



Public Council Meeting

Tuesday, June 20, 2017 at 5:00 pm

Location: Council Chambers

1. Call of Meeting to order
2. Adoption of Agenda for June 20, 2017
3. Delegations/Presentations
4. Adoption of Minutes of June 6, 2017
5. Business Arising from Minutes
6. Committee Meeting Reports
 - a) Planning & Development Committee – Agenda:
 - Applications:
 - 1) Civic # 1250 & 1252-1254 Thorburn Road – Subdivide Property & Construct Single Dwelling
 - 2) Civic # 19-21 Knapps Road – Single Dwelling
 - 3) Civic # 249-253 Olivers Pond Road – Accessory Building
 - 4) Civic # 138-142 Bennetts Road – Accessory Building Extension
 - Correspondence:
 - 5) Civic # 1561 Portugal Cove Road – Portable Vendor
 - 6) Eastern Newfoundland Regional Appeal Board – Notice of Appeal Hearings
 - Discussion:
 - 7) Subdivision Design Standards (Maximum Length of Cul de Sac)
 - Permits Issued:
 - 8) Permits issued from May 12th to May 25th, 2017
 - b) Recreation/Community Services Agenda:
 - 1) Voisey's Brook Walking Trail Phase II - ROW
 - 2) Update Rainbow Gully Park Construction
 - 3) PCSP Intermediate School Public Library
 - 4) Voisey's Brook Batting Cages
 - 5) Community Grants
 - c) Public Works Agenda:
 - 1) DMAE Correspondence - Approval to issue RFP regarding Household Water Meter Installation
 - 2) DMAE Correspondence - Approval to Call for Tenders Meadow Heights WS Servicing

- 3) Voisey Brook Park Maintenance Hut – Electrical Repairs
- 4) Newbury Street Update
- 5) LED Street Lighting, Newfoundland Power
- 6) Line Painting – Dogberry Hill Road
- 7) Mitchells Road – Right of Way

d) Economic Development, Marketing & Communications Agenda:

- 1) Agriculture Meeting
- 2) Level of Service Plan
- 3) Maggies Place Development Plan Project
- 4) ACE
- 5) Heritage

e) Protective Services Agenda:

- 1) Commissionaires – Municipal Enforcement
- 2) FES Updates
- 3) MOU with Paradise & E-Access Road through St. John's
- 4) Noise Complaint
- 5) Dirt bikes / ATVs Nearys Pond Road
- 6) MEO Report

f) Administration and Finance Agenda:

- 1) Accounts for Payment
- 2) Stewardship Association of Municipalities
- 3) Survey for 22 Belbins Road
- 4) Sewage for Torbay

g) Other Reports

7. Correspondence

- Correspondence received from June 5 to June 16, 2017

8. New/General/Unfinished Business

9. Agenda items/Notice of Motions etc.

10. Adjournment



MINUTES



TOWN OF PORTUGAL COVE-ST. PHILIP'S

June 6, 2017

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

IN ATTENDANCE:

Deputy Mayor
Councillors:

Gavin Will
Dave Bartlett
Joe Butler
Norm Collins
Aaron Facey
Johnny Hanlon

Town Manager
Director of Financial Operations
Director of E.D., Mark. & Comm.
Director of Public Works
Director of Recreation (Acting)
Planning Coordinator
Deputy Town Clerk

Chris Milley
Tony Pollard
Jeff Lawlor
Gail Tucker
Nick Miller
Les Spurrell
Claudine Murray

Deputy Mayor Will called the meeting to order and welcomed the gallery of 6 persons in attendance for the meeting, noting regrets from Mayor Tucker.

ADOPTION OF AGENDA

Motion: Hanlon/Bartlett

2017-278 Resolved that the agenda dated June 6, 2017, be adopted as circulated with a noted change to the Recreation and Community report.

Carried Unanimously

DELEGATIONS/PRESENTATIONS

- None for this meeting

ADOPTION OF MINUTES

Motion: Will/Collins

2017-279 Resolved that the minutes of May 23, 2017 be adopted as circulated.

Carried Unanimously

BUSINESS ARISING

The Mayor and Town Manager attended the Federation of Canadian Municipalities (FCM) conference last week and the Town Manager attended the Canadian Association of Municipal Administrators (CAMA) conference the previous week. A report from both sessions will be given to Councillors.

COMMITTEE REPORTS

Planning & Development Report of May 30, 2017 – presented by Councillor Collins

1. Civic # 1047-1049 Indian Meal Line – Single Dwelling with Subsidiary Apartment

Motion: Collins/Bartlett
2017-280 Resolved that the application to construct a single Dwelling with Subsidiary Apartment at Civics # 1047-1049 Indian Meal Line be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

2. Civic # 215 Bennetts Road – Accessory Structure (Wharf)

Motion: Collins/Facey
2017-281 Resolved that the application to construct an accessory structure (Wharf) at Civic # 215 Bennetts Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

3. Civic # 1543-1549 Thorburn Road – Patio/Deck

Motion: Collins/Bartlett
2017-282 Resolved that the application to demolish and reconstruct a patio/deck at Civic # 1543-1549 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

4. Civic # 662-664 Indian Meal Line – Business (Light Industry)

Motion: Collins/Butler
2017-283 Resolved that the application to establish a light industry business (sheet metal fabrication) as a home occupation at Civic # 662-664 Indian Meal Line be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

5. Civic # 285-287 Beachy Cove Road – Business (Home Office)

Motion: Collins/Facey
2017-284 Resolved that the application to establish a home office for a professional business (landscape consulting) at Civic # 285-287 Beachy Cove Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

6. Permits issued from May 12th to May 25th, 2017

There were twenty-four (24) permits issued from May 12th to May 25th, 2017 as per per Appendix A: Tabled Report.

Recreation & Community Report of May 30, 2017 - presented by Councillor Facey

1. 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: Facey/Bartlett
2017-285 Resolved that as per previous motion #2017-030, that the Town engage Grand Concourse Authority and Musco Lighting to purchase and install the lights on Rainbow Gully Softball Field for the amount of \$380,591.76 (plus HST) as per original intentions discussed at budget time.
Carried Unanimously

2. Recreation Department sub brand

With an increasing number of programs and special events that the Recreation Department promotes throughout the year. There is also an increasing demand on the amenities that are offered in the parks. Each one of them gives the Town the opportunity to explore different sponsors and to develop partnerships. In order to highlight what the Town has to offer and create unity amongst all the different programs and special event, as well as promote the recreation facilities, a sub brand will be developed to support an in house marketing campaign. Recreation Department will seek expressions of interest in the sub brand and bring it back to committee for review and next steps.

3. Canada Day Fireworks

After reviewing quotes for the Canada Day Fireworks the committee would like to put forward the following recommendation:

Motion: Facey/Hanlon
2017-286 Resolved that the Town purchase the fireworks for the Canada Day Celebrations from Fireworks FX for \$6973.61 (taxes included).
Carried Unanimously

4. Community Grants

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

Motion: Facey/Bartlett
2017-287 Resolved that the Town donate \$100.00 to Shannon Jones towards her travels with the NL Provincial Volleyball Team in Moncton, NB.
Carried Unanimously

Public Works Committee Report of May 30, 2017 - presented by Councillor Bartlett

NOTE: During the May 30th, 2017 Committee meeting, Councillor Butler was in attendance for Items #1,2, 3, 4 and 6. Councillor Collins was in attendance for Items 5, 7, 8 and 9.

1. Healeys Pond Crescent Intersection Final Design – Engineering Fees

The temporary realignment of Healeys Pond Crescent at the intersection with Thorburn Road was completed in 2016. Finalization of this intersection, which includes the placement of curb and gutter and landscaping, was budgeted for 2017. Engineering fees to provide final design, prepare the tender package and provide construction support services was presented by Staff.

Motion: Bartlett/Hanlon
2017-288 Resolved that engineering fees to finalize the Healeys Pond Crescent Intersection at Thorburn Road in the amount of \$12,120 plus HST be approved.
Carried Unanimously

2. Blast Hole Ponds Protected Public Water Supply Area

Correspondence was received from the Water Resources Management Division of the provincial Department of Municipal Affairs and Environment (DMAE) regarding Blast Hole Ponds and its status under the Water Resources Act. Blast Hole Ponds is currently a Protected Public Water Supply Area (PPWSA) under the Act. DMAE requested that the Town respond to the correspondence if it wished to have the protected public water supply status repealed. Staff recommends that the status be maintained as there are no requirements to repeal the status due to non-use; the Town can apply at a future time to repeal the status if deemed necessary; there is no direct cost to the Town to maintain the status and; the Town has expanded the watershed zone in the area and identified the area as a management unit for environmental stewardship.

Motion: Bartlett/Facey
2017-289 Resolved that staff advise DMAE that the Town wishes to maintain Blast Hole Ponds as a Protected Public Water Supply Area under the Water Resources Act.
Carried Unanimously

3. Newbury Street Resident Petition

Staff advised that a letter and petition was received from the Newbury Street Residents Committee regarding traffic concerns in the area. Staff will consider the correspondence and report back to Committee at a later date.

4. Dogberry Hill Road / Thorburn Road Sidewalk Project – Change Order #03

During the construction and installation of servicing connections on Thorburn Road in the area of the sidewalk project, a couple of sub-grade conditions relating to existing sewer infrastructure were observed and required fixing. A change order was presented to Committee for approval as the cost was beyond staff approval limits.

Motion: Bartlett/Hanlon
2017-290 Resolved that Change Order #03 for the Dogberry Hill Road and Thorburn Road Sidewalks, Project No: SJN-00234591-A0 in the amount of \$14,503.66 including GST be approved.
Carried Unanimously

5. Dogberry Hill Road/Thorburn Road Sidewalk Project - Change Order #02 Asphalt Rehabilitation

Conflict of Interest:

Motion: Collins/Hanlon
2017-291 Resolved that Councilor Butler is in conflict of interest with Public Works Committee Report of May 30, 2017, item #5.
Carried Unanimously

Councillor Butler left the Council meeting prior to discussion of Item # 5

To address the poor asphalt conditions on the portion of Dogberry Hill Road from the intersection of Thorburn Road to Jenny Lynn Drive, a change order to remove and replace the asphalt was received in the amount of \$179,000 taxes and fees included. It was recommended that the remainder of the road from Jenny Lynn Drive to Dogberry Hill Road not be considered at this time as storm sewer upgrades are required in that area. Committee also discussed the placement of a lift of levelling course and surface course on the portion of Thorburn Road impacted by the sidewalk project due to the number of service cuts related to this project and the prior poor condition of the road. The estimate to undertake such work based on the unit rate provided by Modern Paving for the Dogberry Hill Road asphalt rehabilitation is \$80,000.

Motion: Bartlett/Collins
2017-292 Resolved that that CO #02 for the Dogberry Hill Road and Thorburn Road Sidewalks, Project No: SJN-00234591-A0 in the amount of \$179,000 taxes and fees included be approved.
Carried Unanimously

Councillor Butler returned to the Council meeting after discussion of Item # 5

Motion: Bartlett/Facey
2017-293 Resolved that a Change Order be requested based upon the unit rate provided by Modern Paving under the Dogberry Hill Road/Thorburn Road sidewalk project to undertake the placement of a lift of levelling course and surface course on the portion of Thorburn Road impacted by the sidewalk project.
Carried Unanimously

Discussion Items:

6. LED Street Lighting

Correspondence was received from Newfoundland Power advising the utility is undertaking a technical assessment on the use of LED street lighting with additional LED street lights being deployed in new residential and commercial development. This field test will include approximately 22 new LED street light installations within the Town of Portugal Cove-St. Philip's. Staff have posed questions on cost implications and proposed locations. Committee will be updated when a response is received.

7. Beachy Cove Road Fire Hydrant

Resident query was made as to why the fire hydrant on Beachy Cove Road has not been replaced yet. The issue is of a proprietary manner, it will be repaired as soon as the issue is resolved.

8. Tolt Road Speed Humps

Resident inquiry as to whether installation of speed humps on Tolt Road is an option.

9. School Zone Signage

Update: the signage will be in place this week, school zone road markings will be placed during the week of June 5th, weather permitting.

Economic Development, Marketing & Comm. Report of May 30, 2017 – presented by Clr. Butler

1. Agriculture Meeting

A meeting is scheduled for Wednesday, June 7th with the Agriculture community to discuss promotion of the industry in PCSP.

Note: meeting was rescheduled to June 6th.

2. Town Signs Design Charrette

The meeting was not well attended. As a result, Grand Concourse is designing three options based on past information, including the themes and branding from Placebuilder. The three options will then be shared with the community for feedback and to gauge support.

3. Green Team

Interviews are ongoing for members of the Green Team. Items needed for the project are being purchased and will start July 4th.

4. Community Cleanup

The community cleanup had a bigger uptake than last year, but there is still a great deal of opportunity for improvement. Staff and Council are currently considering alternative options to reduce litter in the community.

5. Level of Service Plan

The development of the plan has begun with interviews with staff and Council taking place this week. Proposals have been received by our consultants to provide a community wide survey as part of the project.

6. Maggies Place Development Plan Project

The Committee reviewed a proposal by Tract Consulting regarding rezoning and amendments required as a result of work package one and the recommendations. Staff are reviewing the proposals scope and investigating timelines and the capacity for internal staff to accomplish the work needed.

Also noted in the meetings was a thank you from ACE Green Team to Julie Pomeroy and staff for her efforts in a successful Environmental Affair.

Protective Services Committee –presented by Councillor Hanlon

No meeting was held but the Committee wishes to circulate the following update:

SafePCSP Slow Down Campaign

The SafePCSP community group has initiated a Slow Down Neighbour Campaign to help increase awareness for pedestrian safety throughout the community. The campaign would see signs posted on participating resident's lawns calling for motorists to slow down in their neighbourhood. SafePCSP members will be going through the community to discuss the campaign with residents, have them fill out a pledge form, and distribute the signs. The Town will support this campaign by funding the printing of 100 2' x 2' signs at a cost of \$23.00 each, for a total of \$2300.00. Funding for this item is included in the budget.

The Committee would like to commend the members of SafePCSP on this initiative and thank them for their continued commitment to the safety of our residents.

Note: Kick Off to this initiative is being in the morning of Friday, June 9, 2017 on Old Broad Cove Road. Residents can contact PCSP for more details.

Admin. and Finance Committee Report of May 30, 2017 presented by Deputy Mayor Will

1. Accounts for Payment

Motion: Facey/Bartlett
2017-294 Resolved that Council approve payment of regular accounts in the amount of \$15,948.34 and capital accounts in the amount of \$266,849.00 for a total of \$282,797.34 as tabled.
Carried Unanimously

2. Tax Recovery Plan

The 2016 Tax Receivable Summary was discussed and the proposed tax recovery plan, required under the Community Sustainable Partnership, was presented as tabled. In general the committee agreed that a more firm approach to the collection of overdue accounts be initiated.

Motion: Facey/Butler
2017-295 Resolved that the Tax Recovery Plan for 2017 be adopted and forwarded to the province in compliance with the Community Sustainable Partnership.
Carried Unanimously

3. Pedestrian Pathway on Portugal Cove Road

The committee was updated on cost estimates to install pedestrian pathways on sections of Portugal Cove road and agreed that we seek to use Gas Tax Funding to cover the expenditure.

Motion: Facey /Hanlon
2017-296 Resolved that a Capital Investment Plan be submitted to the Gas Tax Secretariat to cover the Installation of Pedestrian ways on Portugal Cove Road in the estimated amount of \$233,254.
Carried Unanimously

4. Sludge Dewatering Project

As the Sludge Dewatering project under CWWF funding will not be proceeding, the Committee would like to transfer the funds to a previously shelved MYCW project.

Motion: Facey/Hanlon
2017-297 Resolved that Council seek Ministerial approval to transfer funds to the Drover Heights Water and Sewer project.
Carried Unanimously

5. Nearys Pond Road Approval

The approval letter awarding the contract for Nearys Pond Road project to Farrell's Excavating Limited was received on May 12, 2017 from Department of Municipal Affairs and Environment. The Town is now proceeding with the project as per motion 2017-250.

6. 2017 General Elections

The 2017 Municipal General Election is September 26, 2017.

The following list are key dates leading up to election day:

Voters List completed by August 26
Nomination day is August 31
Advance poll date is September 14
Impeditive voters must apply by September 25
Election day is September 26

If your name is not on the voters list, residents can either be sworn in at the Town Hall prior to August 26 or at the polling stations on Election Day. If you are unsure if your name is on the voters list, please call the Town Office at 895-8000.

The Committee recommends the following motions:

Motion: Facey/Bartlett
2017-298 Resolved that Nomination Day for Mayor and Councillors be set for one day, Thursday, August 31, 2017, between the hours of 8 a.m. and 8 p.m. at the Town Office, 1119 Thorburn Road.
Carried Unanimously

Motion: Facey/Collins
2017-299 Resolved that Advance Poll be set for one day, Thursday, September 14, between the hours of 8 a.m. and 8 p.m. at the Town Office, 1119 Thorburn Road
Carried Unanimously

Motion: Facey/Bartlett
2017-300 Resolved that Council appoint Claudine Murray, Deputy Town Clerk, to act as Alternate Returning Officer.
Carried Unanimously

Motion: Facey/Butler

- 2017-301 Resolved that Polling Stations for Election Day are located at:
 a) PCSP Recreation Center, 1119 Thorburn Road
 b) Royal Canadian Legion, 5 Legion Road
- Carried Unanimously

7. Correspondence from Department of Municipal Affairs and Environment

Correspondence from the Department of Municipal Affairs and Environment granting approval to award Nearys Pond Road Reconstruction and Upgrading contract to Farrell's Excavating Ltd was received on May 12, 2017. The Town Manager has advised the vendor.

8. Correspondence from Ronald McDonald House

Correspondence from Ronald McDonald House requesting a donation was received on May 24, 2017. The request is not in line with the Town's policy.

9. Correspondence from Northeast Avalon Joint Council (NEAJC)

Correspondence from Northeast Avalon Joint Council (NEAJC) was received on May 25, 2017. Correspondence was for information only.

10. Correspondence from Department of Municipal Affairs and Environment

Correspondence from the Department of Municipal Affairs and Environment regarding the Community Sustainability Partnership was received May 26, 2017. Information was used in item #2, Tax Recovery Plan.

Other Reports

- **Committee of the Whole**

The Town Manager's Minutes of Committee of the Whole Meeting held on May 25th, 2017 were tabled.

COUNCIL CORRESPONDENCE

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
May 24, 2017	Ronald McDonald House	Request - donation	AF Cmte
May 24, 2017	Dept of Municipal Affairs	2017 Municipal Elections Campaign Contributions candidates' reporting requirements	Returning Officer
May 25, 2017	Northeast Avalon Joint Council (NEAJC)	Approved meeting minutes of April 19, 2017	Sent to Clr. Butler
May 26, 2017	Department of Municipal Affairs	Circular - Community Sustainability Partnership	AF Cmte
May 29, 2017	Resident	Complaint about condition of Tolt Road	PW Cmte
June 1, 2017	Beachy Cove Elementary (BCE)	Grade 4 children from Beachy Cove Elementary sent thank you letters to the Mayor for their visit/tour of the office and facilities.	Mayor
June 1, 2017	St. John's Triathlon	St. John's Triathlon Aug 6. Race information and invitation to Mayor to participate in start of the race	Mayor
June 2, 2017	Crown Lands	Neary's Pond Road application	PD Cmte

NEW/GENERAL/UNFINISHED BUSINESS

1. Correspondence from the Town of Torbay

A letter asking Council to consider allowing Torbay to use PCSP wastewater treatment plant was tabled.

2. New Business Administration and Finance as read by Clr. Facey

- a. Now that the 2016 audit is complete and the Annual Expenditure Return has been completed, we need a motion to align projects and amounts. While we did a motion to transfer Spurrells Road Bridge to MYCW funding, we need to remove the project from the Gas Tax submissions.

Motion: Facey/Hanlon

2017-277 Resolved that Spurrells Road Bridge project is to be removed from consideration from Gas tax Funding.

Carried Unanimously

- b. Western Point Culvert has been completed for some time and we need to revise the Capital Investment Plan to reflect final numbers and amounts.

Motion: Facey/Hanlon

2017-277 Resolved that the Town should file the final Capital Investment Plan with the Gas Tax Secretariat for Western Point Culvert in the amount of \$183,603

Carried Unanimously

AGENDA ITEMS/NOTICE OF MOTIONS ETC.

- None for this meeting

ADJOURNMENT

Motion: Facey/Collins

2017-277 Resolved that this meeting be adjourned. Time is 5:51 p.m.

Carried Unanimously

Moses Tucker, Mayor

Claudine Murray, Deputy Town Clerk



BUSINESS ARISING



Town Manager's Report
June 20, 2017

- 1. Level of Service Review**
- 2. Interviews for Manager – Streets, Fleet and Waste Management Position**
- 3. Tour of the New Intermediate School**
- 4. Met with Vigilant on Meadow Heights Catchment Areas**
- 5. Meeting Scheduled with Torbay on Possibility of Treating Torbay Waste Water
June 23rd**
- 6. Nearys Pond Road Kick Off Meeting June 27th**

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PLANNING & DEVELOPMENT

Planning and Development Committee Report Agenda

June 13th, 2017

In Attendance: Councillor Norm Collins
Deputy Mayor Gavin Will
Councillor Joe Butler
Holly Duffett, Planning Technologist
Chris Milley, Town Manager/Engineer

Also in Attendance: Mayor Moses Tucker

Applications:

- 1) Civic # 1250 & 1252-1254 Thorburn Road – Subdivide Property & Construct Single Dwelling**
- 2) Civic # 19-21 Knapps Road – Single Dwelling**
- 3) Civic # 249-253 Olivers Pond Road – Accessory Building**
- 4) Civic # 138-142 Bennetts Road – Accessory Building Extension**

Correspondence:

- 5) Civic # 1561 Portugal Cove Road – Portable Vendor**
- 6) Eastern Newfoundland Regional Appeal Board – Notice of Appeal Hearings**

Discussion:

- 7) Subdivision Design Standards (Maximum Length of Cul de Sac)**

Permits Issued:

- 8) Permits issued from May 26th to June 8th, 2017**

Planning and Development Committee Report

June 13th, 2017

In Attendance: Councillor Norm Collins
Deputy Mayor Gavin Will
Councillor Joe Butler
Holly Duffett, Planning Technologist
Chris Milley, Town Manager/Engineer

Also in Attendance: Mayor Moses Tucker

Motion: **1. Civics # 1250 & 1252-1254 Thorburn Road – Subdivide Property & Construct Single Dwelling**
The Committee recommends that the application to subdivide property & construct a single dwelling at Civics # 1250 & 1252-1254 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.

Motion: **2. Civic # 19-21 Knapps Road – Single Dwelling**
The Committee recommends that the application to construct a single dwelling at Civic # 19-21 Knapps Road be granted approval in principle as per Appendix A: Tabled Report.

Councillor Butler left the meeting prior to discussion of Item # 3.

Motion: **3. Civic # 249-253 Olivers Pond Road – Accessory Building**
The Committee recommends that the application to construct an accessory building at Civic # 249-253 Olivers Pond Road be granted approval in principle as per Appendix A: Tabled Report.

Councillor Butler returned to the meeting after discussion of Item # 3.

4. Civic # 138-142 Bennetts Road – Accessory Building Extension

During review of this application by the Town, it was determined that the proposed development is located within the Town's Residential Low Density Zone but would require referral to the City of St. John's for comment due to its proximity to the Protected Watershed zone in accordance with Plan Policy GL-8 (General Layout Policies) of the Town's Municipal Plan 2014-2024. On June 5th, 2017 the City of St. John's refused this application citing that the development is located within the Watershed zone.

The Committee reviewed this application in accordance with the land use designations and zones identified on the Generalized Future Land Use and Development Regulations Maps within the Town's Municipal Plan and Development Regulations 2014-2024 which were registered by the (then) Department of Municipal and Intergovernmental Affairs on October 8th, 2014 and came into legal effect on October 17th, 2014.

The Town will notify the applicant of the correspondence received from the City of St. John's in its letter outlining the decision of Council regarding this application.

Motion: **The Committee recommends that the application to construct an accessory building extension at Civic # 138-142 Bennetts Road be granted approval in principle as per Appendix A: Tabled Report.**

5. Civic # 1561 Portugal Cove Road – Portable Vendor

The Planning Department is in receipt of correspondence from a resident regarding a permitted portable vendor operation at Civic # 1558-1564 Portugal Cove Road.

The Committee advised Staff to correspond with the resident advising that the vendor will only be operating from that location two days a week and that their permit to operate at this location is temporary and can be reviewed again by Council at such time that it needs to be renewed.

6. Eastern Newfoundland Regional Appeal Board – Notice of Appeal Hearings

The Planning Department is in receipt of correspondence advising the hearings have been scheduled for the following appeals on Tuesday, June 13th, 2017 starting at 10:00 am at Council Chambers, Mount Pearl City Hall:

- Civic # 16-18 Dawn Allen Road – Removal Order (Accessory Building), and;
- Civic # 10-12 Hilltop Lane – Removal Order (Dwelling Extension).

Item submitted for information.

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

Motion: **The Committee recommends that Council complete an amendment to the Town's Development Regulations to increase the maximum length of cul de sacs as per Appendix A: Tabled Report.**

8. Permits Issued

There were twenty-four (24) permits issued from May 12th to May 25th, 2017 as per Appendix A: Tabled Report.

**Appendix A: Tabled Report
June 13th, 2017**

Applications:

Item # 1:

**Civic # 1250 & 1252-1254 Thorburn Road
Subdivide Property & Construct Single Dwelling
Zoning: Residential Medium Density (RMD) – Serviced**

The Committee recommends that the application for Civics # 1250 & 1252-1254 Thorburn Road be granted approval in principle, permitting the subdivision of property and construction of a 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 Schedule C: Residential Medium Density.

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

Item # 2:

**Civic # 19-21 Knapps Road
Single Dwelling
Zoning: Residential Medium Density (RMD) – Unserviced**

The Committee recommends that the application for Civic # 19-21 Knapps Road be granted approval in principle, permitting the construction of a single dwelling. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government³¹, specifically Development Regulation 47 (Lot Frontage), and Schedule C: Residential Medium Density.

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

Item # 3:

**Civic # 249-253 Olivers Pond Road
Accessory Building
Zoning: Residential Low Density (RLD) – Unserviced**

The Committee recommends that the application for Civic # 249-253 Olivers Pond Road 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.

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

Item # 4:

**Civic # 138-142 Bennetts Road
Accessory Building Extension
Zoning: Residential Low Density (RLD) – Unserviced**

The Committee recommends that the application for Civic # 138-142 Bennetts Road be granted approval in principle, permitting the construction of an accessory building 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 39 (Accessory Buildings), and Schedule C: Residential Low Density.

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

Discussion:

Item # 7:

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

The Committee recommends that Council complete an amendment to the Town's Development Regulations to increase the maximum length of a serviced cul de sac from 200 m to 300 m, and also to allow for serviced, unserviced, or semi-serviced cul de sacs at a maximum length of 450 m with the following conditions:

- **the cul de sac will be temporary;**
- **the cul de sac is part of a plan for future development pre-approved by Council that would provide a connection to an existing publicly maintained street;**
- **the connection to an existing publicly maintained street must occur in the stage of development immediately following the stage which contained the temporary cul de sac;**
- **the property proposed for the development of the temporary cul de sac and the future connection to an existing publicly maintained street must be under the ownership of the applicant/developer, and;**
- **no new street shall be permitted to connect to the temporary cul de sac without also connection to an existing publicly maintained street.**

Permits Issued:

Item # 8:

There were eighteen (18) permits issued from May 26th to June 8th, 2017.

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	17-127	05/29/2017	9	Conatti Place	Replace Patio/Deck
2	17-128	05/29/2017	17-25	Hogan's Pond Road	Subdivide Property
3	17-129	05/30/2017	1335-1343	Thorburn Road	Site Preparation
4	17-130	05/30/2017	48-54	Skinners Road	Commercial Building
5	17-131	05/31/2017	45-47	Round Pond Road	Occupancy

6	17-132	05/31/2017	846-850	Thorburn Road	Septic Tank
7	17-133	06/01/2017	10	Eileen Place	Accessory Building
8	17-134	06/01/2017	38-40	Chesley Van Heights	Accessory Building
9	17-135	06/01/2017	18	North Point Road	Structural Repairs (Foundation)
10	17-136	06/01/2017	11-15	Olivers Pond Road	Dwelling Extension
11	17-137	06/02/2017	45-47	Round Pond Road	Wharf Construction
12	17-138	06/02/2017	45-47	Round Pond Road	Accessory Building
13	17-133	06/05/2017	11-13	Fennellys Road	Replace Patio/Deck
14	17-134	06/06/2017	1	Prince George Drive	Site Preparation
15	17-135	06/06/2017	49-51	Round Pond Road	Occupancy
16	17-136	06/07/2017	1543-1549	Thorburn Road	Replace Patio/Deck
17	17-137	06/07/2017	19	Sunset Way	Site Preparation
18	17-139	06/08/2017	21	Newbury Street	Patio/Deck

Holly Duffett

From: [REDACTED]
Sent: Tuesday, June 06, 2017 11:41 AM
To: Holly Duffett
Cc: Les Spurrell; Johnny Hanlon
Subject: RE: Permit Requirements for Mobile Vendors

Dear Holly:

Thanks very much for the conversation this morning and thorough explanation of our Town's policy for portable vendors.

Thanks also for a copy of "Policy". Perhaps when the Policy comes up for review language regarding compliance with commercial zoning could be considered?

I look forward to the outcome of the Planning & Development Committee meeting later in June.

I appreciate your help. Stay warm.

Regards,
[REDACTED]

From: Holly Duffett [<mailto:holly.duffett@pcsp.ca>]
Sent: June-06-17 11:34 AM
To: [REDACTED]
Cc: Les Spurrell <Les.Spurrell@pcsp.ca>
Subject: RE: Permit Requirements for Mobile Vendors

Good Morning [REDACTED]

As per our conversation this morning, please see attached copy of the Town's policy for portable vendors. Your correspondence will be placed on the agenda for the Planning & Development Committee to review at their next meeting on June 13th, 2017.

If you have any other questions, please do not hesitate to contact me at 895-8000 or by email.

Regards,

Holly Duffett, P.Tech.
Planning Technologist



1119 Thorburn Road
Portugal Cove-St. Philip's
A1M 1T6

T: 709.895.8000
F: 709.895.3780

On Jun 1, 2017, at 10:09 AM, [REDACTED] wrote:

Dear Sirs:

Apologies for bothering you, but all my voicemails over the past few weeks into the general office and the planning department for the Town have not been acknowledged.

I reside at [REDACTED]

Most days in May, a mobile seafood vendor with signage, has set up on the property [REDACTED] Picture attached.

Is there a permit requirement for mobile vendors in our Town? If there is an opportunity for our town to benefit monetarily from a business setting up, after they follow due process, we should take advantage of it.

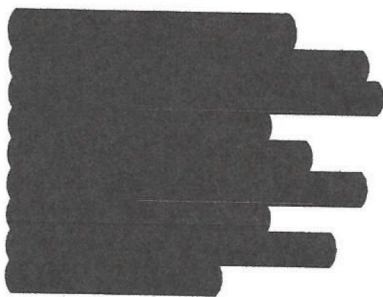
I have some concerns about the safe movement of traffic in the area caused by this vendor. There is increased potential for collisions given the active ingress and egress of vehicles; many of whom are backing into traffic on a busy Portugal Cove Road. Once of the few strips of off road walking area is now obstructed by the vendor and cars.

Lastly, this unpermitted activity is negatively affecting my quiet enjoyment as noise levels have increased, my fenced pet is aggravated by people coming and going so close to our home, and I am feeling stress from the unplanned/unanticipated traffic patterns created by the vendor on one of the busiest streets in the Town.

If you can please advise to which staff person I can direct my concerns, it would be very much appreciated.

In advance, thanks,

[REDACTED]



<Seafood Vendor PCSP_May 2017.jpg>

[Please click here for The Town of Portugal Cove-St. Philip's email Disclaimer](#)

[Please click here for The Town of Portugal Cove-St. Philip's email Disclaimer](#)

Eastern Newfoundland Regional Appeal Board
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May 10, 2016

May 15, 2017

The Eastern Newfoundland Regional Appeal Board has scheduled the following appeal

Hearings for:

June 13, 2017 at 10:00 a.m. at Council Chambers, City Hall, 3 Centennial Street, Mount Pearl, NL

BETWEEN	Donnie Martin	Appellant
AND	Town of Portugal Cove-St. Philip's	Respondent
RESPECTING	Order to pull down, destroy and remove the accessory building at Civic # 16-18 Dawn Allan Road, Portugal Cove-St. Philip's	

Followed by

BETWEEN	Dale Mitchell	Appellant
AND	Town Of Portugal Cove-St. Philip's	Respondent
RESPECTING	council's rescinding of a permit for the construction of single dwelling extension for cold storage purposes at 10-12 Hilltop Lane, Portugal Cove-St. Philip's	

This notice of hearing is intended for the appellant(s) and the respondent noted above.

To confirm your attendance please contact the Secretary by phone at 729-3088, by fax at 729-0477 or by email at rcotter@gov.nl.ca.

If you or a representative cannot attend in person, participation may be done by teleconference. The toll-free number is 1-888-764-1155 and the passcode is 3524756. **Please advise the secretary if you wish to avail off the teleconference option.**

Please note this notice will be published online at <http://www.miga.gov.nl.ca/for/decisions.html> and sent to any identified interested persons.

Yours truly,

Robert Cotter
Secretary, Newfoundland Regional Appeal Board



RECREATION & COMMUNITY SERVICES

In Attendance: Chairperson, Councilor Aaron Facey
Councilor Johnny Hanlon
Councilor David Bartlett

Staff: Dawn Sharpe, Director of Recreation and Community Services
Chris Milley, Town Manager (Item #1 only)

1. Voisey's Brook Walking Trail Phase II - ROW

The committee discussed with the Town Manager the need to have the right of way from Chesley Van Heights subdivision turned over as soon as possible to commence the construction of the connection trail to Voisey's Brook Park. In addition the committee also discussed the property located between civic # 850-852 and # 854-856 Indian Meal Line and the steps to acquire the property.

2. Update Rainbow Gully Park Construction

Staff provided the committee with an update on the soccer field expansion, the community garden renovation, and the softball field lighting. Currently all projects are on schedule and hope to have all three completed by August.

3. PCSP Intermediate School Public Library

The Town of Portugal Cove – St. Philip's and the Eastern School District are discussing the opportunity to make the library in the Intermediate School a Public Library. These discussions are in the preliminary stages and committee will be updated on the progress when information is available.

4. Voisey's Brook Batting Cages

The Recreation Director met with a couple of Minor Softball executive this week. They were pleased to inform the town that they are seeing an increase in registration numbers this season. Currently there are 140 youth registered in 4 divisions, with the expectation of more before the start of the season. To improve the training program, Minor Softball would like to partner with the Town to install batting cages in Voisey's Brook Park. Committee would like to put forward the following recommendation:

Motion: The committee recommends that the Town purchase and install batting cages in Voisey's Brook Park for \$19000.00 + HST. Furthermore PCSP Minor Softball will contribute \$5500.00 + HST and secure \$8000.00 in sponsorship funds over the next 5 years.

5. 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 \$100.00 to Kaitlyn Hall to assist with travel to Halifax for the Atlantic Soccer Championships on the U15 Provincial Soccer Team.

Motion: Committee recommends that the Town donate prizes and staff resources to the Ursula Crescent Street Party organized by Carolyn Jones.

Motion: Committee recommends that the Town donate prizes and staff resources to the Thorburn Woods Street Party organized by Candace Hall.



PUBLIC WORKS



Public Works Committee

June 14, 2017

In attendance: Councillor Dave Bartlett, Chair
Councillor Johnny Hanlon
Councillor Joe Butler
Deputy Mayor Gavin Will
Staff: Linda Newhook, Public Works Coordinator
Regrets: Councillor Norm Collins
Gail Tucker, Director of Public Works

1. Department of Municipal Affairs and Environment Correspondence - Approval to issue RFP regarding Household Water Meter Installation

Staff advised that correspondence was forwarded from the Deputy Town Clerk for information purpose only from the Department of Municipal Affairs and Environment (DMAE) indicating that the Town received approval from DMAE to issue a Request for Proposal (RFP) to select a vendor to supply and install Household Water Meters.

2. Department of Municipal Affairs and Environment Correspondence - Approval to Call for Tenders Meadow Heights WS Servicing

Staff advised that correspondence was forwarded from the Deputy Town Clerk for information purpose only from the Department of Municipal Affairs and Environment (DMAE) indicating that the Town received approval from DMAE to proceed with a public tender call for the Meadow Heights Water / Sewer Servicing Project.

3. Voisey Brook Park Maintenance Hut – Electrical Repairs

Emergency underground electrical repairs were required during recent construction at Voisey Brook Park as preparation began to install water lines to service the facilities maintenance hut. Repairs included obtaining permit from Government Services at a cost of \$325.00, cost of materials at \$4,556.84 and labour cost of \$1,385 plus HST.

Motion: Committee recommends that the cost of emergency repairs by BSB Electrical Services at a cost of \$6,266.84 plus HST be approved.

4. Newbury Street Update

The tender for the Newbury Street Pedestrian Walkway was advertised and has a closing date of June 22, 2017. The tender includes the provision of a traffic markings and painted colored asphalt coating to denote the pedestrian walkway along the entire length of Newbury Street.

Note: Review of the Newbury Street Residential Petition is still ongoing.

DISCUSSION ITEMS

5. LED Street Lighting, Newfoundland Power

Further to Committee report of May 30 regarding correspondence received from Newfoundland Power advising the utility is undertaking a technical assessment on the use of LED street lighting,



they have advised there are no changes to rates at the present time as they currently do not have approval from their Regulator (Public Utilities Board) for anything other than High Pressure Sodium (HPS) lighting. The 22 identified lights are scheduled to be installed during this construction year in the new Porches subdivision.

6. Line Painting – Dogberry Hill Road

Committee questioned at what point during construction will the line-painting on Dogberry Hill Road to differentiate the vehicular roadway from the extension of asphalt pedestrian pathway be completed. Staff will report back once confirmation of information is received.

7. Mitchells Road – Right of Way

Investigation has been ongoing in the area of Mitchells Road to determine whether there is a right of way, a public access, or privately owned laneway in the area. A fence has been erected in a haphazard manner and is interfering with snow removal operations. Committee requested that staff proceed with a title search of the area in question and report findings back at a future meeting.



ECONOMIC DEV., MARKETING & COMMUNICATIONS



Economic Development, Marketing and Communications

Agenda

June 14, 2017

3:30 pm

In Attendance:

Councillor Joe Butler, Chair
Councillor Dave Bartlett
Jeff Lawlor, Director of Economic
Development, Marketing and
Communications.

1. Agriculture Meeting

A meeting with the Agriculture community was held on Tuesday, June 7th. The Director of Economic Development was joined by Deputy Mayor Gavin Will and Councillor Butler. There were numerous farmers in attendance. The meeting primarily revolved around a request for assistance to help develop an Agriculture Strategic Plan in PCSP. The Scope of this potential plan is still to be determined. The Director of Economic Development will continue to work with these local businesses to determine the level of support and assistance that the Town can provide.

2. Level of Service Plan

The Town received two proposals to execute a community wide survey to support the level of service plan. Vigilant Management has recommended that the Town utilize MQO Research to complete this work. Their plan is to do 400 random interviews via phone. The proposal and review is attached. The cost of the work is \$9,205. With its addition the Level of Service Plan remains under budget.

Motion: The Committee recommends that MQO Research be hired to complete a community survey for the Level of Service Plan at a cost of \$9,205.

3. Maggie's Place Development Plan Project

Town staff are finalizing the scope of work with Tract Consulting for the Municipal Plan amendments for rezoning the area recommended in work package one of the plan. This scope of work will be presented to Council at the next meeting.

4. ACE

The Green Team have been hired for the summer program and include Catherine Hooper, Anika Bursey, Caleb Jones (from PCSP) and Benjamin Stratton. ACE is currently working on a proposal with a grad student to do a complementary piece of work studying invertebrates in the study area.

5. Heritage

The Town will be receiving the anchor that was discovered during work done to the Portugal Cove Marina. The age of the anchor has been estimated at 150-160 years old. Our Heritage Coordinator will continue to work with the Provincial Archeology Office to preserve and conserve the artifact that will eventually be displayed somewhere in the community. The Heritage Foundation and the Folklore students have created a booklet of the stories that were gathered from the Memory Mug Up earlier this year. The booklet will be presented to the Town at a community event this summer.



**Portugal Cove – St. Philip's
Community Survey Proposal
May 31, 2017**

Letter of Introduction

May 31st, 2017

Todd Tremblett
Junior Project Manager
Vigilant Management Inc.

Dear Todd:

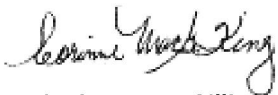
Please accept this proposal as MQO Research's (MQO) submission to conduct the ***Portugal Cove – St. Philip's Community Survey***.

MQO Research has significant experience conducting research with municipalities having conducting studies on behalf of the Cities of St. John's, Mount Pearl, Fredericton, Moncton, and Halifax Regional Municipality to name a few. Further, MQO has developed its own proprietary research study called City Matters, which delves into municipal issues.

We have prepared this proposal to outline our understanding of the project objectives and our experience conducting projects of this nature. Also included is a detailed work plan including a tentative work schedule, the qualifications of the project team and an estimated budget.

MQO is pleased to have the opportunity to present this proposal. We look forward to responding to any questions you may have, and receiving your feedback on our proposal.

Sincerely,



Corinne MacGillivray King
Vice President, Research
MQO Research
T: 709.738.3496 F: 709.738.5288
E: corinne@mqoresearch.com

Introduction

As the Town of Portugal Cove – St. Philip’s undertakes a review of its key municipal services, public input is critical to ensuring the service review and outcomes align with the needs of the community. As such, the Town is considering implementing a Community Survey of households in order to ascertain the current levels of satisfaction as well as areas in which residents would like to see improvements or see new services offered in the future¹.

MQO Research is well suited to be the Town’s partner on this research project. As a market leader in the field of research, we offer our clients an extensive range of in-house capabilities and resources including 2 in-house call centres and a team of 9 research professionals, fully supported by 80 part-time interviewers, coders and quality assurance staff. Our integrated, full-service approach enables us to maximize the quality controls and consistencies that we bring to every project. We also offer an unparalleled level of insight from over *30 years of accumulated expertise* in conducting local, regional, national and international projects in consumer, business, union, industrial, and government environments. Each year, our dedicated team helps governments, organizations and businesses across the region make better-informed decisions.

Further, we have extensive experience interviewing citizens about issues that matter in their community. We have undertaken numerous citizen surveys for municipalities across Atlantic Canada and have even developed our own proprietary community engagement research project called City Matters where we delve into municipal issues. Further details on our extensive background are provided in the following section.

Relevant Experience Working with Municipalities

Over the years MQO has gathered the opinions of many residents of Atlantic Canada on a myriad of topics. Provided below is a sample of our experience working with Municipalities and surveying residents on local issues to inform planning decisions.

Access St, John’s Survey Citizen Survey Halifax Regional Municipality

In 2014, MQO conducted a Citizen Survey on behalf of Halifax Regional Municipality. The primary objectives of this research was to determine the satisfaction of Halifax residents and taxpayers with the services provided by their Municipal government and to help identify the mix of programs and services to best meet expectations of Halifax residents and taxpayers.

This research utilized a mixed-mode methodology, with an online, telephone and paper-based component. All respondents were given an opportunity to complete the survey using one of these three methods. In November 2014, 11,838 randomly selected Halifax households were mailed a letter from Mayor Mike Savage inviting them to participate in the 2014 Citizen Survey. In total, 592 Halifax residents completed the survey.

¹ Portugal Cove – St. Philip’s Community Survey Terms of Reference

City of St. John's

MQO Research conducted a number of iterations of the Access St. John's Satisfaction Survey through Sagacity Consulting on behalf of the City of St. John's. This study involved calling residents of the City of St. John's who contacted Access St. John's in order to file a complaint or make a request. 600 surveys were completed each wave with a mix of residents and businesses. MQO was responsible for data collection and delivery of a final set of tables. This project was most recently completed in April of 2013 using a mixed-mode methodology (online and telephone).

Citizen Attitude Survey City of Fredericton

MQO Research has conducted the Citizen Attitude Survey on behalf of the City of Fredericton every second year since 2007 (most recent survey was conducted in 2015). The survey was conducted with a random and representative sample of 400 residents to gather insight, feedback and opinions toward various municipal programs and services. The study also assessed citizens' perceptions of the City and explored awareness of various landmarks and events. MQO Research was responsible for questionnaire design, data collection, analysis and report writing. MQO also presented the study findings to Senior Staff as well as City Council.

Resident Survey City of Mount Pearl

MQO Research undertook a quantitative telephone survey of 400 residents on behalf of the City of Mount Pearl. The purpose of this survey was to gauge satisfaction with municipal services. The survey included questions on services such as snow plowing and removal, garbage collection, recycling programs, water and sewer repair and maintenance, adult and child recreation programs, animal control services, and park maintenance. MQO Research was responsible for survey design, data collection, statistical analysis and report writing.

City Matters Halifax, Moncton, St. John's and London (Ontario)

MQO Research conducted a series of City Matters projects in the cities of Moncton, NB, Halifax, NS, St. John's, NL, and London, ON. Each project was conducted in conjunction with a number of partners in each City including local media and municipal organizations. These projects were designed to measure current satisfaction with City life as well as residents' perceptions on key areas including municipal services, health care and quality of life. Data collection was conducted using both telephone and online methodologies and a total of 400-600 surveys were collected for each municipality (multiple iterations have been conducted in some cities). Presentations were conducted with key stakeholders in each City to highlight the key findings. Results from each of the studies were published in local papers in each municipality as well.

Parks and Open Spaces Master Plan Focus Groups

Trace Planning and Design (on behalf of the City of St. John's)

Trace Planning and Design was hired by the City of St. John's to develop a Parks and Open Spaces Master Plan to guide future development within the City. One of the steps in developing this plan is to understand the different aspects of life experienced by St. John's residents and how their experiences impact their quality of life in the City. As such, MQO Research was hired to conduct three focus group discussions with residents of the City of St. John's to inform the plan. The focus groups were designed to explore aspects of life in St. John's and identify what would make the ideal City of St. John's. MQO was responsible for recruitment, facilitating the focus group sessions and delivering a final report.

Department of Municipal and Intergovernmental Affairs

Fiscal Framework Province-Wide Telephone Survey

In 2014, MQO conducted the Fiscal Framework Province-Wide Telephone Survey on behalf of the Department of Municipal and Intergovernmental Affairs, Government of Newfoundland and Labrador. This survey was conducted as part of the review of the existing provincial-municipal fiscal framework to identify options to alter or enhance the way services are delivered, paid for and shared. The main objective was to obtain the views of individuals across Newfoundland and Labrador residing in local service districts and unincorporated areas relating to municipal government and services to help inform the overall review of the fiscal framework. A total of 221 surveys were collected by telephone using a disproportionate stratified random sampling technique. Quotas were set disproportionately by region and community type (LSD and Unincorporated Areas) to ensure sufficient sample would be available for future analysis. For this project, MQO was responsible for reviewing the existing questionnaire, data collection and delivery of the final data set, verbatim comments, and a methodology report.

2013 East Coast Trail Study

East Coast Trail Association

MQO Research conducted the 2013 East Coast Trail Study on behalf of the East Coast Trail Association. The goal of this project was to develop a profile of East Coast Trail users and to determine the various impacts of the trail. The project consisted of three surveys, a hiker survey, a business survey and a household survey. Of particular relevance to this project was the household survey which was designed to measure community awareness and support of the trail as well as to understand the perceived impact of the trail on the community and the level of community engagement. A total of 801 surveys were completed by telephone in communities and towns along the East Coast Trail. MQO was responsible for all aspects of this research project from questionnaire design to delivering a final report of the findings.

Project Team

MQO's project lead and project manager are research experts, with extensive experience conducting research on municipal issues. Provided below are bios for the key team members.

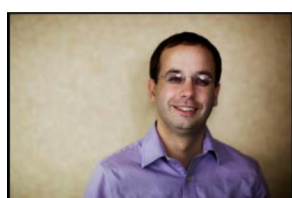


**Corinne MacGillivray King, CMRP - Vice President, Research
Project Lead**

On this project, Corinne will direct the research team; provide updates, consult on questionnaire and sample design, direct analysis, prepare reports and be responsible for client liaison and consultation.

Corinne brings over 25 years of research experience to this study. She has conducted well over 350 projects involving quantitative methods of data collection, including many permutations of telephone, mail-back, Internet-based and on-site methodologies. She has also conducted over 100 qualitative research projects involving a range of audiences including consumers, employers, employees and industry experts. Corinne also has extensive experience conducting research on social and municipal issues. Corinne was the lead researcher on a series of focus groups conducted on behalf of Trace Consulting and the City of St. John's to inform the development of the Parks and Open Spaces Master Plan. Further, she was responsible for conducting the Fiscal Framework Province-Wide Survey on behalf of the Department of Municipal and Intergovernmental Affairs and was the lead consultant on the East Coast Trail project.

Corinne is a Certified Marketing Research Professional (CMRP) of the MRIA and holds Bachelor of Commerce (Honors) and Bachelor of Arts (French) degrees from Memorial University of Newfoundland and was a Dean's Award Recipient of the Faculty of Business. She has also completed most course work toward a Masters in Business (French program) from the University of Ottawa.



**David Head - Research Consultant
Project Manager**

On this project David will be responsible for the day-to-day project coordination and working with Corinne on the analysis and reporting.

David has over 10 years of research experience and also has graduate-level education in research design and statistical analysis through completion of a Masters Degree in Psychology from Memorial University. As a Research Consultant with MQO, David is involved in every stage of the research process from planning and designing questionnaires to report writing and overall project management. His strength lies in his deep understanding of research design and methodology and his close attention to assurance and the implementation of stringent quality control procedures in all aspects of research.

Of particular relevance is David's extensive experience surveying residents of the province on municipal issues. David was responsible for overseeing data collection and reporting for City Matters, MQO's proprietary survey on satisfaction with municipal services and municipal issues as well as coordinating the recruitment and writing the report for the Trace Consulting focus groups for the Parks and Open Spaces Master Plan for the City of St. John's. David also has overseen the Access St. John's Survey conducted on behalf of the City of St. John's.



Cheryl Watts
Vice-President, Customer Insights and Strategy – Advisor on Questionnaire Design

On this project, Cheryl will advise on the questionnaire design.

Cheryl Watts is our resident expert on all things ‘methodology’. Cheryl is responsible for overall management of our Nova Scotia office as well as for business development, project management, research design, report preparation and presentation for a wide variety of quantitative surveys. Cheryl is a senior research and planning consultant who brings over 35 years of experience in the field of quantitative research and analysis. Cheryl is a strategic partner for several major MQO clients who rely on her ability to take survey data, marry it with internal data and overlay the business objectives to provide insights that drive key decisions within the organizations.

Cheryl also has extensive experience conducting research with municipalities. She was the lead researcher on the Citizen Survey conducted on behalf of the Halifax Regional Municipality and also played an important role in the questionnaire development for City Matters.

Cheryl also has an extensive background in data analysis and database management including designing data files in SPSS, programming SPSS for data output and analysis, and managing large data sets via Microsoft ACCESS.

She is a graduate of Carleton University with a degree in Honours Mathematics (Cum Lauda).



Colin Andrews - Data Analyst

On this project Colin will be responsible for the sampling and data analysis.

As a Data Analyst at MQO, Colin works with members of the research and data team to analyze data for a variety of research projects. Analysis ranges from running basic descriptive statistics such as frequencies to performing segmentation analyses.

Since 2007, Colin has honed his skills as a Data Analyst, regularly performing data analysis, data mining and database management tasks for MQO. He has extensive experience with Microsoft Office applications and is fluent in a variety of statistical packages including SPSS Data Builder, SPSS for Windows, Minitab, SAS, XLISP-STAT (Arc) and Voxco CATI/CAWI software.

Colin has a Bachelor of Science Degree, Major in Statistics from Memorial University.

Note that Carolyn O’Keefe, the President of MQO Research was the project lead on the City of Fredericton citizen’s surveys and would also be available to review and provide input into the questionnaire design.

References

Wayne Knorr, Communications Coordinator
City of Fredericton
T: 506.460.2181
E: wayne.knorr@fredericton.ca

Randy Murphy, President
East Coast Trail Association
T: 709.725-9811
E: randy.murphy@eastcoasttrail.com

Michael Pappas, Planning and Process Coordinator
Halifax Regional Municipality
T: 902.490.5534
E: pappasm@halifax.ca

Work Plan

The following section outlines the key steps that would be followed to conduct the *Portugal Cove – St. Philip’s Community Survey*.

PHASE 1: Project Planning

1.1 Project Initiation and Start-up Meeting

MQO will schedule an initial start-up meeting (in person) as soon as the contract has been awarded. The project start-up meeting will provide an opportunity to review the key objectives of the *Portugal Cove – St. Philip’s Community Survey* and confirm the sampling plan and final deliverables.

1.2 Finalize the Sampling Plan

At MQO, we understand that the first step to ensuring reliable, accurate data is obtaining a sample that is representative of the survey population. We design sampling plans ranging from simple random sampling to complex stratified and cluster designs depending upon the research objectives and the required levels of analysis.

Based on the project requirements identified in the terms of reference the sampling frame for this survey will include all households within Portugal Cove – St. Philips. We recommend a random sample of 400 households be surveyed via telephone resulting in an overall margin of error of +/- 4.9%. MQO will also implement age and gender quotas to ensure a representative sample. Based on a sample of this size we would suggest that analysis at the sub-group level could be conducted with reasonable accuracy for two subcategories. For example, analysis by two broad age groups (each group with approximately 200 respondents). The results at the sub-group level would have a margin of error of approximately +/-8.0%. Should additional sub-group analyses be required, MQO recommends conducting a survey with a larger sample size. MQO will work to finalize the sampling plan with Twells Consulting and the municipality during a further discussion on the level of detail and analysis required for planning purposes.

PHASE 2: Implementation

2.1 Review and Finalize Survey Instrument

MQO will develop the survey questionnaire using any inputs provided (draft questionnaire / questionnaire outline). MQO would work with all project proponents including Vigilant Management, the Town of Portugal Cove – St. Philip’s and Twells Consulting to ensure the questionnaire meets the objectives for this study. It is anticipated that the questionnaire will be a maximum of 10 minutes in length.

2.2 Survey Programming

Once the questionnaire has been finalized it will be programmed into our Computer Assisted Telephone Interviewing (CATI) System for telephone data collection. Our CATI programmer and field staff will test the programmed survey to check that questions are presented properly, to check skip logic and confirm the survey length. The Project Manager will also test the programmed survey for presentation of the questionnaire, logical flow of questions, skip patterns, etc.

2.3 Pre-Test

As part of our stringent quality control procedures, we conduct pre-testing of survey instruments for each and every project we undertake. Approximately 30-40 surveys will be completed. Specifically, the pre-test will be used to check for question wording (clarity, bias, ambiguity, length), answer wording (relevant alternatives, non-overlapping categories), logical flow of questions, skip patterns, screening questions and overall length and format of the questionnaire.

2.4 Data Collection

As previously stated, all data capture at MQO is completed electronically via a Computer-Assisted Telephone Interviewing System (CATI) from our in-house call centre in St. John’s. All data collection is completed according to the strict quality controls employed by MQO. Our quality controls are uniquely designed to ensure we provide our clients with accurate, high quality data and are based on our years of experience in CATI data collection.

2.5 Data Monitoring

All data collection is supervised and monitored by our Field Management and Quality Control Team. The monitoring focuses on the overall quality of the interview, including the interviewer’s probing and clarifying techniques, rapport with respondents, accuracy in reading and recording responses (particularly open-ended questions), and their ability to convince potential respondents to participate in the interview.

2.6 Data Integrity Checks

MQO is committed to providing clients with quality data. As such, we conduct a minimum of three data integrity (DI) checks over the duration of all our research projects. Our DI checks involve conducting audits of the data file to ensure accurate data collection and an error-free data file. The first DI check is conducted the day following the first day of calling (e.g., the pre-test shift). The second DI check is conducted when data collection is approximately 50% complete. A final data integrity check is conducted upon completion of data collection.

PHASE 3: Analysis and Reporting

3.1 Data Verification, Cleaning and Weighting

During the cleaning process, many logic and range checks are performed on the file to ensure that any invalid or inaccurate data, misleading outliers, or incomplete responses are detected and rectified. If any issues or problems are identified with specific responses, the respondent is re-contacted to verify his/her response or obtain additional detail or clarification. As well, all coding is checked for accuracy. Weighting of the completed sample may be applied by age and gender as needed to ensure the results are representative of the population based on the latest census data from Statistics Canada.

3.2 Delivery of Results

A cleaned and weighted final data file (in Excel) will be delivered upon completion of this project. The data file will include the responses to each question in the survey and all respondent identifiers will be removed. We will ensure that all variables are clearly labeled. MQO will also prepare a set of data tables by key groups of interest.

Finally, MQO will prepare a summary report of the findings from the Community Survey in Microsoft Word.

Timeline

Based on the task outlined above, we anticipate that the study can be conducted over a four-week period. The following table summarizes a tentative timeline for the completion of the *Portugal Cove – St. Philip's Community Survey*.

Activity / Deliverable	Date	Action by
Proposal submission	May 31	MQO
Awarding of contract	June 5	Client
Meet, review study requirements and proposed approach	Week of June 5	MQO/Client
Finalize survey questionnaire	By June 12	MQO
Finalize sampling plan	By June 12	MQO
Program questionnaire	June 12-13	MQO
Pre-test	June 14	MQO
Data collection	June 15 - 23	MQO
Deliver Summary Report and Final Deliverables	June 30	MQO
Project progress reports	Twice per week	MQO

Project Budget

Provided below is a detailed budget to complete the **Portugal Cove – St. Philip’s Community Survey** based on the survey parameters presented in the terms of reference. Should the desired parameters be different from what is presented, MQO Research will gladly revisit the budget estimate.

Data Collection Costs				
Interviewing	167	hrs @	\$27.00	\$4,500.00
Supervision	17	hrs @	\$45.00	\$750.00
Coding	10	hrs @	\$30.00	\$300.00
Total Data Collection Costs				\$5,550.00

Professional Fees				
Project Management & Client Liaison	0.50	days @	\$750.00	\$375.00
Questionnaire Design	0.25	days @	\$1050.00	\$262.50
	0.75	days @	\$950.00	\$562.50
Programming	0.75	days @	\$630.00	\$472.50
Data Management & Sample	1.00	days @	\$630.00	\$630.00
Data Analysis & Tabular Results	0.75	days @	\$750.00	\$562.50
Report Writing	1.00	days @	\$950.00	\$750.00
Total Professional Fees				\$3,615.00

Disbursements	
Sample	\$40.00
Total Disbursements	\$40.00

Project Total (Excluding HST)	\$9,205.00
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PROTECTIVE SERVICES



Protective Services Committee

Tuesday, June 13, 2017

5:30PM

IN ATTENDANCE: Councilor Johnny Hanlon
Councilor Norm Collins
Heather Coughlan, Employee & Public Relations Administrator
Chris Milley, Town Manager / Engineer
Peter Morey, Commissionaires NL (Item #1)

ALSO IN ATTENDANCE: Councilor Aaron Facey

1. Commissionaires – Municipal Enforcement

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

The Commissionaires have also spoken with the Legion regarding their concerns around the war memorial.

Residents wishing to report concerns can do so by contacting the Town Hall, either through phone 895-8000 or via email pcsp@pcsp.ca – after hours the service

2. FES Updates

- FireSmart Presentation by Joe Russell of Fisheries and Land Resources is scheduled for July 11th meeting.
- 98 Old Broad Cove Road: We have made some observations of this structure which revealed that it's an older home with a dilapidated appearance, however the integrity of the structure appears secure. The property has all windows and doors in place which provides security from a public access perspective. The electrical service is disconnected thus eliminating any electrical fire hazard. If a fire were to take place, the department would initiate suppression tactics in a normal fashion. We see this structure as a no fire hazard even though the appearance is not pleasing to the eye. We have also consulted with the Planning and Development department on this matter.

- Engine 1 and Engine 2 – 1998 Ford Pumper/ 2015 Spartan - has received annual Motor Vehicle Inspection, routine maintenance with no major issues.
- Engine 2 has had a major recall (splay rails and transmission cooler) completed which is under warranty of the manufacturer.
- 9 members attended 2017 Fire School with all good reports having been very beneficial to those in attendance.
- 7 Officers attended a Fire Service Leadership Seminar in Bay Roberts hosted by the Maritimes Fire Chiefs Association. Very worthwhile as those in attendance thought it was very educational.
- Department is preparing for upcoming community events such as Canada Day and Regatta.

3. MOU with Paradise & E-Access Road through St. John's

Further to motion #2016-180, the Committee discussed options to move along the process of completing the proposed restricted access roadway which will serve as a secondary evacuation route in the event of an emergency such as a wildfire. This proposed E-Access route will run through the Town of Paradise and the City of St. John's. In an effort to move along this process, the Committee puts forward the following motion:

MOTION: The Committee recommends that Council submit a development application to the City of St. John's for a permit to complete an emergency evacuation road from Dogberry Hill Road to Camrose Drive in the Town of Paradise.

4. Noise Complaint

Information on a Noise complaint was shared with the Committee and passed along to the Municipal Enforcement Officer for investigation.

5. Dirt bikes / ATVs Nearys Pond Road

The recreational traffic concerns in the area of Nearys Pond Road have been reported to the Municipal Enforcement Officers and they are increasing their patrols in response.

Protective Services Committee
APPENDIX A: TABLED MEO REPORT

PROTECTIVE SERVICES

June 13, 2017

- May 17th attended Police Week Church service for fallen Peace Officers
- May 18th met with Public Works regarding our role in the Town
- Speeding on Old Broad Cove Road, met with resident to discuss option to try and Police area.
- Complaints about activity on Summerwood, added to our nightly patrols
- May 24th meeting with Planning and Development to discuss our role
- May 30th met with Norma Reid SAFEPCSP to discuss our role and theirs in the Town
- June 2nd gravel Pit in operation after hours, under investigation
- June 5th Commercial vehicle parked on side road after 1am, resolved
- Illegal dumping in Windsor Heights access road, under investigation

June 13-27

- RNC traffic patrols in dedicated areas
- More presence in school zones
- Recreation programs are started more patrols
- Service NL about the ability to check license plates
- Fire Chiefs regarding radio in vehicle



ADMINISTRATION & FINANCE



Administration & Finance Committee Report

June 13, 2017 - 9:00 a.m.

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

Staff: Chris Milley, Town Manager
Claudine Murray, Deputy Town Clerk

1. Accounts for Payment

MOTION: Committee recommends that Council approve payment of regular accounts in the amount of \$66,324.80 and capital accounts in the amount of \$197,155.57 for a total of \$263,480.37 as tabled.

2. Stewardship Association of Municipalities - SAM Conservation Fund Grant 2017

The committee received a request from the Stewardship Association of Municipalities (SAM) for the Town to act as a grant agency for their SAM Conservation Fund. The fund provides a scholarship award to a student of the province for wildlife and habitat conservation related initiatives. This year, the scholarship will grant \$1,000 to the winning applicant. SAM will arrange a public ceremony for representatives of SAM, the Town and the winner.

MOTION: Committee recommends that Council approve the Town to act as a grant agency for the Stewardship Association of Municipalities Inc Conservation Fund in the amount of \$1,000.

3. Survey for 22 Belbins Road

Committee received a request from the land owner of 22 Belbins Road. The request is for the Town to reimburse the cost of water and sewer line locates on the property. In order for the land owner to obtain a permit, the Town requires an easement on the land and whereas the Town cannot provide an accurate location of the lines, the committee recommends we approve the request for location service upon proof of payment. A motion will be brought forward when the proof of payment is received.

4. Sewage for Torbay

The committee reviewed the June 2, 2017 request from the Town of Torbay on to use our wastewater treatment plant. The committee will carry forward this item and bring updates to a future Council meetings.

Accounts for Payment - June 13, 2017

REGULAR ACCOUNTS:

RW 201705-4	6/7/2017	City of St. John's Water consumption May2017	\$	29,026.43
12296	6/1/2017	City of St. John's Landfill use May 2017	\$	11,461.15
30137	6/6/2017	Fireworks FX Inc. Fireworks for Canada Day	\$	7,246.14
E60000031943	4/30/2017	GFL Environmental Inc. Dump/replace garbage bin/tipping fees	\$	11,438.42
3558274260	4/25/2017	Xylem Beachy Cove lift station pump repairs	\$	7,152.66
		TOTAL REGULAR ACCOUNTS:	\$	<u>66,324.80</u>

CAPITAL ACCOUNTS:

17032	5/31/2017	Grand Concourse Authority Claim 2 - Soccer field lighting & expansion	\$	175,097.11
3711 064110	5/24/2017	McElhanney Land Surveys (NL) Ltd. Survey-drainage easements-Nearys Pond Road project	\$	7,748.13
906	5/31/2017	Vigilant Management Inc. Sidewalks, Dogberry Hill Road	\$	14,310.33
		TOTAL CAPITAL ACCOUNTS:	\$	<u>197,155.57</u>
		GRAND TOTAL:	\$	263,480.37

Town of Portugal Cove-St.Philips
BNK1 - BNS CURRENT ACCT
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Number	Issued	Amount	SC	Status	Status Date
045111	06/02/2017 Aaron Facey fireschool17 travel expense-fire school	140.00 140.00	A/P	OUT-STD	06/02/2017
045112	06/02/2017 AA Towing Ltd. 27086 Vehicle to be used for rescue strut and air li	287.50 287.50	A/P	OUT-STD	06/02/2017
045113	06/02/2017 Action Car & Truck Accessories 10123194 Repair to emergency lighting and install win	269.20 269.20	A/P	OUT-STD	06/02/2017
045114	06/02/2017 Alfred Marshall 01002-11228356 fd coveralls	224.25 224.25	A/P	OUT-STD	06/02/2017
045115	06/02/2017 Anthony Tucker travelclaim17 training travel claim	77.82 77.82	A/P	OUT-STD	06/02/2017
045116	06/02/2017 Apex Const. Specialities Inc. 243123 24 inch sono-tube x 12 feet, 2x 3.5inch pipe	506.37 506.37	A/P	OUT-STD	06/02/2017
045117	06/02/2017 Atlantic Cash & Carry 34701010675951 Community cleanup gift cards 34701260574991 community cleanup supplies 34703090577036 Municipal Awareness day supplies	364.39 125.00 170.03 69.36	A/P	OUT-STD	06/02/2017
045118	06/02/2017 Automotive Supplies (1985) Ltd 86828 Cobalt (Unit #28)2 rear springs, 2 tie rod en 91055 Air hose coupler 91620 Unit #15 - dodge pickup - front & rear pads, 92022 Shop supplies for Vehicles	901.02 327.85 12.63 542.37 18.17	A/P	OUT-STD	06/02/2017
045119	06/02/2017 Avalon Ford 424647 Unit 47 - Oil, Air Filter	74.96 74.96	A/P	OUT-STD	06/02/2017
045120	06/02/2017 Babb Lock & Safe Company Ltd. 104643 Keys cut for huts 105626 Keys cut - rec center	189.03 117.30 71.73	A/P	OUT-STD	06/02/2017
045121	06/02/2017 Baker Flooring Contracts Ltd. 17766 flooring-gails office	1,703.55 1,703.55	A/P	OUT-STD	06/02/2017
045122	06/02/2017 Benson Buffett 74947 acquisition 3 parrott place 74948 NL Organics - removal order 74949 Land claim - 1-3 west point rd 74955 Removal order - 820B St Thomas Line	6,506.97 805.14 106.86 712.43 4,882.54	A/P	OUT-STD	06/02/2017
045123	06/02/2017 Big Erics Inc. 21768 rec center supplies 22124 Rec Centre Supplies X74999 Mop head return	61.22 218.18 49.12 -206.08	A/P	OUT-STD	06/02/2017
045124	06/02/2017 Blue Water Marine & Equipment Ltd. 181002 club cadet - mower - muffler, tailpipe, brack 181003 water pump for sweeper	873.48 459.54 413.94	A/P	OUT-STD	06/02/2017
045125	06/02/2017 Brunswick News Inc 1712619 job posting - careerbeacon	315.10 315.10	A/P	OUT-STD	06/02/2017
045126	06/02/2017 Canadian Linen & Uniform Service 6500271839 mats	53.57 53.57	A/P	OUT-STD	06/02/2017
045127	06/02/2017 Cansel - St. John's 90348195 2 cases line-up	109.02 109.02	A/P	OUT-STD	06/02/2017
045128	06/02/2017 Chris Donovan fireschool17 travel expense-fire school	100.00 100.00	A/P	OUT-STD	06/02/2017

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045129	06/02/2017	City Tire & Auto Centre Ltd.	218.96	A/P	OUT-STD	06/02/2017
	186314	Service call to repair tire Engine 2	218.96			
045130	06/02/2017	Complete Transport Services	4,560.74	A/P	OUT-STD	06/02/2017
	39618	Engine 2 - MVI, maint	4,560.74			
045131	06/02/2017	Concrete Products Ltd.	548.42	A/P	OUT-STD	06/02/2017
	C72578	concrete-rd maint	548.42			
045132	06/02/2017	Construction Signs	2,877.30	A/P	OUT-STD	06/02/2017
	33571	12 stop signs	621.00			
	33629	Smiths road sign	155.25			
	33701	U posts various sizes	1,374.25			
	33725	speed limit signs	726.80			
045133	06/02/2017	Corporate Express	290.43	A/P	OUT-STD	06/02/2017
	44561615	toners, pen, mouse pad	163.84			
	44597738	privacy filter-computer	126.59			
045134	06/02/2017	E. Tucker & Sons Ltd.	3,295.39	A/P	OUT-STD	06/02/2017
	39753	repairs-2 hyd cyclinders	973.77			
	40251	repairs to snow plow truck	1,188.87			
	40448	repairs to swing frame bushing-plow truck	1,132.75			
045135	06/02/2017	East-Chem Inc.	4,579.02	A/P	OUT-STD	06/02/2017
	014832301	Chalk for fields	190.61			
	014916801	Lime for fields and Fertilizer for fields	4,388.41			
045136	06/02/2017	East Coast Hydraulics	124.77	A/P	OUT-STD	06/02/2017
	0000036246	heater hose for recylcer	67.83			
	0000036472	2 hydraulic filters and filter guage	56.94			
045137	06/02/2017	E C Boone	621.00	A/P	OUT-STD	06/02/2017
	12745	uniform crests	621.00			
045138	06/02/2017	Ed Lundrigan	296.80	A/P	OUT-STD	06/02/2017
	fireschool17	travel expense-fire school	296.80			
045139	06/02/2017	Ed Sharpe	287.28	A/P	OUT-STD	06/02/2017
	fireschool17	travel expense-fire school	287.28			
045140	06/02/2017	Emco Supply	2,075.57	A/P	OUT-STD	06/02/2017
	12610268-00	2 drill bits, short key	1,344.41			
	12610847-00	6 services boxes, 6 service rods, 3 1"curb s	731.16			
045141	06/02/2017	Ennis Paint Inc.	4,294.33	A/P	OUT-STD	06/02/2017
	14118	Road line paint	4,294.33			
045142	06/02/2017	EXP. Services Inc.	4,901.82	A/P	OUT-STD	06/02/2017
	373017	thor/dogberry hill rd sidewalks	3,025.02			
	373046	Portugal Cove Road Sidewalks	1,876.80			
045143	06/02/2017	Fastenal Canada Company	2,072.57	A/P	OUT-STD	06/02/2017
	NFMOU171022	Digital Electronic Caliper	258.74			
	NFMOU171023	Nitty Gritty Gloves - Garbage Summer/Fall s	576.84			
	NFMOU171095	Public Works Clothings	668.70			
	NFMOU171745	Shop supplies	511.22			
	NFMOU171748	shop supplies-depot	57.07			
045144	06/02/2017	Frederick Hollett	2,760.00	A/P	*VOID*	06/02/2017
	May21-27	fd consultations May21-27	-1,322.50*			
	May28-Jun3	FD consultations May28-June 3	-1,437.50*			
045145	06/02/2017	GCR Tire Centers	1,190.83	A/P	OUT-STD	06/02/2017
	931-58512	tire repair Unit #50, Unit #47	57.39			

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	931-58513	Unit #41 summer tires	1,133.44			
045146	06/02/2017	Gladney's Bus Limited	575.00	A/P	OUT-STD	06/02/2017
	1323	bus charter beachy cove elem to town hall-r	575.00			
045147	06/02/2017	Harbour Authority PC-SP	2,875.00	A/P	OUT-STD	06/02/2017
	1183	Salt/sand storage	2,875.00			
045148	06/02/2017	Harbourside Transportation Consultants	5,284.25	A/P	OUT-STD	06/02/2017
	514	Newbury street traffic calming	1,710.51			
	586	Newbury street traffic calming	2,026.99			
	619	Traffic calming policy	1,546.75			
045149	06/02/2017	Harvey & Company Limited	1,632.43	A/P	OUT-STD	06/02/2017
	1038908	fuel pump and filter unit 38	1,394.98			
	108867	unit 38 service call	237.45			
045150	06/02/2017	Heritage Foundation of NL	1,200.00	A/P	OUT-STD	06/02/2017
	collectivemem	Collective memories project	1,200.00			
045151	06/02/2017	Hickman Chrysler	8.34	A/P	OUT-STD	06/02/2017
	49270C	Unit #15 - Backup light socket	8.34			
045152	06/02/2017	Home Depot	2,279.69	A/P	OUT-STD	06/02/2017
	24600330	Recreation dept games for events - material	14.06			
	2460350	Recreation dept games for events - material	82.53			
	2460351	Replacement garbage boxes from winter da	341.55			
	3460311	Recreation dept games for events - material	525.55			
	8460432	Recreation dept games for events - material	62.22			
	9460173	3 square top shovels, 3 round top shovels, :	196.44			
	9460174	4 garbage pickers	101.11			
	9460666	Heritage Committee Sign Materials - wood t	956.23			
045153	06/02/2017	Image 4 Printing & Design Inc.	31.05	A/P	OUT-STD	06/02/2017
	17703	promotional rack cards & regatta sponsorsh	31.05			
045154	06/02/2017	Interex	494.49	A/P	OUT-STD	06/02/2017
	64920	vestible operator setup	299.00			
	65094	New cylinders for door locks	157.54			
	65423	Rec center bathroom hardware	37.95			
045155	06/02/2017	Irving Oil Limited	4,920.83	A/P	OUT-STD	06/02/2017
	129403	Gas	960.60			
	235138	Gas	2,042.50			
	443690	gas	1,634.23			
	InterestMay17	interest charges on account	283.50			
045156	06/02/2017	Jackie Tucker	1,620.00	A/P	OUT-STD	06/02/2017
	Mar-May17	cleaning services Mar-May	1,620.00			
045157	06/02/2017	Jeff Lawlor	147.98	A/P	OUT-STD	06/02/2017
	012518	Reimb-Killick Coast mayors meeting	35.98			
	035599	REimb-Municipal Awareness day	112.00			
045158	06/02/2017	Jenkins Power Sheet Metal Inc.	1,247.75	A/P	OUT-STD	06/02/2017
	1279	extra-gas detection system	1,247.75			
045159	06/02/2017	Julie Pomeroy	144.37	A/P	OUT-STD	06/02/2017
	66107315	reimb-design charrette supplies	144.37			
045160	06/02/2017	Kent Building Supplies	0.00	A/P	*VOID*	06/02/2017
045161	06/02/2017	Kent Building Supplies	829.30	A/P	OUT-STD	06/02/2017
	14934125	brackets / screws for library shelving	42.71			

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	14950129	Materials for library cabinets	23.56			
	14952317	paint for cabinet-rec	38.23			
	15047666	Building supplies for desk in library	127.66			
	15050926	Building supplies for desk in library	70.00			
	15051477	Building supplies for desk in Library	62.35			
	15054281	Building supplies for desk in Library	40.40			
	15079148	hole saw	21.78			
	15079371	rec games for events supplies	9.36			
	15086889	supplies to make rec games for events	27.29			
	15092937	Supplies to build library desk	223.91			
	1584713	salt	90.94			
	1609299	Deck Boards to replace Voisey's	28.20			
	1617415	spray paint	22.91			
045162	06/02/2017	Krista Holden	450.00	A/P	OUT-STD	06/02/2017
	May17	fitness class may17	450.00			
045163	06/02/2017	KZ Contracting Ltd.	299.00	A/P	OUT-STD	06/02/2017
	3026	12 buckets concrete for roads (sign installat	149.50			
	3032	1/4 yard concrete for post repair	149.50			
045164	06/02/2017	Madonna Sharpe	593.40	A/P	OUT-STD	06/02/2017
	452892	reimb-hotel-ml conf-N.miller	593.40			
045165	06/02/2017	Martins Fire Safety Ltd.	227.70	A/P	OUT-STD	06/02/2017
	71555	inspect kitchen system-rec center	227.70			
045166	06/02/2017	Mr. Electric	365.54	A/P	OUT-STD	06/02/2017
	205734492	Exit light in fire hall St. Philips	365.54			
045167	06/02/2017	Municipalities Newfoundland and Labrador	275.00	A/P	OUT-STD	06/02/2017
	18084	Mun Symposium registration-J.Hanlon	275.00			
045168	06/02/2017	Newfoundland Distributors Ltd.	621.16	A/P	OUT-STD	06/02/2017
	30240367	12 can orange & yellow Spray paint	110.12			
	30240749	Drill and batteries, cotter pins	386.98			
	30241202	12 cans yellow marking paint	124.06			
045169	06/02/2017	Newfoundland HVAC Limited	1,429.69	A/P	OUT-STD	06/02/2017
	81699	Repairs to HVAC - wind storm damage	1,429.69			
045170	06/02/2017	Newfoundland Exchequer	115.00	A/P	OUT-STD	06/02/2017
	115-117Dogberry	regisrty of deeds-115-117 dogberry hill road	115.00			
045171	06/02/2017	NL Association of Fire Services	135.57	A/P	OUT-STD	06/02/2017
	5156	Training manual	135.57			
045172	06/02/2017	Northeast Avalon Times	1,265.00	A/P	OUT-STD	06/02/2017
	5718	May advertising, dis use, full page ad	1,265.00			
045173	06/02/2017	North Atlantic Supplies Inc.	687.70	A/P	OUT-STD	06/02/2017
	51982	48 work gloves 48 cotton gloves	469.20			
	52070	Latex Gloves - WWTP	218.50			
045174	06/02/2017	Nortrax	21.34	A/P	OUT-STD	06/02/2017
	739319	Snap ring - 624K	21.34			
045175	06/02/2017	Orkin Canada Corporation	326.03	A/P	OUT-STD	06/02/2017
	IN-7710012	Pest control-rainbow gully	37.95			
	IN-7710021	Pest control-depot	71.30			
	IN-7710074	pest control-rec center	73.60			
	IN-7710080	pest control-generator shed	89.13			
	IN-7710164	Pest control-voiseys	54.05			

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045176	06/02/2017	Pardy's Waste Management & Industriela Services Lt	918.14	A/P	OUT-STD	06/02/2017
	00067929	Vac out septic tank @ depot	918.14			
045177	06/02/2017	Parts for Trucks	1,855.49	A/P	OUT-STD	06/02/2017
	40375526-00	Dirty Core return	-225.49			
	40385588-00	Unit 38 - 4 slack adjusters, 4 chambers, air	966.63			
	40385701-00	12 cases def fluid	186.30			
	40386133-00	2 relays 2 cans Rust Check	42.87			
	40386260-00	Recycling compactor - 12 gals antifreeze	162.15			
	40387611-00	strobe light and tail light Unit #48	110.26			
	40387625-00	square plug, bushing, pressure protection v	80.68			
	40387680-00	Unit #32 ten feet of air line and brake line v	380.73			
	40387684-00	strobe light unit 48	74.69			
	40387718-00	Unit #32 ten feet of air line and brake line v	76.67			
045178	06/02/2017	Princess Auto Ltd.	690.26	A/P	OUT-STD	06/02/2017
	26-5-484030	concrete saw and cart	690.26			
045179	06/02/2017	Protek Industries	3,201.03	A/P	OUT-STD	06/02/2017
	19611	56 bags cold patch	853.30			
	19717	manhole ladder, pex tool	641.13			
	19723	Cold Patch	853.30			
	19754	Cold patch 56 bags	853.30			
045180	06/02/2017	Quality Truck & Trailer Repairs	2,065.41	A/P	OUT-STD	06/02/2017
	009590	MVI Unit 38	2,065.41			
045181	06/02/2017	Richard Murphy	3,105.00	A/P	OUT-STD	06/02/2017
	May22-28	fd consultations May22-28	1,380.00			
	May29-Jun4	fd consultations - May29-jun4	1,725.00			
045182	06/02/2017	Rideout Tool and Machine Inc.	135.70	A/P	OUT-STD	06/02/2017
	1583285	2 wrenches	135.70			
045183	06/02/2017	Roan Stanley	20.28	A/P	OUT-STD	06/02/2017
	Travel	travel claim-training	20.28			
045184	06/02/2017	Rodco Mechanical (2014) Ltd.	2,645.00	A/P	OUT-STD	06/02/2017
	3042	Emergency repairs-blagdon hill-may8	2,645.00			
045185	06/02/2017	Rona	85.51	A/P	OUT-STD	06/02/2017
	2114870	2 gallons paint	85.51			
045186	06/02/2017	S & S Supply	1,727.54	A/P	OUT-STD	06/02/2017
	300167315	Brushes for the sweeper	799.83			
	300167736	Brushes for sweeper	927.71			
045187	06/02/2017	Saunders Equipment Ltd.	849.82	A/P	OUT-STD	06/02/2017
	0000066979	Unit #35 - relay switch	310.12			
	0000067203	Unit #48 compactor - 2 hydraulic filters	539.70			
045188	06/02/2017	Scope Industrial	76.98	A/P	OUT-STD	06/02/2017
	5518576	Trimmer Parts	76.98			
045189	06/02/2017	SME	920.00	A/P	OUT-STD	06/02/2017
	043172	storage container rental	460.00			
	043197	shipping container rental	460.00			
045190	06/02/2017	Speedy Automotive	825.10	A/P	OUT-STD	06/02/2017
	14685-67922	FUNNELL, WORK LIGHT, TROUBLE LIGH	778.01			
	14685-67984	FUNNELL, WORK LIGHT, TROUBLE LIGH	47.09			
045191	06/02/2017	St. Jude Hotel	1,368.50	A/P	OUT-STD	06/02/2017
	1705280002	Fire school-C.Donovan, E. Lundrigan	273.70			

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Number	Issued		Amount	SC	Status	Status Date
	1705290003	fire school-E.Sharpe, A.Marshall	410.55			
	1705290004	fire school-T.Scott, A.Facey	410.55			
	1705290006	fire school-T.Scott	273.70			
045192	06/02/2017	Steelfab Industries Ltd.	85.32	A/P	OUT-STD	06/02/2017
	0000131447	ride on mower - steel hitch	85.32			
045193	06/02/2017	Terry Scott	317.12	A/P	OUT-STD	06/02/2017
	Fireschool17	travel expense-fire school	317.12			
045194	06/02/2017	Trlware Technologies Inc.	2,403.50	A/P	OUT-STD	06/02/2017
	177961	gateway security renewals	2,403.50			
045195	06/02/2017	Tulk Tire & Service Ltd.	603.75	A/P	OUT-STD	06/02/2017
	TW0305	Unit #48 compactor - tow April 5, 2017	603.75			
045196	06/02/2017	Valero Energy Inc.	1,969.78	A/P	OUT-STD	06/02/2017
	4111337216	Diesel	1,172.22			
	4111350957	Diesel	797.56			
045197	06/02/2017	Vincent Picco	60.85	A/P	OUT-STD	06/02/2017
	travelclaim17	training travel claim	60.85			
045198	06/02/2017	Wajax Industrial Components	35.88	A/P	OUT-STD	06/02/2017
	RIN004216531	Sweeper bearing	35.88			
045199	06/02/2017	Wally Fowler	65.52	A/P	OUT-STD	06/02/2017
	travelclaim17	training travel claim	65.52			
045200	06/02/2017	Windco Enterprises	327.75	A/P	OUT-STD	06/02/2017
	20170506	replace lightbulbs in school zone fixtures	109.25			
	20170662	install speed limit signs-newbury st	218.50			
045201	06/02/2017	Wolseley Canada Inc.	86.95	A/P	OUT-STD	06/02/2017
	5428415	service box key-ws maint	86.95			
045202	06/02/2017	Xylem Canada Compnay	525.26	A/P	OUT-STD	06/02/2017
	3558275458	Service call to Blagdon Hill to check pumps	525.26			
045203	06/02/2017	You Store Limited	195.50	A/P	OUT-STD	06/02/2017
	Jun17	storage container rental	195.50			
045204	06/02/2017	Durdle, Cavell & Jim	303.60	A/R	OUT-STD	06/02/2017
045205	06/05/2017	Canadian Linen & Uniform Service	257.47	A/P	OUT-STD	06/05/2017
	650000748	mat rental	51.39			
	6500268504	mat rental	51.39			
	6500270729	mat rental	53.57			
	6500274942	mat rental	101.12			
045207	06/06/2017	Maritime Fire Chiefs Association	140.00	A/P	OUT-STD	06/06/2017
	Leadership17	Registration-Leadership seminar	140.00			
045208	06/07/2017	CIBC Mellon	16,168.78	A/P	OUT-STD	06/07/2017
	Jun17	Pension Contributions Jun17	16,168.78			
045209	06/07/2017	CIBC Mellon	12,935.02	G/L	OUT-STD	06/07/2017
	3312-0000	CIBCM002 Pension Contr May17 CIBC Me	12,935.02			
045210	06/07/2017	N.A.P.E.	2,187.69	G/L	OUT-STD	06/07/2017
	3313-0000	N.A.P001 Union dues may17 N.A.P.E.	2,187.69			
045211	06/12/2017	Allison Power	480.00	A/P	OUT-STD	06/12/2017
	012	Fitness classes-May2017	480.00			
045212	06/12/2017	Ariva (Domtar Inc.)	594.13	A/P	OUT-STD	06/12/2017
	95930785	envelopes	594.13			
045213	06/12/2017	Ashley MacKinnon	52.87	A/P	OUT-STD	06/12/2017

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Number	Issued		Amount	SC	Status	Status Date
	66026430	Reimb-safety glasses, work gloves, shovel-	52.87			
045214	06/12/2017	Bell Mobility Inc. (Radio Division)	33.12	A/P	OUT-STD	06/12/2017
	2--998357	Antenna install kit	33.12			
045215	06/12/2017	Brian Tucker	120.00	A/P	OUT-STD	06/12/2017
	fireschool17	travel claim-fire school	120.00			
045216	06/12/2017	Corporate Express	1,160.88	A/P	OUT-STD	06/12/2017
	44608649	toner, chair mat, paper	723.74			
	44609769	bulletin board	149.49			
	44618541	privacy screen, cork board	287.65			
045217	06/12/2017	Dwayne Rowe	408.51	A/P	OUT-STD	06/12/2017
	fireschool17	travel claim-fire school	408.51			
045218	06/12/2017	Elyse Sparkes	90.83	A/P	OUT-STD	06/12/2017
	reimb0617	reimb-library supplies	90.83			
045219	06/12/2017	Emily Best	400.00	A/P	OUT-STD	06/12/2017
	0000009	Canada day entertainment	400.00			
045220	06/12/2017	Executive Coffee	176.65	A/P	OUT-STD	06/12/2017
	0000181492	coffee	176.65			
045221	06/12/2017	Frank Hearn Searching Services Limited	120.00	A/P	OUT-STD	06/12/2017
	2017-1253	Title search - Loop Dr - Heritage	120.00			
045222	06/12/2017	Irving Oil Limited	76.36	A/P	OUT-STD	06/12/2017
	interestjun	interest charge - june	76.36			
045223	06/12/2017	Jane Aucoin	32.12	A/P	OUT-STD	06/12/2017
	CommGard17	Community garden program	32.12			
045224	06/12/2017	Janet Cull	2,000.00	A/P	OUT-STD	06/12/2017
	canadaday17	entertainment canada day17	2,000.00			
045225	06/12/2017	Jordan Keating	460.00	A/P	OUT-STD	06/12/2017
	fireschool17	travel claim-fire school	460.00			
045226	06/12/2017	Mental Health Commission of Canada	2,156.25	A/P	OUT-STD	06/12/2017
	R2MR-20170606-B	Road to mental readiness-train the trainer F	2,156.25			
045227	06/12/2017	Newfound Disposal Systems Ltd.	52.92	A/P	OUT-STD	06/12/2017
	0000514571	paper recycling	52.92			
045228	06/12/2017	Plk-Fast Express Inc.	55.20	A/P	OUT-STD	06/12/2017
	DC-1114	courier service	55.20			
045229	06/12/2017	Pinnacle Office Solutions	143.30	A/P	OUT-STD	06/12/2017
	121974	copier maint	143.30			
045230	06/12/2017	PJ's Print & Graphics	632.10	A/P	OUT-STD	06/12/2017
	13479	shirts for day camp staff	632.10			
045231	06/12/2017	Ray Lake	500.00	A/P	OUT-STD	06/12/2017
	989	Children entertainment-canada day	500.00			
045232	06/12/2017	Royal Canadian Legion	131.10	A/P	OUT-STD	06/12/2017
	IN27889	Spectrum security-1/2 winter carnival	131.10			
045233	06/12/2017	Royal Garage Limited	302.97	A/P	OUT-STD	06/12/2017
	839083	unit#49-oil filter, fuel	302.97			
045234	06/12/2017	SaltWire Network	3,450.00	A/P	OUT-STD	06/12/2017
	TM00000248	Horizons Ad	3,450.00			
045235	06/12/2017	Tina Scott	236.62	A/P	OUT-STD	06/12/2017
	fireschool	travel claim-fire school	236.62			
045236	06/12/2017	Valero Energy Inc.	1,497.90	A/P	OUT-STD	06/12/2017
	4111360947	Diesel	816.88			

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Number	Issued		Amount	SC	Status	Status Date
	4111360948	Furnace Oil	681.02			
045237	06/12/2017	Vigilant Management Inc.	16,726.86	A/P	OUT-STD	06/12/2017
	904	Sludge dewatering	86.25			
	905	Water Loss program	211.32			
	907	Meadow Heights	2,176.39			
	908	strategic plan support	3,038.88			
	911	Nearys Pond	2,795.96			
	912	Road Maintenance Package	1,842.89			
	913	Healeys Pond Cres	1,155.77			
	914	Newbury Street Walkway	2,762.89			
	915	Water metering project	2,656.51			
045238	06/12/2017	Xerox Canada Ltd.	371.66	A/P	OUT-STD	06/12/2017
	F50934260	copier maint	371.66			
045239	06/12/2017	Xylem Canada Compnay	2,489.89	A/P	OUT-STD	06/12/2017
	3558275909	Panel modification to install minicas II unit -	2,489.89			
045240	06/12/2017	Zack Parrell	377.12	A/P	OUT-STD	06/12/2017
	fireschool17	travel claim-fire school	377.12			
045241	06/12/2017	Frederick Hollett	1,236.25	A/P	OUT-STD	06/12/2017
	Apr23-29over	overpayment of week Apr23-29	-1,523.75			
	May21-27	fd consultations May21-27	1,322.50			
	May28-Jun3	FD consultations May28-June 3	1,437.50			
045242	06/12/2017	Nicole Clark	1,500.00	A/P	OUT-STD	06/12/2017
	pcspdays17	Petty cash - PCSP days 2017	1,500.00			
045243	06/12/2017	Rainbow 50+ Club	200.00	A/P	OUT-STD	06/12/2017
	PCSPdays17	card open house-pcsp days	200.00			
045244	06/12/2017	Royal Canadian Legion	100.00	A/P	OUT-STD	06/12/2017
	PCSPdays17	Community breakfast	100.00			
045245	06/12/2017	Women's Institute C/O D. Cheeseman	200.00	A/P	OUT-STD	06/12/2017
	PCSPdays17	Card open house-pcsp days	200.00			
045246	06/12/2017	Grand Concourse Authority	202,389.20	A/P	OUT-STD	06/12/2017
	17026	claim 1 - Soccer field lighting & expansion	202,389.20			
045247	06/12/2017	Harbourside Transportation Consultants	6,187.00	A/P	OUT-STD	06/12/2017
	589	Traffic calming policy	6,187.00			
045248	06/12/2017	Jenkins Power Sheet Metal Inc.	64,459.80	A/P	OUT-STD	06/12/2017
	1232	Gas detection system-depot	56,304.00			
	1233	Release holdback-gas detection system	8,155.80			
045249	06/12/2017	Grand Concourse Authority	9,761.34	A/P	OUT-STD	06/12/2017
	17027	2017 trail maintenance	9,761.34			
045250	06/12/2017	Shannon Jones	100.00	G/L	OUT-STD	06/12/2017
	7340-6400	Motion #2017-287 Shannon Jones	100.00			
045251	06/12/2017	Carter Arnold	100.00	G/L	OUT-STD	06/12/2017
	7340-6400	Motion #2017-271 Carter Arnold	100.00			

Cheque Totals Issued: 455,817.74

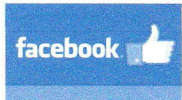
Void: 2,760.00

Total Cheques Generated: 458,577.74

Total # of Cheques Listed: 140

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June 10, 2017

Chis Milley, Town Manager
Town of Portugal Cove-St Philip's

Via email: Chris.Milley@pcsp.ca

Re: SAM Conservation Fund Grant 2017

Dear Mr Milley;

I am writing in relation to the potential for the Town of Portugal Cove-St Philip's to act as a grant agency for the Stewardship Association of Municipalities Inc Conservation Fund.

In the fall of 2014, the Stewardship Association of Municipalities Inc. (SAM) was proud to publically announce the creation of the "SAM Conservation Fund" in partnership with the TD Private Giving Foundation. The long-term vision associated with this endowment fund is to establish a charitable fund whereby NL municipalities and NL conservation charities will be able to access financial support for their wildlife and habitat conservation related initiatives in the province. This would be the only such fund of its kind in the province. However, as we work to grow the fund towards these objectives SAM members have agreed that during the fund's infancy to use generated revenue as an annual scholarship to support post-secondary students who have demonstrated academic excellence and are interested in pursuing a career in the environmental sciences.

Following a public application and screening process we are prepared to recommend to TD's Private Giving Foundation that the third annual 2017 scholarship be granted to Ms Ashley Davies-Marsh of Conception Bay South. In order to facilitate this scholarship being granted to an individual it was understood by SAM members that member municipalities (as CRA "eligible donees") would need to initially receive the payment (\$1000 in this instance) and subsequently grant it to the scholarship winner.

Our plan would be to arrange a small public ceremony where representatives of SAM, the town and Ms Davies-Marsh could meet to transfer the payment and take some photos for media purposes. I will be in contact with you on the potential timing of this event.

We thank-you for what we hope will be your willingness to participate in this matter. Should you have any questions in regards to this initiative please do not hesitate to contact me.

Sincerely,



Linda Bailet

President, Stewardship Association of Municipalities Inc.

cc. Joe Butler, Councillor PCSP

Jeff Lawlor, Director Economic Development PCSP

Julie Pomeroy, Heritage Programs & Services Coordinator PCSP

Cynthia Downey, SAM Treasurer



CORRESPONDENCE

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
June 12, 2017	Stewardship Association of Municipalities (SAM)	Request – donation, to act as a grant agency for the SAM Conservation Fund	AF Cmte
June 1, 2017 Opened on June 19, 2017	Resident	Comments re: May-June edition of the Tickle Newsletter, From the Mayors Desk article	Going to June 27 th , AF Cmte



NEW/GENERAL/ UNFINISHED BUSINESS



AGENDA ITEMS/ NOTICE OF MOTIONS