



Public Council Meeting  
Tuesday, August 29, 2017 at 5:00 pm  
Location: Council Chambers

1. Call of Meeting to order
2. Adoption of Agenda for August 29, 2017
3. Delegations/Presentations
  - Canada Games participants
  - Sexual Violence Awareness Week Proclamation
4. Adoption of Minutes of August 15, 2017
5. Business Arising from Minutes
6. Committee Meeting Reports
  - a) Planning & Development Committee Agenda:
    - 1) Civic # 390-396 Tolt Road – Accessory Building
    - 2) Civic # 74-78 Olivers Pond Road – Accessory Building & Demolition
    - 3) Civic # 20-30 Coadys Road – Cemetery Extension
    - 4) Civic # 23-25 Hogans Pond Road – Finish Basement
    - 5) Oceans Edge Residential Subdivision – Final Acceptance
    - 6) Permits issued from August 4<sup>th</sup> to August 17<sup>th</sup>, 2017
  - b) Recreation/Community Services Agenda:
    - 1) Lifestyle Centre
    - 2) Wild Island Adventures
    - 3) MS Bike: St. John's
    - 4) Chase the Ace
    - 5) Community Grants
  - c) Public Works Updates:
    - 1) Town Depot – Concept Design & Delivery Model - Update
    - 2) Newbury Street Update
    - 3) Thorburn Road Crosswalk – School Entrance
    - 4) Water Loss Control Program

d) Economic Development, Marketing & Communications Agenda:

- 1) Regional Governance/ EngageNL
- 2) Service Level Review
- 3) Maggies Place Development Plan
- 4) SAM Scholarship Presentation
- 5) PCSP Gardening Competition
- 6) Meet the Candidate Night

e) Protective Services Agenda:

- No meeting held

f) Administration and Finance Agenda:

- 1) Accounts for Payment
- 2) Tax Deferral Policy
- 3) Meadow Heights Recovery Rates
- 4) Provincial Surplus MYCW funds
- 5) Approval Letter from DMAE
- 6) Staff Issue
- 7) CIP for Dogberry
- 8) Portugal Cove walkway

g) Other Reports

7. Correspondence

- Correspondence received from August 14 to August 25, 2017

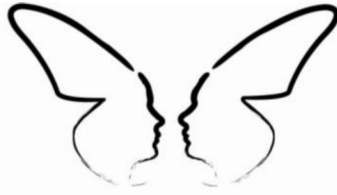
8. New/General/Unfinished Business

9. Agenda items/Notice of Motions etc.

10. Adjournment



# **DELEGATIONS / PRESENTATIONS**



Information. Support. Prevention.

**Proclamation**  
*Sexual Violence Awareness Week*  
September 10<sup>th</sup> – 16<sup>th</sup>, 2017

- WHEREAS: The *Newfoundland and Labrador Sexual Assault Crisis and Prevention Centre* (NLSACPC) works to provide support, information, and education to the province of Newfoundland and Labrador, in the area of sexual violence, and
- WHEREAS: The NLSACPC is now commemorating the 18<sup>th</sup> anniversary of Sexual Violence Awareness Week as well as the 33<sup>rd</sup> anniversary of their Take Back the Night march to further the common goal of eliminating sexual violence, and
- WHEREAS: The theme for Sexual Violence Awareness Week 2017 is “*Listen. Believe. Support*” which recognizes the necessity of supporting survivors and the urgent need to end sexual violence and its contributing factors so that we may have safe, healthy communities, and
- WHEREAS: Sexual assault is a crime that can affect anyone regardless of factors like age, gender, ability, social and cultural location, or other variables; and
- WHEREAS: The rate of sexual assault in Newfoundland and Labrador continues to be higher than the national average, and
- WHEREAS: This Municipal Government recognizes the need for people of our community to live in safe and caring communities where violence is unacceptable, and supports efforts that raise awareness and educate the public, and
- THEREFORE: Be it resolved that I, Moses Tucker, Mayor of Portugal Cove – St. Philip’s, do hereby proclaim September 10<sup>th</sup> – 16<sup>th</sup>, 2017 as Sexual Violence Awareness Week and encourage all citizens to become involved in activities organized throughout this week.

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**Moses Tucker**  
**Mayor**

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**August 29<sup>th</sup>, 2017**





# **MINUTES**

DRAFT



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

August 15, 2017

Regular Public Council Meeting 5:00 p.m.

**IN ATTENDANCE:**

Mayor	Moses Tucker
Deputy Mayor	Gavin Will
Councillors:	Dave Bartlett
	Joe Butler
	Norm Collins
	Aaron Facey
	Johnny Hanlon
	Heather Coughlan
Acting Deputy Town Clerk	Chris Milley
Town Manager / Engineer	Tony Pollard
Director of Financial Operations	Dawn Sharpe
Director of Recreation/Community Ser.	
Director of Economic Development,	
Marketing and Communications	Jeff Lawlor
Public Works Coordinator	Linda Newhook

Mayor Tucker called the meeting to order and welcomed the gallery of 27 persons in attendance, as well as the special guests in attendance including the Canada Games athletes and MHA David Brazil.

**APPOINTMENT OF ACTING DEPUTY TOWN CLERK**

Motion: Will/Hanlon  
2017-376 Resolved that Heather Coughlan be appointed the Acting Deputy Town Clerk for the meeting of August 15, 2017.  
Carried Unanimously

**ADOPTION OF AGENDA**

Motion: Bartlett/Facey  
2017-377 Resolved that the Agenda dated **August 15, 2017**, be adopted as circulated.  
Carried Unanimously

**DELEGATIONS/PRESENTATIONS**

The Mayor and MHA David Brazil presented the athletes from Portugal Cove-St. Philip's who participated in the 2017 Canada Games with certificates of congratulations from both the Town and the Province. MHA Brazil offered a speech of encouragement and congratulations as did the Director of Recreation and Community Services.

## **ADOPTION OF MINUTES**

Motion: Hanlon/Bartlett  
2017-378 Resolved that the minutes of **August 1, 2017** be adopted as circulated.  
Carried Unanimously

## **BUSINESS ARISING**

There is no Town Manager's report for this meeting as the Town Manager has very recently returned from Annual Leave.

## **COMMITTEE REPORTS**

### **Planning & Development Report of August 8, 2017– presented by Councillor Collins**

#### **1. 32 Franklyn Place – Single Dwelling**

Motion: Collins/Butler  
2017-379 Resolved that the application to construct a single dwelling at Civic # 32 Franklyn Place be rejected as per Appendix A: Tabled Report.  
Carried Unanimously

#### **2. 5 Rosemary Rise – Accessory Building**

Motion: Collins/Butler  
2017-380 Resolved that the application to construct an accessory building at Civic # 5 Rosemary Rise be granted approval in principle as per Appendix A: Tabled Report.  
Carried Unanimously

#### **3. 717-719 Indian Meal Line – Communications Tower**

Motion: Collins/Bartlett  
2017-381 Resolved that the application to construct a communications tower at Civic # 717-719 Indian Meal Line be granted approval in principle as per Appendix A: Tabled Report.  
Carried Unanimously

#### **4. 1543-1549 Thorburn Road – Patio Deck**

Motion: Collins/Will  
2017-382 Resolved that the application to demolish and construct a patio/deck at Civic # 1543-1549 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.  
Carried Unanimously

5. **There were seventeen (17) permits issued from July 21<sup>st</sup> to August 3<sup>rd</sup>, 2016 as per Appendix A: Tabled Report.**

**Recreation & Community Services Committee – no meeting held**

**Killick Coast Games Information**

Councillor Facey provided information on the Killick Coast Games which will hold opening ceremonies on Monday August 21<sup>st</sup> in Pouch Cove. The games run from Monday through Friday and Councillor Facey invited all of Council and residents to attend and enjoy the games. The Director of Recreation and Community Services noted that the PCSP Honourary Patron, Softball Newfoundland and Labrador inductee Valerie Abbott, will also be in attendance.

**Public Works Committee Report for August 10, 2017 - presented by Councillor Bartlett**

**1. Compact Diesel Tractor – Tender PCSP-2017-003**

Staff advised that Tender PCSP-2017-003 for a compact diesel tractor has been cancelled and the bidder has been advised. Staff is preparing a tender for a dual purpose piece of equipment to be used in the Facilities and Streets Division, with a specific focus to sidewalk snow clearing and ice control on the latter.

**2. Portugal Cove Sidewalk Project**

A change order was presented to apply a coloured coating to the pedestrian pathway (1230 metres) being implemented on Portugal Cove Road. The cost is \$55,770.00 +HST.

Motion: Bartlett/Will

2017-383 Resolved that the change order for the coloured coating to the pedestrian pathway on Portugal Cove Road at a cost of \$55,770 +HST be approved.

Carried Unanimously

Councillor Bartlett noted that this work is already in progress. Deputy Mayor Will asked for confirmation that funding is through the Gas Tax and this was confirmed.

**3. Thorburn Road / Dogberry Hill Road Sidewalk Project Update**

Committee was advised that the work is near completion on this project. Minor sodding and landscaping work remained as the Contractor is waiting until the end of August/early September to complete due to the dryer weather conditions.

With respect to the school entrance connection, a meeting was held with representatives from the provincial Department of Transportation and Works and it was confirmed that work at the school's entrance is complete. Any further discussions with respect to the school entrance are to be dealt with through the School Board as the property will be turned over to this organization in the very near future. Committee's recommendation was to seek approval from the provincial Department of Transportation and Works for the placement of a crosswalk (asphalt markings) across Thorburn Road for students travelling from the Tolt Road area.

**4. Water Loss Control Program Request for Proposals (RFP)**

One bid was received in response to the Town's RFP for a Water Loss Control Program. The scope of work for the RFP addresses the first phase of this project which includes:

- Review of existing water distribution and wastewater collection systems;
- Mapping of the water distribution and wastewater collection systems; and
- Development of a Water Loss Management Program with recommendations on water use tracking and annual water balances, zone/district metering, leak detection, pressure management, bulk water management and future expansion;

The consultant's work will entail the identification of district meter areas for the municipality. The recommendations/specifications will ensure compatibility with the new residential metering program being implemented by the Town. This phase of the project does not include the actual acquisition and implementation of the zone/district meters; that will be a Phase 2 work which will be tendered once Phase 1 work is complete.

Motion: Bartlett/Will  
2017-384 Resolved that approval be given to award the contract for the Water Loss Control Program to Hatch Engineering at a cost of \$52,282 +HST.  
Carried Unanimously

Councillor Hanlon noted that this Water Loss Control Program was in no way linked to the Water Metering Project.

**5. Town Depot, Concept Design & Delivery Model - Update**

Staff met with representatives of Vigilant Management to begin the space planning requirements for the proposed new Town Depot. Vigilant is preparing a project charter for Council approval.

**6. Lift Station Maintenance – Beachy Cove Café Lift Station**

As part of the Water and Wastewater Division's preventative maintenance work for 2017, cleaning of the lift station at Beachy Cove Café is required. The quote is based on a per hour amount for equipment and disposal. It is expected the total cost will be in the vicinity of \$12,000 based on a similar scope of work completed in 2016.

Motion: Bartlett/Facey  
2017-385 Resolved that the quote from Pardy's for lift station maintenance at a cost of \$6,602.27 HST included, plus septic (\$0.11/litre) and grease (\$1.00/litre) disposal costs be approved.  
Carried Unanimously

Mayor Tucker noted that despite the description, the Lift Station is not owned by Beachy Cove Café, it is simply located next to the building. He also suggested an alternate description for its location be used.

**7. Discussion Items**

- a) **Traffic Study Request** – Referred from the Planning & Development Committee, staff were asked to consult with the Town's traffic consultants on traffic volumes in the Dogberry Hill Road area. Information will be brought back to the Public Works Committee once obtained.
- b) **Speed Sign Information** – Staff confirmed that data from the driver feedback speed signs is shared with the RNC for enforcement purposes.
- c) **Town Vehicle Speeds** – Driving speeds of the Town vehicles was discussed. Driving at safe speeds is regularly discussed as part of the Public Works staff meetings. AVL equipment installation has just been completed and will assist with monitoring of speeds in Town fleet.
- d) **Bennetts Road Boat Launching** – Safety concerns regarding the launching of boats from Bennetts Road to Mitchells Pond was raised. Boats are being launched in an area where there is inadequate space to do so resulting in vehicles being stopped in the roadway. Staff were asked to contact the Department of Transportation & Works to report these concerns and inquire whether the Department will take any action on this.

Councillor Facey inquired as to the possibility of a policy for repetitive infractions with the installation of AVL equipment in the Town fleet. Discussions are in progress.

Deputy Mayor Will suggested that the Town seek permission from the Dept. of Transportation Works to use the leftover jersey barriers to place on Bennetts Road to mitigate the traffic issues around the boat launch. Councillor Hanlon noted that TW had responded today and would be sending a supervisor out to the location for assessment in terms of a safe plan to fix the issue. The location is on a turn with limited site distances and there are frequent instances of trucks parked across the road to facilitate launching their boats into the pond and this is a larger safety concern.

Deputy Mayor Will noted his disappointment in the decision of Transportation Works regarding the school access road and inquired as to any option to return to the School Board for potential solutions. Councillor Facey encouraged residents to put their concerns in writing to the Department of Transportation Works.

**Economic Development, Marketing & Communications Report for August 14, 2017 – presented by Councillor Butler**

**1. Chamber of Commerce**

The financial request was made by the steering committee of the PCSP Chamber of Commerce. As the Chamber is not yet operational or receiving proceeds from members they are requesting \$2,300 for start-up costs including a meet and greet in September, a meet the candidate event and a variety of advertisements and promotional activities.

Motion: Butler/Facey  
2017-386 Resolved that the Town provide the steering committee of the PCSP Chamber of Commerce \$2,300 based on their request for support.  
Carried Unanimously

Councillor Hanlon asked for clarification around providing monetary support given one of the events is a meet the candidate event, and it is election time. The Director of Financial Operations noted that these are start-up costs and the Town has hosted candidate events around previous elections.

**2. Tickle Swim for Mental Health**

The swim will take place on Saturday, August 19<sup>th</sup>. The location of the start and the time will be confirmed by the end of the week. We will be hosting the reception at the conclusion of the race with snacks and refreshments, whether or not it ends in Portugal Cove marina.

**3. Advisory Committee on the Environment**

A strategic planning session was completed on Monday August 7<sup>th</sup>. The summary is attached to the report. ACE is requesting that the overall themes be considered by Council and to provide feedback if any changes are needed. Following the feedback they will develop a 5-year plan creating the strategy to execute the main themes. In addition ACE is requesting that the Town consider “No Feeding Ducks” signs in some locations in the Town. That request will be submitted to the Public Works Committee. The Committee would like to thank Julia Morrissey and Paula Courage for their time on the committee. They have both stepped down over the summer due to other commitments.

**4. Service Level Review**

An update was provided to the committee on the survey findings and status of the service level review project. All information from residents, businesses, staff and council will be completed within the next two weeks. The draft report for part 1 of the project (the identification of the six key service areas) will be completed by early September for Council’s review and approval.

**5. Maggie’s Place Development Plan Update**

The draft plan for work package II of Maggie’s Place development plan will be presented to Council by Tract within the next two weeks. This plan has had input by the landowners of the area and upon approval by Council we will engage the landowners again to discuss the final draft plan. The rezoning and zoning amendments as a part of work package I are being finalized for submission with the Planning and Development Department.

**6. Radio Bell Island Report**

The committee reviewed the Commissioners report on Radio Bell Island. There is no action required by the Town of Portugal Cove – St. Philip’s at this time.

**7. Canada Games Athletes Event**

The Canada Games athletes from Portugal Cove – St. Philip’s will be invited to the August 15<sup>th</sup> Council meeting. Mayor, Council and MHA David Brazil will be presenting certificates of recognition. They will also be featured in the Tickle Newsletter.

Further to item # 5 – Maggies Place Development Plan Update, the Town Manager noted that he and the Planning and Development Coordinator met with Tract Consulting today to finalize amendments regarding the Maggies Place Development Plan. As much work as possible will be completed prior to the next Council meeting when the motion will be brought forward.

Further to item #6 – Radio Bell Island Report, the Mayor noted his involvement with changes in the constitution for Radio Bell Island as per the letter attached. His involvement was not in his role as Mayor.

**Protective Services Committee Report for August 8, 2017 – presented by Councillor Hanlon**

**1. Meeting with Resident**

Resident Pat Pender brought a proposal to the Committee with respect to ongoing speeding concerns throughout the community. Mr. Pender proposed a 'pace car' policy or campaign for all Town Council and staff to lead by example and obey the posted speed limit in fleet vehicles as well as their personal vehicles.

Councillor Hanlon clarified that the pace car idea was originally brought forward by the SafePCSP community group and this is where Mr. Pender heard the idea originally as well. Councillor Hanlon noted Mr. Pender's commitment to safety in our community.

**2. Commissionaires - Municipal Enforcement**

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

**3. FES Updates**

- Communications issue on August 4<sup>th</sup>, the cell phone and 911 connectivity issue, was monitored and our connection was maintained. Communication was sent out timely.
- Fire Prevention activities are planned with the school and the camps.
- The NEA training initiative is going ahead.
- There is a potential of an auxiliary to be formed for the purposes of social support for the department and its members.
- NLAFS conference went well and was educational.

**4. Red Cross Community Preparedness**

The Committee discussed the correspondence from the Canadian Red Cross on Community Preparedness and will respond with an offer of assistance in hosting a preparedness and volunteer recruitment session. The session will be promoted through the Town's social media pages, website and town signs.



**5. Jake Brakes on Thorburn Road**

The Committee discussed the potential noise vs. safety aspects of large vehicles using Jake brakes throughout the community. Staff will research any information and / or decisions made by previous Councils and bring the information back to the Committee.

**6. First Responders Assistance Program**

The Town had been contacted earlier this year for an expression of interest in enrolment of the fire department members in a First Responder Assistance Program. The Committee responded positively and have now been presented with the program plan and the cost per member. The Committee discussed the plan and feel this is a critical and necessary service to offer our firefighters and therefore puts forward the following motion:

Motion: Hanlon/Facey  
2017-387 Resolved that Council approve the enrolment of all members of the Volunteer Fire Department in the First Responder Assistance Program administered by Trio Benefits at a monthly cost per member of \$4.00.  
Carried Unanimously

Councillor Facey noted that as a passionate firefighter he appreciated this positive and important service. Councillor Hanlon offered further information on the service and agreed that this is a positive step for our firefighters.

**Admin. and Finance Committee Report of August 8, 2017 - presented by Deputy Mayor Will**

**1. Accounts for Payment**

Motion: Will/Butler  
2017-388 Resolved that Council approve payment of regular accounts in the amount of \$45,050.01 and capital accounts in the amount of \$561,414.65 for a total of \$606,464.66 as tabled.  
Carried Unanimously

**2. Opened Tenders Disclosure**

The Committee discussed the practice of posting opened tenders on our website and will continue to proactively disclose the tender form and unit price contracts but will redact the signing officers names, the quantity and unit price, and the bid bond from all future postings. This is comparable to Government of NL tender posting practices.

**3. Access to Information Updates**

Requests for information received through the Access to Information and Protection of Privacy Act, 2015 (ATIPPA) and complaints received through the Office of the Information and Privacy Commissioner (OIPC) office will be posted on the PCSP's Access to Information webpage. As those files are closed, the request/complaint and response will be uploaded. This new practice applies to requests and complaints received July 1st or later. The Town will continue to maintain the list of ATIPPA requests, also found on the same webpage.

#### **4. Water Metering Project**

The Committee reviewed the one proposal received for the RFP to install household water meters.

Motion: Will/Facey

2017-389 Resolved that Town own seek approval from the Department of Municipal Affairs and Environment to award the contract for engineering services for project # 17-CWWF-17-00034, Household Water Meter Installation project, to Neptune Technology Group (Canada) Ltd., at an estimated cost of \$860,000, plus HST.

Carried For: Bartlett/Butler/Collins/Facey/Tucker/Will  
Against: Hanlon

Councillor Hanlon went on record that he is against this project and feels that the estimated costs will not reflect the real costs.

Deputy Mayor Will noted that the process has been lengthy, the estimates given by consultants matched the bids received exactly. The costs are for the complete system including installation, communications package, and the technology to read and record as well as provide information to residents. This project will place the Town in the forefront and provide benefits to residents.

Councillor Facey added that the funding is 70/30 with the Infrastructure Canada Clean Water and Wastewater Fund and the project met all the requirements. Significant background work has been done and he believes this to be an asset to the Town.

Mayor Tucker noted the benefits are being reaped across Canada and with Newfoundland being the worst province for wasting water. Water metering has proven benefits and other municipalities that have installed them have never removed them.

Councillor Butler noted that he has spoken with many residents and councils who have installed water meters across the country and not one has regretted the decision. These meters have a 20 year life span.

#### **5. Risk Management and Floodwater Studies**

Federation of Canadian Municipalities National Disaster Mitigation Program has funding opportunities for risk management, flood mapping and other mitigation projects that this committee is interested in investigating further. Town Manager will bring further information back to a future committee meeting.

#### **6. Request from Charity**

Ronald McDonald houses' Red Shoe Crew Walk for Families campaign request was received. The July 26, 2017 correspondence included a request for donation which is not in line with the Town's policy.

**7. Water and Sewer Communication**

A letter was sent out August 10th, 2017, to residents of Meadow Heights explaining the Portugal Cove-St. Philip's Water & Sewer Capital Works Cost Recovery process. Work on the project is expected to begin Monday August 14th, 2017.

**CORRESPONDENCE**

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
August 3, 2017	Concerned Citizens of Bell Island	"Report of the Mediator" Regarding hostile takeover of the community radio station on Radio Bell Island	Sent to EDMC Cmte
August 9, 2017	Newfoundland and Labrador Sexual Assault Crisis and Prevention Centre (NLSACPC)	September 2017 Sexual Violence Awareness Week	Sent to RecComm Cmte

Councillor Norm Collins announced that he will not be seeking re-election this term and thanked the Town for the last twenty years he has been in public service.

**ADJOURNMENT**

Motion: Will/Collins  
2017-390 Resolved that this meeting be adjourned. Time is 6:07pm.  
Carried Unanimously

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Moses Tucker, Mayor

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Heather Coughlan, Acting Deputy Town Clerk

**Appendix A: Tabled Report  
August 8<sup>th</sup>, 2017**

**Applications:**

Item # 1:

**Civic # 32 Franklyn Place**

**Single Dwelling**

**Zoning: Residential Medium Density & Residential Development Scheme Area (RMD & RDSA) –  
Unserviced**

**The Committee recommends that the application to construct a single dwelling at Civic # 32 Franklyn Place be rejected as the property does not meet the minimum frontage requirement which does not comply with the Town's Municipal Plan and Development Regulations 2014-2024, specifically Development Regulation 48 (b) (Existing Lot Area and Size Exceptions) and Schedule C: Residential Medium Density, the proposed dwelling will be located beyond the maximum front yard which does not comply with Schedule C: Residential Medium Density, and the area proposed to be developed is identified as a steep slope area within Schedule E: Environmental Protection Overlay Map.**

The Administrator recommended that this application be rejected.

Item # 2:

**Civic # 5 Rosemary Rise**

**Accessory Building**

**Zoning: Residential Medium Density (RMD) - Unserviced**

**The Committee recommends that the application for Civic # 5 Rosemary Rise be granted approval in principle, permitting the construction of an accessory building. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 39 (Accessory Buildings) and Schedule C: Residential Medium Density.**

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

Item # 3:

**Civic # 717-719 Indian Meal Line**

**Communications Tower**

**Zoning: Agriculture (AG)**

**The Committee recommends that the application for Civic # 717-719 Indian Meal Line be granted approval in principle, permitting the installation of a communications tower. Approval in principle is subject to approval from the Department of Fisheries & Land Resources. Approval in principle shall be in full compliance with the Town's Municipal Plan &**

**Development Regulations and all other regulatory bodies of government, specifically Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), and Schedule C: Agriculture.**

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

Item # 4:

**Civic # 1543-1549 Thorburn Road**

**Patio/Deck**

**Zoning: Traditional Community (RMD) – Serviced**

**The Committee recommends that the application for Civic # 1543-1549 Thorburn Road be granted approval in principle, permitting the demolition and construction of a patio/deck.**

The Administrator recommended that this application be rejected as the proposed development is located within 10 m of an identified steep slope area which does not comply with Schedule E: Environmental Protection Overlay Condition # 4 (Steep Slopes) which states that no buildings, structures or placement or removal of fill will be permitted on any lands designated as Restricted by the St. John's Urban Region Regional Plan, or within ten (10.0) metres of the top or bottom of slopes that exceed twenty-five percent (25) over a distance of five (5.0) or more metres.

**Permits Issued:**

Item # 5:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	17-214	07/21/2017	28-30	Jera Street	Occupancy
2	17-215	07/21/2017	26	Ursula Crescent	Patio/Deck
3	17-216	07/24/2017	1158-1160	Thorburn Road	Connection to Sewer
4	17-217	07/24/2017	304-308	Dogberry Hill Road	Artesian Well
5	17-218	07/24/2017	2	Conatti Place	Occupancy
6	17-219	07/25/2017	19-21	Knapps Road	Test Holes
7	17-220	07/25/2017	19-21	Knapps Road	Site Preparation
8	17-221	07/27/2017	7	Dogberry Hill Road	Patio/Deck & Walkway

9	17-222	07/28/2017	2	Sparta Place	Site Preparation
10	17-223	07/28/2017	45	Peggy Deane Drive	Occupancy
11	17-224	07/31/2017	13	Oak Terrace	Business
12	17-225	07/31/2017	11	Blue Sky Drive	Accessory Building
13	17-226	08/01/2017	9	Oceans Edge	Single Dwelling
14	17-226	07/31/2017	240-242	Bauline Line Extension	Replace Septic Tank
15	17-227	08/01/2017	1476-1490	Portugal Cove Road	Splash Pad
16	17-228	08/03/2017	1465	Thorburn Road	Site Preparation
17	17-229	08/03/2017	211-225	Nearys Pond Road	Subsidiary Apartment



# **BUSINESS ARISING**



# **PLANNING & DEVELOPMENT**



## **Planning and Development Committee Report**

**August 22<sup>nd</sup>, 2017**

**In Attendance:** Councillor Norm Collins (Chairperson)  
Deputy Mayor Gavin Will  
Ashley Mackinnon, Planning Technician  
Holly Duffett, Planning Technologist

**Also In Attendance:** Chris Milley, Town Manager/Engineer (Items # 1 & 2)

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**1. Civic # 390-396 Tolt Road – Accessory Building**

**Motion:** The Committee recommends that the application to construct an accessory building at Civic # 390-396 Tolt Road be granted approval in principle as per Appendix A: Tabled Report.

**2. Civic # 74-78 Olivers Pond Road – Accessory Building & Demolition**

**Motion:** The Committee recommends that the application to construct an accessory building and demolish an existing accessory building at Civic # 74-78 Olivers Pond Road be granted approval in principle as per Appendix A: Tabled Report.

**3. Civic # 20-30 Coadys Road – Cemetery Extension**

**Motion:** The Committee recommends that the application for a cemetery extension at Civic # 20-30 Coadys Road be granted approval in principle as per Appendix A: Tabled Report.

**4. Civic # 23-25 Hogans Pond Road – Finish Basement**

**Motion:** The Committee recommends that the application to finish the basement of an existing single dwelling at Civic # 23-25 Hogans Pond Road be granted approval in principle as per Appendix A: Tabled Report.

**5. Oceans Edge Residential Subdivision – Final Acceptance**

**Motion:** The Committee recommends that Council grant final acceptance of roads, public open space, and infrastructure within Stage I of the Ocean's Edge Residential Subdivision as per Appendix A: Tabled Report.

**6. Permits Issued**

There were twenty (20) permits issued from August 4<sup>th</sup> to August 17<sup>th</sup>, 2017 as per Appendix A: Tabled Report.

**Appendix A: Tabled Report  
August 22<sup>nd</sup>, 2017**

**Applications:**

**Item # 1:**

**Civic # 390-396 Tolt Road**

**Accessory Building**

**Zoning: Residential Medium Density (RMD) – Unserviced**

**The Committee recommends that the application for Civic # 390-396 Tolt 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 Medium Density.**

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

**Item # 2:**

**Civic # 74-78 Olivers Pond Road**

**Accessory Building & Demolition**

**Zoning: Residential Low Density (RLD) - Unserviced**

**The Committee recommends that the application for Civic # 74-78 Olivers Pond Road be granted approval in principle, permitting the construction of an accessory building and demolition of an existing 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 # 3:**

**Civic # 20-30 Coadys Road**

**Cemetery Extension**

**Zoning: Traditional Community (TC) – Unserviced**

**The Committee recommends that the application for Civic # 20-30 Coadys Road be granted approval in principle, permitting the extension of a cemetery. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), and Schedule C: Traditional Community.**

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

**Item # 4:**

**Civic # 23-25 Hogans Pond Road**

**Finish Basement**

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

**The Committee recommends that the application for Civic # 23-25 Hogans Pond Road be granted approval in principle, permitting the finishing of the basement within an existing dwelling. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 49 (Non-Conforming Use).**

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

**Discussion:**

**Item # 5:**

**Oceans Edge Residential Subdivision – Final Acceptance**

**The Committee recommends that Council grant final acceptance of roads, public open space, and infrastructure, as per Section 4.6 (Services and Works Vesting in the Town) of Residential Subdivision Agreement for Stage I of the Ocean's Edge Residential Subdivision (dated July 11<sup>th</sup>, 2012) as per legal documentation submitted to the Town by the Developer.**

**Permits Issued:**

**Item # 6:**

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	17-230	08/04/2017	32-34	Jera Street	Occupancy
2	17-231	08/08/2017	92-94	Beachy Cove Road	Demolition
3	17-232	08/08/2017	92-94	Beachy Cove Road	Accessory Building
4	17-233	08/08/2017	472	Dogberry Hill Road	Single Dwelling
5	17-234	08/08/2017	28-30	Jera Street	Accessory Building
6	17-235	08/10/2017	17-21	Hogans Pond Road	Single Dwelling
7	17-236	08/10/2017	171	Dogberry Hill Road	Weeping Tile Replacement
8	17-237	08/10/2017	631-639	Old Broad Cove Road	Demolition
9	17-238	08/10/2017	631-639	Old Broad Cove Road	Accessory Building
10	17-239	08/11/2017	32-34	Jera Street	Accessory Building
11	17-240	08/11/2017	119	Dogberry Hill Road	Well

12	17-241	08/11/2017	37-39	Anglican Cemetery Road	Occupancy
13	17-242	08/11/2017	16	Oceans Edge	Occupancy
14	17-243	08/14/2017	5-7	Woodland Drive	Accessory Building
15	17-244	08/14/2017	11	Willow Bend Close	Site Preparation
16	17-245	08/15/2017	152-154	Tuckers Hill Road	Dwelling Renovations
17	17-246	08/16/2017	11	Blagdon Hill	Occupancy
18	17-247	08/16/2017	11	Willow Bend Close	Single Dwelling
19	17-248	08/16/2017	40-46	Jera Street	Single Dwelling
20	17-249	08/16/2017	1312	Thorburn Road	Accessory Building



# **RECREATION & COMMUNITY SERVICES**

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

Staff: Dawn Sharpe, Director of Recreation and Community Services

**1. Lifestyle Centre**

Vigilant Management invited 5 Architects to submit proposals for the Lifestyle Centre concept design. The Recreation Committee were forwarded the evaluation commits for review. Recreation Director and Vigilant Management will interview 3 of the top Architects and bring back the results for committee to discuss.

**2. Wild Island Adventures**

The Recreation Committee discussed the Wild Island Adventures Academy and their request for usage of the Rainbow Gully Hut for their school program. Recreation Staff will discuss the conditions of an agreement, if one is set in place, and the rates that will be charged.

**3. MS Bike: St. John's**

The 5<sup>th</sup> Annual MS Bike is scheduled for Saturday, September 23<sup>rd</sup>. This one day event will see approximately 50 cyclist riding between Paradise and Torbay, including Portugal Cove – St. Philip's. A rest stop has been designated on Indian Meal Line. Recreation staff will contact the coordinator of the event to acknowledge that the Town supports their event in the community.

**4. Chase the Ace**

The Recreation Committee discussed an inquiry made by a group to host a Chase the Ace at the Recreation Centre to raise funds for the Lifestyle Centre. Further discussions will be had with the organization's representative and the Recreation Director. Details will be forwarded as they are presented.

**5. Community Grants**

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

**Motion:** Committee recommends that Council donate the Voisey's Brook Softball Field to the Northeast Jr Eagles Hockey Team for \$200 as a fund-raiser.



# **PUBLIC WORKS**



Public Works Committee

August 23, 2017

No Committee meeting held this week.

**1. Town Depot – Concept Design & Delivery Model - Update**

The draft Terms of Reference to undertake the concept design and delivery model for the proposed new Town Depot has been received from the Town's project manager, Vigilant Management, and is currently under review. Feedback is expected to be sent back to Vigilant by September 1, 2017. Once the document is finalized, it will be brought forward to Committee for review and approval.

**2. Newbury Street Update**

The coloured pedestrian pathway has been installed on Newbury Street, as well as the driving lane markings are under way. No parking signs are being installed in the area of the pedestrian pathway and the Town's enforcement officers will be notified to place this street on their list of patrols to ensure vehicles are not parking on the walkway and / or impeding driving lanes. Any infractions observed will be reported to the RNC.

**3. Thorburn Road Crosswalk – School Entrance**

Permission has been requested from the provincial Department of Transportation and Works to undertake the installation of a pedestrian crosswalk (asphalt markings only) and associated signage on Thorburn Road, east of the school entrance. Pending receipt of permission, this will be completed prior to school opening.

**4. Water Loss Control Program**

As per a previous motion of Council, the contract for the Water Loss Control Program was awarded to Hatch Engineering. A kick-off meeting was held on August 23, 2017. Data and drawings are being forwarded to the contractor to assist in their system modeling. A revised project schedule is being prepared by the contractor to reflect the inclusion of the wastewater system modelling.





# **ECONOMIC DEV., MARKETING & COMMUNICATIONS**



Economic Development, Marketing  
and Communications  
Report  
August 23, 2017

In attendance:

Councillor Aaron Facey  
Councillor Dave Bartlett  
Jeff Lawlor, Director Economic Development

**1. Regional Governance/ EngageNL**

The Town received correspondence from the Department of Municipal Affairs and Environment regarding public engagement opportunities on potential regional government in Newfoundland and Labrador. We will be promoting the upcoming public consultations, with our region scheduled for 7:00 pm on September 6<sup>th</sup> at Roncolli Elementary. They are asking those wishing to attend to register on [www.engagenl.ca](http://www.engagenl.ca).

**2. Service Level Review**

The surveys for businesses and staff will be completed on Tuesday, September 29<sup>th</sup>. The draft report identifying the 6 key service areas to be reviewed will be presented to Council prior to the next Committee meeting.

**3. Maggie's Place Development Plan**

The draft plan prepared by Tract Consulting will be presented to Council the week of August 28<sup>th</sup>. Following this a meeting will be planned with the Landowners of Work Package II to review the draft plan and garner their input.

**4. SAM Scholarship Presentation**

Prior to the Council meeting on September 29<sup>th</sup> the Town will award Ashley Davies-Marsh a scholarship on behalf of the Stewardship Association of

Municipalities. President of SAM Linda Bailet will be present for the presentation. In the fall of 2014, the Stewardship Association of Municipalities Inc. announced the creation of the "SAM Conservation Fund" in partnership with the TD Private Giving Foundation. A part of this fund has been dedicated to an annual scholarship to support post-secondary students who have demonstrated academic excellence and are interested in pursuing a career in the environmental sciences.

**5. PCSP Gardening Competition**

Murrays Horticultural will be on hand during the Council meeting of September 12<sup>th</sup> to present the awards to the winners of the 2017 Gardening Competition with Council.

**6. Meet the Candidate Night**

As part of the upcoming municipal elections, the Town will again host a "Meet the Candidates Night". It is scheduled for Wednesday, September 20<sup>th</sup> from 6:00pm to 8:00pm at the Recreation Centre.



# **ADMINISTRATION & FINANCE**



## **Administration & Finance Committee Report**

August 24, 2017 - 9:00 a.m.

In attendance: Chairperson, Deputy Mayor Will  
Councillor Facey  
Staff: Tony Pollard, Director of Financial Operations  
Claudine Murray, Deputy Town Clerk

### **1. Accounts for Payment**

**MOTION:** Committee recommends that Council approve payment of regular accounts in the amount of \$102,496.98 and capital accounts in the amount of \$106,612.94 for a total of \$209,109.92 as tabled.

### **2. Tax Deferral Policy**

A policy has been developed to assist residents with a low household income. The deferral of taxes will offer households making less than a combined total of \$20,000 a full deferral with no interest. The maximum household income amount eligible for a deferral rate will be \$40,000.

**MOTION:** Committee recommends that Council approve the Low Income Tax Policy as tabled.

### **3. Meadow Heights Recovery rates**

In combination with the adopted Water & Sewer Capital Works Recovery Policy, the recovery allocations for the Meadow Heights water and sewer project are recommended for approval by Council as follows:

**MOTION:** Committee recommends that Council approve Meadow Heights water and sewer recovery cost at a rate of \$1.75 per m<sup>2</sup> with a stub improvement assessment of \$972.01 per stub and a main improvement assessment of \$37.02 per meter in accordance with the Water & Sewer Capital Works Recovery Policy.

### **4. Provincial Surplus MYCW funds**

It was thought that the province has some surplus funds left over from MYCW allocations provincially. It was suggested we touch base with DMAE to see if we could avail of any of the surplus that may remain. Further discussion with Department of Municipal Affairs and Environment is required.

### **5. Approval Letter from DMAE**

Correspondence from DMAE was received on August 22, 2017 granting approval to award the Household Water Meter Installation project to Neptune Technology Group (Canada) Ltd.

**6. Staff Issue**

A resolution to a long outstanding staffing issue has been put forward and the committee recommends that the settlement be accepted as proposed and recommended by legal counsel .

**MOTION:** Committee recommends that Council accept the settlement offer proposed in the amount of \$28,000.

**7. Revised Capital investment Plans for Dogberry and Portugal Cove road walkability projects**

The CIP's submitted for Gas Tax funding for the Dogberry and Portugal Cove walkway projects need to be updated. The Director of Financial Operations will revise the plans for Council approval and submission.

**8. Change Order Portugal Cove walkway**

A change order has been presented for the Portugal Cove walkway Project in the amount of \$79,649.35 including HST. The order has two parts one for the painting of the walkway , previously approved by council in the amount of \$55,770 and an amount for necessary excavation not considered originally , in the amount of \$13,490.30 both plus HST

**MOTION:** Committee recommends that Council approve change order #1 on the amount of \$79,649.35 HST included.

# Accounts for Payment - August 22, 2017

## REGULAR ACCOUNTS:

13248	8/1/2017	City of St. John's Landfill use - July	\$	9,252.53
RW 201707-4	8/3/2017	City of St. John's Water consumption - July	\$	35,794.37
M34412	8/10/2017	Everbridge Annual - mass communications support	\$	6,500.00
I-22825	8/10/2017	Traffic Logix Corp. Mobile traffic sign	\$	10,808.85
177117	4/13/2017	Triware Technologies Inc. Annual IT maintenance contract	\$	11,483.90
178040	5/29/2017	Triware Technologies Inc. Computer equipment - library, commissionaires, boardroom	\$	8,891.23
3558280893	8/8/2017	Xylem Canada Company Emergency repairs to lift station pumps-st. philip's	\$	7,191.50
3558280892	8/8/2017	Xylem Canada Company Emergency repairs to lift station pumps-st. philip's	\$	7,191.54
3558280359	7/28/2017	Xylem Canada Company svr feed pump SP Plant (repair spare pump)	\$	5,383.06
TOTAL REGULAR ACCOUNTS:			\$	<u>102,496.98</u>

## CAPITAL ACCOUNTS:

pymt#1	7/31/2017	Farrell's Excavating Ltd. Neary's Pond Road project	\$	63,417.49
pymt#1Newbury	8/17/2017	Pyramid Construction Ltd. Claim 1-Newbury Street pedestrian walkway	\$	21,735.00
958	7/31/2017	Vigilant Management Inc. MYCW-Neary's Pond Road	\$	5,100.25
957	7/31/2017	Vigilant Management Inc. MYCW-Meadow Heights	\$	5,338.88
956	7/31/2017	Vigilant Management Inc. Dogberry hill sidewalks	\$	11,021.32
TOTAL CAPITAL ACCOUNTS:			\$	<u>106,612.94</u>

**GRAND TOTAL:** \$ 209,109.92

**Town of Portugal Cove-St.Philips**  
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Number	Issued		Amount	SC	Status	Status Date
045632	08/08/2017	Grand Concourse Authority	<b>284,004.65</b>	A/P	OUT-STD	08/08/2017
	17047	Rainbow gully community garden	13,865.50			
	17052	rainbow gully softball field lighting	270,139.15			
045633	08/10/2017	Acklands - Grainger Inc.	<b>1,730.38</b>	A/P	OUT-STD	08/10/2017
	9512075376	SCBA testing	1,730.38			
045634	08/10/2017	Afonso Group	<b>1,086.75</b>	A/P	OUT-STD	08/10/2017
	20789	Clean out Culvert Golden Dawn Dr	1,086.75			
045635	08/10/2017	Apex Const. Specialities Inc.	<b>586.50</b>	A/P	OUT-STD	08/10/2017
	245404	Ballard covers for town hall	586.50			
045636	08/10/2017	Babb Lock & Safe Company Ltd.	<b>24.15</b>	A/P	OUT-STD	08/10/2017
	106202	locks for sign gates	24.15			
045637	08/10/2017	Carrigans Lawn Mowing & Junk Removal	<b>200.00</b>	A/P	OUT-STD	08/10/2017
	21	mowing grass @ school	200.00			
045638	08/10/2017	Catherine Hooper	<b>19.08</b>	A/P	OUT-STD	08/10/2017
	mileage2	mileage claim-green team	19.08			
045639	08/10/2017	Chris Neary	<b>100.48</b>	A/P	OUT-STD	08/10/2017
	Travel claim	travel claim-training may30/31,jul26/27	100.48			
045640	08/10/2017	Construction Signs	<b>483.00</b>	A/P	OUT-STD	08/10/2017
	34231	glass beads for rd paint	483.00			
045641	08/10/2017	Corporate Express	<b>313.48</b>	A/P	OUT-STD	08/10/2017
	45093110	calendar, legal folders	176.79			
	45101385	chair mat, tape gun	136.69			
045642	08/10/2017	Dan Pickett	<b>81.82</b>	A/P	OUT-STD	08/10/2017
	Reimb-Twinrix	Reimb-Twinrix	81.82			
045643	08/10/2017	Dream Parties NL	<b>230.00</b>	A/P	OUT-STD	08/10/2017
	00352	belle/batman performance-day camp	230.00			
045644	08/10/2017	Elyse Sparkes	<b>80.78</b>	A/P	OUT-STD	08/10/2017
	031741	reimb-library supplies	80.78			
045645	08/10/2017	Emco Supply	<b>765.56</b>	A/P	OUT-STD	08/10/2017
	12613124-00	curb stops & boxes x 12	765.56			
045646	08/10/2017	EXP. Services Inc.	<b>1,993.03</b>	A/P	OUT-STD	08/10/2017
	384644	Healeys Pond Cres	1,633.44			
	384645	17-19 Hibbs Place-dev appl review	359.59			
045647	08/10/2017	Frederick Hollett	<b>2,645.00</b>	A/P	OUT-STD	08/10/2017
	Jul23-Jul29	FD Consultations Jul23-29	1,408.75			
	Jul30-Aug5	FD consultations Jul30-Aug5	1,236.25			
045648	08/10/2017	GCR Tire Centers	<b>2,738.14</b>	A/P	OUT-STD	08/10/2017
	931-59975	Replacement tires for Unit #38 - Compactor	2,008.19			
	931-60099	Unit 22 flat repair	247.13			
	931-60100	Replacement tires for Unit #33 - Jeep	482.82			
045649	08/10/2017	Greg Brockerville	<b>310.76</b>	A/P	OUT-STD	08/10/2017
	Jul26-Aug16	lifeguard services - day camp jul26-aug16	150.00			
	Lifeguard	Lifeguard services - youth camp	160.76			
045650	08/10/2017	Home Depot	<b>1,110.51</b>	A/P	OUT-STD	08/10/2017
	3450281	concrete patch & paint	83.54			
	3460156	door latch, package of screws	63.52			
	4450272	paint for skate park & railing, electrical cord	223.87			
	4460479	leaf blower for playgrounds	283.99			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified



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Number	Issued		Amount	SC	Status	Status Date
	8450250	ladder-depot	292.10			
	8450251-	supplies to install air cond unit in FD	16.84			
	8460294	4 sheet plywood - PW	146.65			
045651	08/10/2017	Irving Oil Limited	<b>864.00</b>	A/P	OUT-STD	08/10/2017
	835588	Gas	864.00			
045652	08/10/2017	Jackie Tucker	<b>1,425.00</b>	A/P	OUT-STD	08/10/2017
	Jun-Jul	cleaning services Jun-Jul	1,425.00			
045653	08/10/2017	Kent Building Supplies	<b>703.83</b>	A/P	OUT-STD	08/10/2017
	15207633	Paint and supplies for Soccer Container in \	217.28			
	15209371	fascia snips, nails, roofing, small mallet, gar	98.84			
	15224265	screws and chain - repairs garbage contain	24.67			
	15251108	plumbing material for voisey brook shack	330.74			
	1654951	6x6 post for replacement in Thorburn Wood	32.30			
045654	08/10/2017	Lisa Daly	<b>50.00</b>	A/P	OUT-STD	08/10/2017
	08012017	archeology dig-day camp	50.00			
045655	08/10/2017	Little Ray's Reptile Zoo Inc.	<b>290.00</b>	A/P	OUT-STD	08/10/2017
	000-2017	reptile show-day camp	290.00			
045656	08/10/2017	Madsen Construction Equipment	<b>383.22</b>	A/P	OUT-STD	08/10/2017
	5006986	maint supplies backhoe-unit 36	383.22			
045657	08/10/2017	Martins Fire Safety Ltd.	<b>253.00</b>	A/P	OUT-STD	08/10/2017
	72603	extinguisher maint-FD	253.00			
045658	08/10/2017	Meaghan Brooker	<b>30.00</b>	A/P	OUT-STD	08/10/2017
	08242017	lifeguard service - murrays pond aug24	30.00			
045659	08/10/2017	Murray's Garden Centre &	<b>505.99</b>	A/P	OUT-STD	08/10/2017
	12423	175cm White Spruce Tree	505.99			
045660	08/10/2017	Museum Association of Nf. & Lab.	<b>130.00</b>	A/P	OUT-STD	08/10/2017
	774	MANL two day workshop-heritage	130.00			
045661	08/10/2017	Newfoundland Distributors Ltd.	<b>100.95</b>	A/P	OUT-STD	08/10/2017
	30248747	bolts playground equip, cable ties	80.11			
	37799	plow bolt & nut	20.84			
045662	08/10/2017	Newfound Disposal Systems Ltd.	<b>52.92</b>	A/P	OUT-STD	08/10/2017
	0000517631	paper recycling	52.92			
045663	08/10/2017	Newfoundland Exchequer	<b>150.00</b>	A/P	OUT-STD	08/10/2017
	CrownLands	Crown Lands-Fanny Goff Monument	150.00			
045664	08/10/2017	Parts for Trucks	<b>460.77</b>	A/P	OUT-STD	08/10/2017
	40390574-00	speed dry	317.40			
	40394439-00	vehicle supplies-FD	143.37			
045665	08/10/2017	Paul James Merlo	<b>100.00</b>	A/P	OUT-STD	08/10/2017
	082217	Breakdancing workshop-day camp	100.00			
045666	08/10/2017	Pik-Fast Express Inc.	<b>113.85</b>	A/P	OUT-STD	08/10/2017
	DC-1270	courier service	113.85			
045667	08/10/2017	Provincial Fence Products Ltd.	<b>28.75</b>	A/P	OUT-STD	08/10/2017
	13376	chainlink for drag for RG field	28.75			
045668	08/10/2017	Richard Murphy	<b>1,293.75</b>	A/P	OUT-STD	08/10/2017
	Jul31-Aug6	FD Consultations Jul31-Aug6	1,293.75			
045669	08/10/2017	Rideout Tool and Machine Inc.	<b>52.79</b>	A/P	OUT-STD	08/10/2017
	1589492	2 Pressure Guages	52.79			
045670	08/10/2017	Rowsell Appleby Newton Engineering Inc.	<b>1,610.00</b>	A/P	OUT-STD	08/10/2017
	16-067-0717	ventilation - town hall	1,610.00			

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045671	08/10/2017 Royal Freightliner 50673F cab air bag unit 32	103.94 103.94	A/P	OUT-STD	08/10/2017
045672	08/10/2017 SaltWire Network Inc. TM00003304 job ad-mun general worker	451.57 451.57	A/P	OUT-STD	08/10/2017
045673	08/10/2017 SME 043630 container rental	460.00 460.00	A/P	OUT-STD	08/10/2017
045674	08/10/2017 Telelink Call Centre C9139-1706 phone answering service C9139-1708 phone answering system	1,097.01 444.81 652.20	A/P	OUT-STD	08/10/2017
045675	08/10/2017 Terra Nova Motors Ltd. 353603 Unit #34 - electircal switch box	56.34 56.34	A/P	OUT-STD	08/10/2017
045676	08/10/2017 Town of Torbay 2017142482 Commissionaires - Apr9-22 2017142484 Commissionaires - Apr23-May6 2017143096 Commissionaires - May7-20 2017143999 Commissionaires - May 21-Jun3 2017144000 Commissionaires - Jun 4-17 2017144492 commissionaires Jun18-jul1 2017144535-537 dance play workshop,high five training(day	28,074.00 3,920.00 5,152.00 4,500.00 4,480.00 4,480.00 5,152.00 390.00	A/P	OUT-STD	08/10/2017
045677	08/10/2017 Tract Consulting Ltd. PCSP-1635-WP1-A1-01 Municipal Plan Amendments One (Maggies PCSP-1635-WP1-A2-01 Municipal Plan Amendments Two (Maggies	4,425.20 979.80 3,445.40	A/P	OUT-STD	08/10/2017
045678	08/10/2017 Valero Energy Inc. 4111434231 Diesel	1,485.69 1,485.69	A/P	OUT-STD	08/10/2017
045679	08/10/2017 Vigilant Management Inc. 955 water metering project 959 Strategic Plan support 960 Road maintenance package 961 healeys pond cres 962 newbury street walkway 964 Water loss program 965 Clean water & wastewater fund application- 966 Lifestyle Center	7,303.95 2,580.32 1,201.75 80.50 560.63 833.75 1,012.00 333.50 701.50	A/P	OUT-STD	08/10/2017
045680	08/10/2017 Department of Finance HAPSET Jul17 HAPSET Jul17	5,200.01 5,200.01	A/P	OUT-STD	08/10/2017
045681	08/10/2017 CIBC Mellon Jul17 Pension contr Jul17	12,868.25 12,868.25	A/P	OUT-STD	08/10/2017
045682	08/10/2017 CIBC Mellon 3312-0000 CIBCM002 Pension Cont EE portion Jul17	10,294.60 10,294.60	G/L	OUT-STD	08/10/2017
045683	08/10/2017 N.A.P.E. 3313-0000 N.A.P001 Union dues Jul17 N.A.P.E.	1,806.56 1,806.56	G/L	OUT-STD	08/10/2017
045684	08/10/2017 Jeremy & Dana Meadus 5090-6100 MEADJ001 Refund-Summer program-doc	120.00 120.00	G/L	OUT-STD	08/10/2017
045685	08/10/2017 Martin, Deon	240.00	A/R	OUT-STD	08/10/2017
045686	08/11/2017 Corporate Express 45115504 Ink cartridges, clips	175.93 175.93	A/P	OUT-STD	08/11/2017
045687	08/11/2017 Executive Coffee 0000184391 coffee	106.55 106.55	A/P	OUT-STD	08/11/2017
045688	08/11/2017 G.A. Isenor Consulting Limited	1,955.00	A/P	OUT-STD	08/11/2017

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	631	Water metering project	1,955.00			
045690	08/17/2017 City of St. John's		<b>31,184.52</b>	A/P	OUT-STD	08/17/2017
	RW 201706-4	water consumption Jun17	31,184.52			
045691	08/17/2017 Dwayne Abbott		<b>209.92</b>	A/P	OUT-STD	08/17/2017
	Jul24-Aug4	Mileage Claim-Jul24-Aug4	209.92			
045692	08/17/2017 EXP. Services Inc.		<b>19,091.57</b>	A/P	OUT-STD	08/17/2017
	383367	Portugal Cove sidewalks	8,169.00			
	384358	Thorburn rd/dogberry hill rd sidewalks	10,922.57			
045693	08/17/2017 Frederick Hollett		<b>1,495.00</b>	A/P	OUT-STD	08/17/2017
	Aug6-12	Fd Consultations - Aug 6-12	1,495.00			
045694	08/17/2017 Gilbert Squires		<b>2,300.00</b>	A/P	OUT-STD	08/17/2017
	103468	landscape work rainbow gully field	2,300.00			
045695	08/17/2017 Modern Paving Ltd.		<b>250,154.79</b>	A/P	OUT-STD	08/17/2017
	2	paving/sidewalks-dogberry hill/thorburn-jun1	250,154.79			
045696	08/17/2017 Pyramid Construction		<b>22,029.14</b>	A/P	OUT-STD	08/17/2017
	CP#3-Holdback	Release of holdback - spurrells rd bridge	22,029.14			
045697	08/17/2017 Richard Murphy		<b>1,322.50</b>	A/P	OUT-STD	08/17/2017
	Aug7-13	Fd consultations - Aug7-13	1,322.50			
045698	08/18/2017 Glenn Hunt		<b>268,006.14</b>	G/L	OUT-STD	08/18/2017
	3305-0000	Refund-Phase I warranty Glenn Hunt	76,869.08			
	7584-7200	Lift station Cost Share-Oceans Glenn Hun	49,693.44			
<b>Cheque Totals Issued:</b>			<b>979,121.07</b>			
<b>Void:</b>			<b>0.00</b>			
<b>Total Cheques Generated:</b>			<b>979,121.07</b>			
<b>Total # of Cheques Listed:</b>			<b>66</b>			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

## **Low Income Tax Policy: Tax Deferral and Interest Exemption**

Portugal Cove St. Philip's residents whose combined **household income** is less than \$40,000 will be eligible for interest exemption on their principal place of residence. No interest will be charged commencing the time eligibility for low-income exemption is first established.

The water and sewer tax plus a portion of the property tax based on household income must be paid, the remainder will be deferred.

A full deferral will be granted to households with an income of \$20,000 or less. The deferral amount will be reduced by 5% for each \$1,000 of income earned over \$20,000 to a maximum of \$40,000. For residents whose household income is greater than \$40,000 a written statement from a credit counsellor stating the resident's capacity to pay, may serve as a basis for tax deferral.

All taxes owing, including amounts deferred, and unpaid at the time a property is sold or transferred will become due immediately upon sale or transfer by the owner.

Eligibility for interest exemption and tax deferral will be **reviewed annually** and will require proof of income in the form of the Canada revenue Agency's income tax assessment of the prior year. Failure to pay will result in interest charges and collection activities being reinstated.

Adopted by Council:  
August 29, 2017



# **CORRESPONDENCE**

**Council Correspondence for August 14-25, 2017**

<b>RECEIVED</b>	<b>CONTRIBUTOR</b>	<b>REGARDING</b>	<b>DISTRIBUTION</b>
August 17, 2017	Resident	Recreation facilities and Daycare	All Staff and Council
August 17, 2017	Team NL Darts	Thank you	All Staff and Council
August 22, 2017	Department of Municipal Affairs and Environment	Response to Proposal - Clean Water & Wastewater Fund – Household Water Meter Installation – Project No 17-CWWF-17-00034	Sent to AF Cmte
August 22, 2017	Department of Municipal Affairs and Environment	A circular on Regional Government Public Consultations from the Honourable Eddie Joyce, Minister of Municipal Affairs and Environment	Sent to EDMC Cmte
August 24, 2017	Town of Holyrood	Proposed St. John's Urban Region Regional Plan Amendment	Sent to PD Cmte

**From:** [REDACTED] [mailto:[REDACTED]]  
**Sent:** Thursday, August 17, 2017 3:12 PM  
**To:** pcsp  
**Cc:** Aaron Facey; Gavin Will  
**Subject:** Recreation facilities and Daycare

Dear Mayor & Council:

I am compelled to comment on two areas of the town we have had the pleasure of encountering this year.

a) We spend a fair amount of time at both the Voiseys Brook and Rainbow Gully recreational facilities both at the sports facilities and walking trails. Your staff are to be complimented for the clean and prepared state of the facilities at all times. We have walked the trails and attended the sports facilities at different times of the day. The grounds are always kept clean (except for the occasional doggy do that is a product of careless pet owners) and in a state of readiness for the next upcoming event. The employees are always active and hard at work. It is apparent they take pride in their facilities and doing a good job. They are to be congratulated and urged to maintain their sense of pride and dedication.

b) Your day care (CAMP) program at Beachy Cove is excellent. We have been back and forth there at various times picking up our grandsons and had many opportunities to observe the decorum and activities on the premises. The children were very much behaving themselves, it was almost unbelievable the decorum maintained with such a large crowd. The youth leaders were exceptional and respectful of not only the parents but the children and each other as well. The programs had total involvement of the children; it appeared to my wife and I; both inside and outside. Whoever picked the leaders and adopted the program is to be congratulated, it is of superior quality and one that can serve as an example for any such program.

Please pass our congratulations along to your employees involved as well as the camp leaders and directors. Keep up the good work all. We are proud of your commitment to the Town that is evident in the product of your effort. As seniors it not only leaves us with a feeling of pride of the facilities our taxes help to maintain and of our town, but also says we are in good stead for the future as these employees and youth are our leaders of tomorrow.

Thank you and enjoy the balance of your summer

[REDACTED]

Telephone 709 [REDACTED]

Email [REDACTED]



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T O D A Y

Just a little note...





a Town of Portugal Cove St. Phillips.

Thankyou for your support over the past 13 years. Team NL Darts had a very successful year at the Nationals in New Brunswick this past June coming in 3rd with a very close race. We came in third getting the bronze medals with 279 points, 2nd place had 280 and first had 288 points. Very close race for sure. I had a few personal achievements coming out 1st in the ladies singles in my round robin to advance a few more rounds. In a special event called the Noddy Cup our NL Ladies got gold medals and our NL men got the Bronze. Over all a fantastic 8 days of darts, seeing old friends and making some new ones. Looking forward to next year for sure.

SANDRA Squires

St. Phillips

...but it comes

with great big

thanks!



# **NEW/GENERAL/ UNFINISHED BUSINESS**



# **AGENDA ITEMS/ NOTICE OF MOTIONS**