



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

January 17, 2017

Regular Public Council Meeting 5:00 p.m.

<b>IN ATTENDANCE:</b>	Mayor	Moses Tucker
	Councillors:	Dave Bartlett
		Joe Butler
		Johnny Hanlon
	Town Manager	Chris Milley
	Director of Financial Operations	Tony Pollard
	Director of Ec. Dev., Marketing/Comm.	Jeff Lawlor
	Director of Recreation & Comm. Service	Dawn Sharpe
	Director of Public Works	Gail Tucker
	Planning Coordinator	Les Spurrell
	Town Clerk	Judy Squires

Mayor Tucker called the meeting to order and welcomed the gallery of 12 persons in attendance, noting regrets from Deputy Mayor Will, Councillor Collins and Councillor Facey

**ADOPTION OF AGENDA**

Motion: Bartlett/Hanlon  
2017-001 Resolved that the Agenda dated **January 17, 2017**, be adopted as circulated.  
Carried Unanimously

**PRESENTATIONS**

**Presentations to the Merry & Bright Festival of Lights Winners by Councillor Hanlon & Director of Recreation & Community Services went to:**

**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, Paul Butler and Dwayne Sturge (Dwayne and family in attendance).  
Congratulations to all Winners and Thanks to all the residents who make our community brighter during the holidays.

**ADOPTION OF MINUTES**

Motion: Hanlon/Bartlett  
2017-002 Resolved that the minutes of **December 13, 2016** be adopted as circulated.  
Carried Unanimously

**BUSINESS ARISING**

Town Manager notes only two items for tonight:

- (1) A verbal offer was made and accepted for the position of Deputy Clerk and once the contract is signed an announcement will be made.
- (2) He has spent last couple of weeks getting up to date on projects.

**COMMITTEE REPORTS**

**Planning & Development Report of January 10, 2017 presented by Councillor Butler**

**1. Civic 26-32 Marian Place**

Motion: Butler/Bartlett  
2017-003 Resolved that the application for an accessory building at Civic # 26-32 Marian Place be granted approval in principle as per Appendix A: Tabled Report.  
Carried Unanimously

**2. Civic 37-39 Anglican Cemetery Road**

Motion: Butler/Hanlon  
2017-004 Resolved 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.  
Carried Unanimously

**3. Civic 64-66 Farm Road**

Motion: Butler/Bartlett  
2017-005 Resolved 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.  
Carried Unanimously

**4. Civic 68-70 Farm Road**

Motion: Butler/Hanlon  
2017-006 Resolved 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.  
Carried Unanimously

**5. 72-74 Farm Road**

Motion: Butler/Hanlon  
2017-007 Resolved 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.  
Carried Unanimously

**6. Civic 843-845 Thorburn Road**

Motion: Butler/Bartlett  
2017-008 Resolved 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.  
Carried Unanimously

**7. Civic 1563 Thorburn Road**

Motion: Butler/Bartlett  
2017-009 Resolved that the application for an accessory building at Civic # 1563 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.  
Carried Unanimously

**8. Crown land lease opportunities for Municipalities**

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.

**9. Notice of Appeal filed re Civic 432 Old Broad Cove Road**

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.

**10. Permit stats:**

Twenty-four permits issued December 2<sup>nd</sup>, 2016 to January 5<sup>th</sup>, 2017 as per Appendix A: Tabled Report.

**Recreation & Community Services Committee for January 10, 2017 presented by Clr. Bartlett**

**1. Merry and Bright Festival of Lights**

The Recreation staff travelled throughout the community on Tuesday, December 20<sup>th</sup> 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. (See 'Presentations' above for list of winners.)

**2. Lifestyle Center**

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 16<sup>th</sup> 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: Bartlett/Hanlon  
2017-010 Resolved 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.  
Carried Unanimously

#### 5. Rainbow Gully Turf Expansion

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

Motion: Bartlett/Hanlon  
2017-011 Resolved that the Town engage the Grand Concourse Authority and Turf Master to commence the expansion of Rainbow Gully Turf Field; *and furthermore that the Grand Concourse Authority invite tenders for sub-contracted services from local and other contractors on a competitive basis to bid on subcontracts.*  
Carried For: Bartlett/Butler/Hanlon  
Against: Tucker

**Councillors discussed at length and prior to the vote on the above motion, Councillor Hanlon put forward an amendment to the motion as follows:**

Motion: Hanlon/Bartlett  
2017-011A Resolved that the motion be amended to include the *'and furthermore that the Grand Concourse Authority invite tenders for sub-contracted services from local and other contractors on a competitive basis to bid on subcontracts.*  
Carried For: Bartlett/Butler/Hanlon  
Against: Tucker

Note: Mayor Tucker stated he was opposed as he felt there was not enough information provided.

#### 6. Winter Carnival

The Town of Portugal Cove – St. Philip's Annual Winter Carnival will be taking place from Friday, February 10<sup>th</sup> to Sunday, February 19<sup>th</sup>. 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 are 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 2<sup>nd</sup>. However the schedule will be posted on the website and in all forms of media after January 23<sup>rd</sup>. 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: Bartlett/Hanlon  
2017-012 Resolved that the Town donate \$75.00 to Claire Howse to assist to her travels to National cheerleading Competition in Mississauga, Ontario with Max Athletics.  
Carried Unanimously

Motion: Bartlett/Butler  
2017-013 Resolved that the Town donate \$1000.00 to the Rainbow 50+ Club to assist with the organizing and planning of events for their members.  
Carried Unanimously

### **Public Works Committee Report for January 11, 2017 presented by Councillor Bartlett**

#### **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 favorable. 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 \$115,000 - \$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: Bartlett/Hanlon  
2017-014 Resolved that the purchase of four (4) water sampling stations from Wolseley at a cost of \$1984.84 each plus HST be approved.  
Carried Unanimously

**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: Bartlett/Hanlon  
2017-015 Resolved 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.  
Carried Unanimously

**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: Bartlett/Hanlon  
2017-016 Resolved recommends that the purchase of a 40-foot C-Can Container from Oceanex at a cost of \$5600.00 plus HST and including delivery be approved.  
Carried Unanimously

**Discussion Items:**

**1. 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.

**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 Development, Marketing & Communications Report for January 11, 2017 presented by Councillor Butler**

**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 (at the December 13, 2016 Council meeting).

Motion: Butler/Bartlett  
2017-017 Resolved 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.”  
Carried Unanimously

Motion: Butler/Bartlett  
2017-018 Resolved that (Council) adopt the **“Advisory Committee Policy”** (as tabled).  
Carried Unanimously

**Addendum re Rules of Procedure:**

As the document is being amended above, it is an opportune time to make some typographical corrections to the document (put forward by the Town Clerk and as noted by Councillor Butler). These were circulated to Council for information and the following motion is being put forward:

Motion: Butler/Bartlett  
2017-019 Resolved that the Rules of Procedures Governing Meetings be adopted as corrected and circulated.  
Carried Unanimously

## **2. Maggies Place Development Plan Consultations**

The first meeting regarding development of the plan will take place Wednesday, January 11<sup>th</sup> with the landowners of the area. The general public meeting will take place the following week on Wednesday, January 18<sup>th</sup> 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 10<sup>th</sup>. 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 7<sup>th</sup>.

## **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](http://reasonfortherink.com).

## **8. ACE**

The Advisory Committee is hosting a public information session on Sunday, January 15<sup>th</sup> 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.

## **Protective Services Committee Report for January 10, 2017 presented by Councillor Hanlon**

### **1. FES Updates**

- The Chiefs plans to attend the Northeast Avalon Joint Council (NEAJC) meeting on the 18<sup>th</sup> 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 Councillor Hanlon, Chair:**

## **6. Donation**

Motion: Hanlon/Bartlett  
2017-020 Resolved 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.  
Carried Unanimously

### **Admin. and Finance Committee Report for January 10, 2017 presented by Councillor Butler**

Motion: Butler/Bartlett  
2017-021 Resolved 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  
Carried Unanimously

## **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.

### 4. 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.

### 5. 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.

#### **Addendum to the Admin Finance Committee Report presented by Councillor Butler:**

##### **Re: MYCW (re-direct Funds)**

Motion: Butler/Hanlon  
2017-022 Resolved that the Town forward notification to the Department of Municipal Affairs that the remaining funds from the deferred project # 17-MYCW-17-00002 be redirected as follows:  
\$360,000 to be used for project MYCW #17-MYCW-17-00116 (Neary's Pond Road Upgrade);  
And any remaining funds over the amount of \$360,000 be used toward the project # 17-MYCW-17-00117 (Meadow Heights Water and Sewer)

Carried Unanimously

### **CORRESPONDENCE**

#### **(a) Correspondence from City of St. John's re Maggies Place/watershed (tabled letter)**

**NEW/GENERAL BUSINESS**

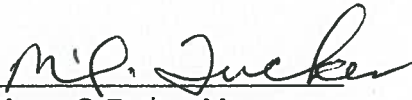
**Re the Affordable Housing Initiative**


Mayor Tucker provided an update and advised that he met with private citizens who are coming forward to participate in putting together a business plan and applications; and, with the approval of Council start the ball rolling in making this project go forward. The committee is scheduled to meet again January 30<sup>th</sup>.

**NOTICE OF MOTION**     None for this meeting

**ADJOURNMENT:**

Motion:             Hanlon/Bartlett  
2017-023            Resolved that this meeting be adjourned at 6:10 pm.  
Carried             Unanimously

  
\_\_\_\_\_  
Moses G. Tucker, Mayor

  
\_\_\_\_\_  
Judy Squires, Town Clerk

Attachment: P & D, Appendix 'A'

**Appendix A: Tabled Report  
January 10<sup>th</sup>, 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