bulbs Rainbow Gully 4 bulbs for rainbow gully | 464.13 295.35 168.78 | A/P | CLEARED | 12/20/2016 |
| 44137 | 12/15/2016 AR367788 | Modern Business Equipment Sealer & Ink | 342.70 342.70 | A/P | CLEARED | 12/21/2016 |
| 44138 | 12/15/2016 202801487 | Mr. Electric Electrical repairs to ballast in Rec officε | 482.09 482.09 | A/P | CLEARED | 12/21/2016 |
| 44139 | 12/15/2016 204122861 | Mr. Rooter Plumbing Electrical work Lights soccer field Asses | 194.35 194.35 | A/P | CLEARED | 12/21/2016 |
| 44140 | 12/15/2016 711 | Museum Association of Nf. & Lab. Workshop· Developing Temporary Exh | 130.00 130.00 | A/P | | 12/15/2016 |
| 44141 | 12/15/2016 0000505539 | Newfound Disposal Systems Ltd. MONTHLY SHREDDING SERVICE - D | 52.92 52.92 | A/P | CLEARED | 12/22/2016 |
| 44142 | 12/15/2016 Nov.28,201 | Newfoundland Power Co. Depot electric | 475.01 475.01 | A/P | *VOID* | 12/15/2016 |
| 44143 | 12/15/2016 2016195 | Newfoundland Design Associates Ltd. Neary's Pond Road Reconstruct | 8,825.73 8,825.73 | A/P | | 12/19/2016 |
| 44144 | 12/15/2016 5545 | Northeast Avalon Times Advertising November 2016 Issue | 1,897.50 1,897.50 | A/P | | 12/20/2016 |
| 44145 | 12/15/2016 50959 | North Atlantic Supplies Inc. 36 pairs hercules gloves | 320.85 320.85 | A/P | | 12/28/2016 |
| 44146 | 12/15/2016 | Nortrax | 45.70 | A/P | CLEARED | 12/23/2016 |

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^{** -} Name on Check was modified

BNK1 - BNS CURRENT ACCT
Cheques from 044105 to 044164 dated between 01/01/2017 and 01/16/2017

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| Printed: | 1:51:17PM 01/16/2017 | | | | | Page 3 of 4 |
| Number | Issued | | Amount | sc | Status | Status Date |
| | 628242 | Unit # - 624K air and fuel filter | 45.70 | | | |
| 44147 | 12/15/2016 Parts for Truck | s | 673.93 | A/P | CLEARED | 12/23/2016 |
| | 40371616-00 | unit 20 - 2 slack adjusters, 2 brake char | 350.89 | | | |
| | 40372625-00 | mirror for compactor, pull ties, relay | 147.49 | | | |
| | 40372745-00 | Shop Supplies - wires, connectors, hea | 175.55 | | | |
| 44148 | 12/15/2016 Pik-Fast Expre | ss Inc. | 41.40 | A/P | CLEARED | 12/28/2016 |
| | DC-673 | Document Deliveries (3) | 41.40 | | | |
| 44149 | 12/15/2016 Purolator Inc. | | 29.64 | A/P | CLEARED | 12/28/2016 |
| | 2219630 | COURIER SERVICE | 29.64 | | | |
| 44150 | 12/15/2016 Pyramid Const | ruction | 31,625.00 | A/P | CLEARED | 12/22/2016 |
| | J008218 | Tender 2016-055 - Asphalt Repair | 31,625.00 | | | |
| 44151 | 12/15/2016 Richard Murph | y | 1,533.88 | A/P | CLEARED | 12/22/2016 |
| | Dec5-Dec11 2016 | Dec5-Dec11 2016 | 1,466.25 | | | |
| | Meal Training Dec 8 2016 | Meals - Training Dec 8 2016 | 67.63 | | | |
| 44152 | 12/15/2016 Ritche Perez | | 100.00 | A/P | CLEARED | 12/31/2016 |
| | 7 | Event Photography - Family Fun Day - | 100.00 | | | |
| 44153 | 12/15/2016 Rona | | 431.85 | A/P | CLEARED | 12/28/2016 |
| | 2427811 | 3 gallons paint for chambers | 102.74 | | | |
| | 2429563 | Paint for upper renos | 93.30 | | | |
| | 2429814 | tie straps, 3 gals paint, cover paint | 133.07 | | | |
| | 2429932 | 3 gallons paint, lumber for shelving | 102.74 | | | |
| 44154 | 12/15/2016 Royal Freightlir | ner | 218.50 | A/P | CLEARED | 12/20/2016 |
| | FRCs170483 | Diagnostic testing - 2016 Freightliner | 218.50 | | | |
| 44155 | 12/15/2016 SME | | 1,322.50 | A/P | OUT-STD | 12/15/2016 |
| | 42196 | Shipping Container | 460.00 | | | |
| | 42202 | Rental storage unit during renovations | 862.50 | | | |
| 44156 | 12/15/2016 Stewart McKel | vey | 2,080.35 | A/P | CLEARED | 12/20/2016 |
| | 90553264 | Watershed Development | 2,080.35 | | | |
| 44157 | 12/15/2016 Telus | | 264.50 | A/P | OUT-STD | 12/15/2016 |
| | FRESHIN39955 | 2 Cellular Phones | 264.50 | | | |
| 44158 | 12/15/2016 The Telegram | | 505.54 | A/P | CLEARED | 12/21/2016 |
| | TE00510565 | Employment Ad | 505.54 | | | |
| 44159 | 12/15/2016 Traction | | 116.76 | A/P | CLEARED | 12/20/2016 |
| | 506556220 | spline and u-joint unit 32 | 116.76 | | | |
| 44160 | 12/15/2016 Traffic Logix | | 6,857.45 | A/P | OUT-STD | 12/15/2016 |
| | 1- 20934 | Programmable Speed Signs | 6,857.45 | | | |
| 44161 | 12/15/2016 Valero Energy | Inc. | 990.67 | A/P | CLEARED | 12/23/2016 |
| | 4111115969 | Diesel (1185.6 L) | 990.67 | | | |
| 14162 | 12/15/2016 Vigilant Manage | ement Inc. | 17,114.91 | A/P | OUT-STD | 12/15/2016 |
| | 716 | WATER METERING PILOT PROJECT | 3,826.63 | | | |
| | 744 | Water Loss Program | 1,978.00 | | | |
| | 745 | WATER METERING PILOT PROJECT | 1,288.00 | | | |
| | 746 | DOGBERRY HILL ROAD: SIDEWALKS | 1,007.69 | | | |
| | 747 | MYCW-MEADOW HEIGHTS | 3,409.75 | | | |
| | 748 | MYCW-NEARY'S POND | 2,357.51 | | | |
| | 749 | STRATEGIC PLAN SUPPORT | 198.38 | | | |
| | 750 | Field Expansion | 1,027.82 | | | |
| | 751 | Fleet Tracking System | 715.88 | | | |
| | 752 | Sludge Dewatering | 1,269.31 | | | |

^{* -} Partial payment was made on Invoice

^{** -} Name on Check was modified

BNK1 - BNS CURRENT ACCT

Cheques from 044105 to 044164 dated between 01/01/2017 and 01/16/2017

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| Printed: | 1:51:17PM 01/16/2 | | | | Page 4 of 4 | |
| Number | Issued 753 | Project Budget Estimates | Amount 35.94 | sc | Status | Status Date |
| 044163 | 12/15/2016 Weir's C 247511 247535 | | 697.36 270.48 426.88 | A/P | CLEARED | 12/21/2016 |
| 044164 | 12/15/2016 Xerox C F50070182 | | 446.74 446.74 | A/P | OUT-STD | 12/15/2016 |
| | | Cheque Totals Issued: | 151,129.07 | | | |
| | | Void: Total Cheques Generated: | 475.01 151,604.08 | | | |
| | | Total # of Cheques Listed: | 60 | | | |

^{* -} Partial payment was made on Invoice

^{** -} Name on Check was modified

BNK1 - BNS CURRENT ACCT

Cheques from 044167 to 044195 dated between 01/01/2017 and 01/16/2017

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| Printed: | 1:52:57PM 01/16/201 | 7 | · 10 | | | Page 1 of 2 |
| Number | Issued | | Amount | sc | Status | Status Date |
| 044167 | 12/15/2016 Newfoundi 7610-7200 | and Exchequer Account Small Claims Filing - GC Newfoundlar | 100.00 100.00 | G/L | CLEARED | 12/23/2016 |
| 044168 | 12/15/2016 Newfoundl 7610-7200 | and Exchequer Account Small Claims Filing Fee - C> Newf | 100.00 100.00 | G/L | CLEARED | 12/23/2016 |
| 044169 | 12/15/2016 Newfoundl 7610-7200 | and Exchequer Account Small Claims Filing Fee - DC Newfour | 100.00 100.00 | G/L | CLEARED | 12/23/2016 |
| 044170 | 12/15/2016 Newfoundl 7610-7200 | and Exchequer Account R&JC Newfoundland Exchequer Acco | 100.00 100.00 | G/L | CLEARED | 12/23/2016 |
| 044171 | 12/15/2016 Newfoundl 7610-7200 | and Exchequer Account Small Claims Filing Fee - S&JJ Newfc | 100.00 100.00 | G/L | CLEARED | 12/23/2016 |
| 044172 | 12/15/2016 Jennifer Do Dec 8 2016 | | 50.00 50.00 | A/P | CLEARED | 12/22/2016 |
| 044173 | 12/15/2016 Cadillac Se | | 30,069.00 30,069.00 | G/L | CLEARED | 12/16/2016 |
| 044174 | 12/17/2016 Newfoundle | and Exchequer Account Hapset - November 2016 Newfoundla | 4,755.01 4,755.01 | G/L | OUT-STD | 12/17/2016 |
| 044175 | 12/19/2016 Image 4 Pr 016893 | | 3,846.75 3,846.75 | A/P | CLEARED | 12/31/2016 |
| 044179 | 01/02/2017 CIBC Mello 3312-0000 | | 12,551.67 12,551.67 | G/L | OUT-STD | 01/02/2017 |
| 044180 | 01/02/2017 CIBC Melio DEC 2016 | | 15,689.59 15,689.59 | A/P | OUT-STD | 01/02/2017 |
| 044181 | 01/02/2017 N.A.P.E. 3313-0000 | December 2016 - Union Dues N.A.P.I | 1,908.00 1,908.00 | G/L | OUT-STD | 01/02/2017 |
| 044187 | 01/04/2017 Telus DEC072016 NOV072016 | CELLULAR PHONE CHARGES - Dece CELLULAR PHONE CHARGES - Nove | 3,780.65 2,052.50 1,728.15 | A/P | OUT-STD | 01/04/2017 |
| 044188 | 01/04/2017 Jackie Tucl Dec 2016 | | 900.00 900.00 | A/P | OUT-STD | 01/04/2017 |
| 044189 | 01/04/2017 Richard Mu Dec12-Dec18 2016 Dec19-Dec25 2016 | orphy Dec12-Dec18 2016 Dec19-Dec25 2016 | 2,846.25 1,380.00 1,466.25 | A/P | OUT-STD | 01/04/2017 |
| 044190 | 01/04/2017 Frederick F Dec11-Dec17 2016 Dec1-Dec30 2016 | Dec11-Dec17 2016 Dec1-Dec30 2016 | 4,255.00 1,437.50 1,495.00 | A/P | OUT-STD | 01/04/2017 |
| 044191 | Dec4-Dec10 2016 01/04/2017 Cal LeGrov 262041 | Dec4-Dec10 2016 v Insurance Insurance Renewal | 1,322.50 107,508.90 107,508.90 | A/P | OUT-STD | 01/04/2017 |
| 044192 | 01/04/2017 Mr. Electric 0204675395 0204763751 204611249 | | 5,013.11 3,631.84 249.67 1,131.60 | A/P | OUT-STD | 01/04/2017 |
| 044193 | 01/04/2017 Mr. Electric 204227016 | | 1,697.40 1,697.40 | A/P | OUT-STD | 01/04/2017 |
| 044194 | 01/04/2017 The Custon 2293 | | 1,665.11 1,665.11 | A/P | OUT-STD | 01/04/2017 |
| 044195 | | inance Officers' Association 2017 Membership | 355.95 355.95 | A/P | OUT-STD | 01/04/2017 |
| | | | | | | |

^{* -} Partial payment was made on Invoice

^{** -} Name on Check was modified

BNK1 - BNS CURRENT ACCT

Cheques from 044167 to 044195 dated between 01/01/2017 and 01/16/2017

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| l: 1:52:57PM 01/16/2017 | | | | | Page 2 of 2 |
| Issued | | Amount | sc | Status | Status Date |
| | Cheque Totals Issued: | 197,392.39 | | | |
| | Void: | 0.00 | | | |
| | Total Cheques Generated: | 197,392.39 | | | |
| | Total # of Cheques Listed: | 21 | | | |

^{* -} Partial payment was made on Invoice

^{** -} Name on Check was modified

BNK1 - BNS CURRENT ACCT

Cheques from 044197 to 044200 dated between 01/01/2017 and 01/16/2017

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| Printed: | 1:53:24PM 01/16/2017 | | | | | Page 1 of 1 |
| Number | Issued | | Amount | sc | Status | Status Date |
| 044197 | 01/05/2017 Frontline Paintball Inc. | | 3,995.05 | A/P | OUT-STD | 01/05/2017 |
| | 1891392 | Tropical Bounce Slide | 337.85 | | | |
| | 1891393 | Various Games | 1,578.60 | | | |
| | 1891394 | Inflatable Movie Screen | 902.85 | | | |
| | 1891396 | Ultimate Tunnel and Hoverball Archery | 1,523.25 | | | |
| | 1891396a | Ultimate Slide Tunnel | 115.00 | | | |
| | 1892573 | Generator Rental | 287.50 | | | |
| | 1903216 | Advertising Credit | -750.00 | | | |
| 044198 | 01/05/2017 Triware Technologies Inc. | | 3,099.25 | A/P | OUT-STD | 01/05/2017 |
| | 172153 | Server Hard Drive | 414.00 | | | |
| | 172571 | Battery | 270.25 | | | |
| | 173215 | Sonicwall AV Renewal | 2,415.00 | | | |
| 044199 | 01/05/2017 Lindsey Hyne | s | 370.00 | A/P | OUT-STD | 01/05/2017 |
| | NOV-DEC 2016 | NOV-DEC 2016 | 370.00 | | | |
| 044200 | 01/05/2017 Pauline Pinea | u | 1,680.00 | A/P | OUT-STD | 01/05/2017 |
| | Sept12-Dec5 2016 | Sept12-Dec5 2016 | 1,680.00 | | | |
| | | Cheque Totals Issued: | 9,144.30 | | | |
| | | Void: | 0.00 | | | |
| | | Total Cheques Generated: | 9,144.30 | | | |
| | | Total # of Cheques Listed: | 4 | | | |

^{* -} Partial payment was made on Invoice

^{** -} Name on Check was modified



CORRESPONDENCE

JAN 17/17 7 (a.)

From: Ken O'Brien [mailto:kobrien@stjohns.ca]

Sent: January-11-17 10:20 AM

To: Chris Milley < Chris.Milley@pcsp.ca; ndawe@tractconsulting.com

Cc: Dennis O'Keefe < DOKeefe@stjohns.ca >; Janet Adams < JAdams@stjohns.ca >; Kevin Breen

<KBreen@stjohns.ca>; Jason Sinyard <JSinyard@stjohns.ca>; Lynnann Winsor <|winsor@stjohns.ca>;

Greg Keating < GKeating@stjohns.ca >

Subject: [Junk released by Allowed List] Town of Portugal Cove-St. Philip's - Maggie's Place development

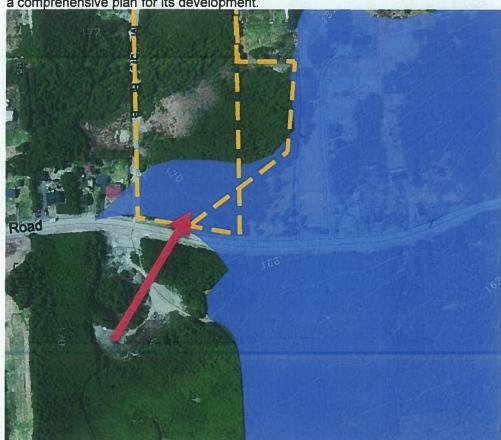
and Windsor Lake watershed

Mr. Milley, thank you for sending along the information package regarding the Maggie's Place development plan that the Town of Portugal Cove-St. Philip's has engaged Tract Consulting to prepare. We understand that you have a land-owners' meeting set for tonight.

From your maps, we see that there is a small portion of the development area in the Town that is within the Windsor Lake watershed boundary as mapped by the City's recent lidar data. The area is shown below. Tract has used the lidar watershed boundary in its mapping. This is helpful, as that boundary is the best one available.

We would like to advise the Town and Tract Consulting about the overlap and let you know that the City will not support any type of development within the Windsor Lake watershed boundary as mapped by our lidar data. As for the remainder of the Maggie's Place development area, we wish you well in setting out

a comprehensive plan for its development.





Regards,

Ken O'Brien

Ken O'Brien, MCIP

Chief Municipal Planner

City of St. John's - Department of Planning, Engineering and Regulatory Services

John J. Murphy Building (City Hall Annex), 4th floor - Mail: PO Box 908, St. John's, NL, Canada A1C 5M2

Phone 709-576-6121 Fax 709-576-2340 Email kobrien@stjohns.ca

*MCIP - Member of the Canadian Institute of Planners

ST. JOHN'S

This email communication (and any attached documents) is intended only for the individual or entity to which it is addressed and may contain information that is confidential, privileged or exempt from disclosure under applicable law. Any use of this information by anyone other than the intended recipient is prohibited. If you have received this email in error, sorry for the inconvenience; please notify the sender and delete all copies (electronic or otherwise) immediately.

From: Chris Milley

Sent: January-11-17 11:27 AM

To: 'Ken O'Brien' < kobrien@stjohns.ca >; ndawe@tractconsulting.com

Cc: Dennis O'Keefe < DOKeefe@stjohns.ca >; Janet Adams < JAdams@stjohns.ca >; Kevin Breen

<GKeating@stjohns.ca>

Subject: RE: [Junk released by Allowed List] Town of Portugal Cove-St. Philip's - Maggie's Place development and

Windsor Lake watershed

Hello Ken.

Thank you for the prompt response, information, and reminder.

This supplements more specific correspondence between us and the City from a time before we purchased the Maggies Place property a little over a year ago.

While the watershed boundary delineation was slightly different at that time the message was the same. The response at that time also clearly answered some specific questions I had about the upgrade of the road itself that passes through and has its intersection with Old Broad Cove Road within the watershed.

At that time the City did not have a LiDar generated map of the delineation that they were willing to share with us so we used LiDar data obtained in the fall of 2014 and AMEC hydrological services to generate our interpretation of where the watershed boundary is for the City's comments. We used the City's correspondence in making the decision to purchase the land. The differences in the mapping that we supplied and the mapping you supplied subsequent to our initial correspondence should hopefully prove to be inconsequential to our project. With the exception of an upgrade to an existing road as previously discussed, it is my understanding that the Town of Portugal Cove—St.Philip's intends to leave all lands within the watershed and defined development area undeveloped with limited land use.

I will share your correspondence with our council so that they are kept abreast of the City's current position on the location of the watershed boundary in the area.

Regards, Chris



Chris Milley, P.Eng. Town Manager/Engineer

1119 Thorburn Road Portugal Cove-St. Philip's A1M 1T6 T: 709.895.8000 ext. 262

F: 709.895.3780

P & D Tabled items for Jan. 17th



Government of Newfoundland and Labrador Department of Municipal Affairs Office of the Minister

DEC 0 5 2016

COR/2016/04964

Dear Mayor and Councillors:

RE: Market Value Pricing Policy for Municipalities

As the Minister of Municipal Affairs, I was given a mandate to determine ways to support local governments through a strategic approach to sustainable development and the delivery of services and infrastructure in the province.

Our Government completed consultations with many municipalities and reviewed land transfer options for municipalities, including long-term leasing and lease-to-own arrangements. This commitment to launch a new municipal leasing program was also outlined in the Province's recently released *The Way Forward* document which further outlines our commitment to municipalities in Newfoundland and Labrador.

I am pleased to announce that the Provincial Government will be offering eligible municipalities the opportunity to acquire leases for Crown lands under a new policy with the objective of promoting economic activity within the province and supporting the growth and development of municipalities.

The lease-to-own arrangements will be permitted for up to 10 years with varying lease options, as outlined in the attached policy, for economic development purposes such as: local residential development, industrial parks or other commercial development.

I look forward to working with each of you as community leaders in helping to create strong and viable communities throughout the Province.

If you have any questions regarding the leasing of Crown lands for municipalities, please contact Ms. Milly Meaney, Director of Crown Lands Administration Division, Howley Building, Higgins Line, P.O. Box 8700, St. John's, NL, A1B 4J6, or by telephone (709) 729-3174, or via email at MillyMeaney@gov.nl.ca.

Sincerely,

CC:

EDDIE JOYCE, MHA

District of Humber-Bay of Islands

Minister of Municipal Affairs

Ms. Milly Meaney, Director, Crown Lands Administration Division

2016

15-006-044-51
EASTERN NEWFOUNDLAND REGIONAL 3APPEAL BOARD

December 21, 2016

BETWEEN

TRAK Developers c/o Robert Stapleton

APPELLANT

AND

Town of Portugal Cove-St. Philip's

RESPONDENT

RESPECTING

an application to subdivide property and construct a residential subdivision at # 432 Old Broad Cove Road, Portugal Cove-St. Philip's

Dear Town of Portugal Cove-St. Philip's:

This is to inform you that an appeal was registered with the Eastern Newfoundland Regional Appeal Board on December 20, 2016. Enclosed is a copy of the appellant's submission appeal initiated against the Town.

The Board is bound by section 42 of the *Urban and Rural Planning Act, 2000* (the "Act"), which outlines matters that the Board can hear. The Board may determine that an appeal is invalid if the matter is outside its jurisdiction. Therefore, please indicate below in the appropriate box what the decision being appealed is with respect to:

- an application to undertake a development;
- a revocation of an approval or a permit to undertake a development;
- □ the issuance of a stop work order; and
- a decision permitted under this or another Act to be appealed to the board.

The following information is required within 15 days of receipt of this letter. In providing the documentation, please check the items and return this check list along with your submission. The information being collected for the purposes of determining and administering an appeal in accordance with Section 42(8) of the *Urban and Rural Planning Act, 2000* and the *Development Regulations (CNLR 3/01)*. Please note, as this is a quasi-judicial process, the information may be shared with the public upon request.

- a letter outlining the chronological order of events that lead to the decision being appealed omitting other personal information
- a copy of the Authority's development decision letter
- a copy of all council minutes only relating to the matter
- a location plan and zoning map indicating the proposed site and/or pictures
- a copy of the development application and any supporting information provided by the appellant/developer; do not include letters of support or objections but a statement that council considered such input if applicable
- a copy of any comments, approvals or recommendations made by any other Government department or public body

- any other relevant correspondence together with a statement outlining any further action taken by the Authority
- a list of persons (include mailing addresses) whom the Authority considers particularly affected by this decision and who should be notified

When an appeal is filed under section 42 of the Act, in accordance with section 45(1) of the Act, all work related to the development under appeal shall not proceed. Section 45(1) states:

45(1) Where an appeal is made under section 42, the development with respect to the appeal, work related to that development or an order that is under appeal shall not proceed or be carried out, pending a decision of the board.

Please take note of section 8 of the Minister's Development Regulations, 2000, which states:

- 8. (1) Immediately upon notice of the registration of an appeal the appropriate authority shall ensure that any development upon the property that is the subject of the appeal ceases.
- (2) Sections 102 and 104 of the Act apply to an authority acting under subsection (1).
- (3) Upon receipt of a notification of the registration of an appeal with respect to an order under section 102 of the Act, an authority shall not carry out work related to the matter being appealed.

The authority should ensure that this requirement is enforced and inform any other party that is affected.

Yours truly,

Robert Cotter, Secretary

Newfoundland Regional Appeal Board

Copy to: appellant(s).

Transmittal

Photographic Core of Parties and Development JAN 03 2017

From: Robert T. Stapleton

Date: December 20, 2016

To: Regional Appeals Board c/o Municipal Affairs, Government of Newfoundland Labrador

Attention: Robert Cotter, Secretary of the Regional Appeals Board

Re: 432 Old Broad Cove Road, Portugal Cove- St. Philips, NL

| | Contract Documents Shop Drawings | | For Review and Comment | |
|---|----------------------------------|-----|---|--|
| | | | For Review Approval and Disbursement For Your Information | |
| | Progress Claim | | | |
| | Samples | Yes | For Your Use | |
| | Copy of Letter | | As Requested | |
| X | Other (Below) | | Other | |

| Description |
|--|
| Completed Appeal Application |
| Letter of Rejection from Town of Portugal Cove- St. Philip's |
| Statement Outlining Grounds for appeal. |
| Cheque # 0056, Payment for Appeal fee |
| , Joseph Co. |
| |

Method Of Sending:

E-Mail:

Fax:

Courier:

Hand Delivery: X

Received By: and Wanton

Date: Dec 30/2016.

Robert Stapleton

Regional Appeal Boards c/o Municipal Affairs, Government of Newfoundland Labrador

File No:

(office use

APPEAL SUMMARY FORM

| •] | our appeal and fee must be filed with the Region within the 14 day appeal period. | nal Appeal Board (Attention: Robert Co | otter) at the address below | | |
|-------|---|--|--|--|--|
| | The following information is required. With this f | OFM VOU MUST submit | | | |
| | a copy or summary of the decision being | ny annealed | | | |
| | statement outlining the grounds for you | ur anneal | | | |
| | appeal fee \$200.00 plus HST (total \$2) | 30.00) | | | |
| Į, | providing the documentation, please check the All information submitted will b | <u>items</u> indicating that they are submitted ecome part of a public appeal process | with this appeal form | | |
| 1. | (Please check one of the following) Did y | ou, | | | |
| | Submit a development or building application to the Authority. | | | | |
| | 🗖 receive an Order: | | | | |
| | Or, are you | | | | |
| | an interested third party. | | | | |
| 2 | I am appealing a decision made under (ple | ages shook on a) | | | |
| | 2 Town of Portugal Cove- St. Philips | | | | |
| | ☐ Interim Development Regulations | Protected Ave - Pl | Municipal Plan and Development Regulations. Protected Area Plan | | |
| | D Local Area Plan | Highway Sign Regulations | | | |
| | Protected Road Zoning Regulations | S. 194 or 404 of the Municipalities Act | | | |
| | S. 240 of the City of Mount Pearl / Corn | ner Brook Acts | ilies Aci | | |
| | | | | | |
| 3. | What decision are you appealing? (please | check one) | | | |
| | ☐ Approval | 🖾 Refusal | | | |
| | ☐ Order | Conditions of an Approval | | | |
| 4. | What is the street address of the subject pro | pperty/development? 432 Old Broad Cove | Road | | |
| 5. | When did the Authority make its decision? | | | | |
| | mane its decision. | | 29 / 11 / 2016 | | |
| б. | this decision: | | Day Month Year | | |
| | | | 08 / 12 / 2016 Day Month Year | | |
| /. | Please include any documentation from the | authority related to the appeal. | | | |
| me: | TRAK Developers inc. c/o Robert T. Stapleton | Mailing Address: | | | |
| ephe | one: | | | | |
| GT _ | | | | | |
| Aail. | | Postal Code: | | | |
| | I certify that the information | | | | |
| | I certify that the information provided al | hove is true to the best of my knowledge | e and belief. | | |
| ne: f | Robert T. Stapleton Signature | NAN V | | | |
| **** | Robert T. Stapleton Signatu | re IV 41 | 20 / 12 / 2016 | | |

This information is being collected for the purposes of determining and administering an appeal in accordance with Section 42(8) of the Urban and Rural Planning Act, 2000 and the Development Regulations (CNLR 3/01).

This information will be managed in compliance with the Access to Information and Protection of Privacy Act.

REGIONAL APPEAL BOARD

Regional Appeal Boards are established under the Urban and Rural Planning act to hear appeals arising from a decision:

- made under a town's Municipal Plan and Development Regulations;
- . to issue an Order under Section 102 of the Urban and Rural Planning Act;
- to issue an Order under Section 404 of the Municipalities Act and Section 240 of the City of Mount Pearl and Corner Brook Acts;
- to refuse to issue a permit under Section 194 of the Municipalities Act; and
- made under Regulations pursuant to the Urban and Rural Planning Act, 2000 (including the Benton, Butterpot-Witless Bay Line, Conne River, Gander River, Highway Signage, Interim Development Control, Marble Mountain, Occupancy and Maintenance, and Protected Road Zoning Regulations).

REGIONAL APPEAL BOARDS HAVE NO JURISDICTION TO HEAR MATTERS RESULTING FROM:

- Council decisions regarding proposed amendments (re-zoning) to the Municipal Plan and Development Regulations.
- Council recommendations for the acquisition of Crown Land;
- Taxation or property assessment; and
- Municipal operations (snow clearing, garbage collection, water and sewer services, etc.).

HOW TO FILE AN APPEAL

Deadline:

An appeal must be filed within 14 calendar days of the person who made the original application has received written notification of the decision being appealed. In the case of an Order, the appeal must be filed within 14 calendar days of it being served or posted. Where an appeal of a decision and the required fee is not received by the Board within this time limit, the right to appeal that decision is considered to have been forfeited.

Fee:

An appeal fee of \$200 and HST (\$230 total) must accompany this form in order for your appeal to be registered. Cheques and money orders must be made payable to the Newfoundland Exchequer. You may pay using credit card by calling the Central Cashier's office at (709)729-4071 or (709)729-3042. If your appeal is successful, the fee will be refunded.

You must include the following information with your appeal:

A written statement outlining the grounds for your appeal. A copy of the decision or Order that you are appealing If you do not have that information please provide a summary of the decision being appealed

Where to file:

The completed appeal form can be delivered or mailed to the Secretary of the Regional Appeal Board at the Department of Municipal Affairs, Howley Building, Higgins Line, P.O. Box 8700, St. John's, NL A1B 4J6. The secretary of the Regional Appeal Board can be contacted by telephone at (709) 729-3090 or by fax at (709) 729-3923.

APPEAL HEARING AND DECISION

A notice that your appeal has been registered will appear your local newspaper. All development related to the appeal must stop until the Board makes its decision. You will be advised, in writing, of the time, date, and place of the Hearing. You, or a representative, may appear before the Board at the Hearing concerning the matter under appeal. The Authority or any other person affected will also be given an opportunity to appear before the Board at the Hearing to present submissions concerning the matter under appeal. You will be notified, in writing, of the decision of the Board. The decision of the Board is final but may, on a question of jurisdiction or law, be appealed to the Trial Division (Supreme Court of Newfoundland and Lahrador) within 10 days of the appellant receiving the decision

This information is being collected for the purposes of determining and administering an appeal in accordance with Section 42(8) of the Urban and Rural Planning Act, 2000 and the Development Regulations (CNLR 3/01).

This information will be managed in compliance with the Access to Information and Protection of Privacy Act



December 2nd, 2016

Robert Stapleton
TRAK Developers Inc.

Re: Proposed Subdivision of Property & Construction of a Residential Subdivision at Civic # 432 Old Broad Cove Road – Zoning: Mixed Use & Agriculture (MIX & AG)

Dear Mr. Stapleton:

At a meeting of the Portugal Cove-St. Philip's Town Council, held **November 29th**, 2016, your application to subdivide property and construct a residential subdivision at Civic # 432 Old Broad Cove Road was presented and reviewed. It was resolved by Council that your application be rejected, as the proposal is contrary to Town's Municipal Plan and Development Regulations. Specifically:

- a) Plan Policy SD-1 (Evaluating Proposals to Subdivide Land) which states that all proposed subdivisions of land shall be subject to an evaluation by Council, and additionally where applicable approval by the Province for development sites involving provincially designated agricultural land, archaeological sites, the need for septic effluent disposal approval, and similar considerations. The comprehensiveness of each evaluation by the Town will depend on the scale of the proposed subdivision, the environmental sensitivity of the area, and the nature of any public or neighbourhood environmental sensitivity of the area, and the nature of any public or neighbourhood concerns that may be identified. Evaluations will address:
 - (a) Opportunities and constraints represented by the physical features of the site;
 - (b) The layout of proposed lots and roads with respect to the topography and natural and physical features of the land;
 - (c) That the proposed development of the subdivision (be it residential, mixed use, or for other purposes) will effectively integrate with existing neighbourhood developments, roads, and municipal services and provide for future access to undeveloped backland;
 - (d) Potential effects on environmentally sensitive resources;
 - (e) Future access to undeveloped lands in the area;
 - (f) Potential compatibility or conflict with nearby existing and future land uses;
 - (g) The proponent's proposal for access, road layout, pedestrian circulation, water and sewer servicing, and storm water management; and



JAN 03 2017

(h) The estimated long-term costs to the Town to maintain the proposed roads and water and sewer infrastructure.

The concept plan submitted does not include a future right-of-way to provide a potential connection to Witch Hazel Road or pedestrian walkways, areas proposed to be developed have been identified as having steep slopes, and a pre-engineered sewage treatment system is proposed as opposed to a connection to the Town's sanitary sewer infrastructure which will result in additional maintenance costs to the Town.

b) Plan Policy SD-5 (Public Input) which states that Council may solicit and consider input from neighbouring landowners when reviewing applications to subdivide and development land, especially when four (4) or more lots are proposed.

Notices regarding the proposed development were forwarded to 57 property owners in March 2016 and the Town received 27 responses to these notices.

c) Plan Policy RES-9 (Council Control of Land Development) which states that Council shall monitor the development of each residential subdivision to ensure that the development complies with an approved residential subdivision plan and will not result in an undue financial burden for the Town.

The concept plan submitted proposes a pre-engineered sewage treatment system as opposed to a connection to the Town's sanitary sewer infrastructure which will result in additional maintenance costs to the Town.

d) Plan Policy AG-6 (Town Controlled Agricultural Lands Review) which states that during the course of this Municipal Plan, the Town may additionally undertake a comprehensive review and assessment of Town controlled designated Agricultural lands on the basis of soil capabilities, drainage, existing and adjacent land uses, current and proposed land development patterns, land use alternatives and other considerations.

The concept plan submitted does not address the assessment of Town controlled designated Agricultural lands, and concerns were presented to Council in correspondence received as a result of a public notice forwarded in accordance with Plan Policy SD-5.

e) Plan Policy T-10 (Local Roads) which states that Council shall require new local roads and the redevelopment of existing local roads to include provision for one pedestrian



walkway. Council's decision on the required type of pedestrian walkway will be related to the expected traffic volumes on the road.

The concept plan submitted does not include a pedestrian walkway.

f) Plan Policy T-11 (Local Roads) which states that Council shall ensure that appropriate public street and road reservations are reserved along Local Roads to provide for road connections to back-land areas with future development potential.

The concept plan submitted does not include a future right-of-way to provide a potential connection to Witch Hazel Road.

g) Development Regulation 59 (Street Construction Standards) which states that a new street may not be constructed except in accordance with the road design, specifications and standards adopted by Council.

The concept plan submitted does not include a pedestrian walkway.

h) Development Regulation 64 (Site Suitability) which states that no building or structure or other development of land will be permitted on a site where it otherwise would be permitted under these Development Regulations where the proposed site is marshy, geologically unstable, excessively steep, or otherwise unsuitable for a proposed purpose by virtue of its soil, topography or environmental sensitivity, as identified by Schedule E – Environmental Protection Overlay of the these Development Regulations, or as assessed by a qualified consultant, or as otherwise determined by Council.

Areas proposed to be developed have been identified as having steep slopes.

i) Development Regulation 83 (e) (Permit to Subdivide Subject to Considerations) which states that when reviewing and evaluating a subdivision application, Council shall, without limiting the generality of the foregoing, consider the resulting traffic densities to be generated from the site development, the proposed subdivision road network, the potential need for off-site transportation improvements and how the subdivision will address pedestrian mobility, including the provision of right-of-way connections to existing and adjacent trail systems.

The concept plan submitted does not include a pedestrian walkway.





j) Development Regulation 83 (n) (Permit to Subdivide Subject to Considerations) which states that when reviewing and evaluating a subdivision application, council shall, without limiting the generality of the foregoing, consider environmental impacts of the proposed subdivision development with respect to watercourses, wetlands, steep slopes, drainage patterns, coastal resources, protected species and loss or fragmentation of natural habitat, and proposed environmental management approach to the site to address potential impacts.

Areas proposed to be developed have been identified as having steep slopes.

k) Development Regulation 83 (o) (Permit to Subdivide Subject to Considerations) which states that a permit to subdivide land will not be issued when the development of the subdivided land will not contribute to the orderly and sustainable growth of the municipality, will not demonstrate sound design principles, will cause undue environmental harm, or will result in an undue cost burden for the provision of municipal services. When reviewing and evaluating a subdivision application, Council shall, without limiting the generality of the foregoing, consider assessment of ongoing capital and municipal financial costs related to the provision and maintenance of roads, other infrastructure, and services resulting from the subdivision.

The concept plan submitted proposes a pre-engineered sewage treatment system as opposed to a connection to the Town's sanitary sewer infrastructure which will result in additional maintenance costs to the Town.

l) Development Regulation 88 (Land for Public Open Space) which states that where a parcel of land is proposed to be subdivided into four (4) lots or more, the developer shall dedicate to Council, at no cost to Council, a useable area of land equivalent to not more than 10% of the gross area of the subdivision or 25.0 m² (269 square feet) for every dwelling unit permitted in the subdivision, whichever is the greater, for public open space...

The proposed Public Open Space areas have been identified as being unusable due to small areas and steep slopes.

m) Development Regulation 90 (1) (Subdivision Design Standards) which states that new residential streets shall be designed in accordance with the approved standards of Council, but in the absence of such standards, shall conform to the following minimum and maximum standards:





| Street Design Standards | | | | |
|--|-------------|----------|----------|------------------------------|
| | Street | Pavement | Sidewalk | Sidewalk |
| Type of Street | Reservation | Width | Width | Number |
| | 30 m | 15 m | 1.5 m | Minimum of 1 |
| Arterial Streets | | V.50 | | Maximum of 2 |
| Collector Streets | 20 m | 15 m | 1.5 m | 2 |
| Local Residential Streets: | | | | |
| where more than 50% of the units are single or double dwellings; | 15 m | 9 m | 1.5 m | 1 |
| where 50% or more of the units are townhouses or apartments. | 20 m | 9 m | 1.5 m | 2 |
| Service Streets | 15 m | 9 m | 1.5 m | Minimum of 0 Maximum of 2 |

The concept plan submitted does not include a pedestrian walkway.

n) Development Regulation 90 (r) (Subdivision Design Standards) which states that land shall not be subdivided in such a manner as to prejudice the development of adjoining land.

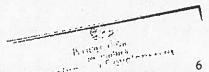
The concept plan submitted does not include a future right-of-way to provide a potential connection to Witch Hazel Road.

- o) Single dwellings are not listed as a Permitted Use within Schedule C: Agriculture.
- p) Schedule C: Agriculture Condition # 5 (B) (Dwellings Subsidiary to a Main Use) which states that at Council's discretion, a single dwelling may be permitted on Town controlled agricultural lands as a subsidiary use to a commercial agricultural operation, horse boarding stable, or kennel, subject to the following:
 - (a) It is clearly demonstrated to Council that the operation is a bona fide farm, horse boarding, or commercial kennel operation from which the owner derives a major portion of his or her income,
 - (b) It is clearly demonstrated to Council that full-time habitation on the site is necessary for the successful operation of the agricultural operation, horse boarding stable, or kennel, and
 - (c) The dwelling must have a minimum floor area of 65m² and a minimum building line setback of 10.0 metres.

Single dwellings which would be constructed upon the proposed parcels would not be subsidiary to a commercial agricultural operation, horse boarding stable, or kennel.



16



- q) Schedule C: Agriculture Condition # 5 (C) (Dwellings Not Subsidiary to a Main Use) which states that at Council's discretion, a single dwelling, unrelated to 2 commercial agricultural operation, horse boarding stable, or kennel, may be permitted on Fown controlled lands:
 - (a) Only if Council is satisfied that it will not have an adverse impact on existing agricultural operations or future agricultural development of the surrounding area,
 - (b) Only if the proposed lot fronts directly on an existing public street, and
 - (c) Only if it meets the same standards for single dwellings as specified for the Residential Rural zone.

The proposed parcels do not front on an existing public street and do not comply with the standards for single dwellings as per Schedule C: Residential Rural.

r) Schedule E: Environmental Protection Overlay Condition # 4 (Steep Slopes) which states that no buildings, structures or placement or removal of fill will be permitted on any lands designated as Restricted by the St. John's Urban Region Regional Plan, or within ten (10.0) metres of the top or bottom of slopes that exceed twenty-five percent (25) over a distance of five (5.0) or more metres. Areas designated as steep slopes are identified on the Environmental Protection Overlay Map.

Areas proposed to be developed have been identified as having steep slopes.

s) Section 4.3 (Street Design Criteria) of the Town's Subdivision Design & Construction Standards which requires sidewalk on one side of a local residential street and one side (at Council's Discretion) of a local cul-de-sac.

The concept plan submitted does not include a pedestrian walkway.

t) A Motion of Council from November 18th, 2014 (Motion # 2014-386) which states that Council shall, at their discretion, continue to only consider applications for rezoning that will integrate or round-out existing developed areas to eliminate dead-end roads that have been developed in a haphazard fashion by extending them into loop roads (sections of the municipality that lack street connectivity), or to address local services and amenities.

The concept plan submitted does not address local services and amenities.





Conditions Subject to Appeal

You have a right to appeal this decision under Section 42 (1) of the Urban and Rural Planning Act, 2000. The appeal and a fee of \$ 200.00 plus HST must be submitted to the Secretary of the Appeal Board at the Department of Municipal Affairs, 1st floor Confederation Building (West Block) P. O. Box 8700, St. John's, NL, A1B 4J6, within 14 days after the person who made the original application appealed from has received the decision being appealed (as per Section 42 (4) of the Act). If the appeal and fee are not submitted within this time limit, your right to appeal is considered to be forfeited. You should note that any interested person also has the right to appeal the decision regarding your application within the 14 day appeal period.

If you have any questions related to the above information, please contact the Planning & Development Department at 895-8000.

Sincerely,

Les Spurrell

Planning & Development Coordinator





TRAK Developers Inc. Statement of Grounds for Appeal

Re: 432 Old Broad Cove Road. Town of Portugal Cove – St. Phillips 0 3 201

- The Town has a competing interest to our development and therefore the review and rejection of our application does not meet the generally accepted principles of reasonable apprehension of bias.
- The town did not apply the correct interpretation of various Plan Polices and/or Development Regulations.
- 3. The Town utilized Development Regulations and/or Plan Polices that were not applicable and/ or not relevant to our development as grounds for rejection.
- 4. The Town did not fulfill its procedural fairness obligation and failed to follow proper procedural guidelines that would permit our development proposal to be appropriately considered.
- 5. The Town failed to follow proper procedural guidelines and exercise a reasonable duty of care regarding the production and interpretation of reports that were, or ought to have been, generated to be relied upon to make a decision to approve or reject our development proposal.
- 6. The Town neglected to follow a logical, practical and/or generally acceptable process that could see the intent and/or conditions of the approval in principle to rezone be met.
- 7. The Town has treated our application differently and considerably more harshly than they have treated other applications similar to ours. It is submitted that this is further evidence of bias on the part of the Town.
- 8. The Town did not follow or fulfill its obligations and/or requirements with respect to Development Regulations 17. In particular, with regard to providing a description of the plans, specifications and drawing to be required with the application and any information or requirements applicable to the application.
- <u>9.</u> The Town erred by rejecting our application prior to the end of the validity period included in our conditional approval in principle to rezone and without generally accepted principles fairness and consultation.

TRAK Developers Inc. Statement of Grounds for Appeal

- 10. The vote by members of the Town Council to reject our application was based on information provided by members of the Planning and Development Committee, it is our opinion that the committee did not provide full disclosure and/or provided information that was misleading to members of council that are not on the development committee.
- 11. The vote of council to reject was not a free vote.
- 12. The Town erroneously considered input from residents in rejecting our application.

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December 21, 2016

BETWEEN

TRAK Developers c/o Robert Stapleton

JAN DAPPELLANT

AND

Town of Portugal Cove-St. Philip's

RESPONDENT

RESPECTING

an application to subdivide property and construct a residential

subdivision at #432 Old Broad Cove Road, Portugal Cove-St. Philip's

This acknowledges that an appeal has registered with the Eastern Newfoundland Regional Appeal Board on December 20, 2016. The Regional Appeal Boards are established in accordance with the *Urban and Rural Planning Act, 2000* (the "Act"). In accordance with section 42(3) of the Act, the Board is responsible for making a decision in accordance with applicable plans, schemes and development regulations as it relates to the matter being appealed.

Please note, as this is a quasi-judicial process, your information may be shared with the public upon request.

Appeal requirements

Section 42 of the *Act* outlines the jurisdiction the Board has regarding development decisions, specifically what can be appealed to this Board. As per section 42(5) of the *Act*, an appeal must be made in writing and shall include the following:

- (a) a summary of the decision
- (b) the grounds for the appeal
- (c) the required fee.

Development shall not proceed

Please note that when an appeal is filed under section 42 of the *Act*, in accordance with section 45(1) of the *Act* all work related to the development under appeal shall not proceed. Section 45(1) states:

45(1) Where an appeal is made under section 42, the development with respect to the appeal, work related to that development or an order that is under appeal shall not proceed or be carried out, pending a decision of the board.

Appeal process

Please note that all information submitted will become part of a public appeal process. Appeal information can be released to the public at any time. The subject matter as stated will also be advertised in the appropriate newspaper. You will be notified of the time, place and date of your hearing not fewer than 7 days before the scheduled hearing and will receive an appeal package prior to the scheduled hearing containing the following:

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- Appellant(s) submission;
- Authority(s) submission;
- technical and planning advice (completed by the Department's Planner); and
- any other public submission(s).

Appeal fees

Under section 44(2) of the Act, the appeal fee paid by the appellant(s) to the board shall be retained by that board. As per section 44(3) of the Act, if an appeal is successful, then the appeal fee will be paid to the appellant by the council, regional authority or authorized administrator that made the appealed decision.

Should you have any questions please contact the Secretary at 709-729-3088 or email rcotter@gov.nl.ca

Yours truly,

Robert Cotter

R.C

Secretary

Newfoundland Regional Appeal Boards

Copy to: Town of Portugal Cove-St. Philip's