



All redacted text in this document is according to Section 40 of ATIPPA, 2015

Public Council Meeting

Tuesday, May 23, 2017 at 5:00 pm

Location: Council Chambers

1. Call of Meeting to order
2. Adoption of Agenda for May 23, 2017
3. Delegations/Presentations
 - a) Pedestrian Safety Month Proclamation
 - b) Recreation Month Proclamation

4. Adoption of Minutes of May 9, 2017

5. Business Arising from Minutes

6. Committee Meeting Reports

a) Planning & Development Committee – Agenda:

Applications:

- 1) Civic # 234-236 Bauline Line Extension – Business (Light Industry)
- 2) Civic # 211-225 Nearys Pond Road – Subsidiary Apartment
- 3) Civic # 1 Prince George Drive –
Single Dwelling with Subsidiary Apartment & Accessory Building
- 4) Civic # 361-435 Beachy Cove Road – Subdivide Property
- 5) Civic # 41 Beachy Cove Road – Single Dwelling
- 6) Civic # 17-25 Hogans Pond Road – Subdivide Property and Construct Single Dwelling
- 7) Civic # 11-15 Olivers Pond Place – Dwelling Extension
- 8) Civic # 38-40 Chesley-Van Heights – Accessory Building

Correspondence:

- 1) Rogers Rogers Moyse – Request for Expropriation
- 2) Department of Fisheries and Land Resources – Crown Land Application Referral
- 3) Department of Natural Resources, Mineral Lands Division –
Exploration Referral (Grog Pond/Freshwater Pond)

Permits Issued:

- 1) Permits issued from April 28th to May 11th, 2017

b) Recreation/Community Services –Agenda:

- 1) Recreation Facilities Promotion
- 2) Staff Municipal Softball Tournament
- 3) Canada on canvas
- 4) Summer Programs
- 5) Rainbow Gully Softball Field Lighting
- 6) Community Grants

c) Public Works –Agenda:

- 1) Multi-Materials Stewardship Board (MMSB) Waste Management Audit Review
- 2) Sidewalk Project – Thorburn Road / Dogberry Hill Road – Change Order
- 3) Feasibility Report – Portable Sludge Drying Unit
- 4) Discussion Items

d) Economic Development, Marketing & Communications - Agenda:

- 5) Communications Coordinator Position Review
- 6) Stewardship Signs
- 7) Pedestrian Bridge Project
- 8) Fanny Goff Memorial
- 9) Tickle Swim
- 10) ACE Strategic Plan
- 11) Chamber of Commerce
- 12) Census Release

e) Protective Services – Agenda:

- 1) FES Updates
- 2) Commissionaires – Municipal Enforcement
- 3) Dogberry Hill Road Safety Concerns / Speed Bump Request
- 4) Western Gully Road / Nearys Pond Road Safety Concerns
- 5) Vacant House Old Broad Cove Road
- 6) Newbury Street
- 7) Animal Control

f) Administration and Finance – Agenda:

- 1) Accounts for Payment**
- 2) Motion to approve FCM funding**
- 3) Access To Information and Protection of Privacy Act follow up**
- 4) Cost recovery model policy update**
- 5) Meadow Heights project**
- 6) Correspondence from Municipal Assessment Agency**
- 7) Correspondence from Youth Ventures NL**

7. Correspondence

8. New/General/Unfinished Business

9. Agenda items/Notice of Motions etc.

10. Adjournment



DELEGATIONS / PRESENTATIONS

PROCLAMATION

June is Pedestrian Safety Month in Portugal Cove-St. Philip's

- WHEREAS, "Recent research in the United States and Europe shows a link between communities that are conducive to walking and fewer pedestrian injuries,"* and,
- WHEREAS, "Child pedestrians are most often hurt in the months of September and October, followed by May and June."*
- WHEREAS, It is vitally important that SafePCSP, and the Town of Portugal Cove-St. Philip's, NL work together to ensure the safety of every pedestrian, cyclist, and runner in PCSP.
- WHEREAS, SafePCSP join firefighters, medical professionals, schools, hospitals, police officers, and other committed citizens in the cause of PEDESTRIAN SAFETY.
- NOW, THEREFORE, I, Moses Tucker, *Mayor*, do hereby proclaim June 2017 as

Pedestrian Safety Month
in Portugal Cove-St. Philip's, NL

and call upon the residents of Portugal Cove-St. Philip's to join with me in supporting the efforts and activities of SafePCSP to prevent pedestrian injuries, and, furthermore, that every day will be dedicated to keeping our walkers, runners, and cyclists, safe from injury.

**<http://www.parabutecanada.org>*

Moses G. Tucker, Mayor

Date

Witness

Date

PROCLAMATION RECREATION MONTH

- WHEREAS The Town of _____ recognizes that recreation enhances quality of life, active living and lifelong learning, helps people to live happier and longer, develops creativity, and builds healthy bodies and positive lifestyles; and
- WHEREAS recreation provides opportunities for personal growth and development for people of all abilities and can be especially helpful to people living with disabilities; and
- WHEREAS our parks, open spaces, and trails ensure ecological sustainability, provide space to enjoy nature, help maintain clean air and water, and preserve plant and animal wildlife; and
- WHEREAS recreation is an important contributor to community economic development, which creates jobs, fosters tourism, and makes communities more attractive places in which to live, learn, work and play

Therefore, the community of _____ does hereby proclaim the month of *JUNE* to be *RECREATION MONTH*.

Signed this _____ day of _____, 2017 by:

(Name of Community)

(Mayor/Councilor Signature)





MINUTES



TOWN OF PORTUGAL COVE-ST. PHILIP'S

May 9, 2017

Regular Public Council Meeting - 5:00 p.m.

IN ATTENDANCE:	Mayor	Moses Tucker
	Honorary Mayor	Nathan Chaulk
	Deputy Mayor	Gavin Will
	Councillors:	Dave Bartlett
		Norm Collins
		Joe Butler
		Johnny Hanlon
	Town Manager	Chris Milley
	Director of Financial Operations	Tony Pollard
	Director of Public Works	Gail Tucker
	Acting Director of Recreation	Nicole Clark (for presentations)
	Deputy Town Clerk	Claudine Murray

Mayor Tucker and honorary Mayor, Nathan Chaulk, called the meeting to order and welcomed the gallery of 15 persons (12 following the presentations) in attendance for the meeting, noting regrets from Councilor Aaron Facey.

ADOPTION OF AGENDA

Motion: Will/Bartlett
2017-237 Resolved that the agenda dated May 9, 2017, be adopted as circulated.
Carried Unanimously

DELEGATIONS/PRESENTATIONS

- Municipal Awareness Month Proclamation
- Matt Piercey, a resident of the Dogberry Hill Road area, presented concerns with an application for a proposed residential subdivision in his area. Mr. Piercey's comments will be discussed at the next Planning and Development committee meeting.

ADOPTION OF MINUTES

Motion: Bartlett/Collins
2017-238 Resolved that the minutes of April 25, 2017 be adopted as circulated.
Carried Unanimously

BUSINESS ARISING

1. Action Item List continues to be updated

2. Level of Service Review Project

Met with the proponent for the Level of Service Review project on April 28 to finalize the details of the contract. We decided that the contract would be prepared to reflect the deliverables of the RFP as presented in their submitted proposal. This item is coming forward later in the meeting.

3. Military Bridge

I had to defer a meeting with representatives of the Canadian Military this week due to a conflict in their schedule. They have raised the idea of building a wooden foot bridge somewhere in town as a training exercise. All it would cost the Town is for the materials. The meeting was to explore possible locations and any roadblocks to them completing it. The Director of Economic Development is rescheduling the meeting.

4. Commissioners

Through our partnership with the Corp of Commissioners, they are now attending our Protective services committee to deliver a report on active and pending activity. Last week's committee meeting is the first to include a formal report that is included in this week's committee report later in the agenda

5. MNL focus on Regional Government

MNL Symposium was Thursday, Friday, and Saturday last week. Councillor Collins, Councillor Hanlon, Mayor Tucker and I all attended the conference in Gander. There was a broad range of topics with the most prominent being a consultation session on Saturday regarding regional government.

COMMITTEE REPORTS

Planning & Development Report of May 2, 2017 – presented by Councillor Collins

1. Civics # 92-94 & 96 Witch Hazel Road – Reconfigure Property Boundaries, Single

Motion: Collins/Hanlon
2017-239 Resolved that the application to reconfigure property boundaries at Civics # 92-94 & 96 Witch Hazel Road and construct a single dwelling and agricultural activity at Civic # 96 Witch Hazel Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

2. Civic # 8-10 Johnathan Heights– Business (Personal Service)

Motion: Collins/Bartlett
2017-240 Resolved that the application to establish a personal service business (day spa) as a home occupation at Civic # 8-10 Johnathan Heights be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

3. Civic # 48-54 Skinners Road – Cellular Antenna

Motion: Collins/Bartlett
2017-241 Resolved that the application to install six cellular antennas to an existing cellular tower at Civic # 48-54 Skinners Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

4. Department of Fisheries and Land Resources – Crown Land Application Referral

Motion: Collins/Will
2017-242 Resolved that Council correspond with the Department of Fisheries and Land Resources advising that the Town cannot recommend approval of the application for Crown Land at Civic # 89B Woodland Drive as per Appendix A: Tabled Report.
Carried Unanimously

5. Baccalieu Horizon Residential Subdivision – Request to Amend Subdivision

Note Councillor Hanlon left the meeting prior to discussion of Item # 5.

Motion: Collins/Will
2017-243 Resolved that an amendment to the Baccalieu Horizon Residential Subdivision Agreement be completed regarding the conveyance of public open space as per Appendix A: Tabled Report.
Carried Unanimously

Councillor Hanlon returned to the meeting after discussion of Item # 5.

6. Country Gardens Covenant

The Committee discussed the Town's involvement regarding the Country Gardens covenant. This item was referred to the Committee at the April 25th, 2017 Council meeting.

The Committee reviewed a legal opinion from the Town's Solicitor regarding the Town providing a new service regarding restrictive covenants. He concluded that "the Town may very well be attracting liability that it could easily and economically avoid by simply not offering this service".

7. Civic # 270-282 Witch Hazel Road – Condition of Building

Motion: Collins/Hanlon
2017-244 Resolved that Council place a Removal Order on a dwelling at Civic # 270-282 Witch Hazel Road due to safety concerns presented regarding the condition of the structure.
Carried Unanimously

8. Subdivision Design Standards (Maximum Length of Cul-de-Sac)

Deferred to a future Committee meeting

9. Permits issued from April 13th to April 27th, 2017

There were twelve (12) permits issued from April 13th to April 27th, 2017 as per Appendix A: Tabled Report.

Recreation and Community Services Committee Report

- No meeting was held

Public Works Committee Report of May 3, 2017 - presented by Councillor Bartlett

1. Grand Concourse Authority (GCA) Trail Maintenance Fee 2017 – Voiseys Brook Trails

Committee was advised of the 2017 trail maintenance fees for Voiseys Brook trails. As a condition of membership, trails constructed by the GCA are maintained by GCA. Maintenance services include mowing, litter collection, vegetation removal, surface structure repairs and maintenance and repairs to all walk amenities. This is a budgeted item for 2017.

Motion: Bartlett/Collins

2017-245 Resolved that Council approve the 2017 service fees for Voiseys Brook Trails by the Grand Concourse Authority in the amount of \$16,976.24 plus HST.

Carried Unanimously

2. Meadow Heights Lift Station Generator

The Meadow Heights Servicing Plan includes the placement of a sanitary sewer lift station. As it is expected there will be surplus monies available through the multi-year capital works funds due to the Nearys Pond Road and Meadow Heights Servicing projects forecasting under budget, staff has recommended the additional dollars be used to purchase a generator to add to the Town's capacity for emergency power for lift stations. Over the past few years, additional lift stations (Blagdon Hill, Waters Edge, Oceans Edge and now Meadow Heights) have been implemented yet no additional generator capacity added. The Department of Municipal Affairs and Environment (DMAE) has agreed to cost share the purchase of this equipment at a 50/50 arrangement.

Motion: Bartlett/Will

2017-246 Resolved that the anticipated surplus monies under the multi-year capital works funds be allocated to a 50/50 cost share arrangement with DMAE for the purchase of an emergency power lift station generator as per specifications determined by the requirements of the Town's infrastructure.

Carried Unanimously

3. Animal Control Services – Partnership with the Town of Torbay

A proposal for shared Animal Control services with the Town of Torbay was discussed. This partnership will provide enhanced services to the residents of Portugal Cove-St. Philip's through daytime patrols, dog impounding and a higher level of enforcement capability under the Animal Health and Protection Act with special constable provisions. The Town of Torbay has already partnered with The Town of Logy Bay, Middle Cove, Outer Cove, Town of Flatrock and the Town of Pouch Cove on this front.

Motion: Bartlett/Collins

2017-247 Resolved that the Town enter into a partnership with the Town of Torbay as per the letter of proposal dated December 18, 2016.

Carried Unanimously

4. Portugal Cove Road Pedestrian Pathway (Sidewalk) Project

The concept for the Portugal Cove Road sidewalks was discussed. Committee asked that the information be shared with Council of the Whole to ensure all Council members are aware of the concept being proposed.

5. Speeding on Olivers Pond Road

A complaint was received indicating excessive speeding on Olivers Pond Road with a request for traffic calming installations. The complaint will be referred through the Town's Traffic Calming Policy process.

Economic Development, Marketing & Comm. Report

- No meeting was held.

Protective Services Committee – May 2, 2017 presented by Councillor Hanlon

1. Commissionaires – Municipal Enforcement

- a) Representatives from the Commissionaires met with the RNC, Sgt. Kevin Foley and Insp. Barry Constantine, as a means to discuss their role as Municipal Enforcement and open the lines of communication.
- b) The Committee discussed the possibility of having radios carried in the Commissionaire's vehicles. This would help to mitigate a potential communications gap, especially during after-hours and emergency situations. The chiefs will inquire with 911 on the Town's behalf regarding radio contact with the Commissionaires.
- c) Representatives from the Commissionaires met with the Principal of Beachy Cove Elementary as a means of introduction and to open the lines of communication.

2. Canada Day Security – Recreation & Community Services Department

Nicole Clark, Special Events Coordinator for the Recreation and Community Services Department, met with members of the Committee with regards to security services for their upcoming Canada event in Voisey's Park. The Committee discussed the options available based on the three quotes received.

3. FES Updates

- a) Engine 2 is out for service for approximately 10 days for manufacturer's recall work; alternate arrangements have been implemented.
- b) FD Zodiac has been placed back in service for the season.
- c) NEA Fire Chiefs are meeting later in the month and the topic of recreational fireworks is on the agenda.
- d) The NEA training committee is continuing to work on training sessions for the fall.
- e) The Public Education Committee are currently working on Municipal Awareness Day, Canada Day, and PCSP Regatta Festival involvement.
- f) Provincial Forest Fire season began May 1st, residents will now be required to obtain a provincial burning permit from Paddy's Pond prior to obtaining a permit from the Town. An announcement on this will be placed in the next edition of the Northeast Avalon Times and it has been promoted on the Town's web and social media sites.

Admin. and Finance Committee Report of May 18, 2017 presented by Deputy Mayor Will

1. Accounts for Payment

Motion: Will/Bartlett
2017-248 Resolved that Council approve payment of regular accounts in the amount of \$43,374.08 and Capital accounts in the amount of \$95,224.95 for a total of \$138,599.03 as tabled.
Carried Unanimously

2. Access To Information and Protection of Privacy Act Requests

The committee forwarded a report to Council to review the number of applicants and the volume of requests under the Access to Information and Personal Protection Act (ATIPPA) received from January 1, 2017 to May 8, 2017. The multiple concurrent requests for large numbers of records often interfere with the operations of the Town.

Council discussed the report which shows over 80% of requests are from one applicant. This applicant has submitted 52 requests, totaling approximately 145 questions since January 1, 2017. In order for the Town to process the ATIPPA forms and respond to the applicant, it took approximately 250 hours.

Council agrees the requests interfere with the operations of the Town and the cost of resources is too high. Some Councillors questioned if these requests are trivial, frivolous and/or vexatious. Another Councilor questioned if these requests are an attempt to sabotage the Town operations. For all these reasons, Council requested the Town to find a solution to this expense of resources being used and abused.

3. Development Fees

The Committee had a general discussion regarding the Town's development assessment fees charged with permits for building lot development. The following applicable sections were reviewed as part of the discussion: Municipalities Act, 1999 s. 414(2)(tt); Urban and Rural Planning Act, 2000 s. 35(1)(e)(iii); and Town of Portugal Cove-St. Philip's Development Regulations 2014-2024 s. 17.

4. Expropriation and Awarding of contract of Nearys Pond Road

Note that Deputy Mayor Will left the Council meeting prior to item #4 and Councilor Collins presented item #4.

Deputy Mayor Will left the Committee meeting prior to item #4 and Councillor Facey chaired the meeting and Mayor Tucker acted as ex-officio member for quorum.

A title search for a portion of land that the Town intended to acquire for the Neary's Pond Road rehabilitation project resulted in inconclusive or unclear ownership title. As a result, the Town has no clear rightful owner to focus a negotiation. Section 222(1)(b) of the Municipalities Act says that when we find ourselves in such a situation, the council may expropriate the land in accordance with Part IX of the Urban and Rural Planning Act, 2000. By doing so, the process will identify the owner(s) who will receive the value of land that the Town requires. The survey of the parcel of land is this report. Therefore:

Motion: Collins/Hanlon
2017-249 Resolved that in accordance with s. 222 of the Municipalities Act, 1999, Council approve the Town proceeding with the expropriation of the land required for the new turning circle of Neary' Pond Road in accordance with Part IX of the Urban and Rural Planning Act, 2000.
Carried Unanimously

The committee also reviewed the attached bid results for the tender to construct the Neary's Pond Road rehabilitation project and Vigilant Management's recommendation to award to lowest qualified bidder. The recommendation to award the project has been sent to DMAE for their approval. The recommendation is tabled with this report. Therefore:

Motion: Collins/Hanlon
2017-250 Resolved that that Council award the contract for Nearys Pond Road, project # 17-MYCW-17-00116, to Farrell's Excavating Limited for a value of \$549,214.70, HST included, pending approval to award from the Provincial Government.
Carried Unanimously

Deputy Mayor Will returned the Committee meeting after item #4 and resumed chairing the meeting.

Deputy Mayor Will returned to the Council meeting after discussion of item #4.

5. Killick Coast Subdivision Guideline Gap Analysis

The Town received a draft of Killick Coast Subdivision Guideline Gap Analysis from Municipalities Newfoundland and Labrador (MNL). This document could be used in harmonizing Municipal Regulations and Policies for the Killick Coast Towns. The draft was reviewed and comments will be returned to MNL.

6. Letter of concern re new MYCW allocation plan, from April 4 ctme meeting

Committee discussed the need and decided to draft a letter of concern to Department of Municipal Affairs and Environment regarding the change in the new Multi Year Capital Works allocation formula.

7. Level of Service Plan

As a follow up to motion 2017-233 where the Town was working with Twells Consulting to refine the project and develop a contract, the Town Manager is recommending that the Town enters into a contract based on the proposal as submitted without changes. There is still an opportunity to adjust how survey data is obtained for the project. Depending on how this is done or who is obtained to do this work there may be an additional cost to the project but not necessarily as an addition to this contract. Any addition to this contract for this purpose will be on the contract hourly rate.

Motion: Will/Bartlett

2017-251 Resolved that Council sign the contract with Twells Contracting to be the prime consultant for the Level of Service Review project at a cost of \$64,807.00 HST included.

Carried Unanimously

8. Portugal Cove Rd sidewalk

Portugal Cove Rd sidewalk update: the design drawings have been received and sent to Public Works for review.

9. Project Cost Recovery

A draft project cost recovery policy statement document was reviewed by Committee.

10. School Road and Tolt Road

School Rd & Tolt Rd updates: application has been submitted and are waiting on Government approval.

11. Soccer Field Expansion

In accordance with prior budget acceptance and motion 2017-011, the Town has engaged Grand Concourse Authority and Turf Master to commence the expansion of Rainbow Gully Turf Field.

Motion: Will/Bartlett

2017-252 Resolved that the Town issue a purchase order to Turf Master for expansion to the turf at Rainbow Gully Turf Field at a cost of \$289,000 plus HST.

Carried For: Deputy Mayor Will, Councillors Bartlett, Butler, Collins and Hanlon
Against: Mayor Tucker

12. Staffing

The Director of Financial Operations discussed necessary internal staffing changes to make the department run more efficiently.

13. Water Meter Project Extension

With reference to the Project 17-CWWF-17-0034 installation of residential water meters, this project is awaiting RFP approval from cabinet and it appears unlikely that the original project date of March 31, 2018 will be reachable. We therefore need to apply for an extension to the project timeline.

Motion: Will/Butler

2017-253 Resolved that that the Town apply for an extension of the time required to complete Project 17-CWWF-17-0034 to March 31, 2019.

Carried For: Mayor Tucker, Deputy Mayor Will, Councillors Bartlett, Butler and Collins
Against: Councillor Hanlon

14. Watershed Legal Case

The watershed legal case was discussed and deferred to a Committee of the Whole Meeting, date to be determined.

15. Correspondence

The committee reviewed tabled correspondence from a resident regarding Town water and sewer and will send an acknowledgment.

CORRESPONDENCE

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
Apr. 26, 2017	Resident	Amendment - Water and Sewer Concerns letter	A&F Committee
Apr. 27, 2017	Fire and Emergency Services NL (FES-NL)	Acknowledgement - Regional Firefighting Water Supply Tanker letter	PS Committee
May 4, 2017	Youth Ventures NL	Request - Permit and Licensing	A&F Committee
May 2, 2017	Crime Stoppers NL	Invite - Police & Peace Officer Of The Year Award (POYA)	For Information
May 2, 2017	Federation of Canadian Municipalities (FCM)	Thank you - Legal Defense Fund contribution	For Information

NEW/GENERAL/UNFINISHED BUSINESS

1. Maggie's Place Development Plan presented by Councillor Butler

Note Councillor Collins left the meeting prior to discussion of Item # 1

At the Council meeting of Tuesday, April 25th a motion from the Economic Development, Marketing and Communications committee meeting of Tuesday, April 18th was deferred as the final report for Maggie's Place Development Plan Work Package One was not completed. The report has subsequently been completed and distributed to Council for their review on Wednesday, May 3rd.

Motion: Butler/Bartlett
2017-254 Resolved that the "Work Package One of the Maggie's Place Development Plan" be approved. This concludes work package one of the Maggie's Place Development Plan project.
Carried Unanimously

Motion: Butler/Will
2017-255 Resolved that Tract Consulting proceed to Work Package Two for the Maggie's Place Development Plan as per the project charter.
Carried Unanimously

Councillor Collins returned to the Council meeting after discussion of Item # 1.

2. Garbage boxes

The lids on garbage boxes have been left open. Deputy Mayor Will requested the issue be brought back to the Public Works department for discussion and resolution.

AGENDA ITEMS/NOTICE OF MOTIONS ETC.

- None for this meeting

ADJOURNMENT

Motion: Hanlon/Collins
2017-256 Resolved that this meeting be adjourned. Time is 6:22 p.m.
Carried Unanimously

Moses Tucker, Mayor

Claudine Murray, Deputy Town Clerk

List of documents submitted to council

(reports are attached to the minutes, and
remaining documents are available on the pcsp.ca website or upon request)

- A. Tabled Planning & Development Report
- B. Municipal Awareness Month Proclamation
- C. Presentation from resident of concerns with an application for a proposed residential subdivision.
- D. Provision of Animal Control Services
- E. ATIPPA Report
- F. Award Nearys Pond Road project
- G. Resident correspondence re: water and sewer
- H. Town and Council Correspondence
 - a. Crime Stoppers NL invite
 - b. Federation of Canadian Municipalities thank you
- I. Maggies Place Development Plan – Work Package 1



BUSINESS ARISING



PLANNING & DEVELOPMENT

Planning and Development Committee Report

May 16th, 2017

In Attendance: Councillor Norm Collins (Chairperson)
Deputy Mayor Gavin Will
Les Spurrell, Planning & Development Coordinator
David Beckett, Development Control Officer

Also in Attendance: Mayor Moses Tucker

Item # 1

Motion: The Committee recommends that the application to establish a light industry business (specialty metal & pipe fabrication) as a home occupation at Civic # 234-236 Bauline Line Extension be granted approval in principle as per Appendix A: Tabled Report.

Item # 2

Motion: The Committee recommends that the application for a subsidiary apartment at Civic # 211-225 Nearys Pond 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, subsidiary apartment and accessory building at Civic # 1 Prince George Drive be granted approval in principle as per Appendix A: Tabled Report.

Item # 4

Motion: The Committee recommends that the application to subdivide property at Civic # 361-435 Beachy Cove 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 # 41 Beachy Cove Road be rejected as per Appendix A: Tabled Report.

Item # 6

Motion: The Committee recommends that the application to subdivide property and construct a single dwelling at Civic # 17-25 Hogans Pond Road be granted approval in principle as per Appendix A: Tabled Report.

Item # 7

Motion: The Committee recommends that the application to construct a dwelling extension at Civic # 11-15 Olivers Pond Place be granted approval in principle as per Appendix A: Tabled Report.

Item # 8

Motion: The Committee recommends that the application to construct an accessory building at Civic # 38-40 Chesley-Van Heights be granted approval in principle as per Appendix A: Tabled Report.

Item # 9

The Planning Department is in receipt of correspondence from Rogers Rogers Moyse requesting that the Town expropriate Winsorian Place to allow for the construction of a driveway access from Winsorian Place to Civic # 208-210 Dogberry Hill Road.

The Committee advises Staff to respond to the correspondence advising that the Town owns Winsorian Place and that the land prohibiting driveway access from Winsorian Place is private property which the Town does not own.

Item # 10

Motion: The Committee recommends that Council correspond with the Department of Fisheries and Land Resources advising that the Town recommends approval of three applications for Crown Land at Civic #'s 902-904, 898-900 & 894-896 Indian Meal Line as per Appendix A: Tabled Report.

Item #11

Motion: The Committee recommends that Council correspond with the Department of Natural Resources, Mineral Lands Division advising that the Town cannot recommend approval of the Exploration Referral in the area of Grog Pond/Freshwater Pond within the Town's Municipal Planning Area as per Appendix A: Tabled Report.

Item # 12

There were twenty-five (25) permits issued from April 28th to May 11th, 2017 as per Appendix A: Tabled Report.

**Appendix A: Tabled Report
May 16th, 2017**

Applications:

Item # 1:

**Civic # 234-236 Bauline Line Extension
Business (Light Industry)
Zoning: Residential Low Density (RLD) – Unserviced**

Motion: The Committee recommends that the application for Civic # 234-236 Bauline Line Extension be granted approval in principle, permitting the establishment of a light industry business (specialty metal & pipe fabrication) as a home occupation. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Schedule C: Residential Low Density Condition # 6 Home Occupations (Home-Based Businesses), Development Regulation 33 (Notice of Application), and Development Regulation 102 (Discretionary Uses). The business activity is also subject to the non-installation of fabrication products on-site.

Administrator recommends that Council use their discretion to grant approval in principle to this application.

Item # 2:

**Civic # 211-225 Nearys Pond Road
Subsidiary Apartment
Zoning: Residential Low Density (RLD) – Unserviced**

Motion: The Committee recommends that the application for Civic # 211-225 Nearys Pond Road be granted approval in principle, permitting the construction of a subsidiary apartment within the basement of an existing single dwelling. 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 33 (Notice of Application), Development Regulation 60 (Subsidiary Apartments), Development Regulation 102 (Discretionary Uses), Schedule C: Residential Low Density, and Schedule D: Off-Street Parking Requirements.

The Administrator recommends that Council use their discretion to grant approval in principle to this application.

Item # 3:

**Civic # 1 Prince George Drive
Single Dwelling with Subsidiary Apartment & Accessory Building
Zoning: Mixed Use & Residential Low Density (MIX & RLD) – Semi-Serviced**

Motion: The Committee recommends that the application for Civic # 1 Prince George Drive be granted approval in principle, permitting the construction of a single dwelling with subsidiary apartment and 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 33 (Notice of Application), Development Regulation 39 (Accessory Buildings), Development Regulation 60 (Subsidiary Apartments), Development Regulation 102 (Discretionary Uses), Schedule C: Mixed Use, Schedule D: Off-Street Parking Requirements, and Schedule E: Environmental Protection Overlay.

Administrator recommends that Council use their discretion to grant approval in principle to this application.

Item # 4:

**Civic # 361-435 Beachy Cove Road
Subdivide Property
Zoning: Residential Medium Density & Agriculture (RMD & AG) – Unserviced**

Motion: The Committee recommends that the application to subdivide property at Civic # 361-435 Beachy Cove Road be rejected as the applicant has not provided the Town with information required to process this application within an eight week time period. Therefore, the application does not comply with the Town's Municipal Plan and Development Regulations 2014-2024, specifically Development Regulation 19 (Deferment of Application).

Administrator recommends that this application be rejected.

Item # 5:

**Civic # 41 Beachy Cove Road
Single Dwelling
Zoning: Traditional Community (TC) – Serviced**

Motion: The Committee recommends that the application to construct a single dwelling at Civic # 41 Beachy Cove Road be rejected as the applicant has not provided the Town with information required to process this application within an eight week time period. Therefore, the application does not comply with the Town's Municipal Plan and Development Regulations 2014-2024, specifically Development Regulation 19 (Deferment of Application).

Administrator recommends that this application be rejected.

Item # 6:

Civic # 17-25 Hogans Pond Road

Subdivide Property & Construct Single Dwelling

Zoning: Residential Medium Density & Residential Low Density (RMD & RLD) – Unserved

Motion: The Committee recommends that the application to subdivide property and construct a single dwelling at Civic # 17-25 Hogans Pond Road be granted approval in principle.

Administrator recommends that this application be rejected as the proposal would not contribute to the orderly and sustainable growth of the municipality which does not comply with the Town's Municipal Plan and Development Regulations 2014-2024, specifically Section 4.1 (2.4) (Development Applications), Plan policy SD-1 (h) (Evaluating Proposals to Subdivide Subject to Considerations), and Development Regulation 83 (o) (Permit to Subdivide Subject to Considerations). The decision to recommend approval in principle was made by a majority of members of the Planning and Development Committee after the meeting was adjourned.

Item # 7:

Civic # 11-15 Olivers Pond Place

Dwelling Extension

Zoning: Residential Low Density (RLD) - Unserved

Motion: The Committee recommends that the application for Civic # 11-15 Olivers Pond Place be granted approval in principle, permitting the construction of a dwelling extension. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 49 (Non-Conforming Use).

Administrator recommends that Council use their discretion to grant approval in principle to this application.

Item # 8:

Civic #38-40 Chesley-Van Heights

Accessory Building

Zoning: Residential Low Density (RLD) – Unserved

Motion: The Committee recommends that the application for Civic # 38-40 Chelsey-Van Heights 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 Low Density.

Administrator recommends that Council use their discretion to grant approval in principle to this application.

Correspondence:

Item # 10:

Department of Fisheries & Land Resources – Crown Land Application Referral

The Planning Department is in receipt of referrals for three (3) applications for Crown Land at Civic #'s 902-904, 898-900 & 894-896 Indian Meal Line measuring approximately 1,860 m² (0.46 ac) each for the purpose of residential development (single dwelling). There is an existing Agricultural Lease on the property that will be cancelled upon approval of these applications. The area is zoned Mixed Use (MIX).

Motion(A): The Committee recommends that Council correspond with the Department of Fisheries and Land Resources advising that the Town recommends approval of the applications for Crown Land at Civic #'s 902-904, 898-900 & 894-896 Indian Meal Line, subject to all remaining Agricultural Leased lands being cancelled by the Lessee and reserved for use by the Town.

Motion(B): The Committee recommends that Council submit an application to reserve all remaining lands upon cancellation of the Agricultural Lease for Town purposes, as these lands would complement existing adjacent park lands at Voisey's Brook.

Item # 11:

Department of Natural Resources, Mineral Lands Division – Exploration Referral (Grog Pond\Freshwater Pond)

The Planning Department is in receipt of a referral for an exploration application in the vicinity of Grog Pond\Freshwater Pond off Bauline Line Extension. The area is zoned Rural (RUR) and Protected Watershed (PW).

Motion: The Committee recommends that Council correspond with the Department of Natural Resources Mineral Lands Division advising that the Town cannot recommend approval of the Exploration Referral in the area of Grog Pond/Freshwater Pond within the Town's Municipal Planning Area as a proportion of the area proposed is zoned Protected Watershed as well an area that falls under a Municipal Habitat Stewardship Agreement between the Province and the Town.

Permits Issued:

Item # 12:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	17-078	04/28/2017	1361-1363	Thorburn Road	Accessory Building
2	17-079	04/28/2017	1361-1363	Thorburn Road	Demolition
3	17-080	05/01/2017	1461	Thorburn Road	Patio/Deck
4	17-081	05/02/2017	476-478	Dogberry Hill Road	Renovations
5	17-082	05/03/2017	182-194	Beachy Cove Road	Demolition
6	17-083	05/03/2017	16-18	Pine Bud Place	Business
7	17-084	05/03/2017	182-194	Beachy Cove Road	Site Preparation
8	17-085	05/03/2017	37	Beachy Cove Road	Dwelling Repairs
9	17-086	05/03/2017	843-845	Thorburn Road	Demolition
10	17-087	05/05/2017	13-15	Tuckford Road	Site Preparation
11	17-088	05/05/2017	103	Skidders Road	Site Preparation
12	17-089	05/05/2017	1180-1198	Thorburn Road	Subdivide Property
13	17-090	05/05/2017	181-183	Old Broad Cove Road	Secondary Driveway
14	17-091	05/08/2017	27	Dawn Allen Road	Accessory Building Extension
15	17-092	05/08/2017	285-309	Beachy Cove Road	Subdivide Property
16	17-093	05/08/2017	49-53	Jera Street	Test Holes
17	17-094	05/09/2017	37-39	Anglican Cemetery Road	Demolition
18	17-095	05/09/2017	923-931	St. Thomas Line	Accessory Building
19	17-096	05/09/2017	13	Oak Terrace	Accessory Building
20	17-097	05/10/2017	472	Dogberry Hill Road	Site Preparation
21	17-098	05/10/2017	474	Dogberry Hill Road	Site Preparation
22	17-099	05/10/2017	26	Legion Road	Accessory Building
23	17-100	05/10/2017	26	Legion Road	Demolition
24	17-101	05/11/2017	8-10	Johnathan Heights	Business
25	17-102	05/11/2017	51-53	Knapps Road	Single Dwelling



ROGERS • ROGERS • MOYSE

PERSONAL INJURY LAW

May 8, 2017

The Town of Portugal Cove-St. Philip's
Town Council
1119 Thorburn Road
Portugal Cove-St. Philip's, NL A1M 1T6

Attention: Holly Duffett

To the Town Council of Portugal Cove-St. Phillips

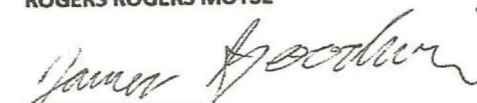
We have been retained by [REDACTED] with respect to their land located on Dogberry Hill, and in particular with the side of their land along which Winsorian Place runs. As Winsorian Place is to this point a private road, the [REDACTED] are unable to access it. The owner [REDACTED] has denied them access, which makes the back portion of their property inaccessible.

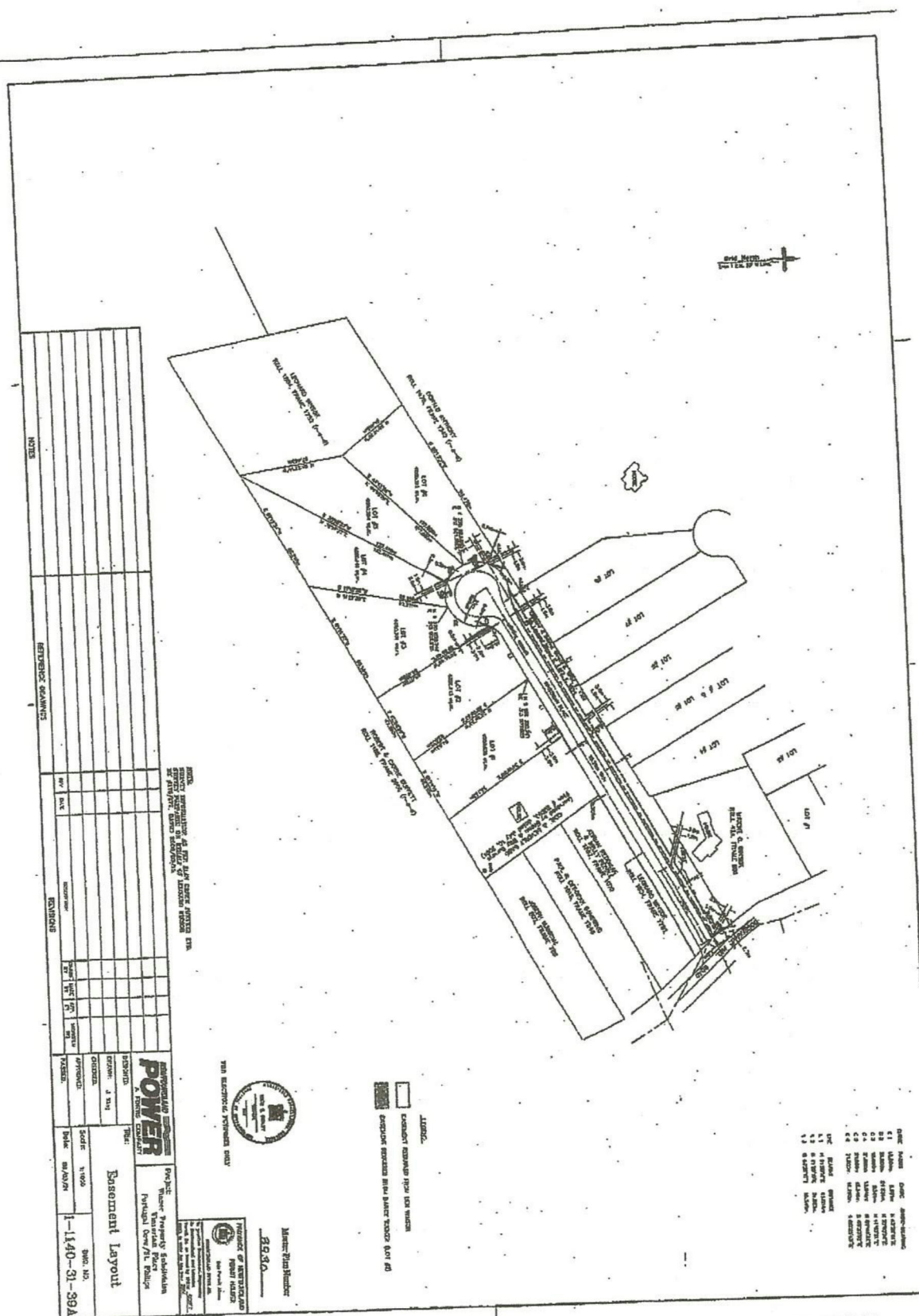
My clients request that the Town Council expropriate the road, as is their normal practice, since it is now being developed and several houses are situate on Winsorian Place. This will provide the [REDACTED] will access to the road along which they have over 120 metres of frontage.

We have attached a copy of their survey for further clarity as to the road in question.

Regards,

ROGERS ROGERS MOYSE


JAMES GOODWIN
Attachments





RECREATION & COMMUNITY SERVICES

In Attendance:

Chairperson, Councilor Aaron Facey
Councilor Johnny Hanlon

Staff:

Dawn Sharpe, Director of Recreation and Community Services
Tony Pollard, Director of Finance (Item #1 only)

1. Recreation Facilities Promotion

The Sports Coordinator has developed promotional material for the outdoor recreation facilities. This material will be hand delivered to possible businesses in and around the community to promote the opportunity for them to purchase sponsorship space at our facilities. These cards will also be distributed to help promote new users to the facilities. Copies of these cards are located at the front desk of the Town Office and on Councilors desk for review.

2. Staff Municipal Softball Tournament

The Town of Portugal Cove – St. Philip's will be hosting the 2nd Annual Staff Municipal Softball Tournament at Rainbow Gully Softball Field on Saturday, June 17th. This tournament will include teams for CBS, Torbay, LB/MB/OC, Pouch Cove, Paradise, Mount Pearl, and St. John's. The tournament is a fun way for staff in the Avalon Region to get to know each other and promote June is Recreation Month.

3. Canada on Canvas

The Recreation Department is hosting the "Canada on Canvas" art program on Thursday, June 1st at the Recreation Centre. Parents and youth (ages 8-15) are invited to enjoy an evening of creative canvas painting to honour Canada's 150th birthday celebrations. Join a Vino Pittura artist and paint a piece of patriotic Canadian artwork together. These paintings will be displayed for the Town's Canada Day celebrations on Saturday July 1st. This program was made possible with the \$2000 grant that was received by the Community Foundation of Newfoundland and Labrador.

4. Summer Programs

The Recreation and Communications staff worked together to develop a new look and names for the programs that the Town offers in the summer. Kinderskills Program for youth ages 4 to 6 years has been renamed "Camp Little Gaffers", Day Camp for youth ages 7 to 12 years has been renamed "Camp Whaddaya' At", and Teen Camp for youth 12 to 16 years has been renamed "Youth Outdoor Adventure Camp". The biggest administrative change for these programs is that "Camp Little Gaffers" has been changed to a full time, 5 days a week program with a maximum of 20 youth. Previously the program was twice a week with 2 groups of 15 kids. Recreation Staff are excited about the "Youth Outdoor Adventure Program" as well. This camp will have youth engaged in a number of outdoor activities including an overnight at the

Springwood Outdoor Discovery Camp. Registration information as well as full camp details are located on the Town website. They are also attached for Council's information.

5. Rainbow Gully Softball Field Lighting

After much discussion and further review of opportunities relating to the installation of lights on the softball field in Rainbow Gully the Committee is satisfied that the financial impact of the revised cost will be offset closely, if not in its entirety, by incremental revenues associated with additional and extended usage opportunities. Therefore the committee would like to put forward the following recommendation:

Motion: Committee recommends that as per previous motion #2017-030, that the Town engage Grand Concourse Authority and Musco Lighting to purchase and installation the lights on Rainbow Gully Softball Field for the amount of \$380,591.76 (plus HST) be approved as per original intentions discussed at budget time.

6. Community Grants

After reviewing the Community Grant Applications, the Committee would like to put forward the following recommendations:

Motion: Committee recommends that the Town donate \$250.00 to the Killick Coast Chargers U13 Girls Basketball Team who will be travelling to Halifax in June for the East Coast Classic Tournament.

Motion: Committee recommends that the Town donate \$100.00 to Carter Arnold to participate in the Evolve World Travel Hockey Tournament July 1st and 2nd in Ottawa.

Canada on Canvas



Parent & Youth Paint Night

Thursday June 1st 6:30pm

PCSP Recreation Centre

Paint to celebrate Canada 150!

Parents and youth (**ages 8-15**) are invited to enjoy an evening of creative canvas painting to honour Canada's 150th birthday celebrations. Join a VINO Pittura artist and paint a piece of patriotic Canadian artwork together. These paintings will be displayed for the Town's Canada Day celebrations on Saturday July 1st, and of course yours to enjoy following the event. The design will be released before registration on May 12th.

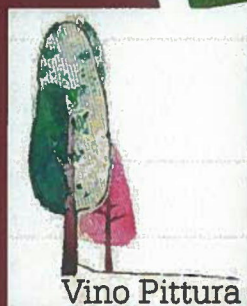
Cost: \$5 each (youth must attend with parent)

Registration: May 12th through eServices

Space is limited

*Contact Nick Miller in the Recreation and
Community Services Department
for more information:*

895-5661 Nick.Miller@pcsp.ca



Vino Pittura



**Portugal Gove
St. Philip's**

CAMP WHADDYA' AT!


**Portugal Cove
St. Philip's**



Camp Whaddya' At! offers a variety of fun and educational summer activities for children born from 2005-2010. It's a great way for children to spend their summer holidays! Join us on exciting adventure as we go on outdoor quests, take part in summer music and drama activities, learn new games, swimming, field trips and much more! Camp Whaddya' At! runs Monday to Friday from 9:00am – 4:00pm (early drop off and late pick must be requested 8:00am – 5:00pm).

Camp will run from Beachy Cove Elementary School.

Limit of 55 children, and waitlists will be kept.

REGISTRATION:

Tuesday May 23, 2017 (Residents only)
10:00AM

NON-RESIDENT REGISTRATION:

Tuesday May 30, 2017

FEES AND PAYMENTS:

CAMP FEES:	\$120/week for 1st child
	\$100/week for 2nd child
	\$90/week for 3rd child

PAYMENT INFORMATION:

Payments are to be made online at eServices by Visa/MasterCard. No cash or cheque.

A pay later option will be available with Pre-Authorized Debit accepted through payment plan.

All other payments MUST be arranged prior to start date by contacting:

Mike Stone, Program Coordinator
895-5671 Mike.Stone@pcsp.ca

or

Mikaila Rodgers, Summer Programs Coordinator
728-7526 summerprograms@pcsp.ca

JULY					
THEME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WELCOME WEEK	Welcome to Camp!	All About Me! Show and Tell	Abracadabra! Magician: Michael Conway	Let's Take a Stand and Lend a Hand! The Summit	Friendship Friday!
CREATION STATION	Game Show Mania!	Lego Maniac! Bricks 4 Kidz	We're Rolling Out the Red Carpet!	Artful Antics! Murray's Pond Country Club	St. John's Native Friendship Centre!
MOOVIN' AND GROOVIN'	Pump Up The Beat!	Sports of all Sorts! Voisey's Brook Park	Fun n' Fitness! Zumba with Lindsey	Aqua Adventures! The Summit	Lights! Camera! Dancing!
UP, DOWN, AND ALL AROUND	To Infinity and Beyond! Yoga with Lindsey	Mad Scientist Day! Let's Talk Science	Extreme Councillor Makeover and Minute to Win It	Out and About! Murray's Pond Country Club	All Aboard: Come Fly with Us!

AUGUST					
THEME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TIME TRAVELERS	Back in Time!	Archeology Dig with Lisa! Yoga with Lindsey	Royal St. John's Re- gatta NO CAMP	Neon Party!	Manuels River and Berg's Ice Cream!
WILDERNESS LEADERS	Where the Wild Things Are! Little Ray's Reptiles	Wild Island Forest Program!	Goin' Green with the PCSP Green Team!	Nuts About Nature! Murray's Pond Country Club	Tails and Trails! Salmonier Nature Park
FUN IN THE SUN	Voisey's Brook Park!	Under the Sea with Ocean Science Centre Touch Tank!	Jigs and Reels!	Camp Olympics!	Hollywood: Holy Cross Swim Park!
DRAMA-O-RAMA	Fear Factor Day!	Outside the Box! Breakdancing Workshop	Superheroes and Princesses!	Mash It Up! Murray's Pond Country Club	The Grand Finale! Bouncy Castle and Pizza Party

PLEASE NOTE:

These schedules are tentative and may need to be canceled or postponed due to inclement weather or unforeseen circumstances. Please check the weekly newsletter for updated planning and activities!



pcsp.ca

CAMP LITTLE GAFFERS!



Portugal Cove
St. Philip's



Camp Little Gaffers is a program for children born in 2011-2012 that provides children with the opportunity to become accustomed to peer interaction. The summer will involve fun cooperative games, getting outdoors, creative development, and other fun outings and activities. Camp Little Gaffers runs Monday to Friday from 9:00am – 4:00pm (early drop off and late pick up run from 8:00am – 5:00pm).

Camp will run from the Recreation Centre, located behind the Town Hall.

Limit of 20 children per week. Waitlists will be kept!

REGISTRATION:

Tuesday May 23, 2017 (Residents only)
10:00AM

NON-RESIDENT REGISTRATION:

Tuesday May 30, 2017

FEES AND PAYMENTS:

CAMP FEES:	\$120/week for 1st child
	\$100/week for 2nd child
	\$90/week for 3rd child

PAYMENT INFORMATION:

Payments are to be made online at eServices by Visa/MasterCard. No cash or cheque.

A pay later option will be available with Pre-Authorized Debit accepted through payment plan.

All other payments **MUST** be arranged prior to start date by contacting:

Mike Stone, Program Coordinator
895-5671 Mike.Stone@pcsp.ca

or

Mikaila Rodgers, Summer Programs Coordinator
728-7526 summerprograms@pcsp.ca

JULY					
THEME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WELCOME WEEK	Welcome to Camp! Gardening with PCSP	All About Me! Show and Tell	Abracadabra! Magician: Michael Conway	Let's Take a Stand and Lend a Hand! Library	Friendship Friday!
CREATION STATION	Art-Rageous!	Super Secret Agents! Voisey's Brook Park	Music Makers!	Artful Antics!	St. John's Native Friendship Centre!
MOOVIN' AND GROOVIN'	Pump Up The Beat!	Sports of all Sorts! Murray's Pond Country Club	Fun n' Fitness! Zumba with Lindsey	Wild About Water! Library	Lights! Camera! Dancing!
UP, DOWN, AND ALL AROUND	Planes, Trains and Cars! Yoga with Lindsey	Mad Scientist Day! Let's Talk Science	All Aboard to Paris and Africa!	All Aboard to Mexico and Hawaii!	Water Works! Murray's Pond Country Club

AUGUST					
THEME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TIME TRAVELERS	Back in Time!	Archeology Dig with Lisa! Yoga with Lindsey	Royal St. John's Regatta NO CAMP	Pirate Day! Library	Futuristic Fun! Voisey's Brook Park
WILDERNESS LEADERS	Wild Island Forest Program!	NL Explorers! Murray's Pond Country Club	Goin' Green with the PCSP Green Team!	Nuts About Nature!	Critter Crossing Little Ray's Reptiles
FUN IN THE SUN	Circus Extravaganza!	Under the Sea with Ocean Science Centre Touch Tank!	Jigs and Reels!	Under Construction: Kids at Work! Library	Out and About! Murray's Pond Country Club
DRAMA-O-RAMA	Safe and Sound! PCSP Fire Department	To Infinity and Beyond!	Superheroes & Princesses! Visit from Belle and Batman	Oh, the Places You'll Go! (Dr. Seuss)	The Grand Finale! Bouncy Castle and Pizza Party

PLEASE NOTE:

These schedules are tentative and may need to be canceled or postponed due to inclement weather or unforeseen circumstances. Please check the weekly newsletter for updated planning and activities!



pcsp.ca

A photograph of two young people, a male and a female, sitting in a red canoe on a body of water. They are both wearing red and grey life jackets and are smiling at the camera. The male is in the back of the canoe, and the female is in the front, holding a paddle. The background shows a hazy shoreline with trees.

Youth

Outdoor Adventure Week!

A logo consisting of two stylized, curved lines forming a heart-like shape, with a small circle in the center.

Portugal Gove
St. Philip's

Youth Outdoor Adventure Camp offers a variety of fun and educational activities for youth ages 12 -16. Don't miss out on this action-packed week of adventure and exploration. Camp starts on Monday July 17th, and runs through Friday July 21st, 2017. Drop off and pick up times and locations will depend on the activities schedule for that day. A complete information package will be provided to each parent upon registration.

Limit of 30 children. *(waitlist will be available)*

Camp Dates: July 17th to 21st

REGISTRATION:

Thursday June 1st, 2017

10:00AM

FEES AND PAYMENTS:

YOUTH CAMP FEE:	\$250 / week for 1st child
	\$230 / week for 2nd child
	\$215 / week for 3rd child

PAYMENT INFORMATION:

Payments are to be made online at eServices by Visa/MasterCard. No cash or cheque.

For further information, please contact:

Nick Miller, Sports Coordinator

895-5661

Nick.Miller@pcsp.ca

JULY 17 - 21, 2017

MONDAY, JULY 17TH

EAST COAST TRAIL HIKE

Participants will be lead on a spectacular hike of one of the most beautiful trails our region has to offer. They will enjoy lunch on site and learn more about our unique terrain while taking in the breath-taking scenery.

TUESDAY, JULY 18TH

OUTDOOR SURVIVOR SKILLS

A full day of outdoor training skills and games led by Wild Island NL. Activities will include orienteering, shelter building and more.

WEDNESDAY, JULY 19TH

HUNTIN' & CLIMBIN'

Scavenger Hunt: Spilt up into teams, participants will be given a map to hunt for clues throughout Voisey's Brook Park. First team to find all the clues will be rewarded with a prize.
Walnuts Climbing: An adventurous afternoon of rock climbing led by Walnuts Instructors.

THURSDAY, JULY 20TH

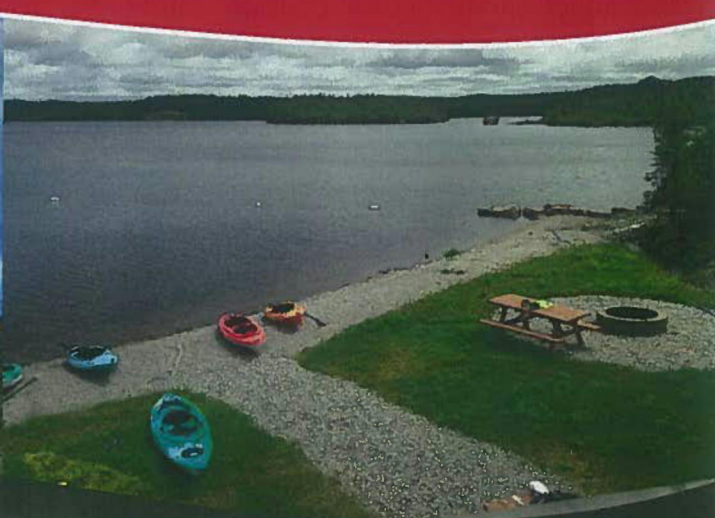
OVER NIGHT ADVENTURE

Participants will be transported to SpringWood Outdoor Discovery Camp by Waypoints on Salmonier Line and enjoy an afternoon of learning many skills for camping (tent building, constructing campfires, and much more.).

FRIDAY, JULY 21ST

OUTDOOR ODYSSEY

An entire day of adventure at Springwood Outdoor Discovery Camp by Waypoints including zip lining, wall climbing, swimming, canoeing, hiking, and even an aerial obstacle course.



SPRINGWOOD
Outdoor Discovery Camp
By Waypoints



 townofpcsp
 @Get_RecD
@PCSPnl
pcsp.ca



PUBLIC WORKS



Public Works Committee
May 17, 2017

In attendance: Councillor Dave Bartlett, Chair
Councillor Norm Collins
Councillor Johnny Hanlon
Councillor Aaron Facey
Councillor Joe Butler
Mayor Moses Tucker

Staff: Gail Tucker, Director, Public Works
Linda Newhook, Public Works Coordinator
Jeff Lawlor, Director Economic Development, Marketing & Communications

NOTE: Mayor Tucker, Councillors Bartlett and Facey and Jeff Lawlor were in attendance for Item #1.

1. Multi-Materials Stewardship Board (MMSB) Waste Management Audit Review

In June 2016 the MMSB conducted an audit of the Town's waste management program for the purpose of understanding diversion and capture rates with respect to garbage and recycling. Ashley Burke of the MMSB presented to Committee on the audit outcomes and recommendations for consideration. There is significant opportunity to increase recycling capture rates and reduce waste disposal costs for the Town. Currently, the Town's waste diversion rate is 6.2%, with the audit sample suggesting there is opportunity for that number to grow to 21% if all recyclable paper and containers were placed in blue bags. This can result in significant costs savings for the Town as tipping fees at the regional waste facility are \$67.60/tonne for garbage and only \$20.00/tonne for recycling. Staff will work with the MMSB to enhance its waste management operations and increase awareness of waste diversion.

2. Sidewalk Project – Thorburn Road / Dogberry Hill Road – Change Order

Further to Motion 2017-034 of the January 3, 2017 Council meeting, which approved the integration of service stubs on Thorburn Road in the area of construction of the sidewalk project, a change order in the amount of \$82,445.80 including GST was presented to Committee for approval.

MOTION: Committee recommends that Change Order 01 for the Dogberry Hill Road and Thorburn Road Sidewalks, Project No: SJN-00234591-A0 in the amount of \$82,445.80 including GST be approved.

3. Feasibility Report – Portable Sludge Drying Unit

Vigilant Management completed a feasibility report on behalf of the Town for the purpose of identifying available options for a portable sludge drying unit. Research determined that the costs associated with the acquisition and operation of such a unit, as well as the environmental disposal requirements make this project not feasible. It is recommended that the Town advise DMAE in writing that the project is cancelled and request that the funding for this project be reallocated to another project meeting the fund's criteria.

MOTION: Committee recommends that the Portable Sludge Drying Unit project funded under the Cleanwater and Wastewater Fund be cancelled with notification in writing to the Department of Municipal



Affairs and Environment (DMAE) and request permission from DMAE to reallocate the funds to another project meeting the fund's criteria.

Discussion Items:

- 4. Wastewater Maintenance (Seasonal) Positions** – two seasonal positions were approved in the 2017 budget, which will focus on providing support to the water and wastewater division. Position descriptions have been completed and the positions will be attached to an existing payscale classification. Correspondence is being sent to the bargaining unit representative as per the requirements of the collective agreement. The anticipated start date for these positions is early in June 2017.
- 5. Garbage box lids** – staff advised that discussions were had with the waste management collection team regarding the closing of garbage box lids. Staff advised they close the lids where possible and feasible, however, at times there are instances which does not always make this feasible. Committee discussed future changes to garbage regulations to address concerns in this area of operation.
- 6. Storm Sewer System, Ursula Crescent** – Water and Wastewater staff are reviewing storm sewer connections in the area of Ursula Crescent to determine which properties are connected and identify a plan for connection for those properties without connection.
- 7. Right of Way Mitchells Road** – concerns were discussed related to a right of way on Mitchells Road. Staff are investigating further to gather information on this issue.
- 8. Traffic Concerns – Princess Mountain Drive/Western Gully Road, Country Gardens and Olivers Pond Road** – These areas will be referred to Harbourside Traffic Consultants to assess these areas against the Town's newly adopted Traffic Calming Policy.



ECONOMIC DEV., MARKETING & COMMUNICATIONS



Economic Development, Marketing and Communications

Minutes

May 17, 2017

3:30 pm

In attendance: Councillor Joe Butler, Chair
Councillor Aaron Facey
Councillor Dave Bartlett
Mayor Moses Tucker
Jeff Lawlor, Director of Economic Development,
Marketing and Communications

1. Communications Coordinator Position Review

The one year contract for the position is set to expire shortly and a review of the position is being undertaken to evaluate the suitability in the organization. A summary of the impact on social media and communications was discussed and a package will be prepared for Council's review at the next Committee of the Whole meeting.

2. Stewardship Signs

We have received approval from the Provincial Department of Transportation and Works to install the two large Stewardship management signs on Portugal Cove Road and Thourburn Road. This work will be completed by our Public Works Department within the next two weeks.

3. Pedestrian Bridge Project

The military engineers are evaluating the feasibility of a proposed location for a pedestrian bridge that would enhance the connectivity of Dans Road and the new school. If deemed feasible the project will take place in early summer.

4. Fanny Goff Memorial

A location has been identified on Loop Drive to place the headstone and a small story board. The Heritage Coordinator is confirming this location and the project is expected to be undertaken by Grand Concourse this summer.

5. Tickle Swim

The Tickle Swim for Mental Health will take place on Saturday August 19th (weather permitting). We again will host the post-swim reception which is currently planned for the Portugal Cove Marina area, however, the tide and wind on the day of the event may dictate that the reception be moved to Bell Island.

6. ACE Strategic Plan

The Advisory Committee on the Environment, in conjunction with Council, will begin development of a strategic plan in early June. The Director of Economic Development will facilitate the process.

7. Chamber of Commerce

The Committee reviewed a letter received by a number of businesses in the community requesting support to create a Chamber of Commerce. The Director of Economic Development will work with the group and provide assistance to encourage the creation of a local Chamber of Commerce. The letter is attached and a response will be sent out by Friday, May 26th.

8. Town Signs Design Charrette

This event will take place on Sunday, May 28th at 2:00 pm and will be held at the Recreation Centre. Grand Concourse and the Director of Economic

Development will facilitate the workshop. The results will be utilized by Grand Concourse to design new Town gateway and community signs.

9. Census Release

Census data on population size and demographics was reviewed with the Committee. This information has been released publically on previous social media notifications on the Town website. The data shows Portugal Cove- St. Philip's is growing at a strong rate and is now the 8th largest municipality in the province. It also shows the average resident age in PCSP is much lower at 39.2 years of age than compared to the provincial average at 43.7 years of age. There are twice as many residents 19 and under than 65 and over. The information is attached.

May 16, 2017

Mayor and Councillors
Town of Portugal Cove-St. Philip's
1119 Thorburn Road
Portugal Cove-St. Philip's, NL
A1M 1T6

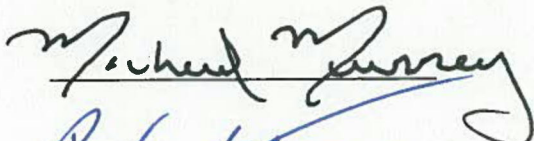
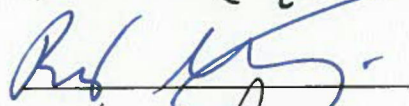
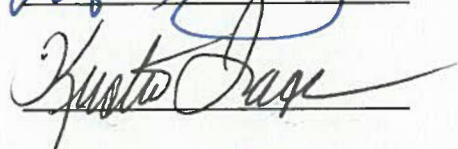
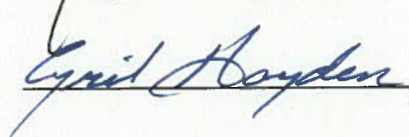
Dear Mayor Tucker and Councillors:

As a group of interested professional and business people in the community of Portugal Cove-St Philips we want to consider the formation of an associated not-for-profit organization such as a Business Association or a Chamber of Commerce to foster and promote business in our community.

We are requesting your support and help to discuss and formulate this new Association.

We would appreciate meeting with you and /or your designate to help gather information with us to explore this opportunity for Town

Yours sincerely,






Meeting Attendance

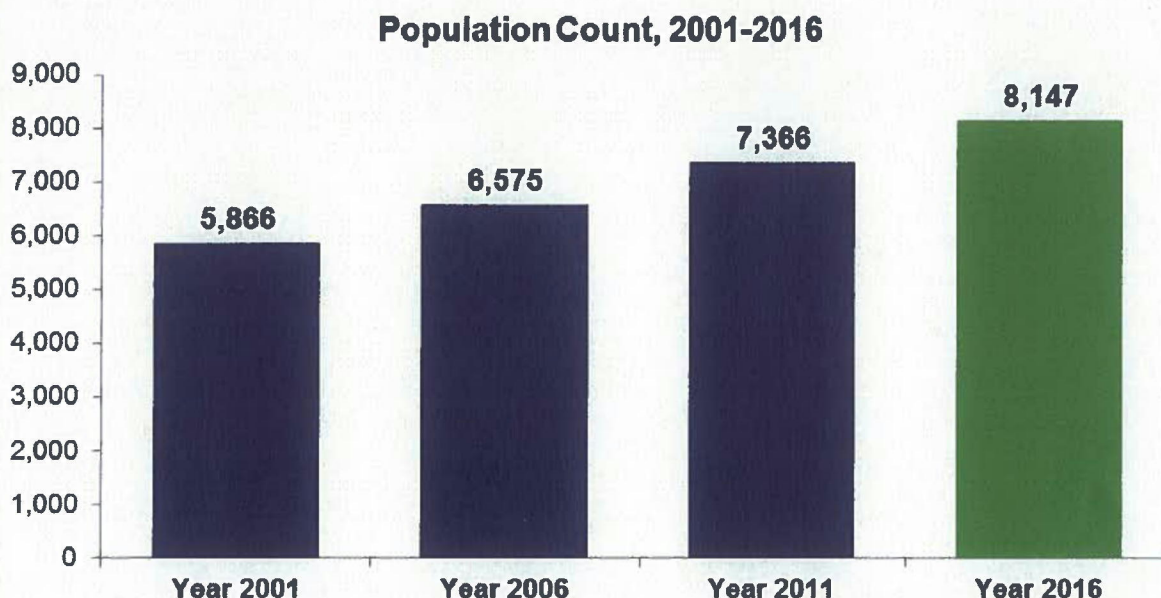
May 16, 2017

No.	Name	Company	Telephone #1	Telephone #2	Email
1	Ian McDonald	BICKENSTAFFE FACTS			
2	Georgy H. Batt	Breakwater Pharmacy			
3	Jeremy S Reid	Breakwater Pharmacy			
4	Cynd Hayden				
5	Robert Stapleton	TRAK DEV.			
6	Michael Spurney	"			
7	Krista Wood	Century 21 Sellers Ok			
8	STILLING Fern	KEN'S TRAIL STABLES			
9					
10					
11					
12					
13					
14					

Census Made Simple Release 1

Population and Dwelling Counts

Population Counts



Quick Facts

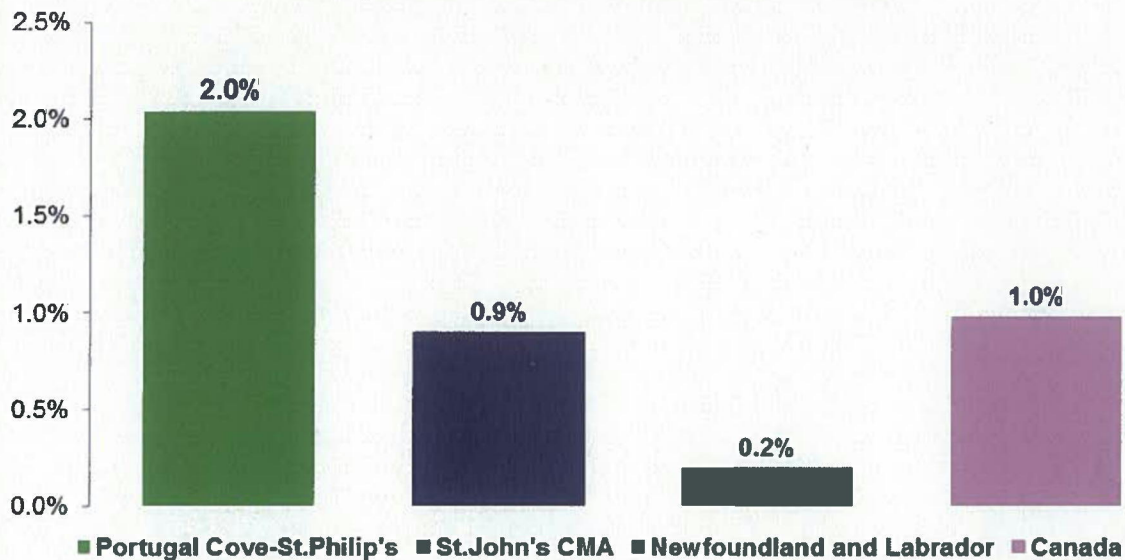
- In 2016, Portugal Cove-St. Philip's had a population of 8,147, representing a percentage change of 10.6% from 2011. This compares to the provincial average growth of 1.0%.
- In the last 15 years, Portugal Cove-St. Philip's has had a total population growth of 2,281.
- In the last 5 years, the average annual growth rate has been 2.0% or 156 residents per year. Comparatively, the Province has grown 0.2% per year, while Canada has grown 1.0% per year.
- Portugal Cove-St. Philip's is part of the census metropolitan area of St. John's, which grew 4.6% in the last 5 years.

Census Made Simple Release 1

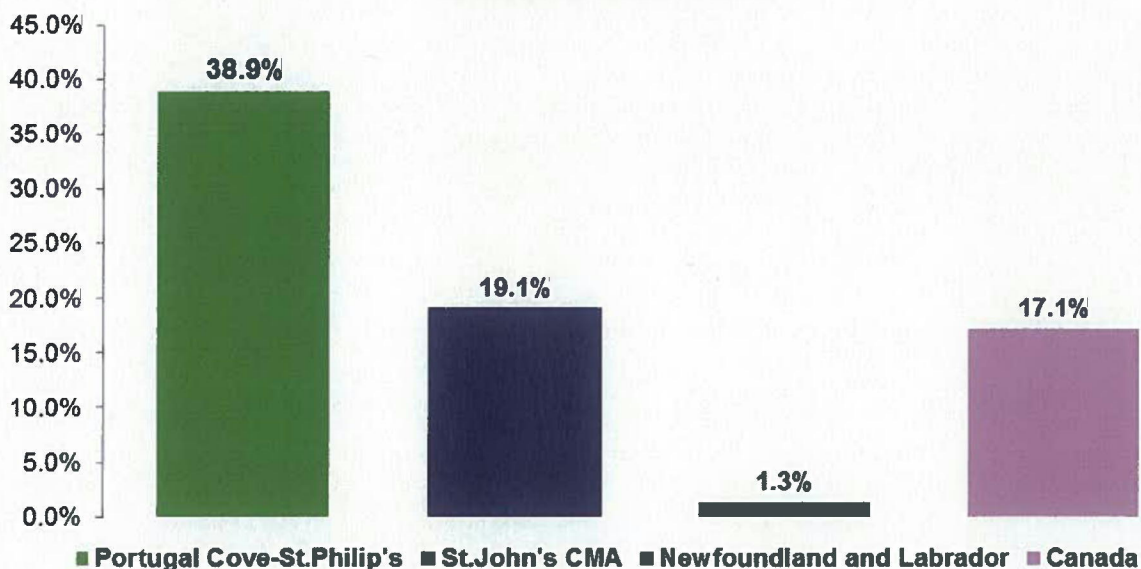
Population and Dwelling Counts

Population Comparison

Compound Annual Growth Rate 2011-2016



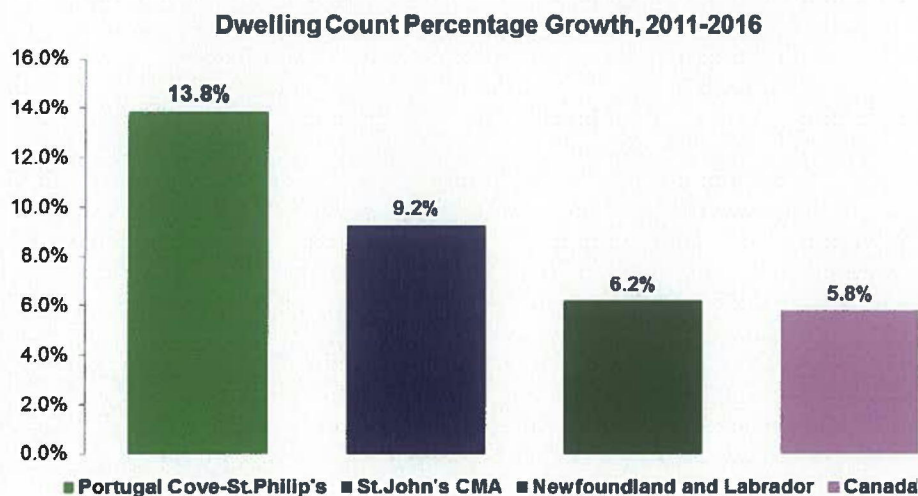
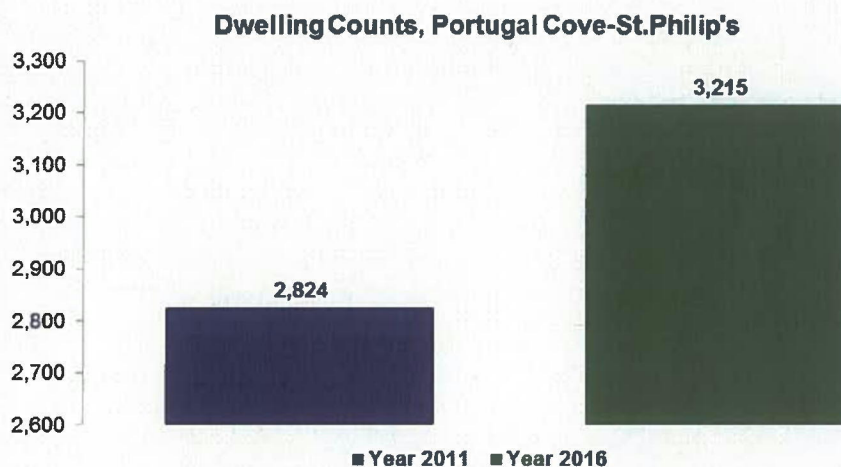
Growth Rate 2001-2016



Census Made Simple Release 1

Population and Dwelling Counts

Dwelling Counts



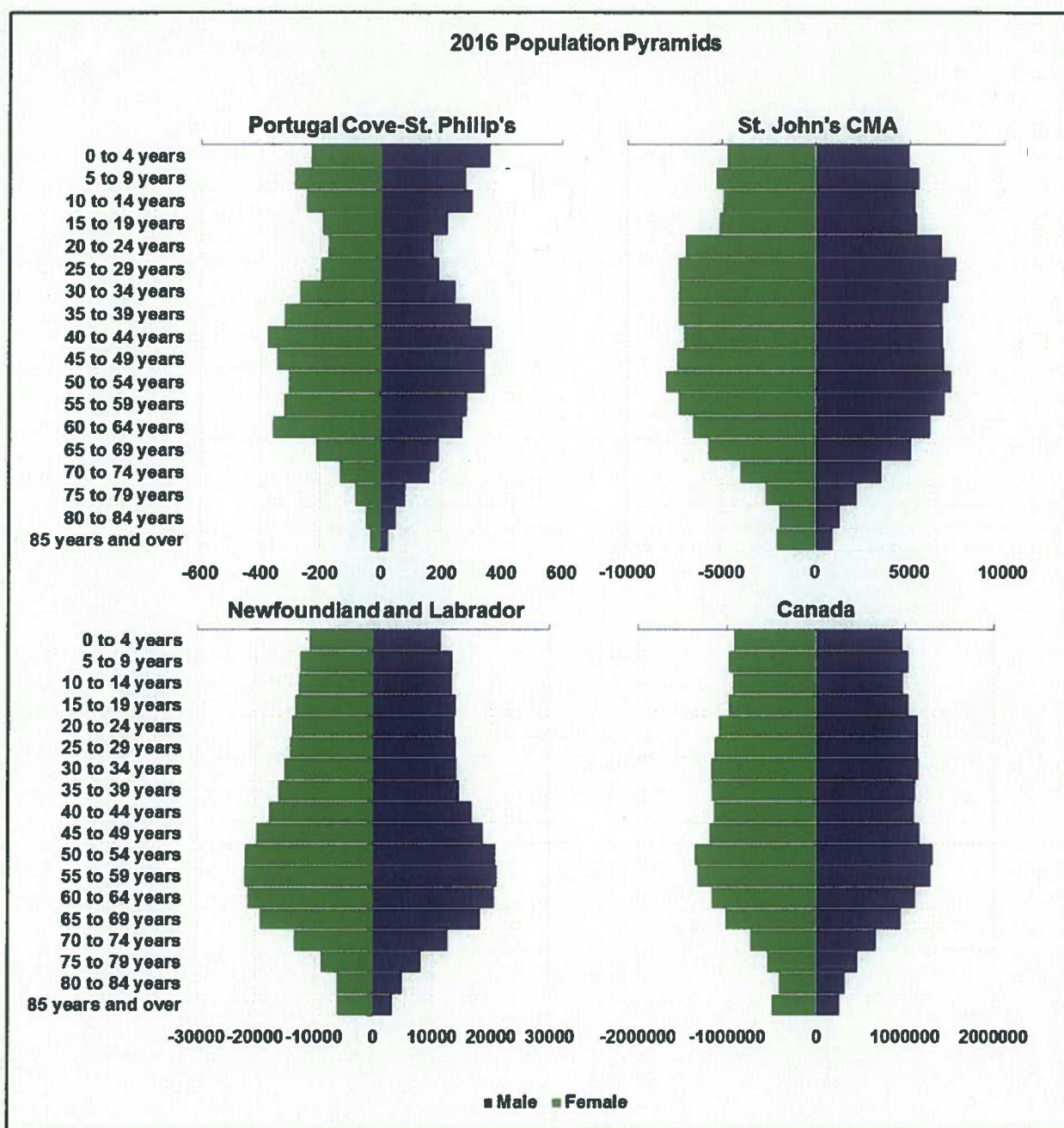
Quick Facts

- In 2016, Portugal Cove-St. Philip's had 3,125 private dwellings. The change in private dwellings from 2011 was 13.8%. For the St. John's CMA as a whole, the number of private dwellings increased 9.2%.
- Portugal Cove-St. Philip's has a population density of 141.9 persons per square kilometre. This compares to the provincial density of 1.4 persons per square kilometre.

Census Made Simple Release 2

Age and Sex Counts

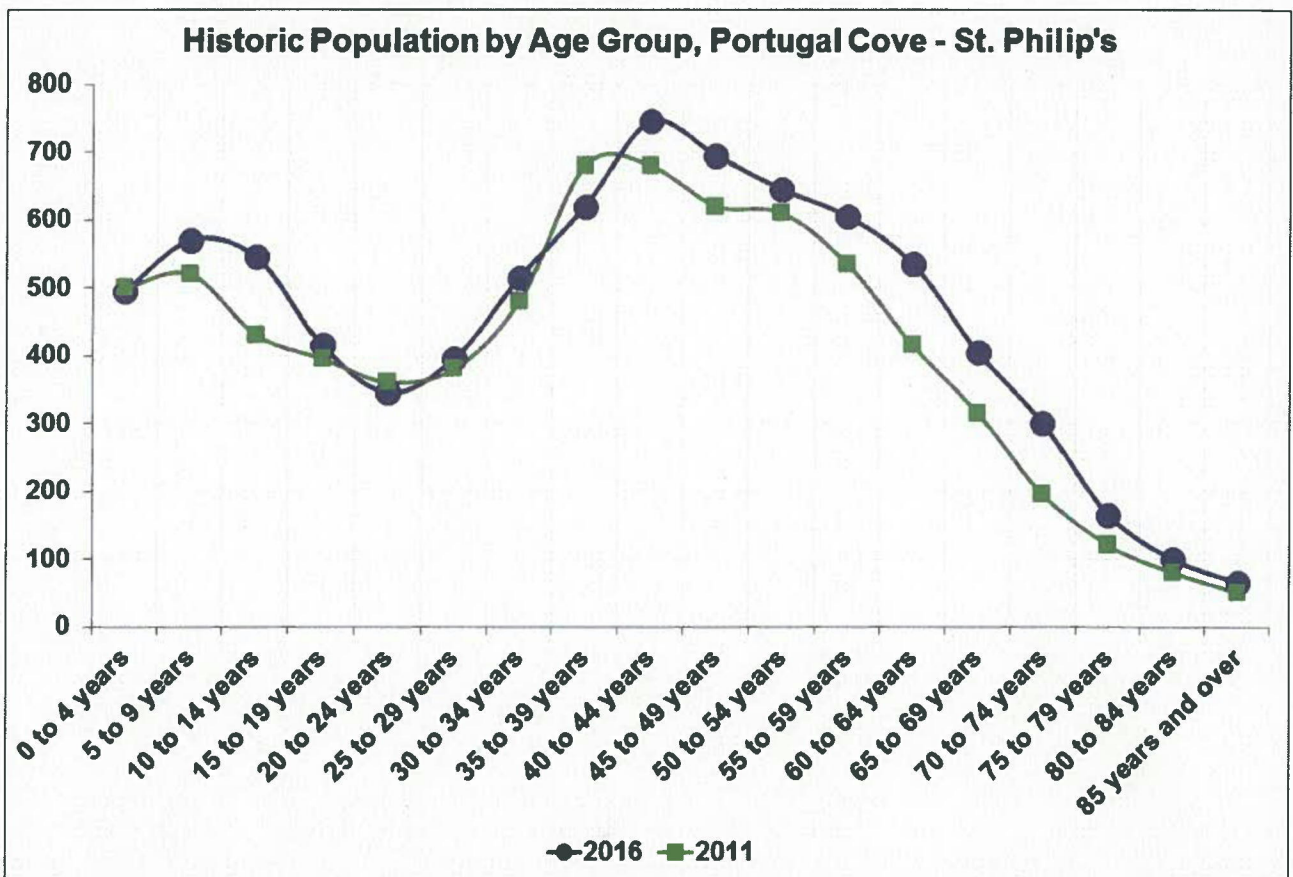
Age and Sex Distributions



Census Made Simple Release 2

Age and Sex Counts

Historic Population by Age Group



Average Age

	2006	2011	2016
Portugal Cove-St. Philip's	38.7	39.5	39.2
Newfoundland and Labrador	41.7	44	43.7
Canada	39.5	40.6	41

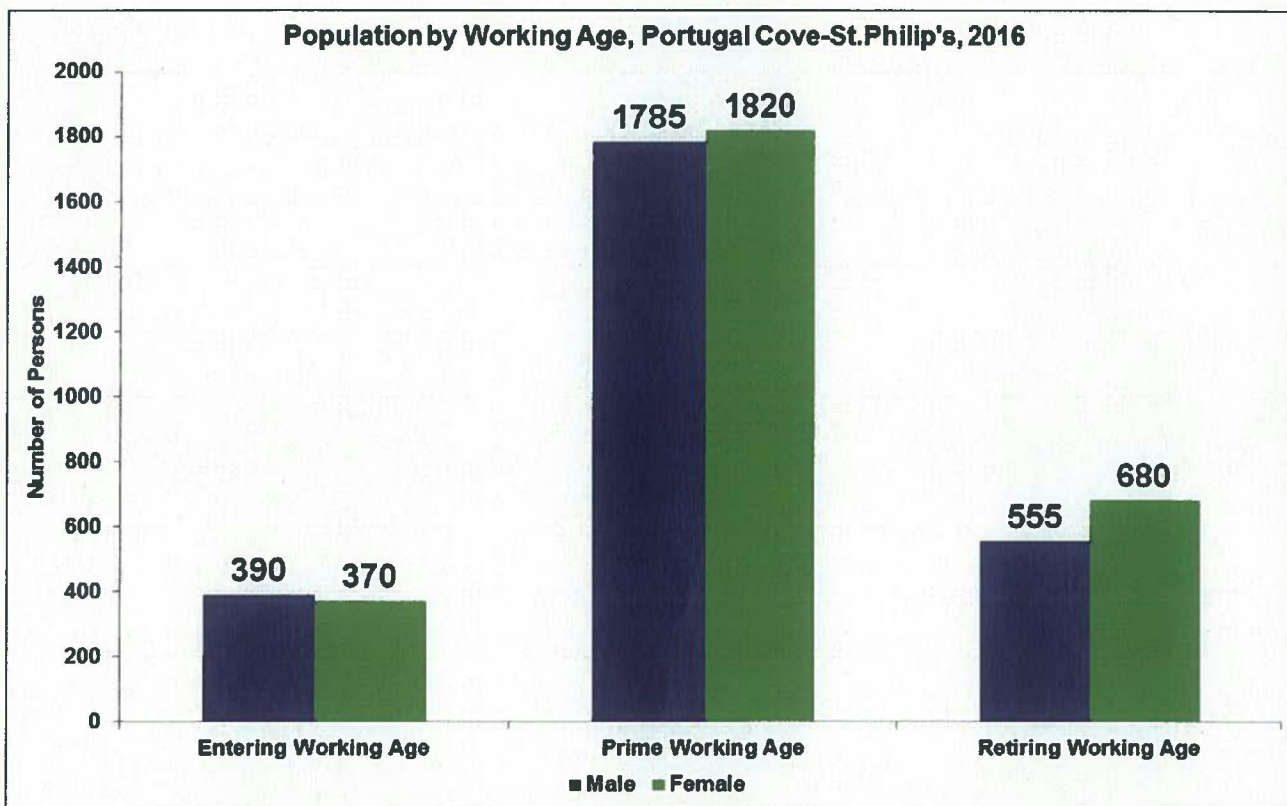
Census Made Simple Release 2

Age and Sex Counts

Quick Facts

- The distribution of age and gender shows the largest age group as 40 to 44 years of age followed by 45 to 49. Females outnumber males in the older age groups 65 and over. Males outnumber females in the younger age group (19 and under).
- The estimated average age of residents in Portugal Cove-St. Philip's is 39.2 years of age. In comparison to 2011, this has decreased. When compared to the rest of St. John's CMA, Newfoundland and Labrador, Portugal Cove-St. Philip's has a lower average age.

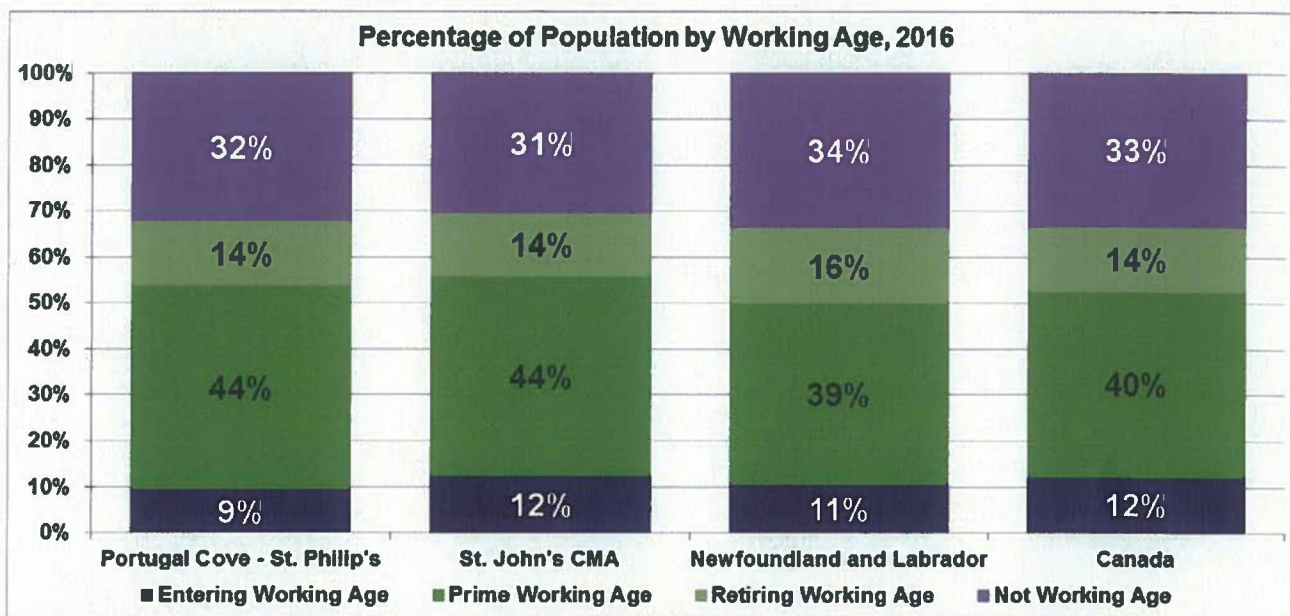
Population by Working Age and Gender



Census Made Simple Release 2

Age and Sex Counts

Percentage of Population by Working Age



Organization for Economic Co-operation and Development (OECD) defines three standard working age groups: people aged 15 to 24 (those just entering the labour market following education); people aged 25 to 54 (those in their prime working lives); people aged 55 to 64 (those passing the peak of their career and approaching retirement).

Quick Facts

- The distribution of working ages shows that the largest working age group as 25 to 54 years of age. Since 2006 this group has increased by 470 residents.
- In comparison to the rest of Newfoundland and Labrador, Portugal Cove-St. Philip's has a larger proportion of prime working age residents at 44%. Since 2006, this group has increased by 15%, while the rest of St. John's CMA has increased by 12%.



PROTECTIVE SERVICES



Protective Services Committee

Tuesday, May 16, 2017

5:30PM

IN ATTENDANCE: Councilor Johnny Hanlon
 Deputy Mayor Gavin Will
 Councilor Norm Collins
 Fred Hollett, Co-Chief – Volunteer Fire Department (Items # 1 & 5)
 Heather Coughlan, Employee & Public Relations Administrator
 Chris Milley, Town Manager / Engineer
 Peter Morey, Commissionaires NL (Item #1, 2 & 5)

1. FES Updates

- Engine 2 has been returned to the station and is now back in service. The truck borrowed from Public Works has been returned.
- As anticipated, the numbers of members attending Fire School have dropped from the original applications, and are now in the same range as last year. Funds have been allocated.
- An overview of Fire Smart will be brought back to the Committee.
- There are a number of old SCBA being stored that are no longer of any value to the Town and can be donated.

2. Commissionaires – Municipal Enforcement

The Committee reviewed the report as provided by the Municipal Enforcement Officer. This report has been tabled as Appendix A.

3. Dogberry Hill Road Safety Concerns / Speed Bump Request

The Committee discussed the traffic concerns along Dogberry Hill Road and expressed the same concerns to the Municipal Enforcement Officer for monitoring and investigation.

4. Western Gully Road / Nearys Pond Road Safety Concerns

In response to information provided by residents, the Municipal Enforcement Officer noted that patrols have been stepped up in the area of Western Gully Road and Nearys Pond Road and all recorded information has been handed over to the Royal Newfoundland Constabulary for action. The Deputy Mayor will contact the resident to provide this information to them directly.

5. Vacant House Old Broad Cove Road

Planning and Development Committee had discussed this deteriorated state of the structure on Old Broad Cove Road and have requested the Protective Services Committee also discuss this from a hazard perspective. The Town Manager will follow up on any inspections and the Fire Chiefs will action on this and report back to the Town Manager.

6. Newbury Street

The Municipal Enforcement Officers have been monitoring the area of Blagdon Hill and Newbury Street (as per Appendix A) and will provide any information necessary to the Royal Newfoundland Constabulary.

7. Animal Control

Recommendations on regulations will be brought to the next Committee meeting from Public Works.

Protective Services Committee
APPENDIX A: TABLED MEO REPORT

PROTECTIVE SERVICES

May 16, 2017

Municipal Enforcement Report for May 2 – 16, 2017

- Neary's Pond Road, added to regular patrols for ATV usage
- Met with Fire Chiefs Hollett and Murphy about our role in been a support for the Fire Department
- Barking dog complaint 18 Woodland Drive under active investigation
- Blagdon Hill and Newberry Street residents blocking access, MEO's are monitoring
- Met with Public Works to set up additional patrol areas and the procedures for locking Recreation facility's. Also, trying to identify illegal dumping sites in town.
- Participated in Municipal Awareness Day with Grade 4's from Beachy Cove Elementary
- Investigating moving violations on Western Gully Road and Princess Mountain Drive. Three way stop sign not been obeyed and speeding
- Old Broad Cove Road high rates of speed on this road, spoken to RNC about this and will be setting up road side screening in future.
- Distracted Driving road side screening setting up with RNC.
- MEO staff meeting to highlight additional attention to areas in town such as speed control, illegal dumping, engage residents in Town, valuable information as to activities in their areas.

May 17 – 30

- Joint effort with RNC for distracted driving in towns and speed control on side roads.
- Finalize priority areas with Public Works
- Ongoing investigations
- May 24th weekend watch for more activity in neighborhoods
- I will be attending Police Week Church Service on May 17.
- Watching for illegal use of Fire Hydrants, and Septic waste dumping especially at night
- Illegal dumping now that snow is gone, try to find items to identify the owner of garbage.

Peter Morey
MEO
PCSP/Torbay

Protective Services Committee
APPENDIX A: TABLED MEO REPORT

PROTECTIVE SERVICES

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Peter Morey
MEO
PCSP/Torbay



ADMINISTRATION & FINANCE



Administration & Finance Committee Report

May 16, 2017 - 9:00 a.m.

In attendance: Chairperson, Deputy Mayor Will
 Councillor Butler
 Councillor Facey
 Mayor Tucker

Staff: Chris Milley, Town Manager
 Tony Pollard, Director of Financial Operations
 Claudine Murray, Deputy Town Clerk

1. Accounts for Payment

MOTION: Committee recommends that Council approve payment of regular accounts in the amount of \$118,744.61 and Capital accounts in the amount of \$153,652.31 for a total of \$272,396.92 as tabled.

2. Motion to approve FCM funding

MOTION: Committee recommends that staff prepare an application for a funding proposal to the Federation of Canadian Municipalities under the terms and conditions of the Municipal Asset Management Program in the amount of \$64,807 tax included.

3. ATIPPA Follow Up

Committee discussed concerns on the volume of requests being submitted and the inability to comply with the Acts required time limits while still running effective operations of the Town. The Town will seek legal opinion on the issues.

4. Cost recovery model policy update

Committee reviewed a draft and discussed the levy amount per projects. The amounts will be determined using consistent formulas.

5. Meadow Heights project

The project is scheduled to go to tender by the end of May. Project is on track to be completed this construction season.

6. Correspondence from Municipal Assessment Agency

Committee reviewed the proposed format changes that are set to change with the 2018 annual assessment roll. Director of Financial Operations will review within his department and provide feedback to MAA if appropriate.

7. Correspondence from Youth Ventures NL

Committee reviewed the letter from the Youth Ventures NL program coordinator asking for support of these young entrepreneurs from ages 12-29 wanting to start up and run their summer businesses.

MOTION: Committee recommends that Council waive the fees for permits and licenses from May 1st to September 1st 2017 in support of these young entrepreneurs.

Accounts for Payment - May 16, 2017

REGULAR ACCOUNTS:

1	5/3/2017	Beachy Cove Café Volunteer/Small Business Awards Gala	\$	6,189.30
bds-499-406372	4/28/2017	Byron D. Smith Professional Corp Audit Services	\$	14,375.00
2017-911Standby	5/1/2017	City of St. John's 911 Service & standn-by allocation	\$	66,687.63
RW 201704-4	5/3/2017	City of St. John's Water consumption April 2017	\$	25,978.12
11892	5/1/2017	City of St. John's Landfill use April 2017	\$	5,514.56
TOTAL REGULAR ACCOUNTS			\$	118,744.61

CAPITAL ACCOUNTS:

2017063	4/28/2017	Newfoundland Design Associates Meadow Heights Sewer Services	\$	5,586.46
cp#2	5/3/2017	Pyramid Construction Ltd. Spurrells Road Bridge Replacement CP#2	\$	118,121.45
880	4/30/2017	Vigilant Management Inc. MYCW - Meadow Heights	\$	17,315.93
883	4/30/2017	Vigilant Management Inc. MYCW - Nearys Pond	\$	5,512.83
884	4/30/2017	Vigilant Management Inc. Sidewalks, Dogberry Hill Road	\$	7,115.64
TOTAL CAPITAL ACCOUNTS			\$	153,652.31
GRAND TOTAL			\$	272,396.92

Town of Portugal Cove-St. Philips
BNK1 - BNS CURRENT ACCT
 Cheques from 044923 to 044954 dated between 05/01/2017 and 05/15/2017

CHEQUE REGISTER

Printed: 4:01:18PM 05/15/2017

Page 1 of 2

Number	Issued	Amount	SC	Status	Status Date
044924	05/02/2017 Pike, Garfield & Winnifred Tucker	161.87	A/R	OUT-STD	05/02/2017
044925	05/02/2017 Claudine Murray	528.00	A/P	OUT-STD	05/02/2017
	PMA 2017 - Expense Claim PMA 2017 - Expense Claim	528.00			
044926	05/02/2017 David Beckett	549.85	A/P	OUT-STD	05/02/2017
	MDOA Travel Advance 2017 MDOA Travel Advance 2017	549.85			
044927	05/02/2017 Lester Spurrell	1,089.72	A/P	OUT-STD	05/02/2017
	MDOA Travel Advance 2017 MDOA Travel Advance 2017	1,089.72			
044928	05/02/2017 Richard Murphy	1,466.25	A/P	OUT-STD	05/02/2017
	Fd consultations Apr24-30 Fd consultations Apr24-30	1,466.25			
044932	05/03/2017 Prince of Wales Safe Grad Committee	1,000.00	G/L	OUT-STD	05/03/2017
	7340-6400 PWC Safe Grad Committee Prince of Wales	1,000.00			
044933	05/03/2017 Sandra Squires	100.00	G/L	OUT-STD	05/03/2017
	7340-6400 NL Darts Travel cost offset Sandra Squires	100.00			
044934	05/03/2017 Benson Buffett	3,941.42	A/P	OUT-STD	05/03/2017
	74659 Hobbs - Tax Matter	2,549.65			
	74660 Murray's Pond Development - Infrastructure	284.97			
	74663 NL Organics - Removal Order	819.30			
	74781 Miscellaneous 2017	287.50			
044935	05/03/2017 Daren Janes	56.51	A/P	OUT-STD	05/03/2017
	First Aid Training Meals First Aid Training Meals	56.51			
044936	05/03/2017 Krista Holden	350.00	A/P	OUT-STD	05/03/2017
	Adult Fitness - April 17 Adult Fitness - April 17	350.00			
044937	05/03/2017 Pauline Pineau	1,680.00	A/P	OUT-STD	05/03/2017
	JANUARY 16 - APRIL6 JANUARY 16 - APRIL6	1,680.00			
044938	05/03/2017 Benson Buffett	8,633.07	A/P	OUT-STD	05/03/2017
	74231 Avalon Squires - Removal Order, 820B St. "	220.37			
	74232 Removal Order Civic 29-33 Windsor Heights	178.12			
	74233 Miscellaneous Matters	1,602.97			
	74234 Land Claim 1-3 West Point Road	1,531.72			
	74662 Acquisition of 3 Parrott Place, PCSP	463.09			
	74665 Miscellaneous 2017	4,636.80			
044939	05/03/2017 McInnes Cooper	450.97	A/P	OUT-STD	05/03/2017
	2017001450-1 Interest on 2017001450	32.37			
	2017006865 Dismissal Claim	418.60			
044940	05/03/2017 Stewart McKelvey	296.45	A/P	OUT-STD	05/03/2017
	90578068 Re: Road Upgrading	296.45			
044941	05/03/2017 EXP. Services Inc.	9,652.43	A/P	OUT-STD	05/03/2017
	364277 Spurells Road Bridge	1,983.52			
	365595 Thorburn Road Dogberry Hill Road Sidewalk	1,693.64			
	368042 Spurells Road Bridge	1,350.04			
	368507 Sidewalks	894.00			
	370303 Sidewalks	3,731.23			
044942	05/03/2017 Newfoundland Design Associates Ltd.	4,057.17	A/P	*VOID*	05/03/2017
	2017040 Neary's Pond Road Reconstruction	-4,057.17*			
044943	05/03/2017 Vigilant Management Inc.	4,210.45	A/P	OUT-STD	05/03/2017
	855 Water Loss Program	2,261.19			
	857 Meadow Heights	1,949.26			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of Portugal Cove-St.Philips
BNK1 - BNS CURRENT ACCT
 Cheques from 044923 to 044954 dated between 05/01/2017 and 05/15/2017

CHEQUE REGISTER

Printed: 4:01:18PM 05/15/2017

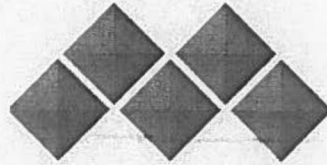
Page 2 of 2

Number	Issued		Amount	SC	Status	Status Date
044944	05/03/2017	Newfoundland Design Associates Ltd.	3,532.77	A/P	OUT-STD	05/03/2017
	2017040	Neary's Pond Road Reconstruction	3,532.77*			
044945	05/03/2017	Frederick Hollett	1,523.75	A/P	OUT-STD	05/03/2017
	Fd consult Apr23-29	Fd consult Apr23-29	1,523.75			
044946	05/04/2017	N.A.P.E.	1,737.99	G/L	OUT-STD	05/04/2017
	3313-0000	April 2017 - Union Dues N.A.P.E.	1,737.99			
044947	05/04/2017	CIBC Mellon	9,844.59	G/L	OUT-STD	05/04/2017
	3312-0000	April 17 - Employee portion CIBC Mellon	9,844.59			
044948	05/04/2017	CIBC Mellon	12,305.74	A/P	OUT-STD	05/04/2017
	Apr17	Pension plan Employer April 17	12,305.74			
044949	05/04/2017	McGinn, Darrell & Angela	8,298.87	A/R	OUT-STD	05/04/2017
044950	05/08/2017	Canada Revenue Agency	1,344.13	A/P	OUT-STD	05/08/2017
	PIER2016	Pier report - FD EI	1,344.13			
Cheque Totals Issued:			72,754.83			
Void:			4,057.17			
Total Cheques Generated:			76,812.00			
Total # of Cheques Listed:			24			

* - Partial payment was made on Invoice

** - Name on Check was modified

Memo



TOWN OF PORTUGAL COVE-ST-PHILIP'S

MAY 08 2017

RECEIVED

**Municipal
Assessment
Agency Inc.**

To: All Municipal Clients

From: Sean G. Martin, CEO

Date: 04/05/2017

Re: **Proposed Changes to the Assessment Roll**

Your opinion and comments are invited, prior to the final decision on some proposed changes to the format of the assessment roll.

I am proposing to make changes to the format of the assessment roll, beginning with the 2018 annual roll. The proposed changes would eliminate the *Frontage/Acres* description, *Land* value and *Building* value lines. I am also proposing to replace the four digit field *Prop/Occ* with a brief description of the property type. I have attached a sample of the current roll and a roll with the proposed changes. The assessment roll will continue to provide the assessed value, as *Taxable*, *Non-taxable* or *Tenant Portion* (renamed as *Business Portion*).

Removal of the fields will reduce confusion among property owners. Frontage/Acres is descriptive only; it is not an indication of the value of the property, and a higher frontage may not be an indicator of a higher property value. Properties improved with buildings sell as an improved property; there is no consideration of one price for the land and another for the building in the market place.

I would appreciate hearing your comments and suggestions about the proposed changes. You can contact me by telephone at (709) 724-1540, toll free (1-877-777-2807) or by email at smartin@maa.ca. I look forward to hearing your feedback.

Yours truly,

Sean G. Martin, CEO
Municipal Assessment Agency Inc.

SM/cm

cc Board of Directors, MAA

Attachments (2)

TAX YEAR: 2018

MUNICIPAL ASSESSMENT AGENCY
ANNUAL ASSESSMENT ROLL

PAGE: 126

NOTICE MAIL DATE: 2-OCT-2017

Municipality: 9999 SOME TOWN
Ward/Area: 01

VERIFIED BY:

Name/Address	Parcel ID/Alt ID	Tenant	Prop/Occ	Assessed Values
OWNER, SOME & PARTNER PO BOX 249 SOME TOWN NL A1A 1A1	999-999 9999-9999-1-9999 Civic Address: 395 A SOME STREET Community: SOME TOWN		1001	Frontage/Acres.: .66 A Land: \$37,100 Building: \$316,100 Taxable: \$353,200 Non-Taxable: \$0 Tenant Portion: \$0
OWNER, SOME PO BOX 470 SOME TOWN NL A1A 1A1	999-999 9999-9999-1-9999 Civic Address: 397 SOME STREET Community: SOME TOWN		1001	Frontage/Acres.: .51 A Land: \$35,500 Building: \$291,600 Taxable: \$327,100 Non-Taxable: \$0 Tenant Portion: \$0
OWNER, SOME PO BOX 230 SOME TOWN NL A1A 1A1	999-999 9999-9999-1-9999 Civic Address: 399 - 401 SOME STREET Community: SOME TOWN		1001	Frontage/Acres.: .46 A Land: \$54,200 Building: \$132,900 Taxable: \$187,100 Non-Taxable: \$0 Tenant Portion: \$0
OWNER, SOME 403 SOME STREET SOME TOWN NL A1A 1A1	999-999 9999-9999-1-9999 Civic Address: 403 - 407 SOME STREET Community: SOME TOWN		1001	Frontage/Acres.: .77 A Land: \$51,700 Building: \$117,300 Taxable: \$169,000 Non-Taxable: \$0 Tenant Portion: \$0
OWNER, SOME PO BOX 517 SOME TOWN NL A1A 1A1	999-999 9999-9999-1-9999 Civic Address: 409 - 411 SOME STREET Community: SOME TOWN		1001	Frontage/Acres.: 75 F Land: \$45,000 Building: \$385,700 Taxable: \$430,700 Non-Taxable: \$0 Tenant Portion: \$0
OWNER, SOME PO BOX 82 SOME TOWN NL A1A 1A1	999-999 9999-9999-1-9999 Civic Address: 413 - 415 SOME STREET Community: SOME TOWN		2001	Frontage/Acres.: 100 F Land: \$45,000 Building: \$0 Taxable: \$45,000 Non-Taxable: \$0 Tenant Portion: \$0
OWNER, SOME PO BOX 82 SOME TOWN NL A1A 1A1	999-999 9999-9999-1-9999 Civic Address: 417 - 419 SOME STREET Community: SOME TOWN		2001	Frontage/Acres.: 100 F Land: \$45,000 Building: \$0 Taxable: \$45,000 Non-Taxable: \$0 Tenant Portion: \$0

TAX YEAR: 2018

MUNICIPAL ASSESSMENT AGENCY
ANNUAL ASSESSMENT ROLL

PAGE: 126

NOTICE MAIL DATE: 2-OCT-2017

Municipality: 9999 SOME TOWN
Ward/Area: 01

VERIFIED BY:

Name/Address	Parcel ID/Alt ID	Tenant	Prop/Occ	Assessed Values
OWNER, SOME & PARTNER PO BOX 249 SOME TOWN NL A1A 1A1	999-999 9999-9999-1-9999 Civic Address: 395 A SOME STREET Community: SOME TOWN		RESIDENTIAL	Taxable: \$353,200 Non-Taxable: \$0 Business Portion: \$0
OWNER, SOME PO BOX 470 SOME TOWN NL A1A 1A1	999-999 9999-9999-1-9999 Civic Address: 397 SOME STREET Community: SOME TOWN		RESIDENTIAL	Taxable: \$327,100 Non-Taxable: \$0 Business Portion: \$0
OWNER, SOME PO BOX 230 SOME TOWN NL A1A 1A1	999-999 9999-9999-1-9999 Civic Address: 399 - 401 SOME STREET Community: SOME TOWN		MOBILE HOME	Taxable: \$187,100 Non-Taxable: \$0 Business Portion: \$0
OWNER, SOME 403 SOME STREET SOME TOWN NL A1A 1A1	999-999 9999-9999-1-9999 Civic Address: 403 - 407 SOME STREET Community: SOME TOWN		RESIDENTIAL	Taxable: \$169,000 Non-Taxable: \$0 Business Portion: \$0
OWNER, SOME PO BOX 517 SOME TOWN NL A1A 1A1	999-999 9999-9999-1-9999 Civic Address: 409 - 411 SOME STREET Community: SOME TOWN		RESIDENTIAL	Taxable: \$430,700 Non-Taxable: \$0 Business Portion: \$0
OWNER, SOME PO BOX 82 SOME TOWN NL A1A 1A1	999-999 9999-9999-1-9999 Civic Address: 413 - 415 SOME STREET Community: SOME TOWN		VACANT LAND	Taxable: \$45,000 Non-Taxable: \$0 Business Portion: \$0
OWNER, SOME PO BOX 82 SOME TOWN NL A1A 1A1	999-999 9999-9999-1-9999 Civic Address: 417 - 419 SOME STREET Community: SOME TOWN		VACANT LAND	Taxable: \$45,000 Non-Taxable: \$0 Business Portion: \$0
OWNER, SOME 421 SOME STREET SOME TOWN NL A1A 1A1	999-999 9999-9999-1-9999 Civic Address: 421 - 423 SOME STREET Community: SOME TOWN		FARM	Taxable: \$427,200 Non-Taxable: \$0 Business Portion: \$0
TENANT, SOME 421 SOME STREET SOME TOWN NL A1A 1A1	999-999 9999-9999-1-9999 Civic Address: 421 - 423 SOME STREET Community: SOME TOWN	001	ICI	Taxable: \$0 Non-Taxable: \$0 Business Portion: \$225,000
TENANT, SOME 421 SOME STREET SOME TOWN NL A1A 1A1	999-999 9999-9999-1-9999 Civic Address: 421 - 423 SOME STREET Community: SOME TOWN	002	ICI	Taxable: \$0 Non-Taxable: \$0 Business Portion: \$202,200

Industrial
Commercial or
Institutional



CBDC Cabot
221 Conception Bay Highway
Conception Bay South, NL
A1W 3J1

May 4, 2017

Re: Youth Ventures Program; Permits & Licensing

The Youth Ventures program is now in operation for the summer on the Northeast Avalon. Youth Ventures is a program that encourages youth ages 12-29 to start-up and run their own summer businesses. This program has been very successful in past years, helping students start their own businesses and be successful in the operations of respective businesses. Support from the community enhances the program, developing interest and confidence in both the Youth Ventures program and the community's entrepreneurs. It is only with the support of our communities and towns that we can foster entrepreneurship in our youth and help shape them into our bright leaders of tomorrow.

In the anticipation of another successful summer, I am asking for your support of these young entrepreneurs. In previous years, fees for both permits and licenses have been waived, making the business start-up process less intimidating and more accessible for youth. I am proposing that such policies be applied again this year during the period between May 1st, 2017 and September 1st, 2017 to accommodate the Youth Ventures program and participants. I would greatly appreciate it if this could be a topic of discussion at your next town council meeting, and that I receive a correspondence detailing the outcome of my request via email.

Please feel free to contact me regarding this via telephone (709) 800-7919 or email cabot@youthventuresnl.com. You can learn more about the program at our website www.youthventuresnl.com.

Thank you for your continued support of the Youth Ventures program.

Yours truly,

Kayla Dinn
Youth Ventures Regional Coordinator—CBDC Cabot

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CORRESPONDENCE

7. Correspondence

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
May 8, 2017	Municipal Assessment Agency (MAA)	Request - feedback on proposed changes to Assessment Roll	A&F Committee
May 12, 2017	Municipal Affairs	Approval to award contract to Farrell's Excavating Ltd for Nearys Pond Road Reconstruction and Upgrading	
May 16, 2017	Royal Sea Cadets	Invite to 67th Annual Ceremonial Review	
May 17, 2017	Federation of Canadian Municipalities (FCM)	Information related to the FCM infrastructure bank and other funding opportunities	
May 17, 2017	Prostate Cancer Canada Atlantic	Request – support annual Father's day fundraising campaign, Plaid for Dad, in support prostate cancer awareness and research.	



NEW/GENERAL/ UNFINISHED BUSINESS



AGENDA ITEMS/ NOTICE OF MOTIONS