



Public Council Meeting
Tuesday, September 12, 2017 At 5:00 Pm
Location: Council Chambers

1. Call of Meeting to Order
2. Adoption of Agenda for September 12, 2017
3. Delegations/Presentations
4. Adoption of Minutes of August 29, 2017
5. Business Arising From Minutes
6. Committee Meeting Reports
 - A) Planning & Development Committee Agenda:
 - 1) Civic # 65-67 Maggies Place – Single Dwelling
 - 2) Civic # 109-131 Witch Hazel Road – Single Dwelling
 - 3) Civic # 51-53 Nearys Pond Road – Demolition & Single Dwelling
 - 4) Civic # 1208-1218 Thorburn Road – Accessory Building
 - 5) Civic # 35 Bradburys Road – Demolition & Accessory Building
 - 6) Civic # 1573-1577 Portugal Cove Road – Business
 - 7) Civic # 1519-1523 Thorburn Road - Business
 - 8) Town Of Holyrood – Proposed Amendment To The St. John's Urban Region Regional Plan
 - 9) Civic # 390-396 Tolt Road – Variance Request
 - 10) Civic # 265-267 Tolt Road – Condition Of Building
 - 11) Civic # 34 Olivers Pond Place – Proposed Business
 - 12) Permits Issued From August 4th To August 17th, 2017
 - B) Recreation/Community Services Agenda:
 - 1) ROW Indian Meal Line
 - 2) PCSP Intermediate – Students In The Park
 - 3) Community Grants
 - C) Public Works Updates:
 - 1) Healeys Pond Crescent Intersection Improvements Tender
 - 2) Town Depot – Concept Design & Delivery Model – Project Charter
 - 3) Replacement Sensors - Wastewater Treatment Plant (Portugal Cove)
 - 4) Discussion Items
 - i. Illegal Sewage Dumping
 - ii. Tender – Sidewalk Snow Removal / Multi-Purpose Unit
 - iii. Crosswalk Thorburn Road School Entrance
 - iv. Street Lighting – Thorburn Road

D) Economic Development, Marketing & Communications Agenda:

- 1) Service Level Review
- 2) Maggies Place Development Plan
- 3) Meet The Candidate Night
- 4) Chamber Of Commerce Event
- 5) Letter Of Support

E) Protective Services Agenda:

- No Meeting Held

F) Administration and Finance Agenda:

- 1) Accounts For Payment
- 2) Water & Sewer Local Improvement Assessment And Levy Payment Options
- 3) Council Meeting Before The Elections
- 4) Town Manager Evaluation
- 5) ATIPPA Update
- 6) Audit RFP
- 7) Revised Capital Investment Plan - Dogberry Sidewalks
- 8) Correspondence Regarding Airport Privatization
- 9) Recommendations For The Carried Forward List
 - i. Water & Sewer Regulations
 - ii. Non-Profit Tax Exemption Policy
 - iii. Remaining Gas Tax Funds Allocation Analysis
 - iv. Council Meeting Software

G) Other Reports

7. Correspondence

- Correspondence Received From August 28 To September 12, 2017

8. New/General/Unfinished Business

- Maggies Place Development Plan
- Service Level Review

9. Agenda Items/Notice of Motions Etc.

10. Adjournment



DELEGATIONS / PRESENTATIONS



MINUTES



TOWN OF PORTUGAL COVE-ST. PHILIP'S

August 29, 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
	Tony Pollard
Director of Financial Operations	Dawn Sharpe
Director of Recreation/Comm. Service	
Director of Economic Development,	
Marketing and Communications	Jeff Lawlor
Public Works Coordinator	Linda Newhook
Planning Technician	Ashley MacKinnon
Deputy Town Clerk	Claudine Murray

Mayor Tucker called the meeting to order and welcomed the gallery of 22 persons in attendance, as well as the special guests in attendance, including the Canada Games athletes and MHA David Brazil.

ADOPTION OF AGENDA

Motion: Hanlon/Will
2017-391 Resolved that the Agenda dated August 29, 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 could not attend last Council meeting) who participated in the 2017 Canada Games with certificates of congratulations from both the Town and the Province.
- The Mayor proclaimed September 10-16, 2017 as Sexual Violence Awareness Week in Portugal Cove – St. Philip's.

ADOPTION OF MINUTES

Motion: Will/Bartlett
2017-392 Resolved that the minutes of August 15, 2017 be adopted as circulated.
Carried Unanimously

BUSINESS ARISING

- Neary's Pond Road project is about half way through the project, curb and gutter is starting, end of September is the expected completion date
- Meadow Heights is still scheduled to complete near the end of November but the project has slowed due to excess rocks. Paving may be deferred to spring of 2018
- Dogberry Hill/Thorburn Road is complete except for sod replacement and two culvert deficiencies to be addressed
- Newberry Street as a whole is complete
- Portugal Cove Road walkway is complete except for the colored paving, which has been ordered
- Healeys Pond tenders are closing today
- Lights have been installed on the soccer and softball fields. The tuff for the soccer field expansion is due in next week
- Chesley Van Heights trail connection work has started in Voisey's Park
- Audit service RFP closed last week and evaluation is ongoing
- Deputy Returning Officers and Poll Clerk training occurred last week and will be offered again on September 11th.
- Nomination day is Thursday September 31 at the Town Hall

COMMITTEE REPORTS

Planning & Development Report of August 22, 2017– presented by Councillor Collins

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

Motion: Collins/Bartlett
2017-393 Resolved 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.
Carried Unanimously

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

Motion: Collins/Will
2017-394 Resolved 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.
Carried Unanimously

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

Motion: Collins/Facey
2017-395 Resolved that the application for a cemetery extension at Civic # 20-30 Coadys Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously
The Mayor noted there is no need to apply to extend the cemetery across the road whereas the land has already been consecrated many years ago. Council decided the application gives peace of mind and to proceed with the motion.

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

Motion: Collins/Bartlett
2017-396 Resolved 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.
Carried Unanimously

5. Oceans Edge Residential Subdivision – Final Acceptance

Motion: Collins/Will
2017-397 Resolved 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.
Carried Unanimously

6. Permits Issued

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

Rec. & Comm. Services Committee Report for August 24, 2017 - presented by Councillor Facey

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 5th Annual MS Bike is scheduled for Saturday, September 23rd. 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: Facey/Hanlon
2017-398 Resolved that Council donate the Voisey's Brook Softball Field to the Northeast Jr Eagles Hockey Team for \$200 as a fund-raiser.
Carried Unanimously

Public Works Committee Report for August 23, 2017 - presented by Councillor Bartlett

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 Development, Marketing & Communications Report for August 23, 2017 – presented by Councillor Butler

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 6th at Roncolli Elementary. They are asking those wishing to attend to register on www.engagenl.ca.

2. Service Level Review

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

3. Maggies Place Development Plan

The draft plan prepared by Tract Consulting will be presented to Council the week of August 28th. 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 29th the Town will award Ashley Davies-Marsh a scholarship on behalf of the Stewardship Association of Municipalities. President of SAM Linda Baitel 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 12th 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 20th from 6:00pm to 8:00pm at the Recreation Centre.

Protective Services Committee – no meeting held

Admin. and Finance Committee Report of August 24, 2017 - presented by Deputy Mayor Will

1. Accounts for Payment

Motion: Will/Facey
2017-399 Resolved 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.
Carried Unanimously

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: Will/Facey
2017-400 Resolved that Council approve the Low Income Tax Policy as tabled.
Carried Unanimously

It was noted upon Town approval, taxes can be deferred until homeowners are in a better financial situation or have a sale of property.

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: Will/Facey
2017-401 Resolved that Council approve Meadow Heights water and sewer recovery cost at a rate of \$1.75 per m² 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.
Carried Unanimously

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 ongoing.

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: Will/Facey
2017-402 Resolved that Council accept the settlement offer proposed in the amount of \$28,000.
Carried Unanimously

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: Will/Facey
2017-403 Resolved that Council approve change order #1 on the amount of \$79,649.35 HST included.
Carried Unanimously

CORRESPONDENCE

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
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

NEW/GENERAL/UNFINISHED BUSINESS**1. Municipal Plan Amendment – presented by Deputy Mayor Will**

Note: Councillor Collins left the meeting prior to discussion of Item # 1 and Deputy Mayor Will presented item #1

Motion: Will/Collins
 2017-404 Resolved that Council amend its Municipal Plan, and request an amendment to the St. John's Urban Region Regional Plan, to change the designations of land located between Neary's Pond Road and Old Broad Cove Road in relation to the establishment of a Residential Development scheme Area in the vicinity of Maddie's Place and as identified in the tabled mapping.

Carried Unanimously

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

2. Access Row on Jera Street and Indian Meal Line

Deputy Mayor Will noted that additional communication could have been given to the land owners of the ROW on Indian Meal Line that Council is trying to acquire.

The Director of Recreation and Community Services will contact Inspiration Enterprises via email and let them know that negotiations are ongoing and Council has not made a final decision on the purchase.

3. Peter Young

Mayor Tucker informed Council that Peter Young, the first Deputy Mayor of the Town of St. Philip's passed away. Council shared fond memories of Mr. Young.

4. Mayor Tucker

Deputy Mayor Will thanked Mayor Tucker for serving this past 4 years as Mayor of Portugal Cove – St. Philip's and for his 20 years of service with the Town.

ADJOURNMENT

Motion: Will/Collins
2017-405 Resolved that this meeting be adjourned. Time is 6:07pm.
Carried Unanimously

Moses Tucker, Mayor

Claudine Murray, Deputy Town Clerk

Appendix A – Planning and Development Committee Report
Appendix B – PCSP Municipal Plan Amendment Map
Appendix C – St. John's Urban Region Regional Plan Amendment Map

**Appendix A: Tabled Report
August 22nd, 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 11th, 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

Town of Portugal Cove - St. Philips Municipal Plan Amendment No. __, 2017

- From "Agriculture" to "Residential Development Scheme Area"
- From "Agriculture" to "Mixed Use"
- From "Agriculture" to "Residential"
- From "Mixed Use" to "Residential Development Scheme Area"
- From "Residential" to "Mixed Use"
- From "Residential" to "Residential Development Scheme Area"
- From "Protected Watershed" to "Residential Development Scheme Area"
- From "Agriculture" to "Protected Watershed"

Dated at Portugal Cove-St. Philips
This __ day of __, 2017

Mayor

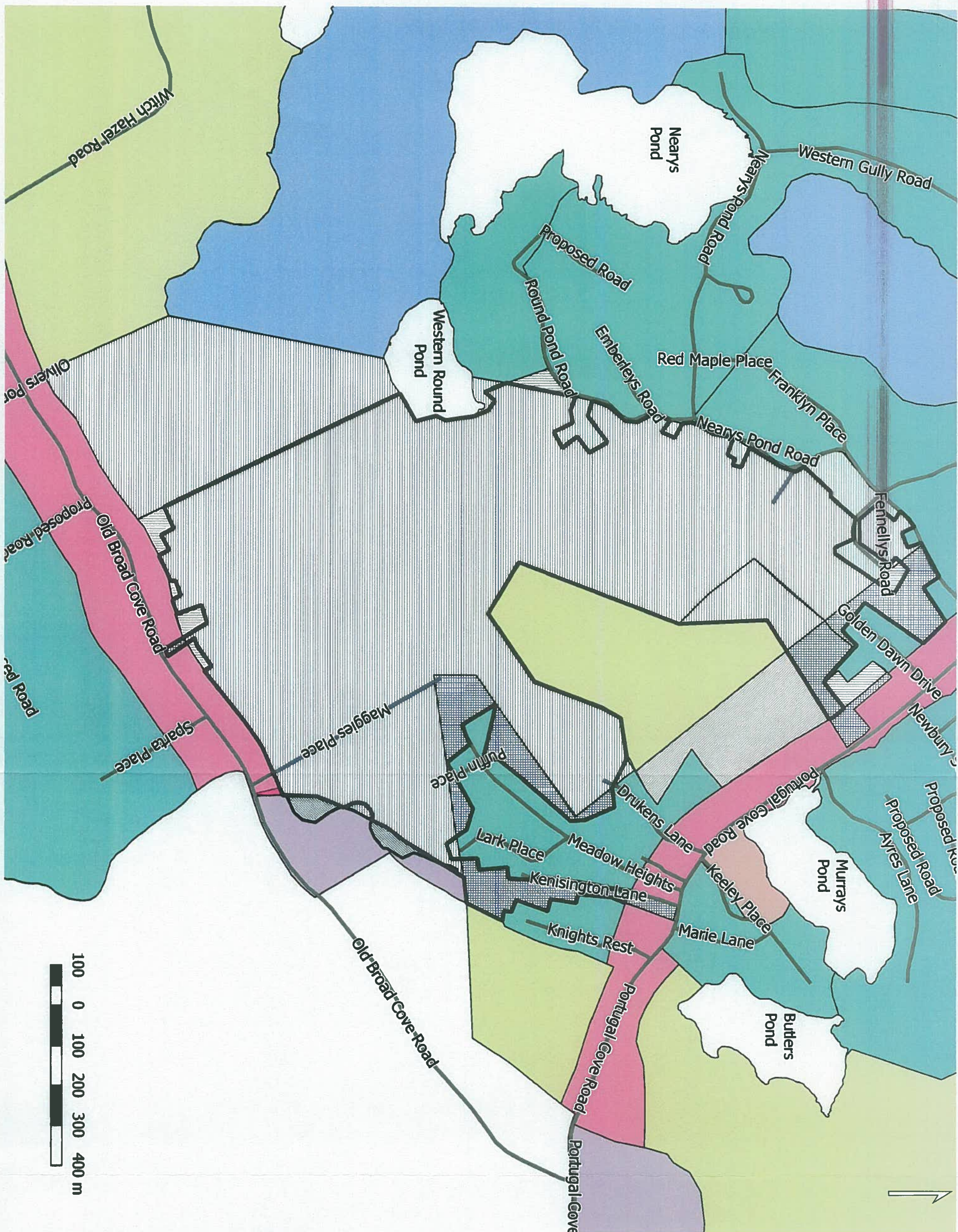
Town Manager

I CERTIFY THAT THE DEVELOPMENT REGULATIONS AMENDMENT HAS BEEN PREPARED IN ACCORDANCE WITH THE REQUIREMENTS OF THE URBAN AND RURAL PLANNING ACT, 2000.

Anna Myers, MCIP

Legend

- Future Land Use Zones
- Agriculture
- Mixed Use
- Protected Watershed
- Recreational Open Space
- Residential
- Residential Development Scheme Area



St. John's Urban Region Regional

Plan

Amendment No. __, 2017



From "Rural" to "Urban Development"



From "Rural" to "Watershed Protection"



From "Watershed Protection" to "Urban Development"

Dated at Portugal Cove-St. Philips
This __ day of __, 2017

Mayor

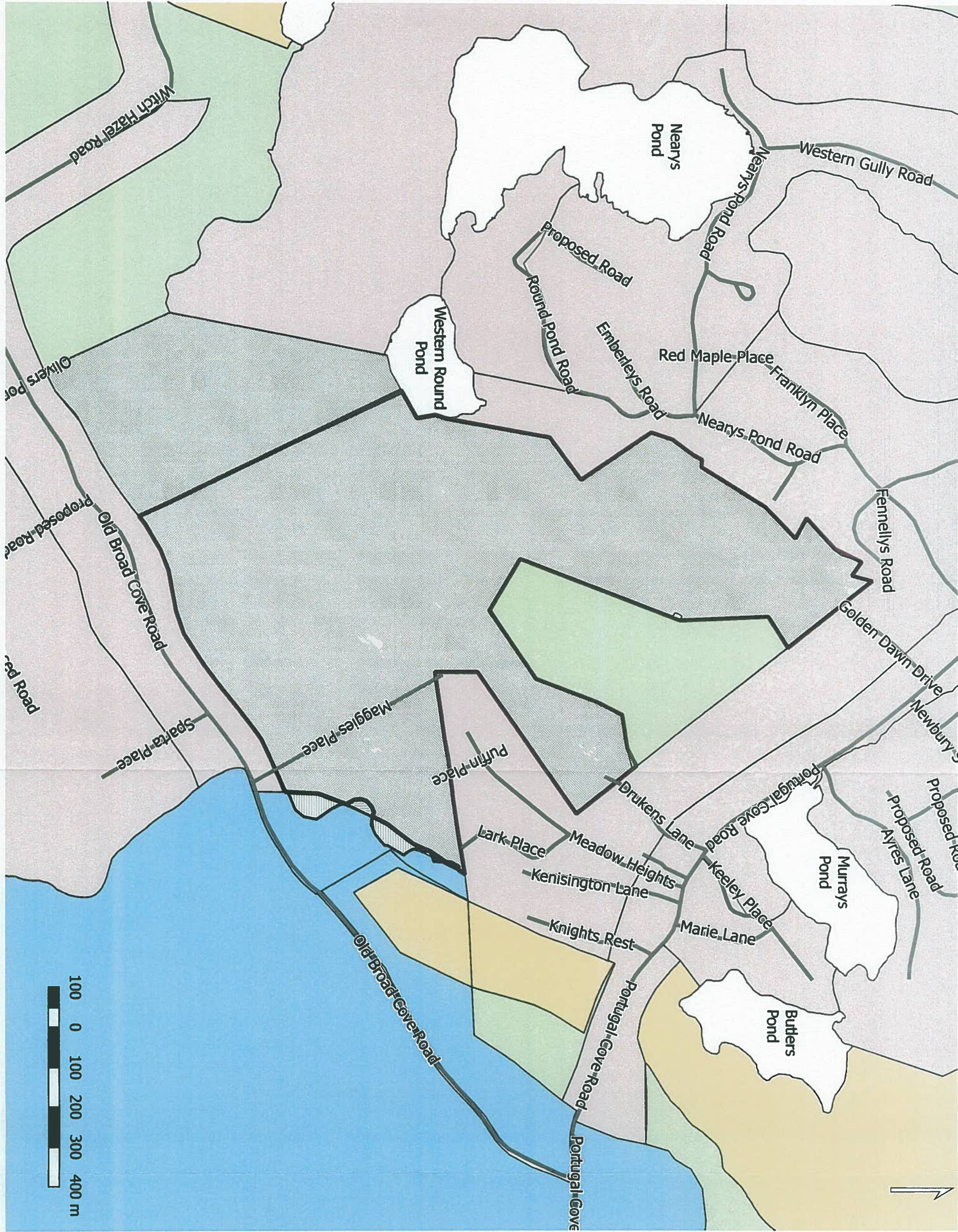
Town Manager

I CERTIFY THAT THE DEVELOPMENT
REGULATIONS AMENDMENT HAS BEEN
PREPARED IN ACCORDANCE WITH THE
REQUIREMENTS OF THE URBAN AND RURAL
PLANNING ACT, 2000.

Anna Myers, MCIP

SJURRP Designations

- Agriculture
- Rural
- Urban Development
- Watershed Protection





BUSINESS ARISING



PLANNING & DEVELOPMENT

Planning and Development Committee Report

September 5th, 2017

In Attendance: Councillor Norm Collins (Chairperson)
Deputy Mayor Gavin Will
Councillor Joe Butler
Les Spurrell, Planning & Development Coordinator
Holly Duffett, Planning Technologist

- 1. Civic # 65-67 Maggies Place – Single Dwelling**
Motion: The Committee recommends that the application to construct a single dwelling at Civic # 65-67 Maggies Place be rejected as per Appendix A: Tabled Report.
- 2. Civic # 109-131 Witch Hazel Road – Single Dwelling**
Motion: The Committee recommends that the application to construct a single dwelling at Civic # 109-131 Witch Hazel Road be granted approval in principle as per Appendix A: Tabled Report.
- 3. Civic # 51-53 Nearys Pond Road – Demolition & Single Dwelling**
A. Motion: The Committee recommends that the request to refine a watercourse buffer at Civic # 51-53 Nearys Pond Road be approved as per Appendix A: Tabled Report.
B. Motion: The Committee recommends that the application to demolish and construct a single dwelling at Civic # 51-53 Nearys Pond Road be granted approval in principle as per Appendix A: Tabled Report.
- 4. Civic # 1208-1218 Thorburn Road – Accessory Building**
Motion: The Committee recommends that the application to construct an accessory building at Civic # 1208-1218 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.
- 5. Civic # 35 Bradburys Road – Demolition & Accessory Building**
Motion: The Committee recommends that the application to demolish and construct an accessory building at Civic # 35 Bradburys Road be granted approval in principle as per Appendix A: Tabled Report.
- 6. Civic # 1573-1577 Portugal Cove Road - Business**
Motion: The Committee recommends that the application to establish a standalone educational/childcare business at Civic # 1573-1577 Portugal Cove Road be granted approval in principle as per Appendix A: Tabled Report.

7. Civic # 1519-1523 Thorburn Road - Business

Motion: The Committee recommends that the application to establish a standalone take-out food service business at Civic # 1519-1523 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.

8. Town of Holyrood – Proposed Amendment to the St. John’s Urban Region Regional Plan

The Planning Department is in receipt of a letter from the Town of Holyrood proposing to amend the St. John’s Urban Region Regional Plan to allow for a proposed 78 lot unserviced residential subdivision. This amendment involves the re-designation of lands from Rural to Urban Development, from Rural to Restricted Development, and from Restricted Development to Urban Development.

Motion: The Committee recommends that Council forward correspondence to the Town of Holyrood stating that they have no concerns with the proposed amendment.

9. Civic # 390-396 Tolt Road – Variance Request

Motion: The Committee recommends that the request for a variance on accessory building height at Civic # 390-396 Tolt Road be approved as per Appendix A: Tabled Report.

10. Civic # 265-267 Tolt Road – Condition of Building

Motion: The Committee recommends that Council issue an Order to complete repairs to siding on a single dwelling under construction at Civic # 265-267 Tolt Road that was damaged during a windstorm.

11. Civic # 34 Olivers Pond Place – Proposed Business

The Committee discussed a proposal to convert an existing dwelling to a day spa (personal service) and advised Staff to contact Tract Consulting to have regulations allowing a standalone personal service business incorporated into the draft amendment documents for the Maggies Place RDSA that are currently being generated.

Item Submitted for Information.

12. Permits Issued

There were nineteen (19) permits issued from August 18th to August 31st, 2017 as per Appendix A: Tabled Report.

**Appendix A: Tabled Report
September 5th, 2017**

Applications:

Item # 1:

Civic # 65-67 Maggies Place

Single Dwelling

Zoning: Agriculture & Residential Medium Density (AG & RMD) – Semi-Serviced

The Committee recommends that the application to construct a single dwelling at Civic # 65-67 Maggies Place be rejected as the property does not meet the minimum lot area requirement which does not comply with the Town's Municipal Plan and Development Regulations 2014-2024, specifically Development Regulation 48 (Existing Lot Area and Size Exceptions) and Schedule C: Agriculture.

The Administrator recommended that this application be rejected.

Item # 2:

Civic # 109-131 Witch Hazel Road

Single Dwelling

Zoning: Agriculture (AG) – Unserviced

The Committee recommends that the application for Civic # 109-131 Witch Hazel 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 government, specifically Plan Policy AG-1 (Land Uses), AG-4 (Land Uses), Schedule C: General Provision # 8 (Agricultural Buffer), and Schedule C: Agriculture.

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

Item # 3:

Civic # 51-53 Nearys Pond Road

Demolition & Single Dwelling

Zoning: Residential Medium Density (RMD) – Serviced

A: The Committee recommends that the request to refine to watercourse buffer identified on the Environmental Protection Map within Schedule E: Environmental Protection Overlay at Civic # 51-53 Nearys Pond Road be approved. Approval shall be in full compliance with the Town's Municipal Plan and Development Regulations and all other regulatory bodies of government, specifically Schedule E: Environmental Protection Overlay.

The Administrator recommended that this request be approved.

- B: The Committee recommends that the application for Civic # 51-53 Nearys Pond Road be granted approval in principle, permitting the demolition and construction of a single dwelling. Approval in principle is subject to approval from the Department of Municipal Affairs & Environment. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Plan Policy GL-7 (General Layout Policies), Plan Policy GL-8 (Building Setbacks), Development Regulation 68 (Line of Vision at Intersections), Schedule C: General Provision # 8 (Agricultural Buffer), Schedule C: Residential Medium Density, and Schedule E: Environmental Protection Overlay Condition # 5 (Designated Flood Risk Areas).**

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

Item # 4:

**Civic # 1208-1218 Thorburn Road
Accessory Building
Zoning: Residential Medium Density (RMD) – Serviced**

The Committee recommends that the application for Civic # 1208-1218 Thorburn 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 # 5:

**Civic # 35 Bradburys Road
Demolition & Accessory Building
Zoning: Residential Medium Density (RMD) – Unserviced**

The Committee recommends that the application for Civic # 35 Bradburys Road be granted approval in principle, permitting the demolition and construction of an accessory building.

The Administrator recommended that this application be rejected as the proposed accessory building would be located in front of the building line and no limitations have been identified that would prevent the building from being located at or behind the building line which does not comply with Development Regulation 39 (2) (Accessory Buildings) and Schedule C: Residential Medium Density Condition # 1 (Accessory Buildings).

Item # 6:

**Civic # 1573-1575 Portugal Cove Road
Business (Educational\Child Care)
Zoning: Mixed Use (MIX) – Serviced**

The Committee recommends that the application for Civic # 1573-1575 Portugal Cove Road be granted approval in principle, permitting the establishment of a standalone educational/child care business. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Plan Policy MIX-2 (Land Uses), Plan Policy MIX-4 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), Schedule C: Mixed Use, and Schedule D: Off Street Parking Requirements.

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

Item # 7:

**Civic # 1519-1523 Thorburn Road
Business (Take-Out Food Service)
Zoning: Traditional Community (TC) – Serviced**

Motion: The Committee recommends that the application for Civic # 1519-1523 Thorburn Road be granted approval in principle, permitting the establishment of a standalone take-out food service business. Approval in principle is subject to access/parking approval from the Department of Transportation & Works. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Plan Policy TC-2 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), Schedule C: Traditional Community, and Schedule D: Off Street Parking Requirements.

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

Correspondence:

Item # 9:

Civic # 390-396 Tolt Road – Variance Request

The Committee recommends that the request for a variance on accessory building height at Civic # 390-396 Tolt Road be approved in accordance with Development Regulation 11 (Variances) and Development Regulation 12 (Notice of Variance).

The Administrator recommended that Council use their discretion to approve this request.

Permits Issued:

Item # 12:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	17-250	08/17/2017	3	Oceans Edge	Site Preparation
2	17-251	08/17/2017	1532	Thorburn Road	Accessory Building
3	17-252	08/18/2017	30-32	Ursula Crescent	Dwelling Extension, Renovations & Patio/Deck
4	17-253	08/23/2017	397	Dogberry Hill Road	Patio/Deck
5	17-254	08/23/2017	269-273	Old Broad Cove Road	Occupancy
6	17-255	08/23/2017	8-10	Roses Lane	Demolition
7	17-256	08/23/2017	6, 8 & 10	Kittiwake Place	Subdivide Property
8	17-257	08/25/2017	1	Little Powers Pond Road	Single Dwelling
9	17-258	08/25/2017	18-20	Pendergast Road	Water & Sewer Connection
10	17-259	08/28/2017	2	Brook View Place	Accessory Building
11	17-260	08/29/2017	24	Keeley Lane	Accessory Building
12	17-261	08/29/2017	167-169B	Beachy Cove Road	Occupancy (Apartment)
13	17-262	08/30/2017	3	Oceans Edge	Single Dwelling
14	17-263	08/30/2017	1047-1049	Indian Meal Line	Site Preparation
15	17-264	08/30/2017	1047-1049	Indian Meal Line	Test Holes
16	17-265	08/30/2017	304-308	Tolt Road	Occupancy
17	17-266	08/30/2017	1467	Portugal Cove Road	Accessory Building
18	17-267	08/30/2017	1465	Thorburn Road	Connection to Water & Sewer
19	17-268	08/30/2017	180-204	Witch Hazel Road	Test Holes



RECREATION & COMMUNITY SERVICES



RECREATION & COMMUNITY SERVICES

Friday, September 8th, 4:00 p.m.

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

Staff: Dawn Sharpe, Director of Recreation and Community Services

1. Indian Meal Line – Purchase of ROW

After reviewing options for an emergency access and maintenance road for the trail system in Voisey's Brook Park, it was determined that the ROW owned by Inspiration Enterprises was the most cost effective. The Recreation Committee would like to put forward the following recommendation:

Motion: Committee recommends that Council purchase the Right Of Way between civic #850-852 and #854-856 from Inspiration Enterprises for the amount of \$20,000.00.

Committee would like to note that this ROW would be used as a maintenance and fire & emergency services road only. The scope of the ROW will be changed from that shown in the Grand Concourse drawing.

2. PCSP Intermediate – Students Usage of the Park

The recreation staff will be arranging a meeting with the administration of the new PCSP Intermediate School to discuss the usage of the park by the students during recess and lunch. The Town is very happy to see all the students using the facilities during such hours. However staff must determine the best way to ensure everyone is safe and using the park in a respectful manner. The Recreation Department is looking forward to a great partnership with PCSP Intermediate.

3. Community Grants

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

Motion: Committee recommends that Council donate \$250.00 to Fusion Competition Dance Team to assist with their travels to the Atlantics in May 2018.

Members of the team from Portugal Cove – St. Philip's include Morgan Brown, Mollie Ash, Isabella Rowsell, and Emilie Snow.



PUBLIC WORKS



Public Works Committee
September 6, 2017

In attendance: Councillor Dave Bartlett, Chair
Councillor Johnny Hanlon
Councillor Norm Collins
Staff: Gail Tucker, Director of Public Works
Linda Newhook, Public Works Coordinator

1. Healeys Pond Crescent Intersection Improvements Tender

Four (4) tender bids were received for the finalization of the Healeys Pond Crescent Intersection improvements. The lowest qualified bidder is compliant with the tender requirements. This is a budgeted item for 2017.

Motion: Committee recommends that the Healeys Pond Crescent Intersection Improvements tender be awarded to the lowest qualified bidder, Weir's Construction Ltd., in the amount of \$67,040.25 HST included.

2. Town Depot – Concept Design & Delivery Model – Project Charter

The Project Charter for a new Town Depot was brought forward to Committee for review and recommended approval. The charter outlines the scope of the project and necessary steps in moving toward the development of a new Town Depot. Feedback on the Terms of Reference to engage an architectural consultant has been sent to Vigilant Management for finalization of the document. Issuance of the Terms of Reference is pending approval of the Project Charter.

Motion: Committee recommends that the Project Charter for a new Town Depot be accepted and approved.

3. Replacement Sensors - Wastewater Treatment Plant (Portugal Cove)

As part of the Water and Wastewater Division's operational requirements, staff requested approval for purchase of replacement sensors for the Portugal Cove Plant, Train 1.

Motion: Committee recommends that the purchase of replacement sensors at a cost of \$7,181 + HST and \$125 shipping be approved.

DISCUSSION ITEMS

- a. Illegal Sewage Dumping – it has become evident through monitoring at the Wastewater Treatment Plants that there has been some illegal dumping occurring in the Town's sewage system. Staff are asking for residents' assistance in reporting any suspicious activity.
- b. Tender – Sidewalk Snow Removal / Multi-purpose Unit – advertisement for tender was posted in the Telegram on Saturday, September 9th, with tender packages available Monday, September 11th and closing date of Friday, September 22 at 2:00 pm.
- c. Crosswalk Thorburn Road School Entrance – Committee requested staff obtain pricing for crosswalk signalization at the newly installed crosswalk adjacent to the school entrance on Thorburn Road. Information to be reported back at a future committee meeting.



- d. Street Lighting – Thorburn Road (Healeys Pond Crescent to Dogberry Hill Road) – Committee requested that staff assess street lighting along Thorburn Road in the area from Healeys Pond Crescent to Dogberry Hill Road. Concerns were raised on the lack of street lighting with the opening of the new school and students walking in this area in the evening following after school activities. Staff will assess the lighting against the Town's current lighting standards and bring back information to a future committee meeting on costing if additional lighting was added.

Portugal Cove – St. Philip's Town Depot

Project Charter

Background

The Town of Portugal Cove – St. Philip's has identified the need for a new Town Depot as the existing facility is inadequate (i.e., size, storage, salt/salt facility, emergency power, security, fleet maintenance, etc.). A piece of property, located at Maggie's Place in the town of Portugal Cove-St. Phillip's, has been acquired with the intended placement of a new Public Works Depot at this site. The new Depot will house the operations of the Public Works Department (i.e., Roads, Water & Wastewater & Facilities Divisions).

To date, Council has granted approval for funds (Motion 2017-370) for the project management fees associated with the development of the project charter and concept design delivery.

Goal

To address the existing needs and the growth envisioned by the Town, the goal of this project is to:

Construct a well-designed, functional building to serve the operational needs of the community, without placing an unacceptable financial burden on taxpayers.

Scope and Work Plan

The goal of Project will be achieved by implementing the following activities:

Phase 1 – Planning:

1. Develop Terms of Reference for Facility Concept Design services.
2. Engage an Architectural firm to provide Concept Design services, including:
 - 2.1. Definition of a functional space program, after consultation with stakeholders;
 - 2.2. Site plan and floor plan of the intended building;
 - 2.3. Class D (\pm 20% accuracy) estimate to define budgetary requirements.
3. Apply for funding with governmental agencies.

Phase 2 – Planning:

1. Choose the Project Delivery method for execution of the Work (either Design-Build or Design-Bid-Build)
 - 1.1. If the Design-Build method is chosen, apply for Permission to issue a Request for Proposals.



2. Develop a RFP (Request for Proposals) for Prime Consultant or Design-Build Contractor, depending on the preferred Project Delivery method.
3. Prepare detailed Design.
4. If Bid-Build was the chosen delivery method, Issue call for Tenders.
5. Commence construction. Vigilant Management will ensure the construction process is executed according to the Scope of Work.

Project Delivery Method

Refer to Appendix A

Key Stakeholders

Client	Town of Portugal Cove – St. Philip's
Funding Partners	Department of Municipal Affairs and Environment Government of Canada
Town Staff	Chris Milley, Town Manager Tony Pollard, Director of Finance Gail Tucker, Director of Public Works
Project Management Consultant	Vigilant Management Inc. Grant Horwood, Vice-President Holly Hicks, Senior Project Manager John Oliveira, Project Engineer I

Project Milestones

The following milestones consider Design-Build project delivery.

Milestone	Phase	Description	Responsibility	Duration	Hold Point
M1	1	Project Approval	Staff/Vigilant	3 weeks	Council approval required to proceed to M2
M2	1	Concept Architect Selected	Staff/Council/Vigilant	3 weeks	Council Approval required
M3	1	Concept Design Finished	Architect	5 weeks	Council Approval required
M4	1	Funding Approved	Vigilant	12 weeks	Council & Provincial approval required
M5	2	Approval to RFP Granted	Municipal Affairs	16 weeks	
M6	2	Issue RFP	Vigilant	5 weeks	Council Approval Required
M7	2	Award Contract	Staff/Council/Vigilant	4 weeks	Council Approval Required
M8	2	Start Construction	Contractor	3 weeks	
M9	2	Substantial Completion	Contractor	18 months	Council Approval required
M10	2	Final Completion	Contractor	4 weeks	Council Approval required



For Bid-Build project delivery, the overall project time would be estimated to take two months longer.

Roles and Responsibilities

Town Staff	<ul style="list-style-type: none"> - Provide all necessary project information to Vigilant Management and respond to inquiries - Provide space-planning ideas to Vigilant Management - Provide feedback at interim design review stages - Provide final design approval - Initiate necessary Council approvals
Project Management Consultant	<ul style="list-style-type: none"> - Represent the Town in all project work and communications - Provide monthly Progress Reports - Assemble cost estimate - Lead all procurement processes - Draft and Issue Tenders and Requests for Proposals - Offer assistance in developing cost saving alternatives and evaluating cost savings/ value engineering measures - Evaluate offers of cost savings from proposers - Provide recommendation for award of Tenders and RFPs - Evaluate progress applications and manage cost control - Manage order and delivery of project

Budget

The total budget for the project is **\$ 5.77 million**, divided as follows:

PHASE 1 - BUDGET \$ 69,000

PROJECT MANAGEMENT	\$ 10,000
ARCHITECTURAL	\$ 50,000
HST (15%)	\$ 9,000

PHASE 2 - BUDGET \$ 5,738,655

DESIGN FEES	\$ 330,220
PROJECT MANAGEMENT FEES	\$ 150,000
QUALITY INSPECTIONS DURING CONSTRUCTION	\$50,000
SITE WORK ALLOWANCE	\$ 750,000
CONSTRUCTION	\$ 3,715,105
HST (15%)	\$ 743,300



Constraints, Assumptions, Risks and Dependencies

Constraints	<ul style="list-style-type: none">- Budgetary/funding limits- Timelines for approving funding- Timeline limits related to proposed schedule
Assumptions	<ul style="list-style-type: none">- Proposals/Bids will stay within budget- Proposals/Bids will conform to established timeline
Risks and Dependencies	<ul style="list-style-type: none">- Assessment of land proposed for facility to accommodate the entire site- New concept for space-planning may be over the estimated budget- Approved funding amount may be less than expected

Approvals

Chris Milley, P. Eng.
Town Manager

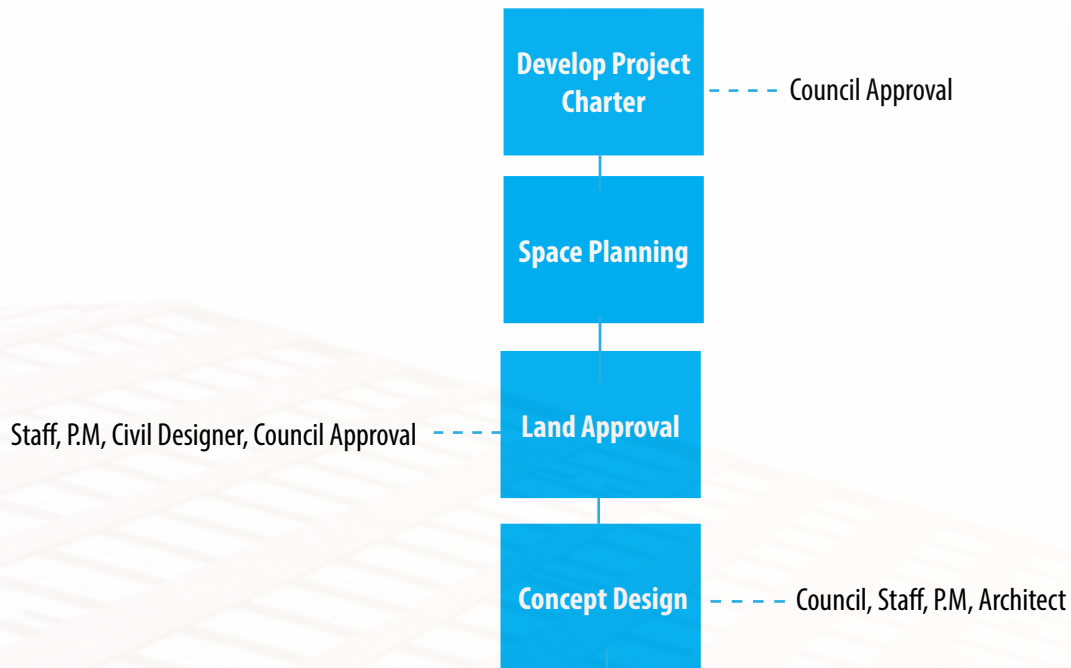
Moses Tucker
Mayor



Appendix A – Project Delivery Comparison & Estimates



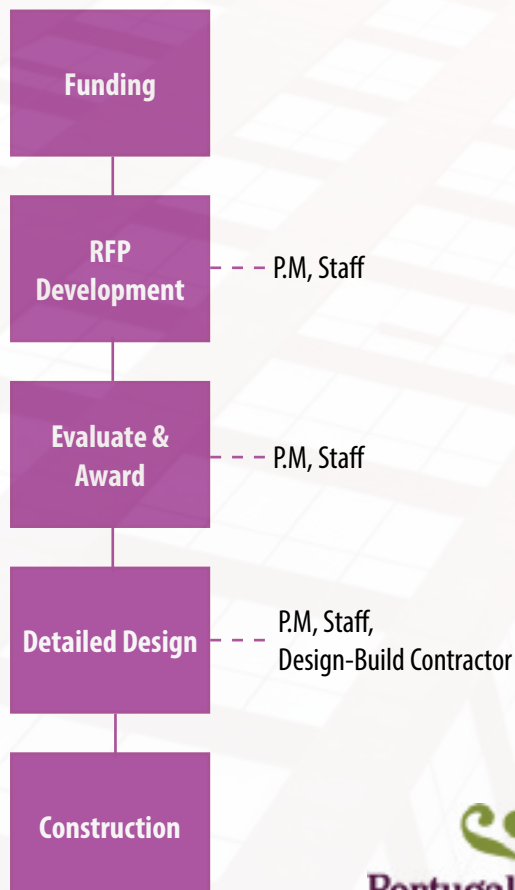
SELECT DELIVERY MODEL



Evaluation of Delivery Method

Delivery Method Decision - Council

DESIGN-BUILD



BID-BUILD



Evaluation of Bid-Build vs Design-Build



**PORTUGAL COVE- ST. PHILLIPS
PUBLIC WORKS DEPOT**

SPACE ALLOCATIONS

(TORBAY DEPOT USED AS A PRELIMINARY GUIDE)

August 25th, 2017

OPERATIONS	PROPOSED AREA (M2)	EQUIVALENT SQUARE FT
WASH BAY	150	1,614.00
VEHICLE BAYS	300	3,228.00
PARKING BAY	150	1,614.00
DEPARTMENT STORAGE AREAS (3)	225	2,421.00
ANIMAL CONTROL	15	161.00
ANIMAL HOLDNG AREA	35	377.00
MEZZANINE STORAGE?		-
MALE LOCKERS	50	538.00
MALE CHANGE/WASHROOM/SHOWERS	50	538.00
FEMALE LOCKERS	50	538.00
FEMALE CHANGE/WASHROOM/SHOWERS	50	538.00
KITCHENS (FIELD STAFF/ ADMIN)	136	1,463.00
SUB-TOTAL FLOOR AREA	1211	13,030.00
ADMINISTRATION	PROPOSED AREA (M2)	EQUIVALENT SQUARE FT
CONFERENCE ROOM	38	409.00
LARGE OFFICE	15	161.00
MEDUIM OFFICES- 4@ 14M2	56	603.00
COMMON AREA OFFICES/ CUBICLES	100	1,076.00
RECEPTION/ FILING	25	269.00
STORAGE/ OFFICE SUPPLIES/ COPIER ROOM	6	65.00
SERVER/DATA	6	65.00
SUB-TOTAL FLOOR AREA	246	2,648.00
ALLOWANCE FOR HALLWAYS/ COMMON AREAS- 15%	37	398.00
OVERALL TOTAL	1494	16,076.00



**PORTUGAL COVE-ST.
PHILLIPS**

**PUBLIC WORKS DEPOT
PRE-CONCEPTUAL CONSTRUCTION
ESTIMATE**

August 25th, 2017

Description	Total
BUILDING CONSTRUCTION	
Building Foundations	\$ 103,791.79
Slab on grade	\$ 75,108.72
Building Structure/ Building Envelope	\$ 994,341.19
Interior Fit-up/ Wall Construction/ Rough Carpentry	\$ 264,278.64
Flooring	\$ 74,795.84
Painting	\$ 52,357.09
Ceilings	\$ 32,152.00
Washroom Partitions	\$ 2,000.00
Washroom Accessories	\$ 2,400.00
Lockers	\$ 12,000.00
Kitchen Cabinets	\$ 14,000.00
Refrigerators	\$ 2,000.00
Microwaves	\$ 1,000.00
Overn/ Stove Top	\$ 1,600.00
Washer/Dryer	\$ 2,000.00
Other misc. built-ins/ Shelving/ Support Hangers/ Tables	\$ 32,000.00
Misc. Guards/ Rails/ Barricades	\$ 6,000.00
Doors, Frames, Hardware/ Glass, Glazing	\$ 98,019.10
Overhead Doors	\$ 40,000.00
Mechanical Ventilation/ Exhaust	\$ 259,400.24
Plumbing	\$ 147,597.13
Sprinkler	\$ 54,054.92
Electrical	\$ 275,373.09
Automatic Truck Wash - NOT INCLUDED	\$ -
Overhead Crane	\$ 50,000.00
TOTAL ESTIMATED BUILDING COST (PRELIMINARY)	\$ 2,598,269.77
General Contractor Overhead (5%)	\$ 129,913.49
Contingency Allowance (25%)	\$ 649,567.44
Site Development/Earthwork Allowance	\$ 750,000.00
Sub-Total:	\$ 4,127,750.70
Detailed Design Fees (8%)	\$ 330,220.06
Project Management Fee	\$ 160,000.00
Development Fees (Assume waived)	\$ -
Building Permit (Assume waived)	\$ -
Geotechnical Investigation	\$ 10,000.00
Materials Testing	\$ 20,000.00
Site Surveys	\$ 5,000.00
Estimating	\$ 5,000.00
Reimbursible Allowance	\$ 7,500.00
Sub-Total:	\$ 4,665,470.76
Bonds	\$ 39,189.95
Builders Risk Insurance	\$ 14,696.23
Sub-Total:	\$ 4,719,356.94
Contractor Mark-up (5%):	\$ 235,967.85
Sub-Total:	\$ 4,955,324.79
HST (15%):	\$ 743,298.72
Total:	\$ 5,698,623.51



ECONOMIC DEV., MARKETING & COMMUNICATIONS



Economic Development, Marketing
and Communications
Report
September 6, 2017

In attendance:

Councillor Joe Butler, Chair
Councillor Dave Bartlett
Councillor Aaron Facey
Jeff Lawlor, Director Economic Development

1. Service Level Review

The committee discussed preliminary results of the strategic operational priorities report as a part of the service level review. The consultants will be submitting the report prior to the Council meeting for their review and consideration.

2. Maggie's Place Development Plan

The committee discussed the plans for the landowners meeting scheduled for Thursday, September 7th. The meeting will present the draft plan of work package two to the landowners of that area. Following the meeting a final report will be submitted to Council for their consideration.

3. Meet the Candidate Night

The Town will host a Meet the Candidate event on Wednesday, September 20th. It will take place at the Recreation Centre at 6:00. Candidates will have a short introduction followed by an informal meet and greet so that attendees can meet and speak directly to candidates.

4. Chamber of Commerce Event

The Chamber will host an event on Wednesday September 13th at Murrays Pond Country and Fishing Club. The event will feature a Meet the Chamber session at 7:00 for the local business community, followed by a Meet the Candidate session at 8:00 open to the public. They are planning an interactive program including questions moderated by MHA David Brazil.

5. Letter of Support

The town will provide a letter of support to the Conservation Corps Newfoundland and Labrador on a proposal they are submitting to FCM to hire a new Community Climate Change Advisor. The advisor will work with Towns of the region to provide climate change tools and resources. This person will work with the Town to complete a climate change vulnerability plan. There is no financial commitment from the Town.



PROTECTIVE SERVICES

No meeting was held for Protective Service



ADMINISTRATION & FINANCE



Administration & Finance Committee Report

September 5, 2017 - 9:00 a.m.

In attendance: Chairperson, Deputy Mayor Will
Councillor Butler
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 \$6,296.83 and capital accounts in the amount of \$95,316.00 for a total of \$101,612.83 as tabled.

2. Water & Sewer local improvement assessment and levy payment options

The committee discussed payment options for costs associated with the new Water & Sewer Capital Works Recovery Policy.

Payment options currently exist during the regular course of tax payments but a policy needs to be developed relating the specific costs associated with the new water and sewer assessments and levy's.

3. Council meeting before the Elections

Committee considered holding a final Regular Town Council Meeting on September 25th, a day before the September 26th elections, to complete any routine operational issues that may be outstanding. Committee decided to maintain the 2017 Council meeting schedule with the addition of a tentatively scheduled Regular Council meeting for Thursday, September 28, 2017 where the new Council will be sworn in.

4. Town Manager evaluation

This Committee had been working on creating a Town Manager evaluation on goals and objectives but due to lack of time before the next Council is sworn in, this item will resume when the new Committee is formed after the September 26th elections.

5. ATIPPA Update

Committee was given an an update to the number of ATIPPA requests received:

As of August 31, 2017 the Town has received 105 requests and spent 481 hours on the 91 requests completed.

An ATIPPA report is attached.

6. Audit RFP

The RFP for the Towns audit services closed with only two respondents. Byron Smith Chartered Accountants received the more favorable score resulting with the committee putting forward the following motion..

MOTION: **Committee recommends that Council appoint Bryon Smith Chartered Accountants for audit services for the Town as per the terms of the RFP.**

7. Revised Capital Investment Plan - Dogberry Sidewalks

As follow-up to previous discussion the Director of Financial Operations has reviewed the information necessary to update the Capital investment plan relating to “Town Connectivity” and has revised the figures for the updated plan.

Motion: Committee recommends that the Capital Investment Plan for the “Town Connectivity Plan” relating to sidewalks in the Dogberry Hill/ThorburnRoad area, be amended to include Water and Sewer servicing and Surface Course Asphalt on Thorburn and Surface rehabilitation on Dogberry Hill Road to Jenny Lynn Drive. The Plan to be submitted to the Gas Tax secretariat in the amount of \$755,050 plus HST, as an update to the previously submitted “Town Connectivity Plan”.

8. Correspondence regarding Airport Privatization

The Committee received correspondence from the National Airlines Council of Canada requesting the Town consider voicing an opinion to oppose the federal governments consideration in forming for-profit privatization of Canada’s Airports. The Committed will not be sending a letter to our Local Member of Parliament as requested.

9. Recommendations for the Carried Forward list

- Water & Sewer Regulations are on-going for Meadow Heights and will be carried forward
- Non-Profit Tax Exemption Policy to be carried forward
- Remaining Gas Tax funds allocation analysis is in progress
- Council meeting software may be considered in the future but will be removed from the Carried Forward List until Committee resurrects the topic

Accounts for Payment - September 5, 2017

REGULAR ACCOUNTS:

69564	8/17/2017	Pardys Waste Management	\$	6,296.83
		Sludge removal -Grit chamber cleanout St. Philip's		

TOTAL REGULAR ACCOUNTS:	\$	<u>6,296.83</u>
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CAPITAL ACCOUNTS:

Claim#1PCSidewalks	8/24/2017	Pyramid Construction Ltd.	\$	73,415.40
		Claim#1 Portugal Cove Rd Sidewalks		

PCSP-1635-WP2-03	7/31/2017	Tract Consulting Inc.	\$	21,900.60
		Maggies Place work package two		

TOTAL CAPITAL ACCOUNTS:	\$	<u>95,316.00</u>
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GRAND TOTAL:	\$	101,612.83
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Town of Portugal Cove-St.Philips

BNK1 - BNS CURRENT ACCT

Cheques from 000001 to 045854 dated between 08/22/2017 and 09/01/2017

CHEQUE REGISTER

Printed: 12:42:44PM 09/01/2017

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Number	Issued		Amount	SC	Status	Status Date
045700	08/22/2017	Afonso Group	652.05	A/P	OUT-STD	08/22/2017
	20848	vac down a lift station	652.05			
045701	08/22/2017	Albatross Hotel	3,367.20	A/P	OUT-STD	08/22/2017
	17080700003	8 hotel rooms for NLAFS Convention - FD	420.90			
	17080700004	8 hotel rooms for NLAFS Convention - FD	420.90			
	17080700005	8 hotel rooms for NLAFS Convention - FD	420.90			
	17080700001	8 hotel rooms for NLAFS Convention - FD	420.90			
	17080700002	8 hotel rooms for NLAFS Convention - FD	420.90			
	17080700006	8 hotel rooms for NLAFS Convention - FD	420.90			
	17080700010	8 hotel rooms for NLAFS Convention - FD	420.90			
	17080700011	8 hotel rooms for NLAFS Convention - FD	420.90			
045702	08/22/2017	Babb Lock & Safe Company Ltd.	190.32	A/P	OUT-STD	08/22/2017
	106445	Lock for Rainbow Gully Gate	29.32			
	106788	Locks for water and sewer	161.00			
045703	08/22/2017	Bell Mobility Inc. (Radio Division)	146.63	A/P	OUT-STD	08/22/2017
	2-999996	service call for 2-way radios-none working	146.63			
045704	08/22/2017	Benson Buffett	8,673.71	A/P	OUT-STD	08/22/2017
	75606	Removal order - 820B St. Thomas Line-Inju	3,169.17			
	75607	Murrays Pond Dev - infrastructure conveyar	356.21			
	75608	Tax sale	178.12			
	75609	NL Organics-Removal Order	3,669.00			
	75610	Land Claim - 1-3West Point Rd	150.94			
	75611	Land Acquisition: Est of B. Neary	1,150.27			
045705	08/22/2017	Brian Brown	175.00	A/P	OUT-STD	08/22/2017
	0008	Hike-youth camp	175.00			
045706	08/22/2017	Canadian Linen & Uniform Service	100.35	A/P	OUT-STD	08/22/2017
	6500285908	mat rental	100.35			
045707	08/22/2017	Cansel - St. John's	62.36	A/P	OUT-STD	08/22/2017
	90396564	paint-soccer fields	62.36			
045708	08/22/2017	Carrigans Lawn Mowing & Junk Removal	200.00	A/P	OUT-STD	08/22/2017
	43	mowing school for day camp	200.00			
045709	08/22/2017	Catherine Hooper	13.21	A/P	OUT-STD	08/22/2017
	Mileage-aug10	Mileage claim-green team aug10	13.21			
045710	08/22/2017	CBS Rentals Limited	259.85	A/P	OUT-STD	08/22/2017
	10171216-	Chainsaw	259.85			
045711	08/22/2017	Chris Donovan	109.14	A/P	OUT-STD	08/22/2017
	022290	Reimb-gas to attend NLAFS in gander	109.14			
045712	08/22/2017	Coastline Specialties Ltd.	224.25	A/P	OUT-STD	08/22/2017
	6127	bolts playground equipment	224.25			
045713	08/22/2017	Complete Transport Services	4,249.07	A/P	OUT-STD	08/22/2017
	39819	annual mv inspection/repairs to rescue	4,249.07			
045714	08/22/2017	East-Chem Inc.	604.51	A/P	OUT-STD	08/22/2017
	015226001	Ball Field Chalk	219.94			
	015302101	nitrate smart spectro-field maint	384.57			
045715	08/22/2017	Elyse Sparkes	19.89	A/P	OUT-STD	08/22/2017
	00021385	Reimb- lib books-too good to be true	19.89			
045716	08/22/2017	EXP. Services Inc.	7,213.61	A/P	OUT-STD	08/22/2017
	389846	Rainbow gully water and sewer	3,371.80			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of Portugal Cove-St.Philips
BNK1 - BNS CURRENT ACCT
 Cheques from 000001 to 045854 dated between 08/22/2017 and 09/01/2017

CHEQUE REGISTER

Printed: 12:42:44PM 09/01/2017

Page 2 of 8

Number	Issued		Amount	SC	Status	Status Date
	389905	Portugal Cove Sidewalks	3,841.81			
045717	08/22/2017	Frederick Hollett	1,523.75	A/P	OUT-STD	08/22/2017
	Aug13-19	FD Consultations Aug13-19	1,523.75			
045718	08/22/2017	Gail Tucker	2,003.88	A/P	OUT-STD	08/22/2017
	APWA/CPWA	Travel claim-APWA/CPWA conference	2,003.88			
045719	08/22/2017	GCR Tire Centers	111.26	A/P	OUT-STD	08/22/2017
	931-60736-	unit 48 flat repair	51.69			
	931-60780	wheel balancing unit 50	59.57			
045720	08/22/2017	GFL Environmental Inc.	4,223.38	A/P	OUT-STD	08/22/2017
	E60000035355	dump/replace garbage bin	2,957.21			
	E60000035356	dump/replace garbage bin	1,266.17			
045721	08/22/2017	Harvey & Company Limited	344.91	A/P	OUT-STD	08/22/2017
	1040834	Hood support brackets unit 38	344.91			
045722	08/22/2017	Image 4 Printing & Design Inc.	472.65	A/P	OUT-STD	08/22/2017
	17910	business cards	96.60			
	17917	business cards	376.05			
045723	08/22/2017	Interex	92.00	A/P	OUT-STD	08/22/2017
	66070	Proximity cards for building doors	92.00			
045724	08/22/2017	Irving Oil Limited	1,558.72	A/P	OUT-STD	08/22/2017
	155832	Gas	1,558.72			
045725	08/22/2017	James G. Crawford Ltd.	57.98	A/P	OUT-STD	08/22/2017
	431845	parts for tie in to water lines voisey shack	57.98			
045726	08/22/2017	Kent Building Supplies	58.60	A/P	OUT-STD	08/22/2017
	15238025	misc supplies-fd bldg maint	17.57			
	15254806	6x6 post replacement playground Thorburn	41.03			
045727	08/22/2017	Lindsey Hynes	150.00	A/P	OUT-STD	08/22/2017
	Summer17	sunset zumba	150.00			
045728	08/22/2017	Mark's Work Wearhouse	432.40	A/P	OUT-STD	08/22/2017
	730-101506	workboots for Glen and Dan	225.40			
	730-101560	coveralls	103.50			
	730-101567	Coveralls	103.50			
045729	08/22/2017	Maxxam Analytics Inc.	327.75	A/P	OUT-STD	08/22/2017
	SJ3255326	Water testing-wwtp	327.75			
045730	08/22/2017	MMSB-Composting Program	1,011.54	A/P	OUT-STD	08/22/2017
	CB2017-6	40 compost bins	1,011.54			
045731	08/22/2017	Neopost Canada	173.99	A/P	OUT-STD	08/22/2017
	6172742	postage meter lease	173.99			
045732	08/22/2017	Newfoundland Distributors Ltd.	179.02	A/P	OUT-STD	08/22/2017
	30250473	Cutting edge bolts 30, utility blades, 24 carri	165.22			
	30250798	1/4 STAINLESS STEEL NUTS FOR HYDR/	13.80			
045733	08/22/2017	Newfoundland Exchequer	102.00	A/P	OUT-STD	08/22/2017
	Jera St	Conveyance Jera Street-public roadway-ins	102.00			
045734	08/22/2017	Newfoundland Power Co.	1,339.75	A/P	OUT-STD	08/22/2017
	BILL012745	Hold Pole for Hydrant replacement	1,150.00			
	BILL012751	underground locate at voiseys brook park	189.75			
045735	08/22/2017	Newfoundland Design Associates Ltd.	954.16	A/P	OUT-STD	08/22/2017
	2017128	Nearys Pond Road project	954.16			
045736	08/22/2017	NLCSA	724.50	A/P	OUT-STD	08/22/2017
	51691	fall protection training - r. dicks	241.50			

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Number	Issued		Amount	SC	Status	Status Date
	51720	confined space training - g.smith, c.neary	483.00			
045737	08/22/2017	Northeast Avalon Times	1,293.75	A/P	OUT-STD	08/22/2017
	5812	August ad, dis use ad-20-30 Coadys rd	977.50			
	5832	Elections ad	316.25			
045738	08/22/2017	North Atlantic Supplies Inc.	1,026.09	A/P	OUT-STD	08/22/2017
	52886	Clothing for new staff	813.05			
	52898	Clothing for new staff	213.04			
045739	08/22/2017	Parts for Trucks	717.08	A/P	OUT-STD	08/22/2017
	40388621-00	trailer plug - wiring harness for Unit #40	40.77			
	40394898-00	Stobe light for trailer	104.41			
	40395059-00	UNIT 48 - GOVENOR	29.70			
	40395277-00	DISCONNECT SWITCH, BATTERY LUGS,	542.20			
045740	08/22/2017	Petro Service Limited	132.83	A/P	OUT-STD	08/22/2017
	SRVCE0023627	swipe card(door) maint.	132.83			
045741	08/22/2017	Pinnacle Office Solutions	239.63	A/P	OUT-STD	08/22/2017
	124204	copier maint	239.63			
045742	08/22/2017	Princess Auto Ltd.	337.98	A/P	OUT-STD	08/22/2017
	598224	Two stroke oil	11.48			
	612746	4 HITCH PINS, RESPIRATOR MASKS, NEI	165.52			
	621406	2 50 FOOT HOSES	160.98			
045743	08/22/2017	Provincial Fence Products Ltd.	28.75	A/P	OUT-STD	08/22/2017
	13486	5 ft Fencing - Voisey's Brook Park	28.75			
045744	08/22/2017	Quality Truck & Trailer Repairs	5,622.30	A/P	OUT-STD	08/22/2017
	009801	MVA FOR UNIT 1 - W&WW WATER TRUCK	4,031.18			
	009824	MVA FOR UNIT 1 - W&WW WATER TRUCK	1,591.12			
045745	08/22/2017	Richard Murphy	1,755.65	A/P	OUT-STD	08/22/2017
	6156285	Reimb-lunch for FD summer students	59.40			
	Aug14-20	Fd consultations Aug 14-20	1,696.25			
045746	08/22/2017	Rona	233.96	A/P	OUT-STD	08/22/2017
	2449579-	siding and materials for replacement repeat	233.96			
045747	08/22/2017	Royal Garage Limited	231.56	A/P	OUT-STD	08/22/2017
	CCCS183217	repairs to 5500	231.56			
045748	08/22/2017	SaltWire Network Inc.	379.16	A/P	OUT-STD	08/22/2017
	TM00003526	RFP - Audit Services	379.16			
045749	08/22/2017	Scope Industrial	70.07	A/P	OUT-STD	08/22/2017
	5519060	wipper snipper line	70.07			
045750	08/22/2017	St. John's Asphalt & Aggregate Inc.	95.68	A/P	OUT-STD	08/22/2017
	002785	road gravel	95.68			
045751	08/22/2017	Steelfab Industries Ltd.	248.40	A/P	OUT-STD	08/22/2017
	0000133114	3 8x4 sheets wire mesh for doors at blastho	248.40			
045752	08/22/2017	Toy Box	75.87	A/P	OUT-STD	08/22/2017
	42565	MOWER BLADES HUSK MOWER	75.87			
045753	08/22/2017	Tracy Simmons	388.00	A/P	OUT-STD	08/22/2017
	PCAUG22	Reimb Petty cash-Committee Lunches,Reg	388.00			
045754	08/22/2017	Triware Technologies Inc.	16,294.36	A/P	OUT-STD	08/22/2017
	176343	desktop - j.donkers	932.31			
	176555	fax machine	804.77			
	177086	block of time	5,750.00			
	177831	cables	95.45			

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Number	Issued		Amount	SC	Status	Status Date
	178034	Microsoft publisher license	159.85			
	178085	switch & cables	134.55			
	178123	Laptop fpr Jeff with Office etc.	2,620.28			
	178308	video converter	47.15			
	178943	BBlock of Time	5,750.00			
045755	08/22/2017	Valero Energy Inc.	1,487.65	A/P	OUT-STD	08/22/2017
	4111442527	Diesel	1,487.65			
045756	08/22/2017	Xerox Canada Ltd.	714.52	A/P	OUT-STD	08/22/2017
	F51223464	copier maint	714.52			
045757	08/22/2017	Xylem Canada Compnay	510.88	A/P	OUT-STD	08/22/2017
	3558280954	Pump Repairs - Oceans Edge Lift Station	510.88			
045758	08/22/2017	Chris Milley	400.00	A/P	OUT-STD	08/22/2017
	July17	TRAVEL ALLOWANCE	200.00			
	Jun17	TRAVEL ALLOWANCE	200.00			
045759	08/22/2017	Gail Tucker	400.00	A/P	OUT-STD	08/22/2017
	July17	TRAVEL ALLOWANCE	200.00			
	Jun17	TRAVEL ALLOWANCE	200.00			
045760	08/22/2017	Brianna Butler	100.00	G/L	OUT-STD	08/22/2017
	7340-6400	Motion #2017-367 Brianna Butler	100.00			
045761	08/22/2017	Amie Sue Ash	120.00	G/L	OUT-STD	08/22/2017
	5090-6100	Day Camp Refund Amie Sue Ash	120.00			
045762	08/22/2017	Specialty Homes Ltd.,	400.00	A/R	OUT-STD	08/22/2017
045763	08/22/2017	Squires, Eileen	120.00	A/R	OUT-STD	08/22/2017
045764	08/22/2017	Glenda Spurrell	300.00	G/L	*VOID*	08/22/2017
	Void Reason: Wrong amount - replaced with 045789					
	6880-4100	Water & Sewer Maint & Repairs Glenda Sp	300.00			
045765	08/22/2017	Elyse Sparkes	51.98	A/P	OUT-STD	08/22/2017
	Reimb-kidsklothesline	reimb-library supplies	51.98			
045766	08/24/2017	Corporate Express	547.38	A/P	OUT-STD	08/24/2017
	45211915	paper, sheet protectors, highlighters, etc.	547.38			
045767	08/24/2017	Downhome	22.88	A/P	OUT-STD	08/24/2017
	1415525	Home & Cabin subscription - Library	22.88			
045768	08/24/2017	Eastern Medical Supplies Ltd.	212.75	A/P	OUT-STD	08/24/2017
	0000272666	6 adult c collars, 1 ped BVM, 1 ststhoscope	212.75			
045769	08/24/2017	Elyse Sparkes	88.56	A/P	OUT-STD	08/24/2017
	064448	reimb-swig bags-tickle swim	88.56			
045770	08/24/2017	Heather Coughlan	79.92	A/P	OUT-STD	08/24/2017
	Cell Aug17	Cell Aug17	39.96			
	CellJul17	cell phone Jul17	39.96			
045771	08/24/2017	Jelly Bean Entertainment	153.00	A/P	OUT-STD	08/24/2017
	4049	Bouncy castle- Jul9-Community Grant	153.00			
045772	08/24/2017	NL Association of Fire Services	110.40	A/P	OUT-STD	08/24/2017
	5358	service pins-FD	110.40			
045773	08/24/2017	Recreation NL	535.00	A/P	OUT-STD	08/24/2017
	HighFiveTrainer	High Five trainer application	535.00			
045774	08/24/2017	Rogers Payment Centre	106.35	A/P	OUT-STD	08/24/2017
	Aug17	cable - FD	106.35			
045775	08/24/2017	SaltWire Network Inc.	489.49	A/P	OUT-STD	08/24/2017
	TM00003927	Tender ad-Healeys Pond Project	489.49			

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045776	08/24/2017	Telus	2,347.18	A/P	OUT-STD	08/24/2017
	Aug17	Cells Aug17	2,347.18			
045777	08/24/2017	The Canadian Payroll Association	304.75	A/P	OUT-STD	08/24/2017
	1708-160018	annual membership renewal	304.75			
045778	08/24/2017	Tucker Electronics Ltd.	1,932.00	A/P	OUT-STD	08/24/2017
	150226	Wireless Mic and projector	1,932.00			
045779	08/24/2017	Elyse Sparkes	150.00	A/P	OUT-STD	08/24/2017
	Petty Cash1	Petty Cash for library	150.00			
045780	08/24/2017	Core Contracting Inc,	400.00	A/R	OUT-STD	08/24/2017
045781	08/24/2017	Squires, Christopher D.E. & Penney Morgan	400.00	A/R	OUT-STD	08/24/2017
045782	08/24/2017	G&G Homes Ltd,	400.00	A/R	OUT-STD	08/24/2017
045783	08/24/2017	Haven Home Builders Ltd., & Paul Gosse & Greg Collett	800.00	A/R	OUT-STD	08/24/2017
045784	08/24/2017	Day, Raymond and Barbara	400.00	A/R	OUT-STD	08/24/2017
045785	08/24/2017	DSV Contracting, C/O Neil Thistle	400.00	A/R	OUT-STD	08/24/2017
045786	08/24/2017	Ryan, Scot Joseph	400.00	A/R	OUT-STD	08/24/2017
045787	08/24/2017	Martin, Deon	240.00	A/R	OUT-STD	08/24/2017
045788	08/28/2017	Farrell's Excavating Ltd.	63,417.48	A/P	OUT-STD	08/28/2017
	pymt#1-nearys pond	nearys pond rd project pymt1	63,417.48			
045789	08/28/2017	Glenda Spurrell	345.00	G/L	OUT-STD	08/28/2017
	6880-4100	Water & Sewer Maint & Repairs Glenda Sp	345.00			
045791	08/29/2017	Ashley Davies-Marsh	1,000.00	G/L	OUT-STD	08/29/2017
	3503-0000	Stewardship Assoc of Mun Conse Ashley I	1,000.00			
045792	08/29/2017	Extreme East Metals Inc.	575.00	A/P	OUT-STD	08/29/2017
	291	metal wall cladding - depot maint	575.00			
045793	08/30/2017	Michael Stone	80.48	A/P	*VOID*	08/30/2017
	Void Reason: Wrong amount					
	Jun30-Jul18	mileage claim-Jun30-Jul18	80.48			
045794	08/31/2017	Michael Stone	222.59	A/P	OUT-STD	08/31/2017
	Jun30-Aug25	mileage claim June30-Aug25	222.59			
045795	08/31/2017	City of St. John's	45,046.90	A/P	OUT-STD	08/31/2017
	13248	landfill use	9,252.53			
	RW 201707-4	water consumption Jul17	35,794.37			
045796	08/31/2017	Everbridge Inc.	6,500.00	A/P	OUT-STD	08/31/2017
	M34412	Mass communications-annual	6,500.00			
045797	08/31/2017	Pyramid Construction	21,735.00	A/P	OUT-STD	08/31/2017
	pymt#1Newbury	claim no1 - newbury pedestrian walkway	21,735.00			
045798	08/31/2017	Traffic Logix	10,808.85	A/P	OUT-STD	08/31/2017
	I-22825	Mobile traffic sign	10,808.85			
045799	08/31/2017	Triware Technologies Inc.	20,375.13	A/P	OUT-STD	08/31/2017
	177117	Annual maintenance contract	11,483.90			
	178040	Various - Quote 87849	8,891.23			
045800	08/31/2017	Vigilant Management Inc.	21,460.45	A/P	OUT-STD	08/31/2017
	956	Dogberry hill sidewalks	11,021.32			
	957	mycw-meadow hghts	5,338.88			
	958	MYCW-Nearys Pond Rd	5,100.25			
045801	08/31/2017	Xylem Canada Compnay	19,766.10	A/P	OUT-STD	08/31/2017
	3558280359	svr feed pump SP Plant (repair spare pump)	5,383.06			
	3558280892	Emergency repairs to lift station pumps-st. p	7,191.54			
	3558280893	Emergecnry repairs to lift station pumps St. f	7,191.50			

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045802	08/31/2017 Acklands - Grainger Inc.	558.07	A/P	OUT-STD	08/31/2017
	9530570127 2 CABLE PULLIES	451.67			
	9536283741 orange marker paint, blue marker paint-refu	-126.82			
	9537527989 orange marker paint	106.40			
	9537527997 2 cases orange marker paint, 1 case blue m	126.82			
045803	08/31/2017 Air Liquid Canada Inc.	252.51	A/P	OUT-STD	08/31/2017
	67185411 oxygen hoses, flaskback arresters, welding	252.51			
045804	08/31/2017 Atlantic Powertrain & Equipment Inc.	140.59	A/P	OUT-STD	08/31/2017
	46409 TRAILER - 20TON	140.59			
045805	08/31/2017 Atlantic Cash & Carry	31.39	A/P	OUT-STD	08/31/2017
	34702250874646 library event supplies	31.39			
045806	08/31/2017 Automotive Supplies (1985) Ltd	16.72	A/P	OUT-STD	08/31/2017
	124870 Unit #45 - headlight bulb	5.28			
	124950- bulb - unit45	11.44			
045807	08/31/2017 Babb Lock & Safe Company Ltd.	73.60	A/P	OUT-STD	08/31/2017
	107159 locks-voiseys hut	73.60			
045808	08/31/2017 Bernadine Lawlor	525.00	A/P	OUT-STD	08/31/2017
	Jul30-Aug31 rec center attendant Jul30-Aug31	525.00			
045809	08/31/2017 Big Erics Inc.	855.39	A/P	OUT-STD	08/31/2017
	46661 Cleaning Supplies and Urn	855.39			
045810	08/31/2017 CBS Rentals Limited	46.21	A/P	OUT-STD	08/31/2017
	10166648 Repair maintenance of roof vent saw	46.21			
045811	08/31/2017 Construction Signs	3,577.09	A/P	OUT-STD	08/31/2017
	34506 u channels-rd signs	548.55			
	34508 no exit sign	362.25			
	34534 sandbags, road signs	1,294.90			
	34586 road signs	307.64			
	34605 no parking sign	362.25			
	34624 crosswalk stensil,road signs	701.50			
045812	08/31/2017 Corporate Express	137.31	A/P	OUT-STD	08/31/2017
	45246572 Election Office Supplies	137.31			
045813	08/31/2017 Emco Supply	201.25	A/P	OUT-STD	08/31/2017
	12614309-00 VALVE KEY	201.25			
045814	08/31/2017 Fastenal Canada Company	121.11	A/P	OUT-STD	08/31/2017
	NFMOU172883 bits,bolts,nuts	65.33			
	NFMOU173227 nuts,bolts,etc	55.78			
045815	08/31/2017 Frederick Hollett	1,207.50	A/P	OUT-STD	08/31/2017
	Aug20-26 FD Consultations Aug20-26	1,207.50			
045816	08/31/2017 Frontline Paintball Inc.	1,557.10	A/P	OUT-STD	08/31/2017
	19079380 Teen night events	1,557.10			
045817	08/31/2017 GCR Tire Centers	1,352.69	A/P	OUT-STD	08/31/2017
	931-61056 UNIT #34 NEW TIRE - UNIT #50 FLAT REF	235.87			
	931-61237 Tire repairs	1,116.82			
045818	08/31/2017 Groeneveld	188.82	A/P	OUT-STD	08/31/2017
	020/40106472 steel swivel	188.82			
045819	08/31/2017 Harvey & Company Limited	5,196.54	A/P	OUT-STD	08/31/2017
	109840 REPAIRS TO UNIT #35	553.35			
	1098410 UNIT #35 REPAIRS / DIAGNOSTICS	1,002.93			
	109843 Repairs to 2014 Navistar 7400	3,421.82			

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	109844	COOLANT - UNIT 38	218.44			
045820	08/31/2017	Image 4 Printing & Design Inc.	2,660.38	A/P	OUT-STD	08/31/2017
	17943	Newsletter printing	2,660.38			
045821	08/31/2017	Irving Oil Limited	666.86	A/P	OUT-STD	08/31/2017
	849497	Gas	666.86			
045822	08/31/2017	Jelly Bean Entertainment	300.00	A/P	OUT-STD	08/31/2017
	4091	bouncy castle-day camp	300.00			
045823	08/31/2017	Kent Building Supplies	845.87	A/P	OUT-STD	08/31/2017
	15263336	BUILD NEW SET OF DOORS FOR BOATH	410.35			
	15264821	8x8 lumber-ball field	32.30			
	15264918	BUILD NEW SET OF DOORS FOR BOATH	164.77			
	15277691	grass seed	46.97			
	15279263	2 tubes mono, barrell bolt, door pull	34.33			
	1661186	BUILD NEW SET OF DOORS FOR BOATH	123.02			
	1664096	materials replacement boat house doors (R:	34.13			
045824	08/31/2017	Madsen Construction Equipment	147.53	A/P	OUT-STD	08/31/2017
	5007117	return- bucket tooth	-113.75			
	5007118	UNIT #36 - SET OF BUCKET TEETH	261.28			
045825	08/31/2017	Mikaila Rodgers	361.95	A/P	OUT-STD	08/31/2017
	Jul3-Aug25	mileage jul3-aug25	361.95			
045826	08/31/2017	Musubi Drum Circles	300.00	A/P	OUT-STD	08/31/2017
	30	day camp event	300.00			
045827	08/31/2017	Newfoundland Distributors Ltd.	107.58	A/P	OUT-STD	08/31/2017
	30252041	LOCK WASHERS / NUTS / THREAD LOCK	73.77			
	30252059	LOCK WASHERS / NUTS / THREAD LOCK	33.81			
045828	08/31/2017	Newfoundland Exchequer	25.00	A/P	OUT-STD	08/31/2017
	DefaultJudgementFee	default judgement filing fee	25.00			
045829	08/31/2017	Nicole Clark	700.00	A/P	OUT-STD	08/31/2017
	PC Fall Family Fest	petty cash for Fall family festival	700.00			
045830	08/31/2017	North Atlantic Supplies Inc.	137.66	A/P	OUT-STD	08/31/2017
	52927	KEVLAR GLOVES - FACILITIES STAFF FC	137.66			
045831	08/31/2017	Old Town Pizzeria	227.98	A/P	OUT-STD	08/31/2017
	DayCamp17	pizza for last day summer camp	227.98			
045832	08/31/2017	Orkin Canada Corporation	354.21	A/P	OUT-STD	08/31/2017
	IN-7907980	Pest control-depot	77.05			
	IN-7907985	pest control-rainbow gully rec complex	41.98			
	IN-7908076	Pest control-voiseys complex	58.65			
	IN-7908087	Pest control-rec center	79.93			
	IN-7908134	Pest control-generator shed	96.60			
045833	08/31/2017	Parts for Trucks	2,042.07	A/P	OUT-STD	08/31/2017
	40388261-00	Wire, terminals, battery master switch,	171.61			
	40389101-00	3 lifting straps, box bulbs, selinoid, tire bar	321.36			
	40389390-00	Unit #48 - hook up trailer brakes, air hose, 2	218.32			
	40394780-00	Battery Booster Charger - shop supplies	886.41			
	40395672-00	WHEEL CHECKS FOR NUTS	444.37			
045834	08/31/2017	Princess Auto Ltd.	45.99	A/P	OUT-STD	08/31/2017
	635839	MEASURING WHEEL	45.99			
045835	08/31/2017	Protek Industries	853.30	A/P	OUT-STD	08/31/2017
	20176	Lift of cold patch - 54 BAGS	853.30			

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Town of Portugal Cove-St.Philips
BNK1 - BNS CURRENT ACCT
 Cheques from 000001 to 045854 dated between 08/22/2017 and 09/01/2017

CHEQUE REGISTER

Printed: 12:42:44PM 09/01/2017

Page 8 of 8

Number	Issued		Amount	SC	Status	Status Date
045836	08/31/2017	Richard Murphy	1,293.75	A/P	OUT-STD	08/31/2017
	Aug21-27	FD Consultations Aug21-27	1,293.75			
045837	08/31/2017	Rideout Tool and Machine Inc.	48.82	A/P	OUT-STD	08/31/2017
	1590622	chaulk for drill	48.82			
045838	08/31/2017	Royal Freightliner	831.00	A/P	OUT-STD	08/31/2017
	FRCS177058	Unit #40 maint & Repairs	831.00			
045839	08/31/2017	SME	460.00	A/P	OUT-STD	08/31/2017
	043905	Storage container rental	460.00			
045840	08/31/2017	Speedy Automotive	44.41	A/P	OUT-STD	08/31/2017
	14685-70633	wrench	44.41			
045841	08/31/2017	Staples (#434)	113.85	A/P	OUT-STD	08/31/2017
	58514	PORTABLE EXTERNAL HARD DRIVE	113.85			
045842	08/31/2017	Steelfab Industries Ltd.	173.35	A/P	OUT-STD	08/31/2017
	0000133199	2X2X8 FT SQUARE STOCK - WWTPS	63.54			
	0000133281	Checker plates - boathouse	109.81			
045843	08/31/2017	Toy Box	68.99	A/P	OUT-STD	08/31/2017
	42653	ride on mower - safety guard for mower dec	68.99			
045844	08/31/2017	Triware Technologies Inc.	197.70	A/P	OUT-STD	08/31/2017
	179517	cable	36.73			
	179519	1 year SSL certificate renewal	160.97			
045845	08/31/2017	Tucker Electronics Ltd.	220.96	A/P	OUT-STD	08/31/2017
	150251	wireless mic,projector - taxes not inc on first	220.96			
045846	08/31/2017	Valero Energy Inc.	1,107.81	A/P	OUT-STD	08/31/2017
	4111459239	Diesel	1,107.81			
045847	08/31/2017	Xylem Canada Compnay	1,072.26	A/P	OUT-STD	08/31/2017
	3558281299	SUMP PUMP - INVENTORY WW	1,072.26			
045848	08/31/2017	Yvonne King	525.00	A/P	OUT-STD	08/31/2017
	Jul30-Aug31	rec center attendant Jul30-Aug31	525.00			
045849	08/31/2017	Newfoundland Exchequer	100.00	A/P	OUT-STD	08/31/2017
	OceansEdgeBlueSky	Easement agreement - Oceans Edge/Blue Sky	100.00			
045850	08/31/2017	Newfoundland Exchequer	138.00	A/P	OUT-STD	08/31/2017
	G&GHomes	conveyance-G&G Homes-Oceans Edge	138.00			
045851	08/31/2017	Paul Squires Sheet Metal	126.50	A/P	OUT-STD	08/31/2017
	083117	valve/culvery cover	126.50			
045852	08/31/2017	Atlantic Cash & Carry	44.15	A/P	OUT-STD	08/31/2017
	34702180777699	youth camp supplies	44.15			
045853	08/31/2017	Grant Smith	44.99	A/P	OUT-STD	08/31/2017
	Confined Space	travel claim-confined space	44.99			

Cheque Totals Issued: 329,778.51

Void: 380.48

Total Cheques Generated: 330,158.99

Total # of Cheques Listed: 153

* - Partial payment was made on Invoice

** - Name on Check was modified

ATIPPA Requests January 1 to August 31, 2017					OIPC Complaints 2013-August 31, 2017		
Requestor	# of request	# of questions from requests	Time spent on completed requests (in hours)	# of Requests Outstanding	Requestor	# of requests received	# of requests outstanding
#1	86	226	354.5	13	#1	19	1
2	5	13	28.5	0	Others	2	0
3	2	9	18	0			
4	2	4	17	0			
6	2	3	2	1			
5	1	3	32	0			
7	2	2	7	0			
9	1	2	6	0			
8	1	1	7.5	0			
10	1	1	4	0			
12	1	1	2.5	0			
11	1	1	2	0			
Total	105	266	481	14			

PCSP ATIPPA Summary of monthly requests for 2017								
	Requests (from #1)	No. of Requests Completed (from #1)	Time spent on completed requests (from #1)	No. of Requests Outstanding (from #1)	Requests from others (from all except #1)	No. of Requests Completed (from all except #1)	Time spent on completed requests (from all except #1)	No. of Requests Outstanding (from all except #1)
Jan	6	6	36.5	0	1	1	5	0
Feb	11	11	65	0	2	2	17	0
Mar	10	10	29	0	10	10	81	0
Apr	19	19	123.5	0	0	-	-	-
May	12	12	42.5	0	3	3	11	0
June	5	5	20.5	0	1	1	5	0
July	7	7	27	0	1	1	7.5	0
August	16	3	10.5	13	1	0	0	1
Total	86	73	354.5	13	19	18	126.5	1



CORRESPONDENCE

Council Correspondence for August 28 – September 12, 2017

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
August 31, 2017	Department of Municipal Affairs and Environment	Letter regarding PCSP Town Council Development Decision	PD Cmte
August 31, 2017	National Airlines Council of Canada	Airport Privatization	AF Cmte
Sept 1, 2017	Department of Fisheries and Land Resources	2017 National Forest Week	RC Cmte
Sept 11, 2017	Department of Municipal Affairs and Environment	Letter regarding conflict of interest allegations in the Town of PCSP	Council meeting
Sept 11, 2017	Seniors NL	Annual General Meeting Invitation – For Mayor Tucker	Council meeting



NEW/GENERAL/ UNFINISHED BUSINESS

New Business

Economic Development, Marketing and Communications

1. Maggie's Place Development Plan

Council has reviewed the Work Package #2 report submitted by Tract Consulting as tabled. The next stage of the plan is the creation of a request for proposals from the development community to stimulate the development of the area.

Motion: I recommend that the Town approve and accept Work Package #2 of the Maggie's Place Development Plan.

Motion: I recommend that Tract Consulting proceed with Work Package #3 of the Maggie's Place Development Plan as per their approved proposal.

2. Service Level Review

Council has reviewed the Strategic Operational Priorities Report submitted by Twells Consulting as tabled. This is a critical piece of the overall review that is still being developed. The next step will be a needs-gap analysis and best practices scan to determine what the level of service should be employed for these areas and how we can achieve it.

Motion: I recommend that the Town approve and accept the Strategic Operational Priorities Report.

MAGGIES PLACE DEVELOPMENT PLAN WORK PACKAGE 2

TOWN OF PORTUGAL COVE - ST. PHILIP'S, NL



FINAL REPORT | SEPTEMBER 2017

Maggies Place Development Plan Work Package 2

Final Report

Town of Portugal Cove - St. Philip's, NL

September 2017



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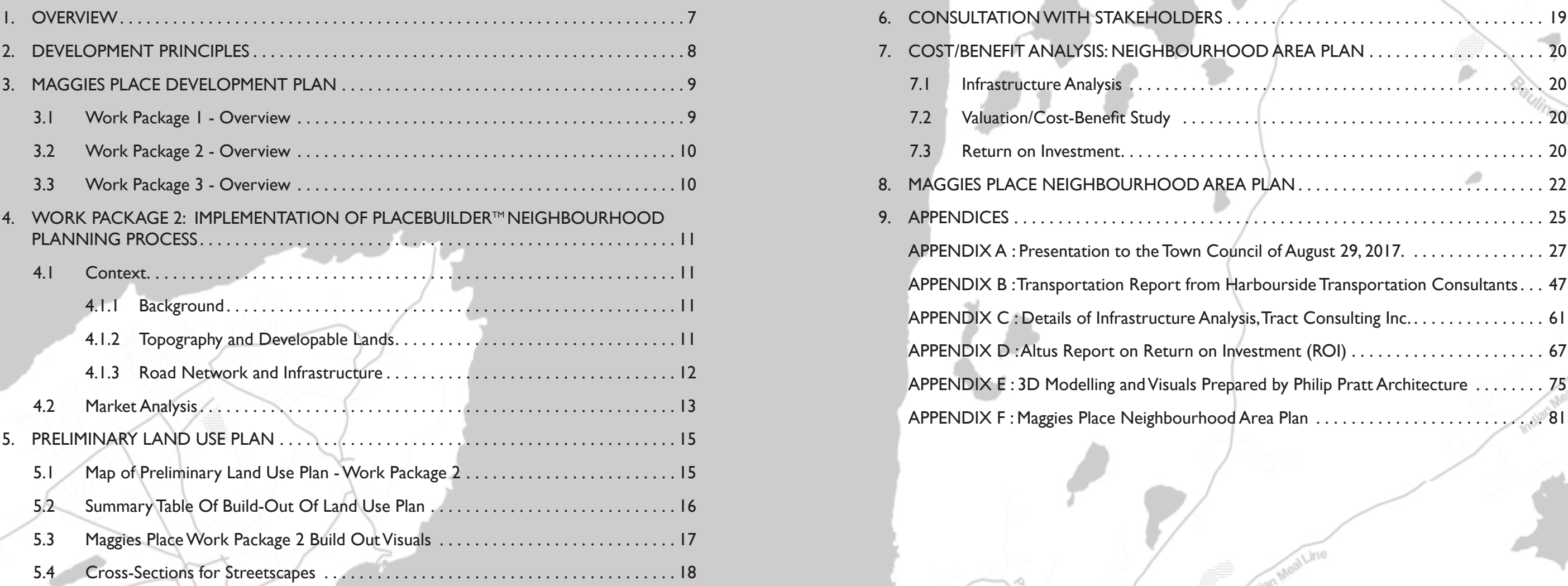
ndawe@tractconsulting.com

www.tractconsulting.com

TRACT TEAM

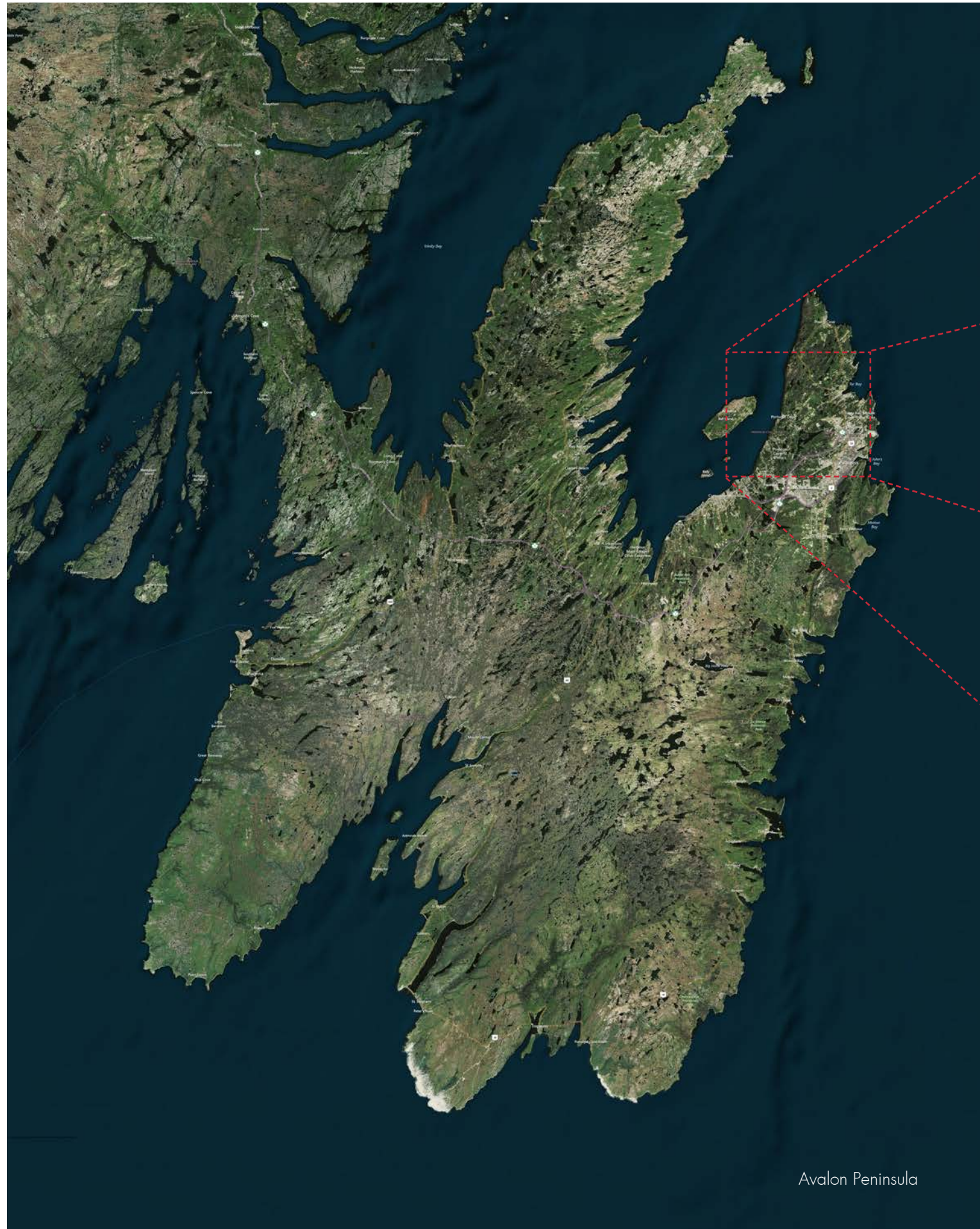
- TRACT CONSULTING – Prime Consultant/Civil Planning/Landscape Architecture
- HARBOURSIDE ENGINEERING – Transportation
- ALTUS - Development Economics
- PHILIP PRATT ARCHITECTURE –Architecture

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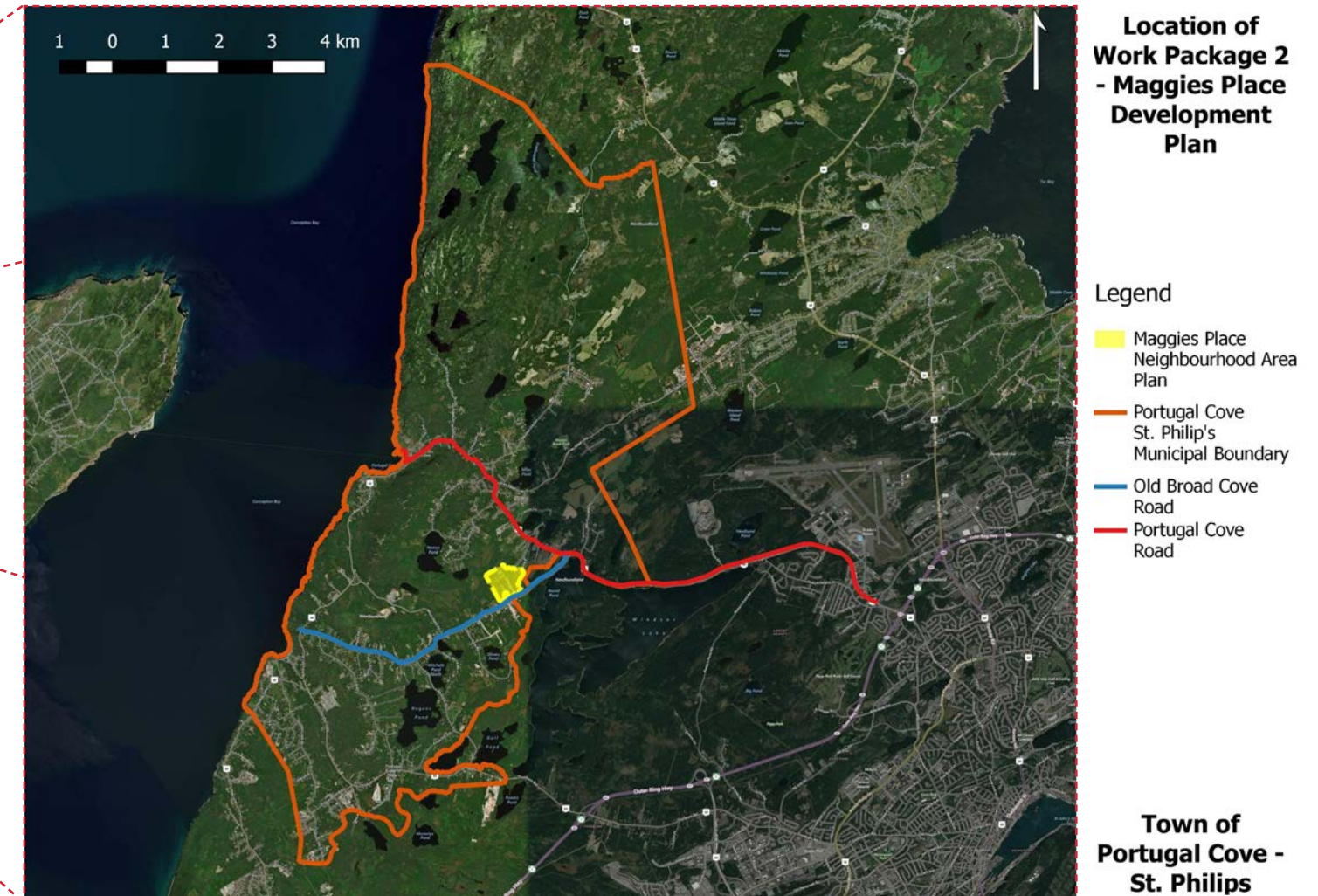


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1. OVERVIEW



Avalon Peninsula



The Maggie's Place Development Plan project involves a 145-hectare site centrally located at the eastern border of the Town of Portugal Cove - St. Philip's, near the intersection of Portugal Cove Road and Old Broad Cove Road. Formerly designated as provincial agricultural lands, the Town is seeking re-designation of the area as a Residential Development Scheme Area (RDSA). A three-phase 'Work Package' approach was initiated to achieve this objective.

Work Package 2 represents the preparation of the Maggie's Place Neighbourhood Area Plan that provides the gateway to the overall RDSA. Building on the foundation of feasibility studies regarding site assessment and municipal infrastructure undertaken in Work Package 1, Work Package 2 added regional market evaluation and cost/benefit analysis to inform the design of the Neighbourhood Area Plan. This work is highlighted in this report, and supporting appendices provide the details of the work undertaken by the *Tract* team.

2. DEVELOPMENT PRINCIPLES

The Town of Portugal Cove - St. Philip's has embraced the PlaceBuilder™ community planning model developed by *Tract Consulting Inc.* that advocates sustainable development and fiscal responsibility.

The PlaceBuilder™ guiding principles for urban design include:

- Respect and preservation of environmental resources;
- Creation of a network of active mobility walkways and trail systems, i.e., green connections and active transportation;
- Rationalized traffic flow, i.e., transit oriented development;
- Enhanced municipal service, i.e., centrally located new Municipal Depot;
- Efficient use of developable lands for diversity of housing choices and mix of other land uses;
- Access to nature, recreation facilities and agricultural lands; and,
- Overall pursuit of a complete, age-in-place, neighbourhood in the Town of Portugal Cove - St. Philip's.

These principles, combined with Council and public feedback provided guidance for the development of the Maggies Place Neighbourhood Area Plan.



This Preliminary Land Use Plan Buildout demonstrates how PlaceBuilder™ principles are incorporated into the design.

3. MAGGIES PLACE DEVELOPMENT PLAN

3.1 WORK PACKAGE 1 - OVERVIEW

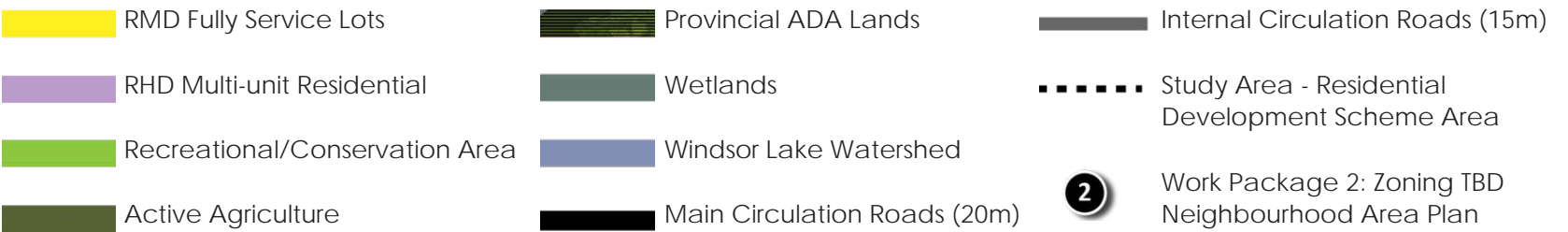
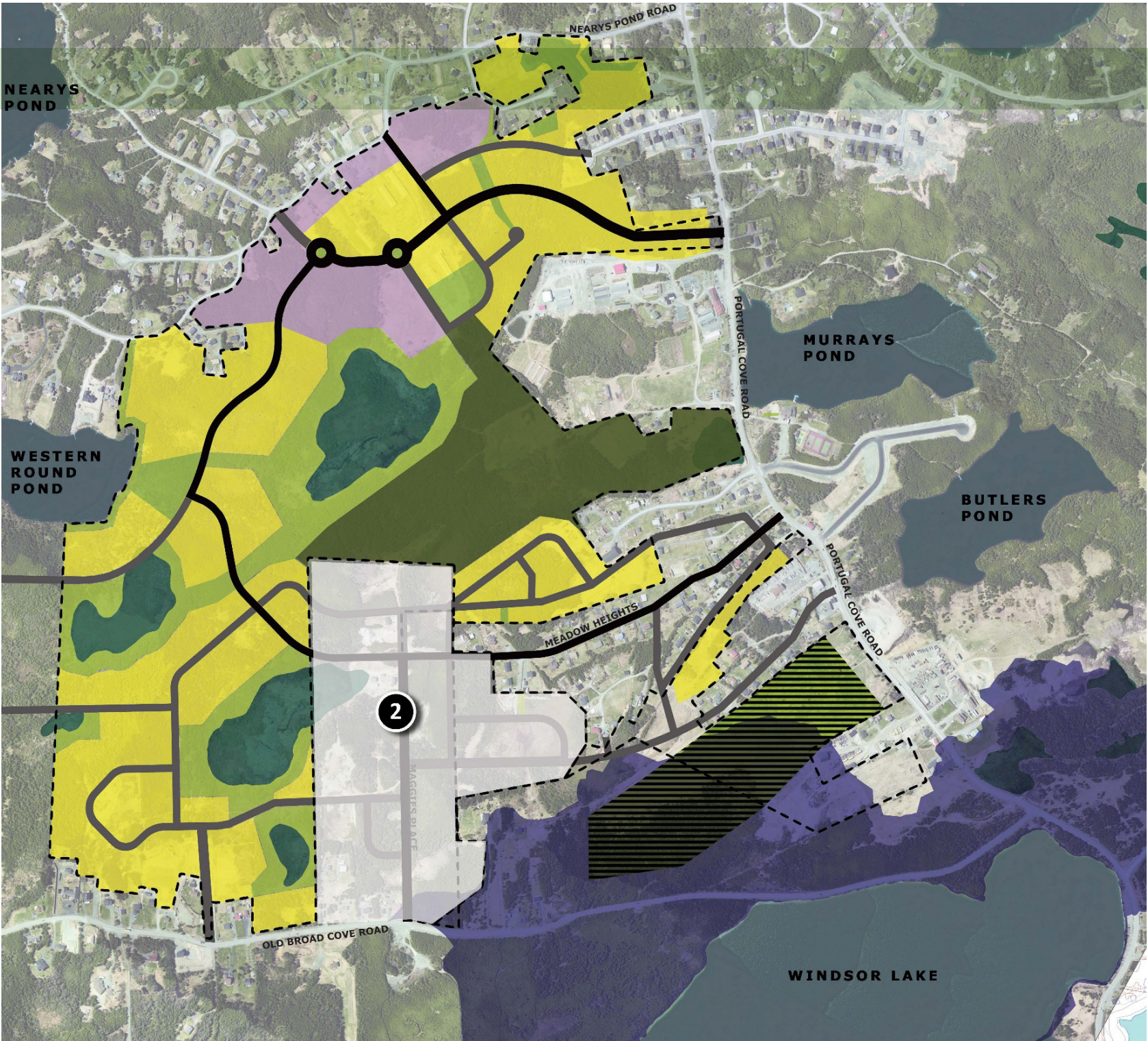
The development approach for the Maggies Place project includes three distinct work packages:

Work Package I involved the preparation of a development concept plan based on site assessment, market overview and significant engagement and dialogue with local property owners, residents, developers, interested persons, including Town Council and senior Town staff.

The resulting Preliminary Land Use Plan for the overall Maggies Place Development Plan Area includes:

- Identification of developable lands, and proposed land use and zoning plan;
- Design of a transportation network to support development of the proposed zoning plan; and,
- Preparation of an engineering servicing plan to support the land use plan.

The Preliminary Land Use Plan for Maggies Place Development Plan Area, Work Package I, was Approved-in-Principle by the Town Council in April, 2017.



3.2 WORK PACKAGE 2 - OVERVIEW

Within the overall concept plan, the lands near to and surrounding Maggies Place are intended to be the primary focus of development and will include a Neighbourhood Development Scheme that has been prepared by the *Tract Consulting Team* for Work Package 2. In addition, the following scope of work has been undertaken for Work Package 2:

- A fiscal framework to support financing the required infrastructure;
- A design development program based on market and land valuation;
- A detailed Neighbourhood Plan that responds to the zones within the overall Development Planning Area, and allows for more detailed neighbourhood level zoning based on the defined design development program;
- A refined Development Plan that designs and costs the needed key infrastructure to support the plan, and the costs associated with the development;
- The Neighbourhood Development Plan will be based on a Return on Investment (ROI) Model that identifies the mix of uses, projected selling price and the return on investment to the development community and the Town; and,
- Once the land uses zones are defined and agreed to for Work Package 2, then the zoning categories in Work Package 1 can be adjusted as determined necessary.



3.3 WORK PACKAGE 3 - OVERVIEW

Using the Development Plan and the land valuation and the Return on Investment information prepared for Work Package 2, a Request for Proposals ("RFP") will be prepared for advertising to the Development Community. The Town Council will determine the process for the preparation of the Work Package 3 RFP at the appropriate stage of the Maggies Place project.

4. WORK PACKAGE 2: IMPLEMENTATION OF PLACEBUILDER™

NEIGHBOURHOOD PLANNING PROCESS

4.1 CONTEXT

4.1.1 Background

Within the overall Preliminary Land Use Plan, the lands near to and surrounding Maggies Place were intended to be the primary focus of development as part of Work Package 2. This consists of the currently vacant parcel of land approximately 5.7 hectares in size owned by the Town on Maggies Place, as well as lands immediately surrounding the Town owned land, and the proposed new Municipal Depot site.

The implementation of the Placebuilder™ approach was applied, including:

- A design development program based on market and land valuation;
- A detailed Neighbourhood Area Plan that responds to the zones within the overall Preliminary Land Use Plan and allows for more detailed neighbourhood level zoning based on the defined design development program.
- A refined Infrastructure Development Plan that designs and costs the needed infrastructure to support the plan, and the costs associated with the development.
- A Return on Investment Model that identifies the mix of uses, projected selling price and the return on investment to the development community and the Town.

The resulting Neighbourhood Area Plan would then be sustainable from both a quality community lifestyle perspective and provide a fiscal framework to finance required infrastructure. Once the Neighbourhood Area Plan is defined for Work Package 2, then this approach, including the new and refined zoning categories can be applied to the lands in Work Package 1, or to other Residential Development Scheme Areas in the Town of Portugal Cove - St. Philip's.

Following the completion of Work Package 1, the Town Council agreed to proceed with Work Package 2. The defined neighbourhood context includes the currently vacant parcel of land approximately 5.7 hectares in size owned by the Town on Maggies Place as well as lands immediately surrounding the Town owned land.

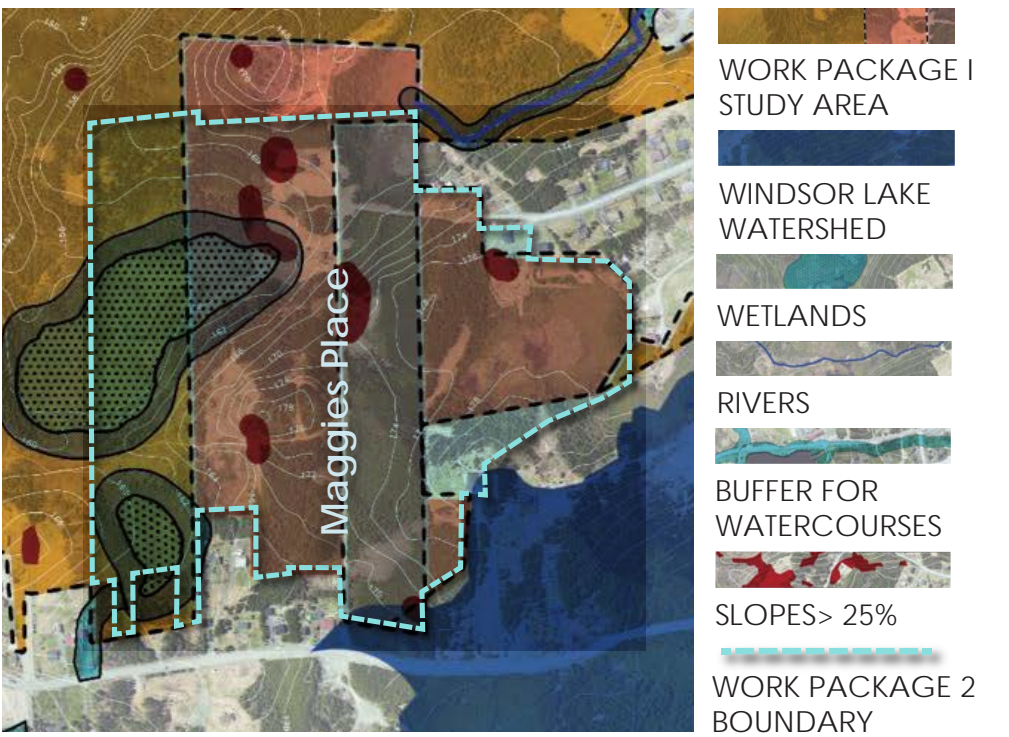
The work for Work Package 2 includes recommending future land uses for this area, housing types and densities and other appropriate land uses as well as features to accommodate recreational uses.

4.1.2 Topography and Developable Lands

Work undertaken for Work Package 2 has included a topographical review which has mapped lands with slope gradients in excess of 25% as non-developable. The consulting team believes identifying lands with a slope of 15% to 25%, as only available for specific types

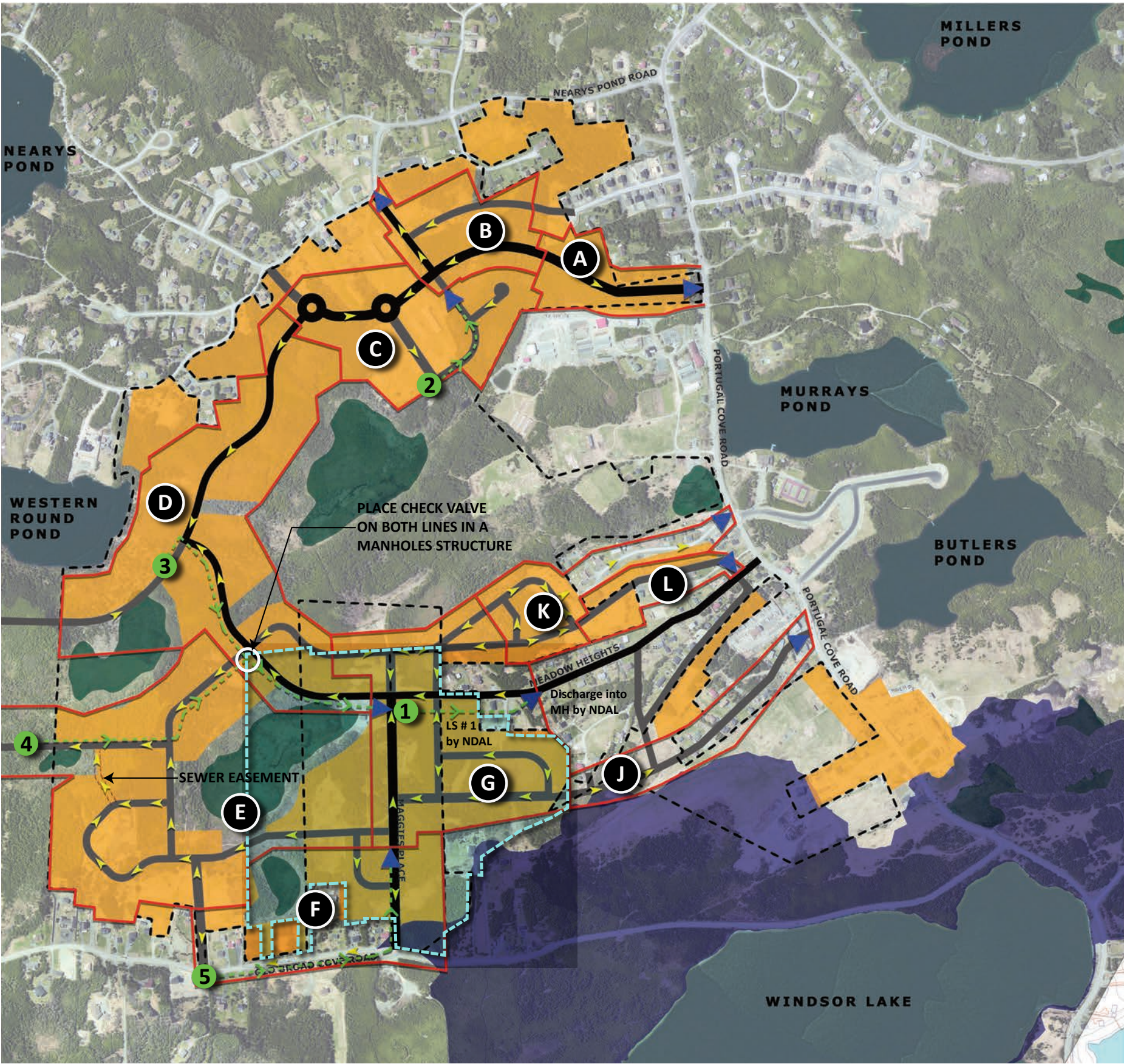
of housing, such as low-density townhouse projects that may be developed in clusters and in unison with the natural character of the site is desirable. Development sites with slopes of less than 15% are available to all eligible land use zone categories and for varied land uses.

The *Tract Consulting Team* has in its work for Work Package 2, taken into account those lands in the study area previously identified by the Provincial Government as significant wetlands and has reserved out these wetlands from proposed development and recommended environmental protective buffers for these wetlands.



Development Context

4.1.3 Road Network and Infrastructure



A road network has been planned by the consulting team for all lands located in Work Packages 1 and 2 of the Maggie's Place project. The planned road network for these development areas consists mainly of a "C" shape collector roadway with two connections to Portugal Cove Road both north and south of Murray's Pond and a proposed connection running from this roadway to Old Broad Cove Road. There are also a variety of local streets that connect at various points through the collector road system.

Harbourside Transportation Consultants ("HTC") who are members of the consulting team, have checked the vertical alignment for the entire collector road system and have provided recommendations for the design of the proposed road network including the design of street cross-sections. They have reviewed the proposed land uses and full build-out populations and development densities under the land use plan prepared for Work Package 2. The HTC report is included as **Appendix B** to this report.

Municipal Servicing

LEGEND

DEVELOPABLE LANDS

WETLANDS

WINDSOR LAKE WATERSHED

MAIN CIRCULATION ROADS (20m)

INTERNAL CIRCULATION ROADS(20m)

WORK PACKAGE I STUDY AREA

SERVICING ZONES

SERVICING ZONE BOUNDARIES

DISCHARGE LOCATIONS

LIFT STATIONS

FORCED MAINS

GRAVITY SEWER FLOW DIRECTION

WORK PACKAGE 2 BOUNDARY

4.2 MARKET ANALYSIS

A Market Analysis was prepared by *Altus Group* for *Tract Consulting Inc.* for Work Package 2 on June 23, 2017.

The following charts contain a summary of the residential dwelling starts, completions and absorptions totals for year-to-date March 2016 and 2017. The table below indicates a decline in housing starts for 2017 over the same period in 2016 for the City of St. John’s, Mount Pearl and the remainder of the St. John’s CMA. Housing prices experienced a slight decrease of about 0.5% in the City of St. John’s, while prices in Mount Pearl decreased about 1%. The remainder of the CMA decreased nearly 6.6% over 2016 average housing prices for the same period.

Starts by Dwelling Type January - March 2017											
Submarket	Single		Semi		Row		Apt. & Other		Total		
	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	%
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	Change
St. John's City	15	24	4	0	0	0	0	7	19	31	-38.7
Mount Pearl	3	4	0	0	0	0	0	0	3	4	-25.0
St. John's CMA	41	76	4	8	0	0	1	8	46	92	-50.0

Source: CMHC (Starts and Completions Survey)

Completions by Dwelling Type January - March 2017											
Submarket	Single		Semi		Row		Apt. & Other		Total		
	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	%
	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016	Change
St. John's City	39	56	0	2	0	0	12	15	51	73	-30.1
Mount Pearl	10	10	4	0	0	0	0	0	14	10	40.0
St. John's CMA	122	181	6	12	10	5	14	33	152	231	-34.2

Source: CMHC (Starts and Completions Survey)

Absorbed Single-Detached Units by Price Range													
Completions by Dwelling Type													
Submarket	Price Ranges										Total	Median Price (\$)	Average Price (\$)
	< \$250,000		\$250,000 - \$299,999		\$300,000 - \$349,999		\$350,000 - \$399,999		\$400,000 +				
	Units	Share (%)	Units	Share (%)	Units	Share (%)	Units	Share (%)	Units	Share (%)			
St. John's City													
Year-to-date 2017	1	2.9	0	0.0	6	17.1	14	40.0	14	40.0	35	385,000	421,038
Year-to-date 2016	1	1.7	3	5.0	3	5.0	13	21.7	40	66.7	60	415,000	423,132
Mount Pearl													
Year-to-date 2017	0	0.0	4	36.4	6	54.5	1	9.1	0	0.0	11	-	321,314
Year-to-date 2016	0	0.0	0	0.0	6	66.7	2	22.2	1	11.1	9	-	324,633
St. John's CMA													
Year-to-date 2017	3	2.7	16	14.2	25	22.1	31	27.4	38	33.6	113	377,500	393,941
Year-to-date 2016	2	1.1	21	11.9	25	14.2	36	20.5	92	52.3	176	400,000	421,707

Source: CMHC (Market Absorption Survey)

Figure 5.1: MLS® Residential Average Price for St. Johns

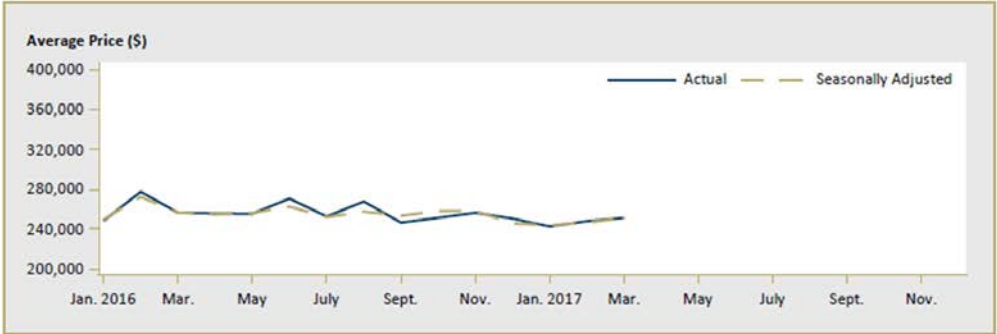


Figure 5.2: MLS® Residential Sales for St. Johns

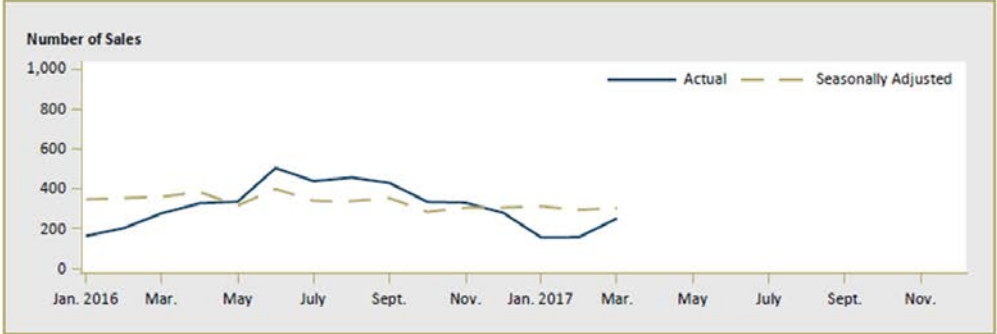
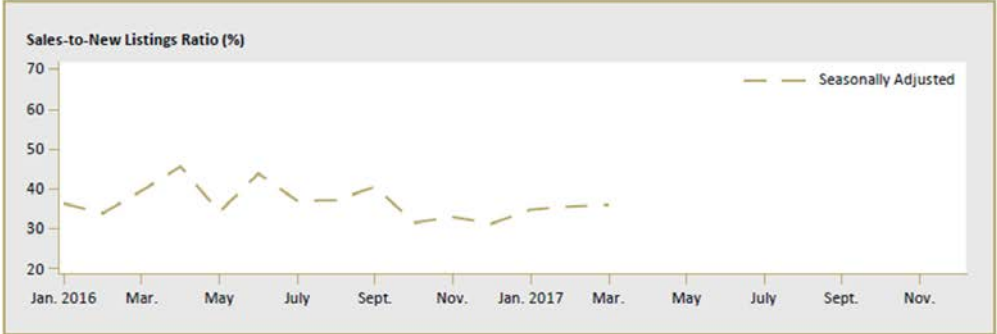


Figure 5.3: MLS® Residential Sales-to- New Listings Ratio for St. Johns



MLS® is a registered trademark of the Canadian Real Estate Association (CREA).

Source: CREA / Haver Analytics

The majority of residential subdivision development within the St. John's, CMA are marketed as 'turn-key' deals only. Majority of lots are pre-sold prior to the development of the housing units. Historically residential subdivision developments sell out within 18 months for the 'turn-key' deals with completion of the deals dependent upon the amount of time required to construct the finish product. This sell out period had been extending over the last three years as the residential market began to experience a slowdown.

The take-up of lots through the sell-out period has been based on our analysis of housing subdivisions throughout the St. John's, CMA as well as a review of information provided by CMHC. Average price of both new and existing homes, the housing market in the St. John's, CMA have continued to decline in 2017 from the reduced rates of 2016. Total housing starts were down approximately 48% from the previous year as of May 2017. Although the market has cooled, overall it is still quite healthy. Previous years have shown record-breaking activity that has been difficult to sustain. With the slowdown in the single family home market developers have begun to shift their attention to other residential stock such as townhomes and duplex development. Starts in Portugal Cove St. Philip's total 6 over the first five months of 2017 down from 16 starts over the same period in 2017. Completions were however in line with the previous year totally 21 down by just one from 22 in 2016. The lack of starts could be contributed to the type of lots currently available within the Portugal Cove St. Philip's market. As demand for new homes in the below \$400,000 price range has hurt the executive home market, which is a large component of the Portugal Cove St. Philip's market. Buyers active in today's market are first time home buyers or those looking to downsize which has led to the price reduction in the overall market. Prices remain stable in the homes that are in demand and the price drop can be contributed in part to the lack of sale of executive homes which traditionally have driving up the overall average housing price.

As of June 28th, 2017, there were a total of 52 active listings on the MLS for Portugal Cove-St. Philip's with the majority of listing being for single family homes with only three listings being for 2-apartment homes. Asking prices range from a low of \$126,000 to a high of \$1,399,000

with a mixture of new and older homes on the market. Outside of St. John's and Mount Pearl the market for currently available product remains similar to Portugal Cove St. Philip's with a majority of the product being single family homes with some 2-apartments also available. With the St. John's and Mount Pearl markets developments are a little more mixed with units available within condominium buildings as well as multi family developments.

Recent development applications within St. John's have been showing a movement from the traditional single family home developments to a mixture of smaller developments offering, narrow lot development, townhouse or duplex development and even some apartment / multi family development. A summary of some of the recent applications is contained below:

- Former I.J Samson Junior High School - An application has been submitted for rezoning of this site to permit development of 20 townhouse units and a 58 unit seniors apartment building. The 59 units would be contained within 9 separate buildings.
- 315 Torbay Road - an application was made in April, 2016 to rezone this site to permit development of 49 Townhouse units
- New 14 unit Townhouse development proposed for Pleasantville.

In addition to the three projects listed above there are several new seniors' home and retirement complexes in the pipeline for the St. John's, CMA with an eye to the CBS and East end area of the City of St. John's. A active new project that has been selling well located along Park Avenue in Mount Pearl has shown great success for Gibraltar Development. The project located at Park and Worrall contains a total of 21 townhomes offer a variety of layout plans to suit all needs.














5. PRELIMINARY LAND USE PLAN

5.1 MAP OF PRELIMINARY LAND USE PLAN - WORK PACKAGE 2

Once the consulting team determined which lands within the boundary of Work Package 2 were developable, a preliminary land use plan was prepared and discussed with Town officials and landowners. The plan was refined based on these discussions; this preliminary plan:

- Reflects PlaceBuilder™ concepts and other Town planning goals and objectives,
- Protects important wetlands,
- Promotes a range of housing styles for various ages,
- Makes provision for a small commercial and community amenity space and a "Neighbourhood Hub",
- Higher density housing is primarily grouped around the Neighbourhood Hub with lower density housing styles located moving out from the Neighbourhood Hub;
- Suggests appropriate uses of lands adjoining, New Municipal Depot;
- Supports trails and walkway systems; and,
- Addresses initial concerns of the new Municipal Depot location on Maggies Place.

LEGEND

	SINGLE LOTS 15m Frontage		WETLANDS BUFFER ZONE
	SINGLE LOTS 12m Frontage		WINDSOR WATERSHED
	SEMI-DETACHED LOTS		PARKS
	MULTI UNITS		DEPOT BUFFER ZONE
	TOWNHOMES		INDUSTRIAL
	WETLANDS		PROPERTY BOUNDARIES
			WORK PACKAGE 2 BOUNDARY



5.2 SUMMARY TABLE OF BUILD-OUT OF LAND USE PLAN

Based on the Preliminary Land Use Plan, the potential buildout for Maggies Place Work Package 2 area will include a mixture of single dwellings, semi-detached dwellings, town homes and multi-unit buildings. This would allow for the phased buildout based on market conditions of approximately 400 new residential units with a mix of residential styles with an estimated population of approximately 900 residents.

Maggies Place Work Package 2 Buildout Details							
	Typical lot size	Land Area		Lots	Units	Residents/Unit	Population
PROPOSED DEVELOPMENT IN CURRENT PHASE							
Single dwelling lots 15m frontage	15m frontage, 420 sm	32340	sm	77	77	2.5	192.5
Single dwelling lots 12m frontage	12m frontage, 360 sm	10800	sm	30	30	2.5	75
Semi detached dwelling lots	15m frontage, 420 sm	5460	sm	13	13	2.5	32.5
Townhouse lots	6.75m average frontage, 206 sm	8652	sm	42	42	2.5	105
Cohousing (12 units)	30m x 60m	1800	sm	1	12	1.25	15
Multi unit building (12 units)	1700 sm	18700	sm	11	132	2.25	297
		3400	sm	1	16	2.25	36
Multi unit building (24 units)		3400	sm	1	48	2.25	108
Multi unit building (32 units)		4533	sm	1	32	2.25	72
Total		89085	sm	177	402		933
POTENTIAL DEVELOPMENT IN FUTURE PHASE, BUT WITHIN CURRENT STUDY BOUNDARY							
Future phase single dwelling lots 15m frontage	15m frontage, 420 sm	6300	sm	15			
RMD	1 lot sw corner of study site 2263 sm	2263	sm	1			
		8563	sm				
POTENTIAL DEVELOPMENT BY SUBDIVISION OF EXISTING DEVELOPED LARGE LOTS LOTS							
Single dwelling lots 15m frontage	15m frontage, 420 sm	4200		10			
NON-RESIDENTIAL LAND USES							
Community use	Within MU building	324	sm				
Commercial	Within MU building	324	sm				
Industrial (municipal depot)	(Proposed Paradise depot 1.5 ha without buffer areas)	20616	sm				
OPEN SPACE (left for public use by circumstance or by choice)		12708	sm				
	Hilltop wilderness park						
	Hilltop Neighbourhood park	2389	sm				
	Small neighbourhood park	378	sm				
	Trail link space	324	sm				
	Total	15799					
			sm				
CONSERVATION (no option but to leave these lands undeveloped)		32875	sm				
	Wetlands						
	Wetland buffers	30424	sm				
	Watershed lands	6848	sm				
	Total	70147					
			sm				
STREETS (& future sreetes)		47449					
			sm				
Land othwerwise unaccounted for	Land developed already, fragments left for future dev	37802					
			sm				
TOTAL LAND AREA WITHIN STUDY AREA BOUNDARY		293661					

5.3 MAGGIES PLACE WORK PACKAGE 2 BUILD OUT VISUALS

To provide a sense of the feel and look of the proposed buildout, a series of visuals were prepared. These show an overview of the Maggies Place neighbourhood and views from the top of the proposed hilltop wilderness park and hilltop neighbourhood park and perspectives for different major surrounding streets with a focus on the neighbourhood hub. (Refer to **Appendix E**). Also shown, are examples of typical housing styles and layout.



Work Package 2 | Conceptual Imagery | Maggies Streetscape & 'Neighbourhood Hub'

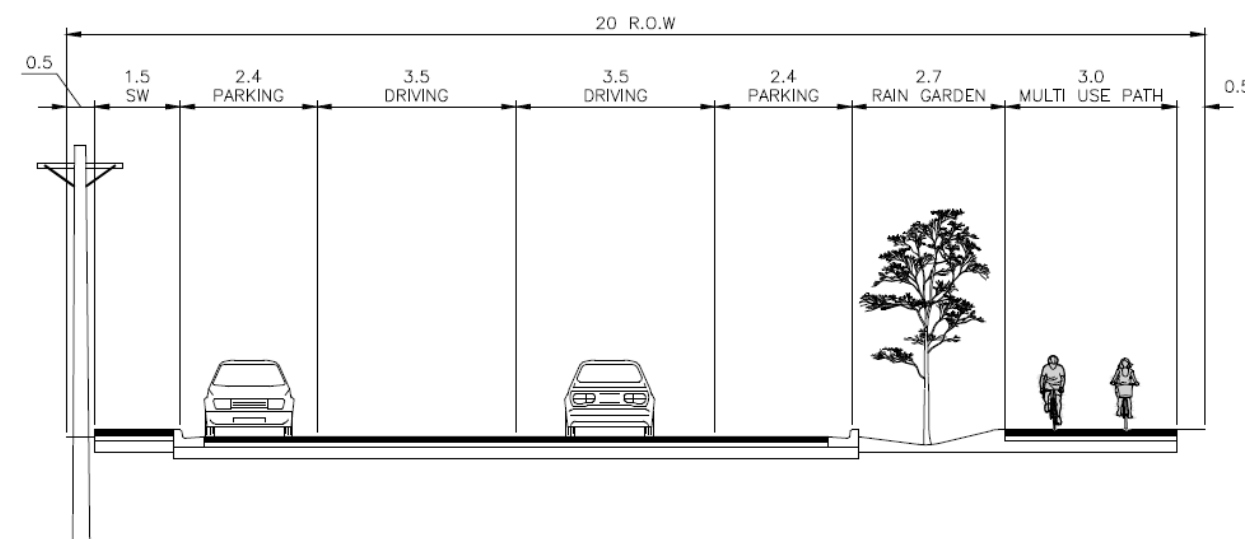
5.4 CROSS-SECTIONS FOR STREETSCAPES

Cross-sections have been prepared by the consulting team for the proposed roadways in the area located within Work Package 2, as shown and included in **Appendix B**.

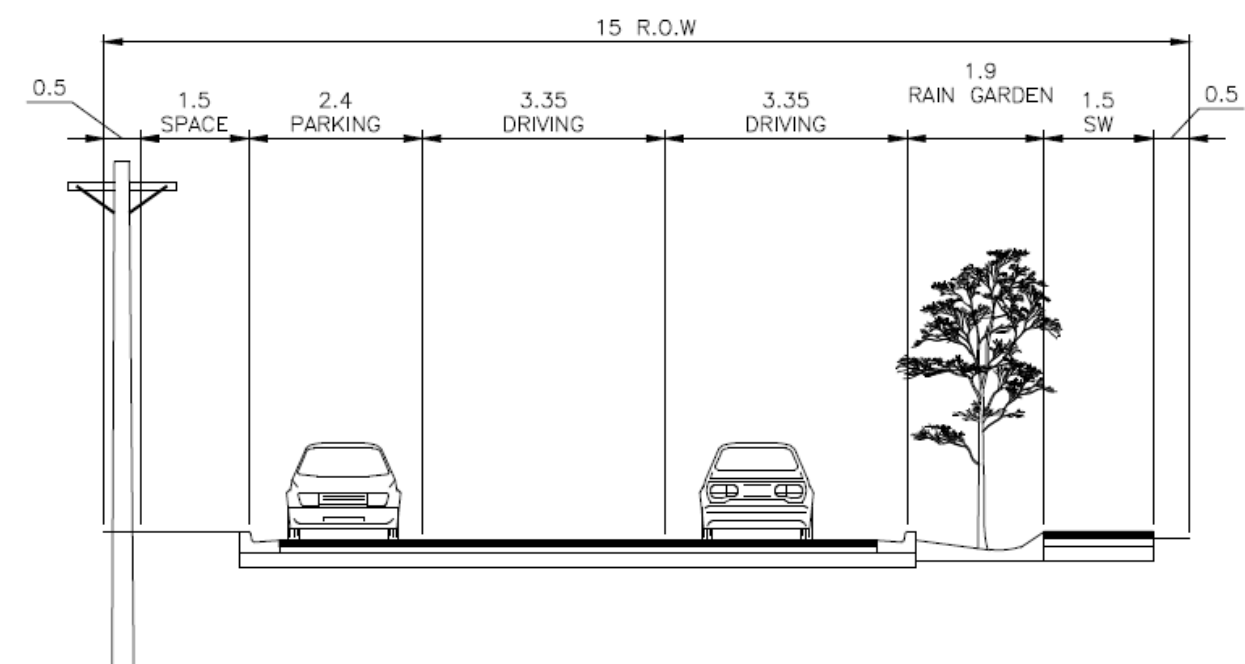
The cross-sections were determined based on the classification of the roadway and whether the roadway segment was located in the proposed Neighbourhood Hub. Provision for pedestrians has been given a high priority and pedestrian facilities are located in each of the proposed roadways. At minimum, a 4.0 metre multi-use path is provided on one side of a collector roadway with a 3.0 metre buffer between the multi-use path and the adjacent parking lane. On local roadways, a 1.5 metre sidewalk is provided with a 1.9 metre buffer to the adjacent travel lane provided.

Pedestrian facilities will be provided on both sides of roadways within a certain radius of the Neighbourhood Hub.

The roadway cross-sections recommend "Rain Gardens" for the purpose of effective stormwater management.



Cross Section A-A for a Collector Roadway within the 'Neighbourhood Hub' - Updated September, 2017



Cross Section C-C for a Local Roadway - Updated September, 2017

6. CONSULTATION WITH STAKEHOLDERS

The process for stakeholder engagement was discussed in detail by the *Tract Consulting Team* with Town officials prior to work beginning on Work Package 2.

It was agreed that focused consultations with those persons owning land within the boundaries of Work Package 2 would be an appropriate means to solicit input. To that end, two sessions were held by the Town and the *Tract Consulting Team* at the Murray's Pond Fishing and Country Club on the evenings of July 19th and 20th, 2017. These sessions involved one-on-one meetings with landowners to solicit their views on the proposed development of their individual properties, along with their views on preferred development scenarios of the entire study area for Work Package 2. In addition the *Tract Consulting Team* team showed and discussed with the landowners, a draft preliminary land use plan for the area included in Work Package 2 that had been prepared by the consultants.

Where landowners were unable to attend either of the two evening consultation sessions, the *Tract Consulting Team* team made arrangements to meet with these persons at alternate times.

Upon preparation of a preliminary Development Plan and the other required information required for the scope of work for Work Package 2, this information was presented to the Town Council and senior Town officials. The Council subsequently directed that a meeting be scheduled to present the preliminary Development Plan and the accompanying information to the landowners consulted in the first stage of Work Package 2. This meeting with the landowners took place on September 7, 2017 which was attended by Town officials and members of the *Tract Consulting Team*.

Throughout the course of work on Work Package 2, the consulting team was in regular, ongoing discussions with Town staff officials to discuss the progress of the project.



7. COST/BENEFIT ANALYSIS: NEIGHBOURHOOD AREA PLAN

7.1 INFRASTRUCTURE ANALYSIS

A street network and municipal servicing plan was prepared in Work Package 1 providing the backbone for serving the entire Maggies Place Development Area. The naturally occurring wetlands in the Work Package 2 area play key role in storm water management strategy. The southerly wetland accommodates a 6.4 drainage area for the lands below the crest of the road to Old Broad Cove Road, and the larger wetland, 16.75 ha in size will accommodate almost all of the storm water generated from the development north of the new Municipal Depot site. The result of the measures outlined in **Appendix C** should be a net zero increase in storm water flows for the design storm into the surrounding waterways.

Using the additional build out information provided in the preliminary land use plan developed as part of Work Package 2, a capital development cost estimate was prepared (Refer to **Appendix C**) of \$10.2 M. For the Town-owned lands only on Maggies Place, the infrastructure cost would be approximately \$ 2.6M.

7.2 VALUATION/COST-BENEFIT STUDY

A housing market assessment was conducted by *Tract Consulting Team* for the North East Avalon to provide a profile of the residential trends to inform the preliminary land use plan. Building on this profile, a valuation for the Work Package 2 proposed development was carried out to determine future assessment value. It is estimated that single family homes would range from \$375,000 to \$400,000, Town homes would range from \$250,000 to \$439,000, Semi-detached units from \$235,000 to \$449,000, with Multi-Units ranging from \$150,000 to \$250,000. Details can be found in **Appendix D**.

Using the 2017 mill rates for the Town of Portugal Cove - St. Philip's, the estimate future tax

revenue from the full build out of Work Package 2 as set out in the Preliminary Land Use Plan would be approximately just over \$1M annually. For the Town, owned lands only on Maggies Place, the annual estimated tax revenue would be approximately \$230,000 annually.

It was estimated that the capital development costs for Work Package 2 include infrastructure (road system, municipal servicing, and storm water management) is in the vicinity of \$10.2 M plus land purchase and related costs and development costs incurred to date, for a total of \$14 M. The same cost breakdown for Town owned land only on Maggies Place would be approximately \$4 M.

7.3 RETURN ON INVESTMENT

A Return on Investment (ROI) Model was prepared for Work Package 2 based on the mix of uses identified in the preliminary land use plan, projected selling price, capital development costs, to determine the return on investment to the development community and the Town. For the full Work Package 2 build out, a ROI of 7% was projected; and for the Town-owned lands only, the ROI was also 7% (without including the new Municipal Depot in the equation) and 6% (with the Depot).

In addition to the annual assessment revenues generated by the development of the Maggies Place Development area, there are other offset revenue that were not included in the calculation include:

- Revenue from the sale of the Town-owned land not required for the new Municipal Depot;
- Revenue from the sale of lands in the vicinity of Town Hall that will no longer be needed for depot use and is zoned commercial;
- Savings to servicing Depot site;
- Charges for Hook-up fees; and,
- Future Business Growth and New Investment.



Maggie's Place						
	# of Sites	Estimated Assessment Per Unit	Commercial (per sq m)	Estimate of Total Assesment per Developed Site	Estimated Taxes per Developed Site	Overall Total Estimated Taxes
Multi Unit Sites						
12 Units	4	\$175,000		\$2,100,000	\$22,290	\$89,160
16 Units (with 324 sq m of commercial)	1	\$175,000	\$1,615	\$3,323,130	\$38,516	\$38,516
24 Units	1	\$175,000		\$4,200,000	\$44,580	\$44,580
Townhomes	6			\$325,000	\$2,893	\$17,355
Single Family Homes (15 m)	10			\$400,000	\$3,410	\$34,100
	22					\$223,711

Working Package 2						
	Area / # of sites	Estimated Assessment Per Unit	Commercial (per sq m)	Estimate of Total Assesment per Developed Site	Estimated Taxes per Developed Site	Overall Total Estimated Taxes
Multi Unit Sites						
12 Units	12	\$175,000		\$2,100,000	\$22,290	\$267,480
16 Units (with 324 sqm of commercial)	1	\$175,000	\$1,615	\$3,323,130	\$38,516	\$38,516
24 Units	1	\$175,000		\$4,200,000	\$44,580	\$44,580
32 Units	1	\$175,000		\$5,600,000	\$59,440	\$59,440
Semi Detached	13	\$275,000		\$550,000	\$5,095	\$66,235
Townhomes	42			\$325,000	\$2,893	\$121,485
Single Family Homes (15 m)	102			\$400,000	\$3,410	\$347,820
Single Family Homes (12 m)	30			\$375,000	\$3,238	\$97,125
	202					\$1,042,681

8. MAGGIES PLACE NEIGHBOURHOOD AREA PLAN

The Maggies Place Neighbourhood Area Plan (See **Appendix F**) outlines the proposed Land use policies for the Work Package 2 study area, with new and refined land use zones and associated development control measures.

The goals for the Maggies Place Neighbourhood Area Plan are to:

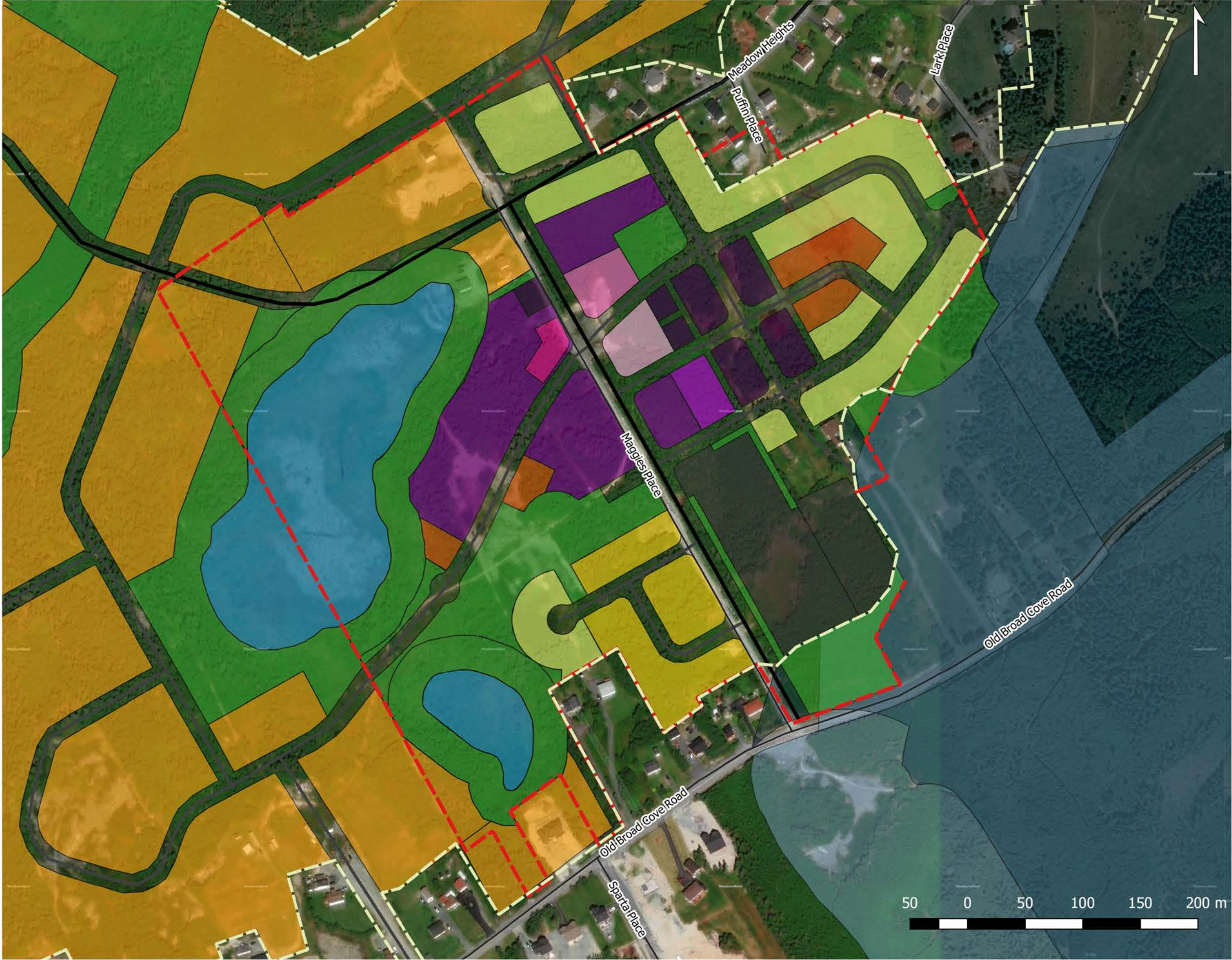
- Encourage the orderly growth, development and use of land in sustainable, efficient and environmentally sensitive manner; and,
- Provide a land use framework and road and servicing basis for the future growth as a residential area with a sophisticated mix of housing options that reflect current and future needs of the residents of the Town and the Northeast Avalon with appropriate social/cultural amenities and an emphasis on active living and community connectivity;

The objectives for the Maggies Place Neighbourhood Area Plan are to:

1. Guide the development and use of land in accordance with the policies of this Neighbourhood Area Plan and associated Land Use Plan;
2. Ensure that the Neighbourhood Area Plan’s policies and designations are compatible with the surrounding country-living land use pattern and compatible with long-time residential and agricultural land uses nearby;
3. Create a cohesive neighbourhood that contains a more sustainable mix of housing choice, price point and densities to accommodate a variety of life situations;
4. Provide local commercial opportunities for the neighbourhood that offers opportunity for social interaction, serves retail needs and creates connectivity throughout the neighbourhood and potentially the larger community context;
5. Introduce principles of sustainable development through energy efficient design and standards;
6. Protect and support natural areas such as the wetlands that are environmentally important to the overall ecosystem;

7. Protect and maintain as much of the existing vegetation as possible during development and replace, replant and replenish the landscape;
8. Integrate the built form into the existing topography of the area by using slope adaptive design; thereby minimizing the cost and impact of grading and earthwork;
9. Design the transportation network to enhance public safety (roundabouts for traffic calming) and integrate road, walkway and trail connectivity to facilitate vehicular and pedestrian access to focal retail, recreation, social (etc.) destinations; and,
10. Provide direction for the associated amendments to the Town of Portugal Cove - St. Philip's Development Regulations, 2014-2024 to support and implement the Neighbourhood Area Plan for Maggies Place.

In addition, the Maggies Place Neighbourhood Area Plan includes Development Design Guidelines to assist the Town of Portugal Cove - St. Philip's to ensure a high standard of urban development that fulfills the Placebuilder™ principles.



Maggies Place Neighbourhood Area Plan (Work Package 2)

- Maggies Place Residential Development Scheme Area
- Maggies Place Neighbourhood Plan Area
- Primary Road
- Recommended Secondary Road

Maggies Place Neighbourhood Plan Area Zones

- RMD-1: Smart Lot 360 Zone
- RMD-2: Distinct Lot 420 Zone
- RMD-3: Semi-Detached Zone
- Industrial
- Recreation Open Space
- RMU-1: Town Home Zone
- RMU-2: 12-unit Zone
- RMU-3: Co-Housing 12-unit Zone
- RMU-4: Commercial Neighbourhood RMU Zone
- RMU-5: 24-unit Zone
- RMU-6: 32-unit Zone
- Wetland
- Wetland Buffer
- Windsor Lake Watershed Hatch

Maggies Place Residential Development Scheme Area Zones

- Residential
- Recreation Open Space



9. APPENDICES

APPENDIX A : PRESENTATION TO THE TOWN COUNCIL OF AUGUST 29, 2017.

MAGGIES PLACE DEVELOPMENT



WORK PACKAGE II PRELIMINARY DEVELOPMENT PLAN



August 29, 2017

MAGGIES PLACE WORK PACKAGE II

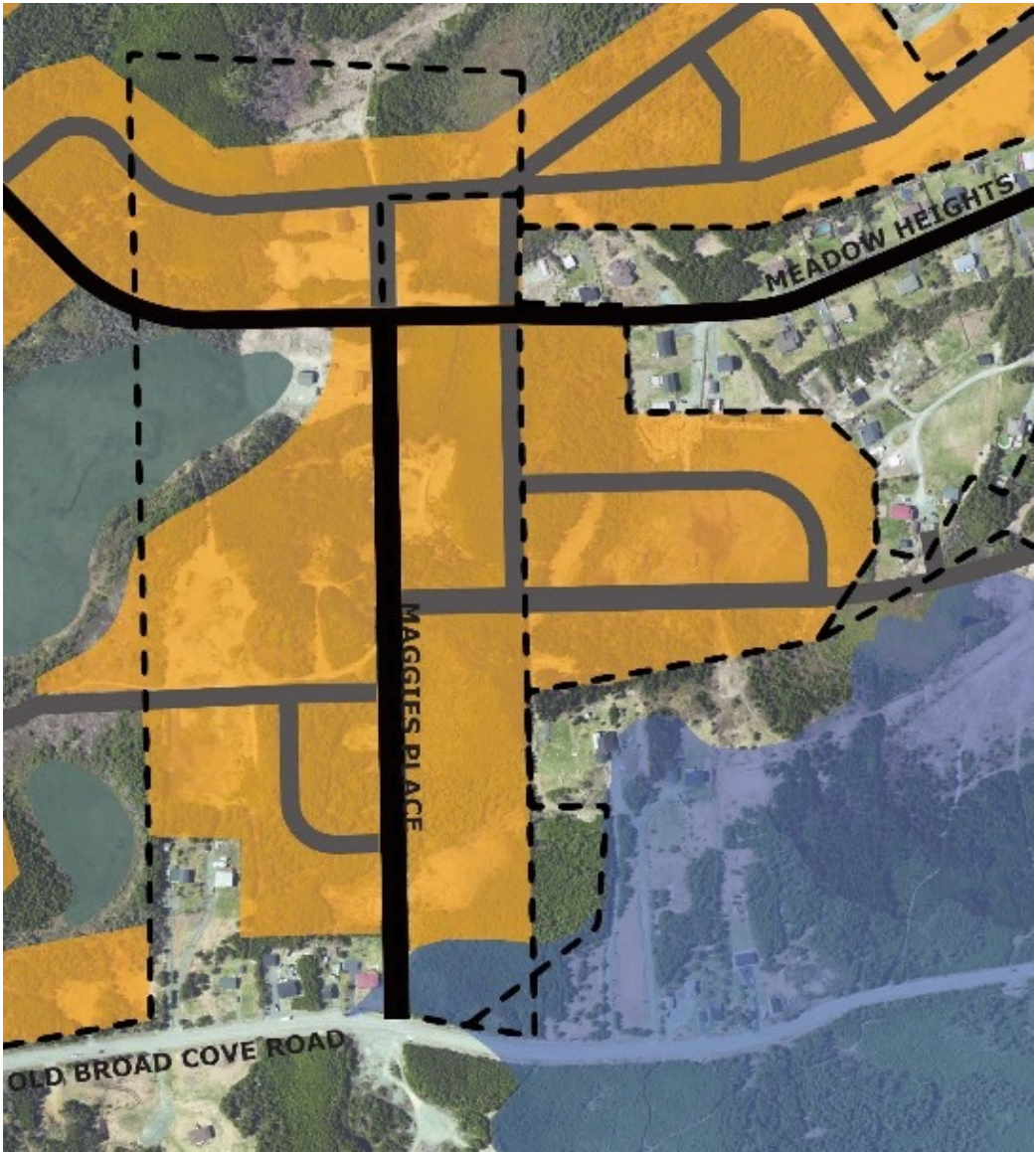
ZONING TO BE DETERMINED

Options Being Assessed:

- Study Area Expansion
- Industrial
- Commercial
- Residential Mix
- Depot Buffering/Noise Mitigation

Needs:

- Land owner consultation
- Confirmed development program
- Return on investment model



TRACT CONSULTING

1

MAGGIES PLACE WORK PACKAGE II

MAGGIES PLACE DEVELOPMENT

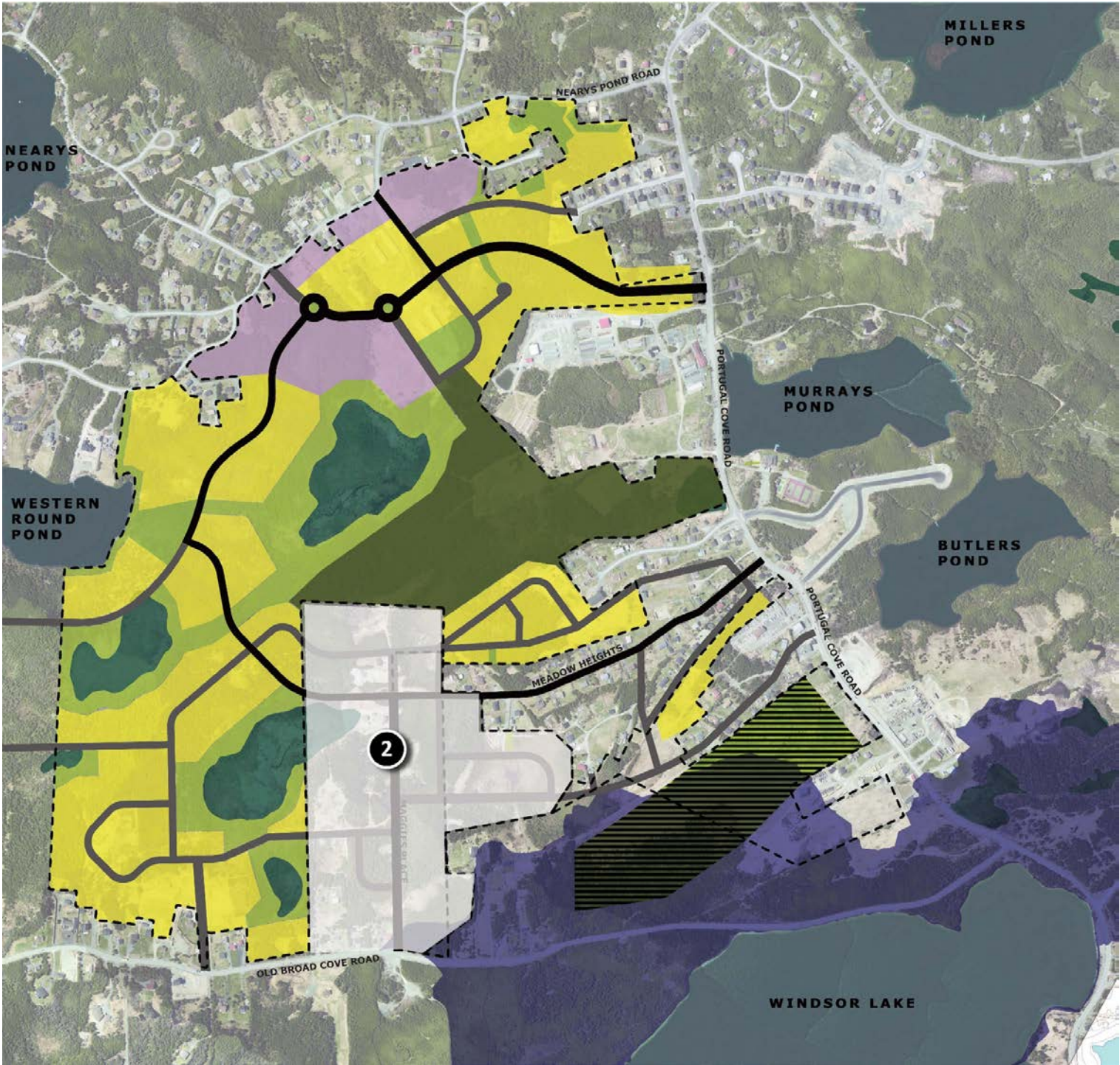


MAGGIES PLACE WORK PACKAGE II

DEVELOPMENT STATISTICS FOR RETURN ON INVESTMENT

- Market Assessment and Design Program
- Capital Development Costs
- Projected Sales Value
- Return on Investment
- Projected Impacts on Municipal Tax Base
- Implementation Plan

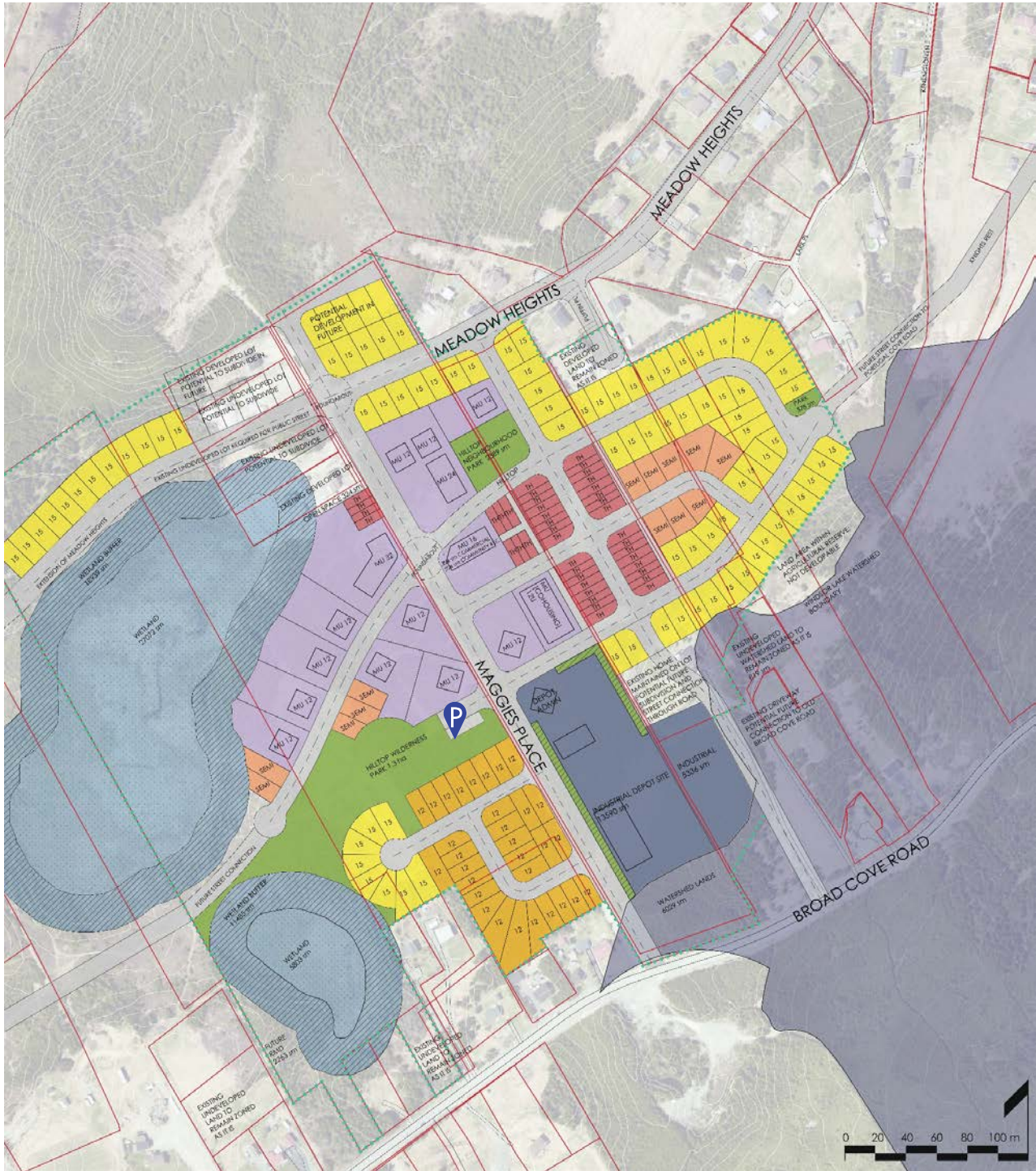
PRELIMINARY LAND USE PLAN



LEGEND

- RMD Fully Serviced Lots
- RHD Multi Unit Residential
- Recreational/Conservation Area
- Agriculture
- Provincial ADA Lands
- Wetlands
- Windsor Lake Watershed
- Main Circulation Roads (20m)
- Internal Circulation Roads (15m)
- Study Area
- 2 Work Package 2: Zoning TBD

PRELIMINARY LAND USE PLAN

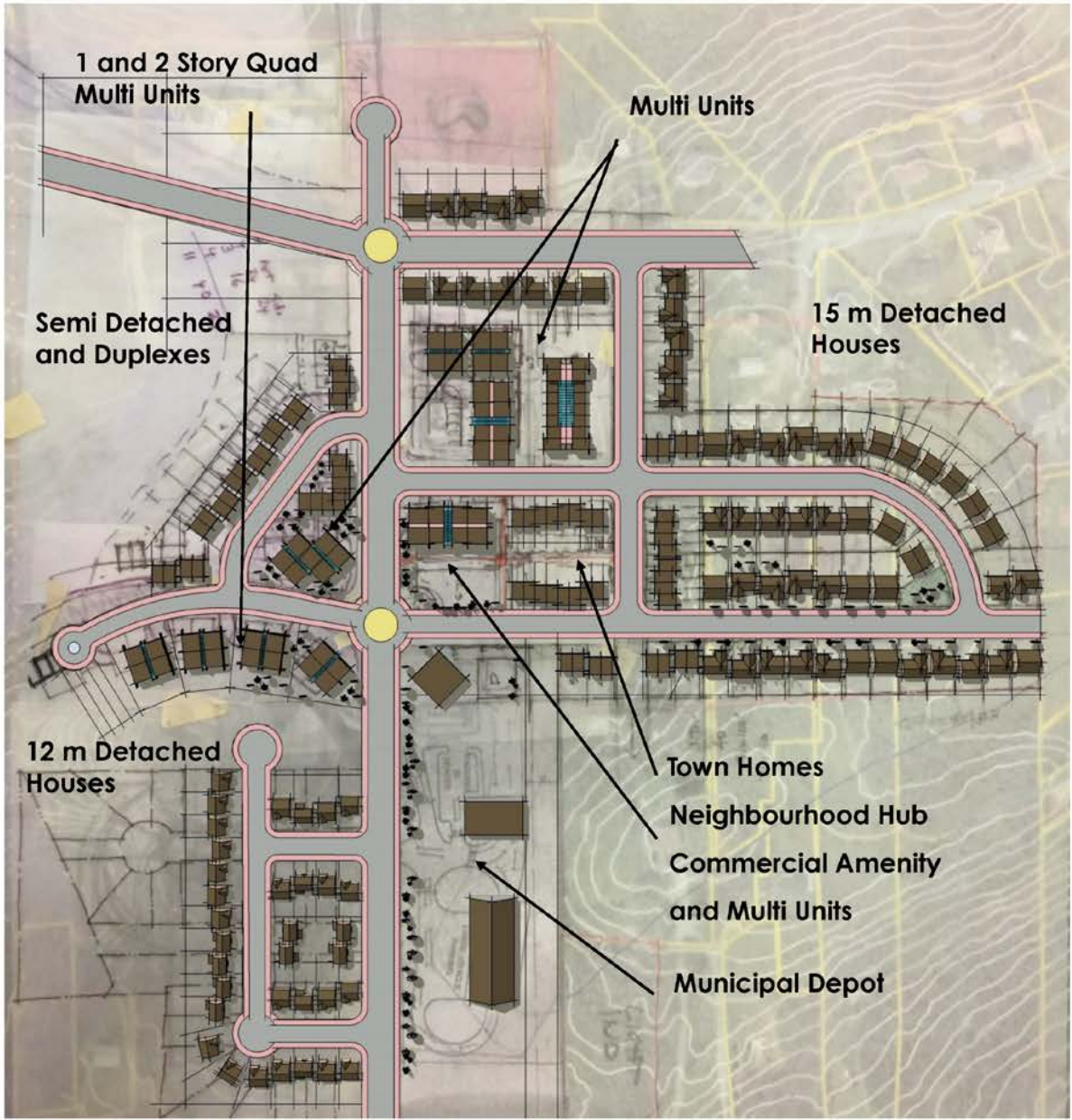


LEGEND

- SINGLE LOTS 15m Frontage
- SINGLE LOTS 12m Frontage
- SEMI-DETACHED LOTS
- MULTI UNITS
- TOWNHOMES
- WETLANDS
- WETLANDS BUFFER ZONE
- WINDSOR WATERSHED
- PARKS
- DEPOT BUFFER ZONE
- INDUSTRIAL
- PROPERTY BOUNDARIES
- PROJECT BOUNDARIES

MAGGIES PLACE SCHEMATIC MASSING

Maggies Place



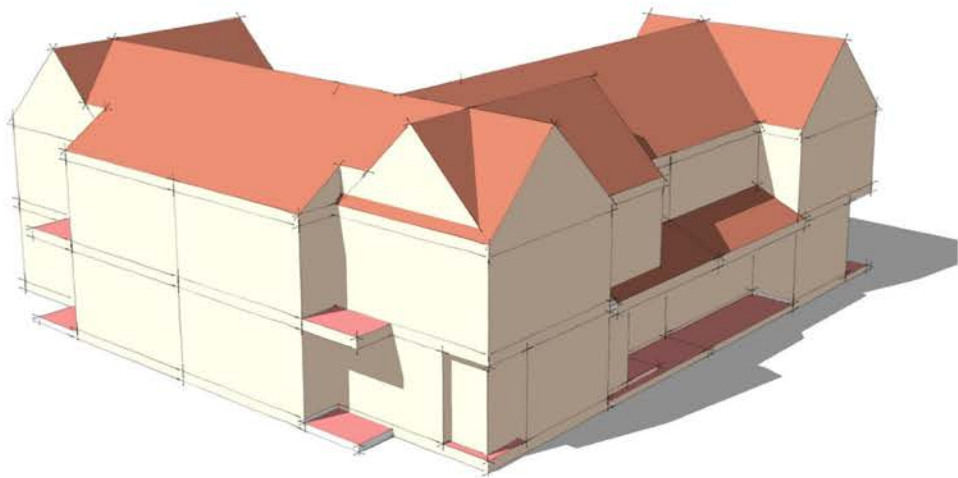
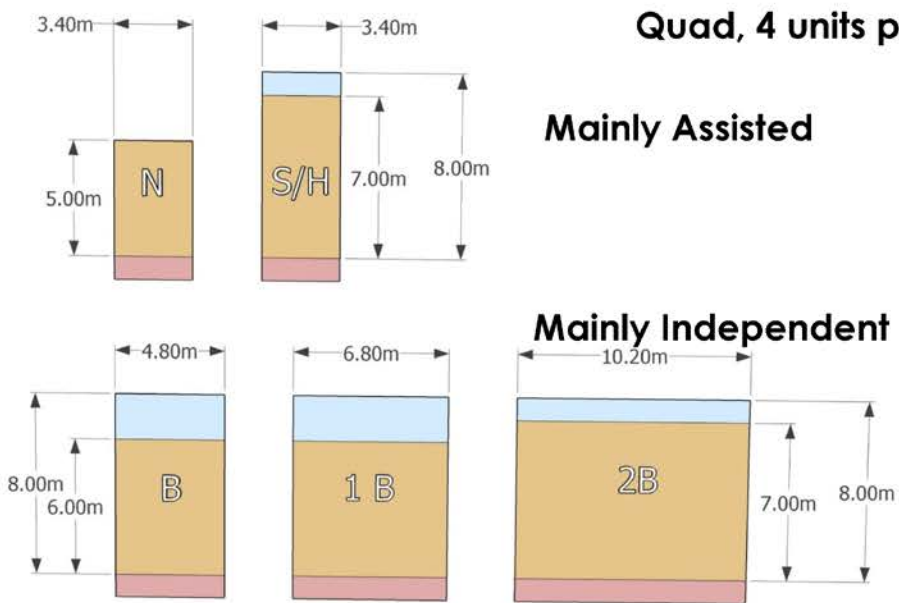
Site Plan



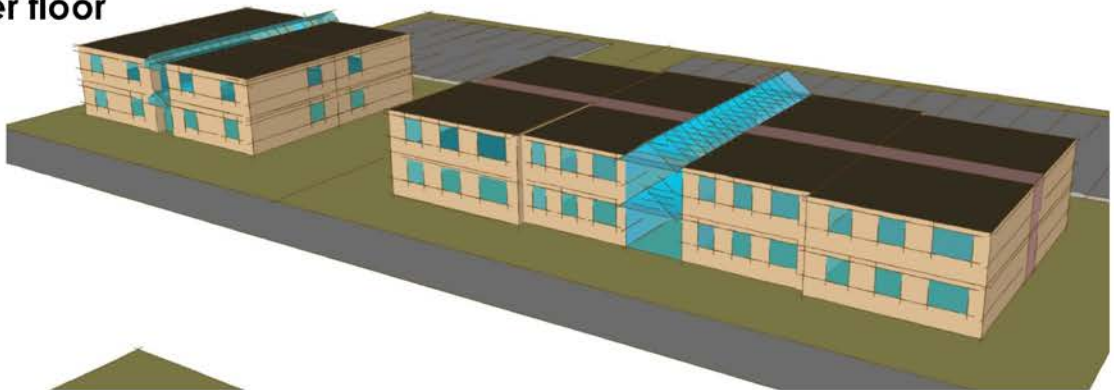
The area contains a mixture of housing types, a small commercial amenity space.

MAGGIES PLACE SCHEMATIC MASSING

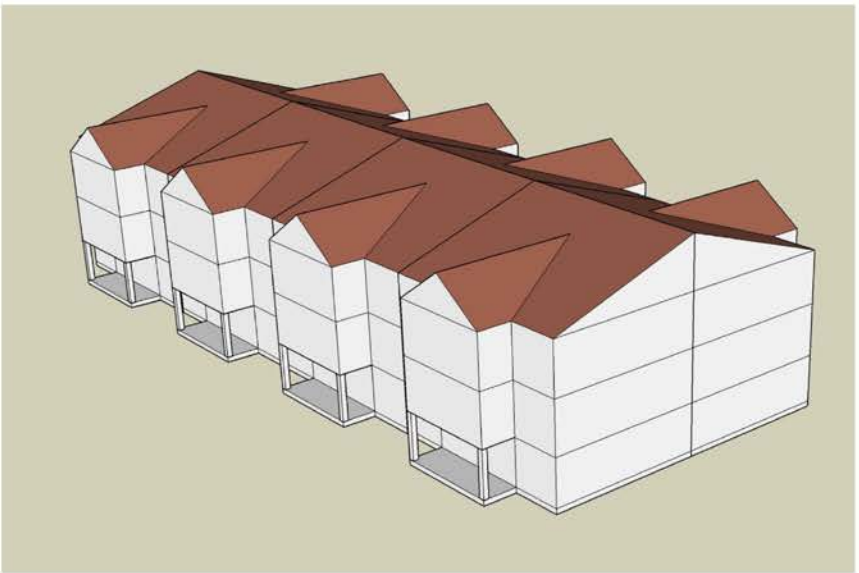
Maggies Place



Multi Units (shared access)



Schematic Massing, can vary in number of floors, building shape. The main characteristic of Multi Unit Buildings is that they have shared or corridor access to units.



MAGGIES PLACE SCHEMATIC MASSING

Maggies Place Single Family Housing (Individual outside access)

Multi Units have shared access

Attached, multiple housing, may be 1, 2 or 3 bed units.

Town Homes

Duplex

Semi Detached

Detached Housing, may contain a subsidiary apartment. Usually 2 or more beds.

The diagram illustrates various housing massing options for Maggie's Place. At the top, a long, low building is shown with a blue arrow pointing to it, labeled 'Multi Units have shared access'. To its right, a cluster of small, rectangular units is labeled 'Town Homes'. Below these, a pair of units sharing a common wall is labeled 'Duplex'. Further down, a larger, more complex structure is labeled 'Semi Detached'. At the bottom right, a large, detached house is shown with a label 'Detached Housing, may contain a subsidiary apartment. Usually 2 or more beds.' On the left side, there is a 3D cutaway view of a town home showing its internal structure. At the bottom left, a perspective view shows a row of detached houses with garages, situated next to a road.

MAGGIES PLACE SCHEMATIC MASSING

Maggies Place

Alternative housing options, are mostly about organization, and arrangement and size of units. Another key factor is access to amenity and services. Typically senior and starter housing is smaller. Walking distances are important, but they can be the same basic forms adapted to need.

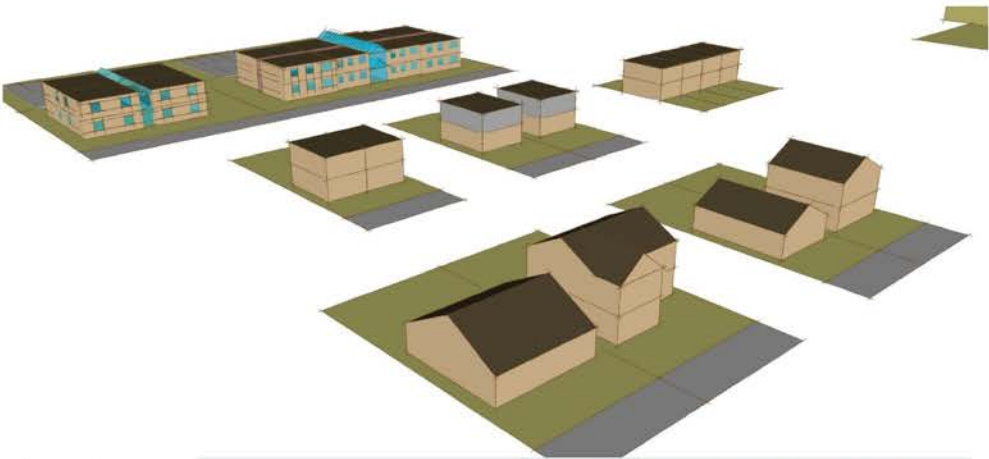


The higher density housing forms are primarily grouped around the 'Neighborhood Hub'.

Multi-Unit Schematic Bachelor, 1 Bed, and a few 2 Bed units are grouped around a common area. There is a high level of shared amenity and service.

Neighbourhood Hub, Commercial Amenity and multi-units.

Multi-Unit Forms



MAGGIES PLACE SCHEMATIC MASSING

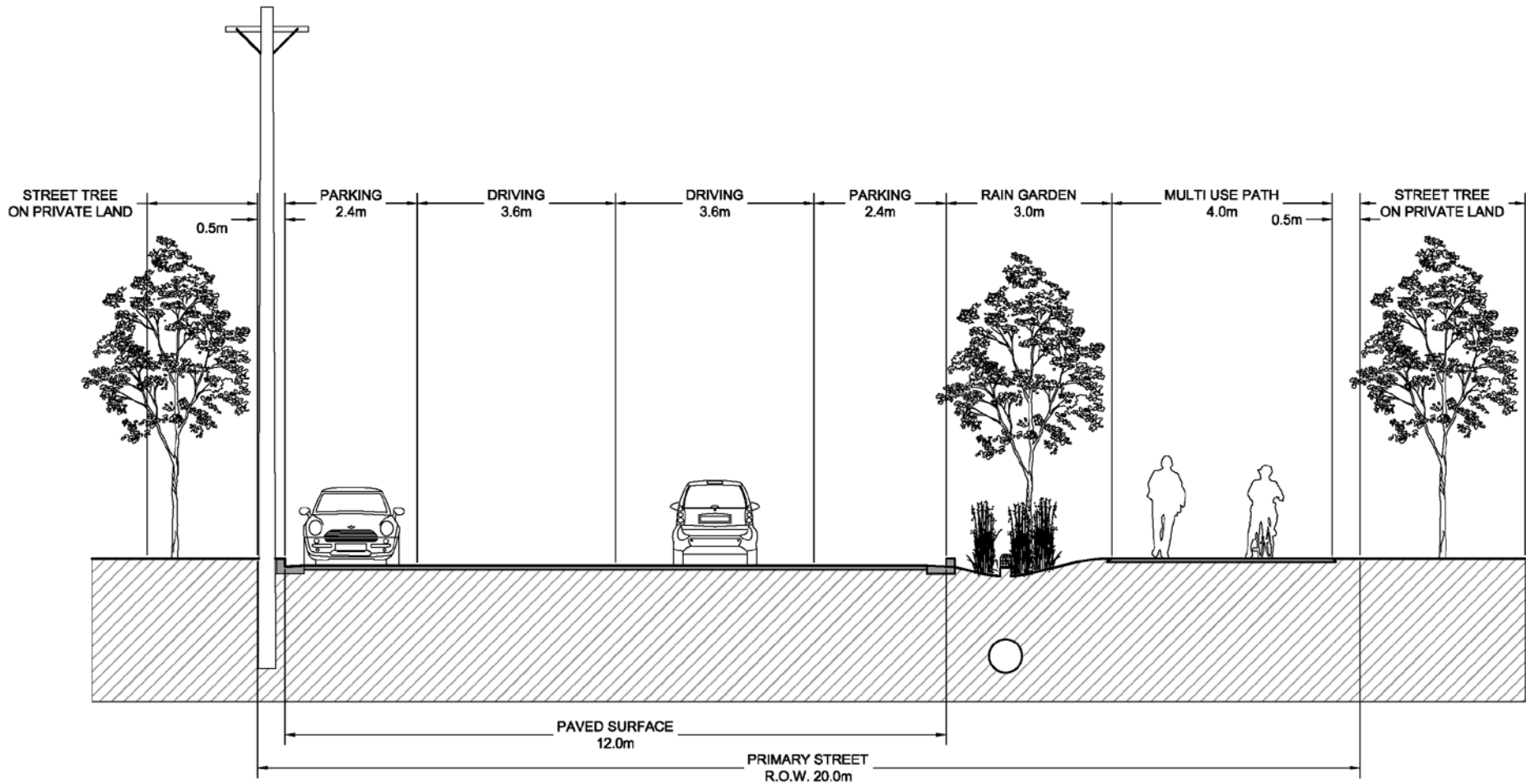
Maggies Place

Imagery and Form

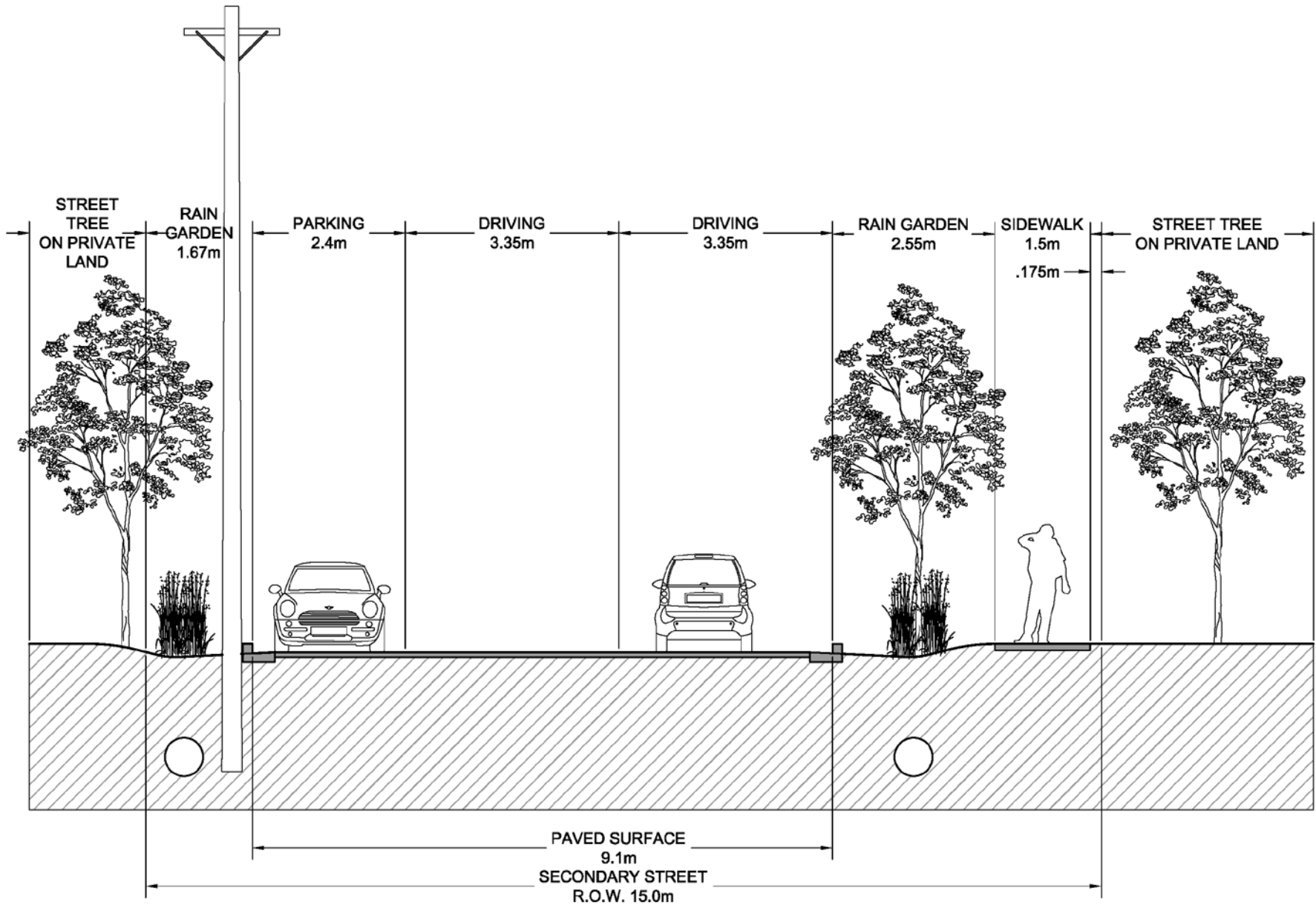
The forms and imagery in the model and graphic while at scale, are at a schematic massing level. The next phase of the work will develop these in more detail.



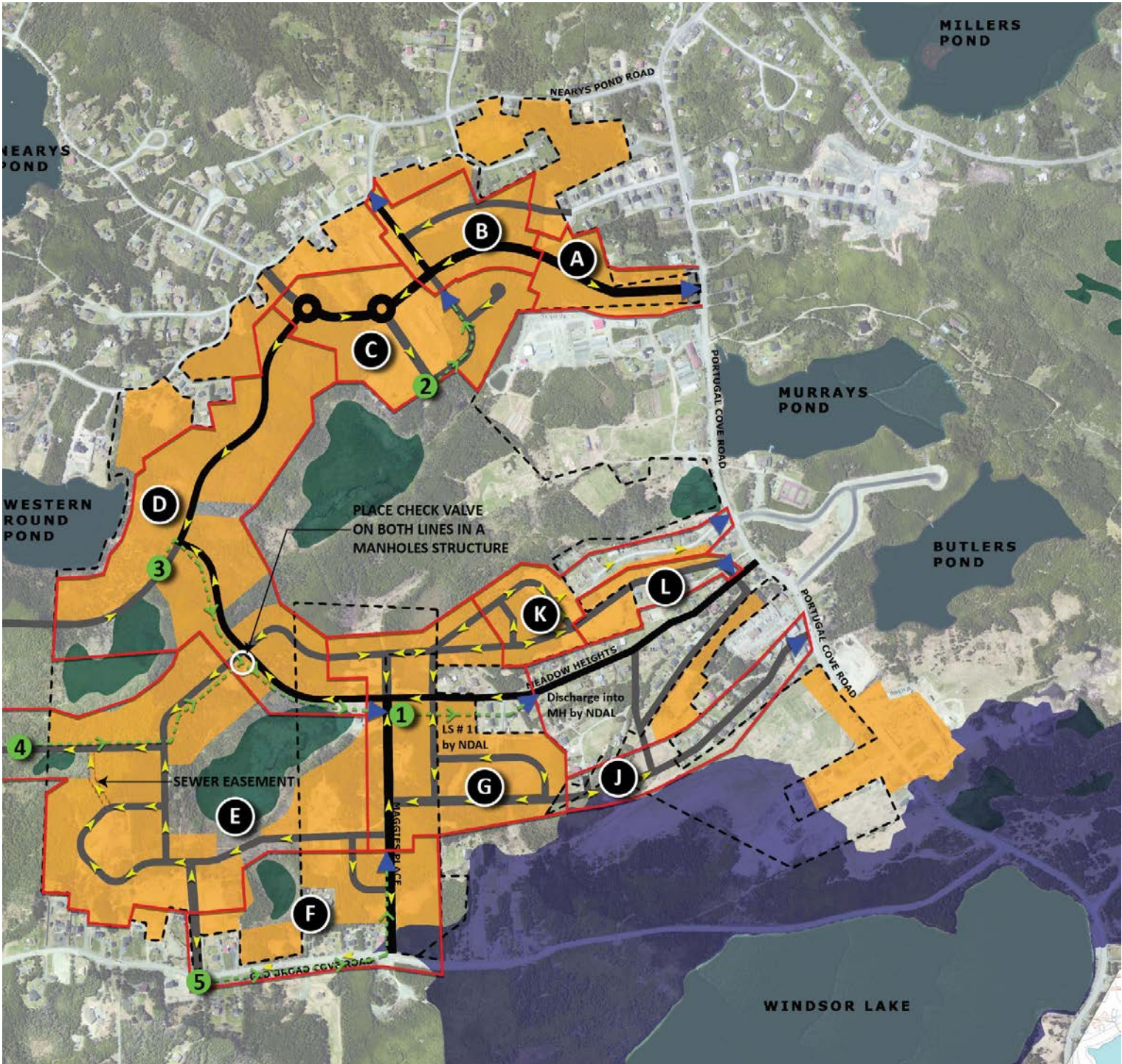
MAGGIES PLACE PRIMARY STREET CROSS SECTION



MAGGIES PLACE SECONDARY STREET CROSS SECTION



MUNICIPAL SERVICING



LEGEND

- A** SERVICING ZONES
- SERVICING ZONE BOUNDARIES**
- DISCHARGE LOCATIONS**
- 1** LIFT STATIONS
- FORCED MAINS**
- GRAVITY SEWER FLOW DIRECTION**

MAGGIES PLACE INVESTMENT

MAGGIES PLACE INVESTMENT

MAGGIES PLACE INVESTMENT

MAGGIES PLACE INVESTMENT
TOWN LANDS ONLY

Expenses:	
• Land Purchase:	\$1 M
-land price, legal fees,taxes	
• Servicing:	\$3.15 M
- Service Meadow Heights plus Tract fees, .550 mill	
- Service all Maggie’s Place (2.6 mill)	
<u>Total</u>	<u>\$4.15 M</u>
 Projected Value of Land Sale:	
\$2.3- 2.7 M	
 Investment by Town:	
\$1.3 - \$1.7 M	
 Income to Offset Investment:	
• Annual Tax Return (residential land only)	\$230,000
• Value of Existing Depot site (zoned as commercial/town hall)	\$?
• Savings to servicing Depot site (capital cost)	\$?
• Charges for Hook-up fees (residential)	\$?

MAGGIES PLACE WP2 INVESTMENT
Including Town Lands

Investment by Town for Town Lands: \$1.3 - \$1.7 M

Estimated Development cost for WP2 area \$14 M
-Development cost borne by Developers

Potential Income to offset Investment:

- Annual Tax Return (residential land only) \$1 M
- Value of Existing Depot site (zoned as commercial/town hall) \$ - to be determined
- Savings to servicing Depot site (capital cost) \$ - to be determined
- Charges for Hook-up fees (residential) \$ - to be determined
- Future Business Growth and New Investment \$ - to be determined

MAGGIES PLACE WORK PACKAGE II

NEXT STEPS

1. Council Approval
 - August 29
2. 3D Model
 - September 6
3. Land Owner review
 - September 7
4. Final Submission
 - September 11
5. Council Meetings
 - September 12

APPENDIX B : TRANSPORTATION REPORT FROM HARBOURSIDE TRANSPORTATION CONSULTANTS

TRANSPORTATION REPORT
FOR MAGGIES PLACE WORK PACKAGE 2

TRAFFIC AND ROAD DESIGN



Harbourside Transportation Consultants

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I.0 Transportation

I.1 Trip Generation

I.1.1 Full Build Out

Full build out of the Maggie’s Place development is expected to accommodate approximately 1350 residential dwelling units. The trip generation rates for the proposed development were quantified using the 9th edition of the *Trip Generation Manual* published by the Institute of Transportation Engineers (ITE). Based on the ITE trip generation rates for single family detached housing, full build out of the development is expected to generate approximately 12,852 vehicle trips per day; 6426 trips entering the development area and 6,426 exiting. During the AM peak hour, the development is expected to generate 1013 trips; 253 trips entering the development and 760 trips exiting. During the PM peak hour, the development is expected to generate a total of 1350 trips; 851 trips entering the development and 499 trips exiting.

I.1.2 Phase I

The first phase of the Maggie’s Place Development will have zoning in place that accommodates single-family lots with varying frontages, semi-detached lots, multi-unit lots and lots accommodating townhouses. A total of 403 dwelling units are expected to be developed as part of the first phase of Maggie’s Place.

The ITE trip generation rates were used to quantify trips generated by Phase I of the development. The trip generation rates for both the AM and PM peak hours of adjacent stream traffic are noted in Table I. During the AM peak hour, Phase I of the development is expected to generate 248 trips; 58 entering the development and 190 exiting. During the PM peak hour, Phase I of the development is expected to generate 318 trips; 201 entering the development and 117 exiting. The trip generation table is noted below in Table I.

Table I – Trip Generation Rates – Phase I Maggie’s Place

Use	Number	Unit	1000 sq ft GFA * Coverage	ITE Code	AM Peak Rate	AM Peak Trip Gen	AM Peak In	AM Peak Out	PM Peak Rate	PM Peak Trip Gen	PM Peak In	PM Peak Out
Apartments	216	DU	-	220	0.51	110	22	88	0.6	134	87	47
Commercial	3,488	sq.ft.	3.5	814	3.81	14	7	7	6.82	24	12	12
Townhomes	42	DU	-	230	0.44	19	3	16	0.52	22	15	7
Semi Detached Housing	13	DU	-	230	0.44	6	1	5	0.52	7	5	2
Single-Family Detached Housing	132	DU	-	210	0.75	99	25	74	1.0	132	83	49
Trips Generated at Full Build-Out						248	58	190		318	201	117

I.2 Road Network Configuration

The conceptual road network for the overall development is shown in Figure I. The road network features two collector roadways that will serve as major access points to the development: Meadow Heights and Maggie’s Place. The Town of Portugal Cove-St. Philip’s (PCSP) street classification defines collectors as roadways that are designed and intended to provide access to adjacent properties that are balanced by the need to collect and distribute traffic travelling to and from a neighbourhood.

The “C” shape roadway (Meadow Heights) with two connections to Portugal Cove Road, both north and south of Murrays Pond, serves as the spine for the overall road network. The second collector roadway, Maggie’s Place, located in Phase I of the development creates a north south connection between Old Broad Cove Road and Meadow Heights.

The two collector roadways create three (3) major access points into the development. These intersections may require higher levels of traffic control than just ‘Side Street’ stop control. A preliminary look at the trip distribution and traffic assignment for this development indicates that three (3) primary access point locations should be adequate to accommodate the projected traffic volumes from this development at full build out. Further analysis will be required to determine the appropriate traffic control measures and the lane configurations that will be needed as the development progresses to detailed design.

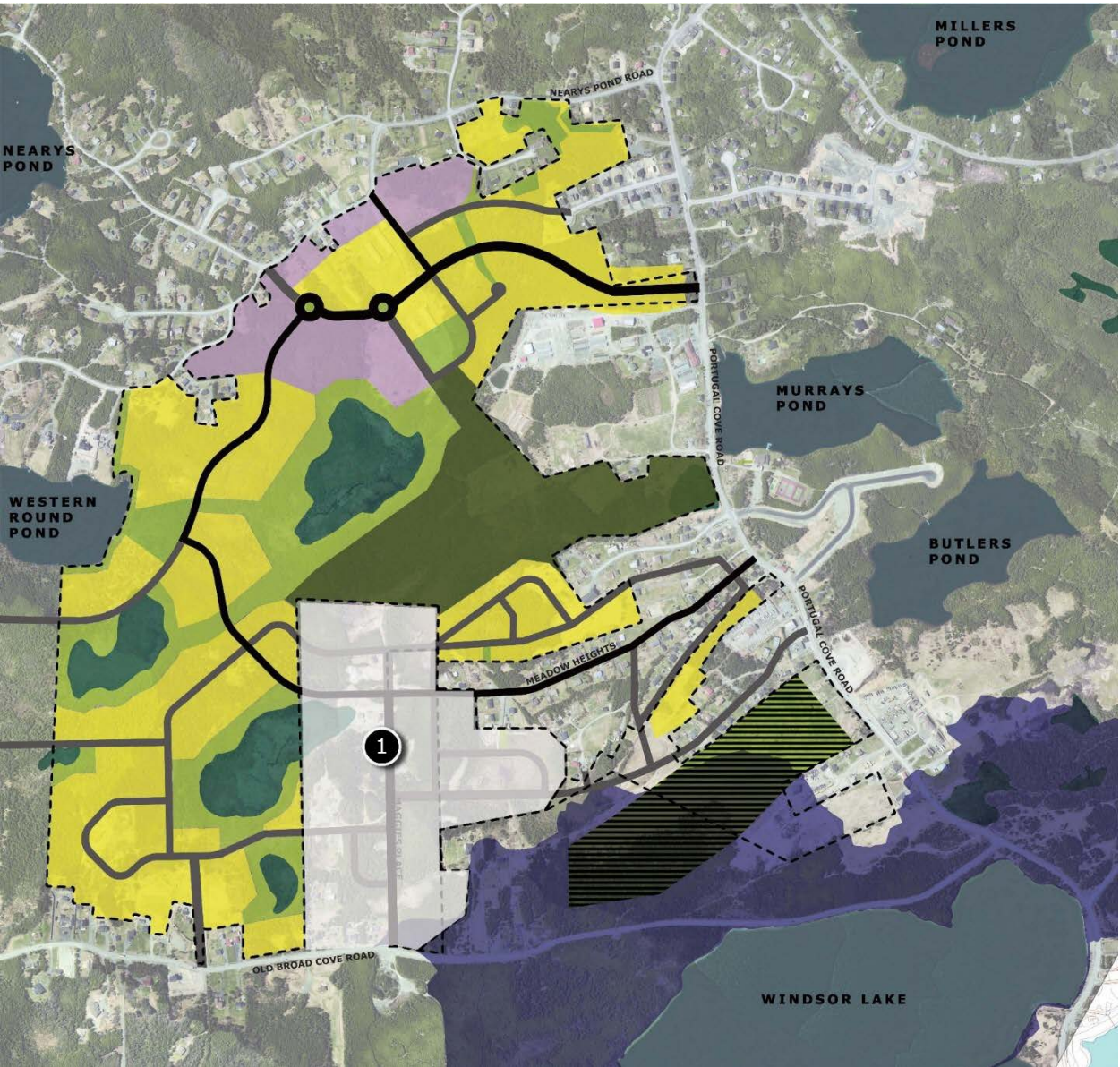


Figure I - Overall Road Network

The road network for Phase I of the Maggie’s Place development is shown in Figure 2. The conceptual road network includes seven (7) new roadways and connections throughout the network. A digital terrain

model of the study area was developed using AutoCAD Civil 3D and the lidar data obtained for the area. The model was used to develop preliminary center line profiles of the seven (7) streets to ensure the vertical alignments for the proposed roadways fall within acceptable limits that are constructible. A maximum gradient of 8 percent was used as the upper limit in this process.

All seven (7) proposed roadways can be constructed with grades of 8 percent or less. A more detailed predesign of these roadways will be necessary to finalize both the horizontal and vertical alignments. The conceptual plan and profiles for the proposed streets can be found at the end of the document.

The proposed road network features a roundabout at the intersection of Street 2 (Maggie’s Place) and Street 3. This roundabout will act as the central point for the ‘Neighbourhood Hub’. The focus of a ‘Neighbourhood Hub’ is to be pedestrian friendly and ideally located near a park or open space to increase the level of activity of residents and provide areas for interaction.

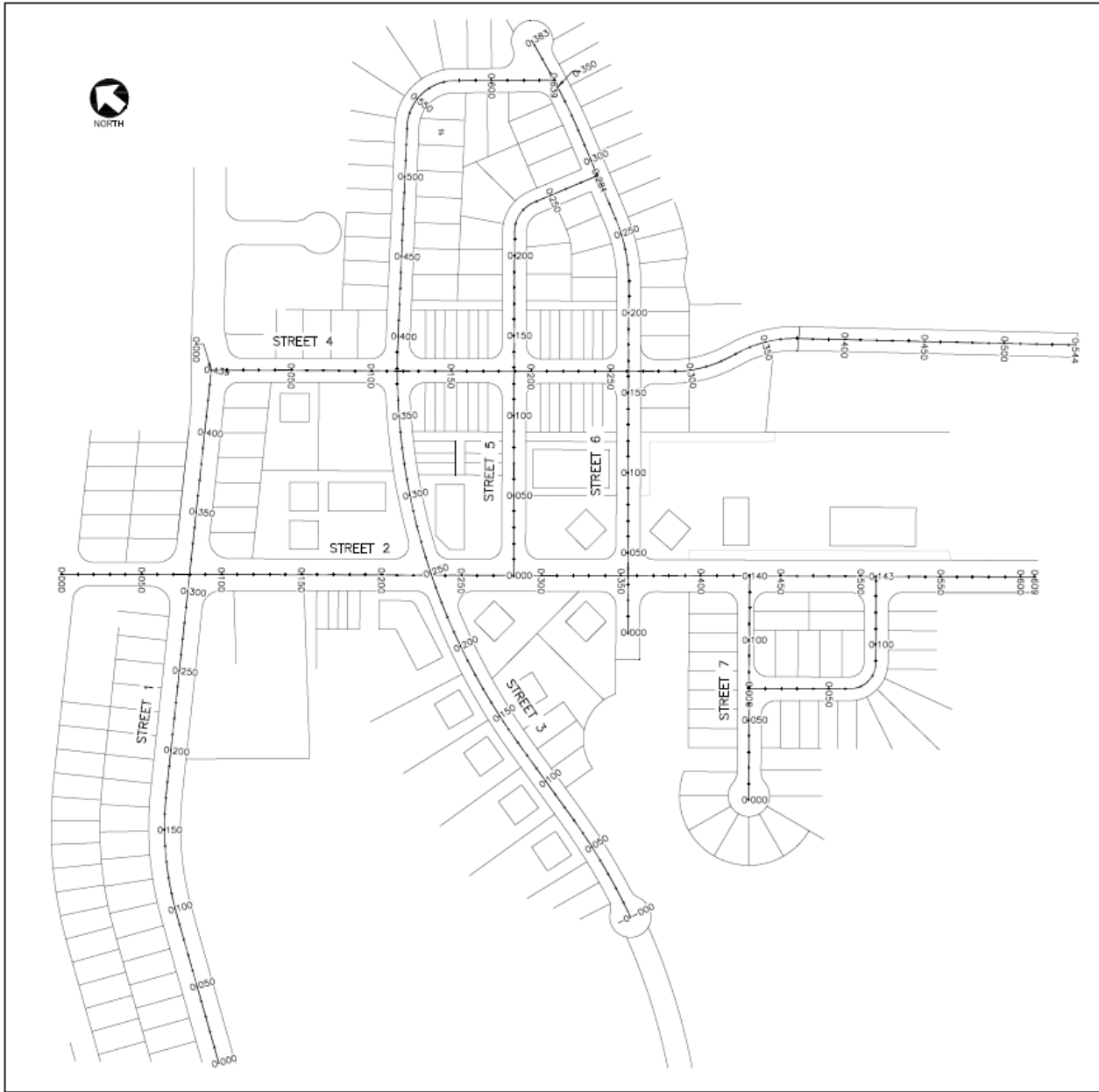


Figure 2 – Maggie's Place Phase I - Road Network

1.3.1 Road Classification

The proposed roadways are classified as collector or local roadways in accordance with the PCSP Street Classification. As previously discussed, Meadow Heights (Street 1) and Maggie’s Place (Street 2) are both classified as collector roadways. The remaining five (5) roadways, Streets 3 to 7, are classified as local roadways. The primary function of a local roadway is to provide access to adjacent properties. Local residential streets are not intended for use as through traffic routes.

1.3.3 Street Cross Sections

Cross sections were prepared for the proposed roadways. The cross sections were determined based on the classification of the roadway and whether the roadway segment was located within the ‘Neighbourhood Hub’. A plan view of the location of the four (4) proposed cross sections is shown in Figure 3.

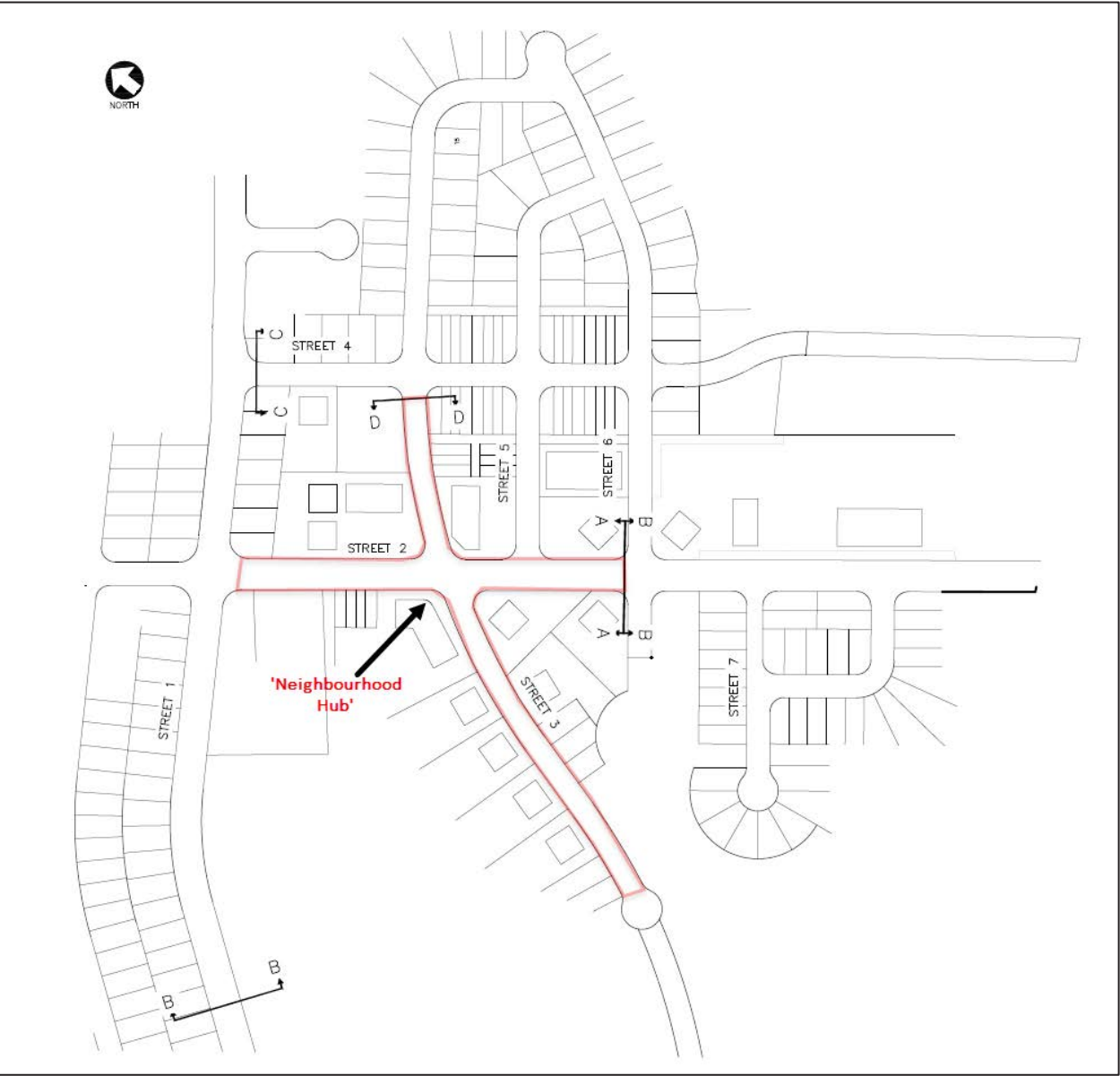


Figure 3 – Plan View of Cross Sections

The cross section for a collector roadway within the ‘Neighbourhood Hub’ is shown in Figure 4. The cross section features a 3.5 metre travel lane and 2.4 metre parking lane in each direction with a multi use path on one side and a sidewalk on the other.

The standard cross section for a collector roadway through the remainder of the road network is shown in Figure 5. The cross section features a 3.5 metre travel lane and 2.4 metre parking lane in each direction with a multi use path on one side.

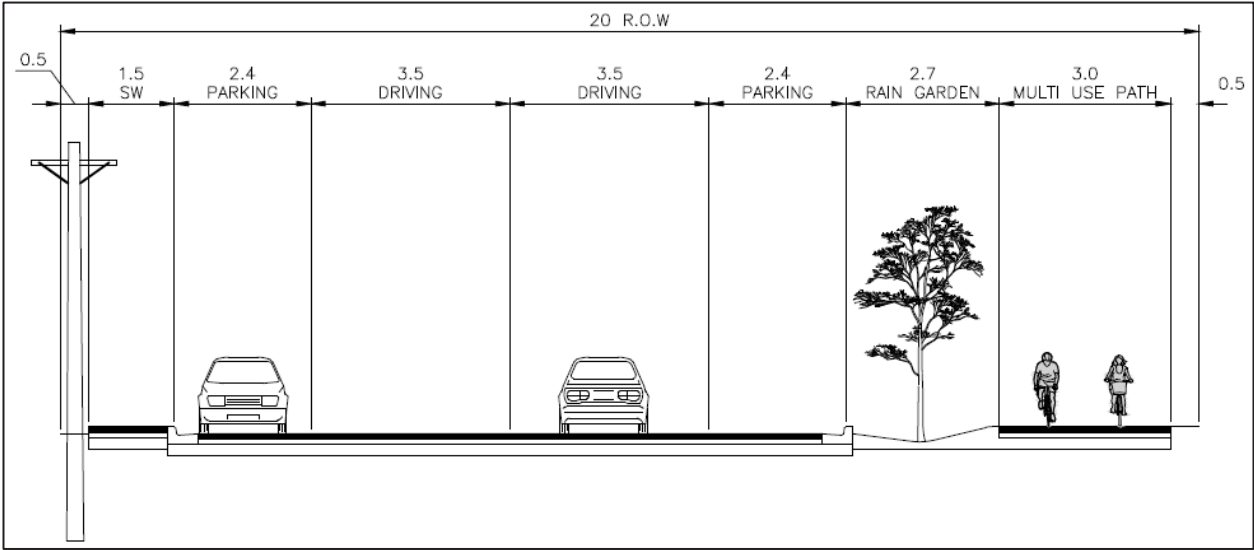


Figure 4 – Cross Section A-A for a Collector Roadway within the ‘Neighbourhood Hub’

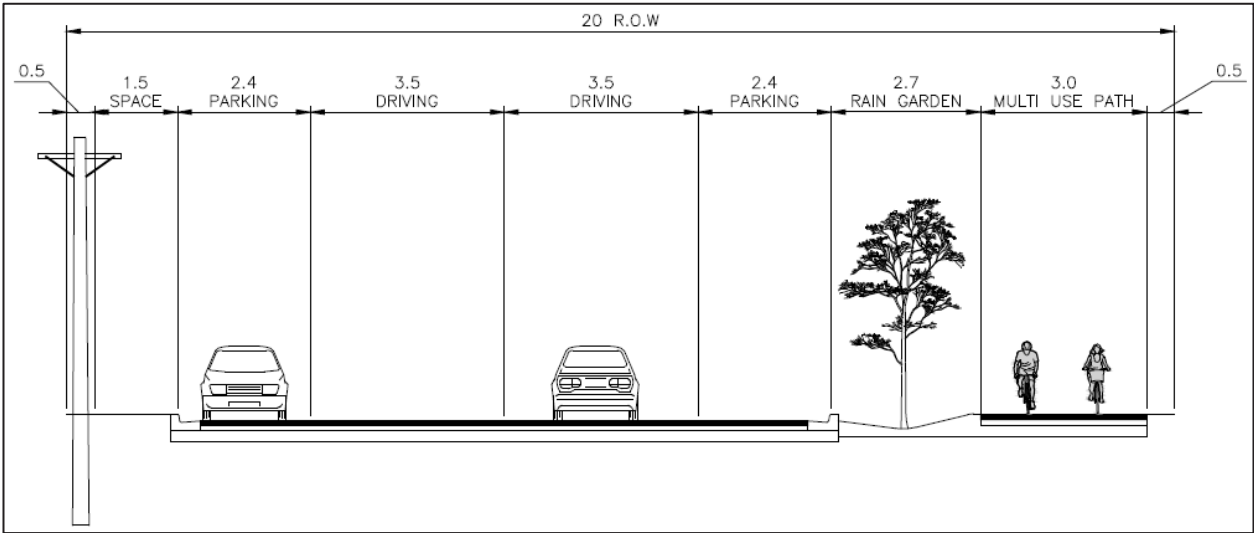
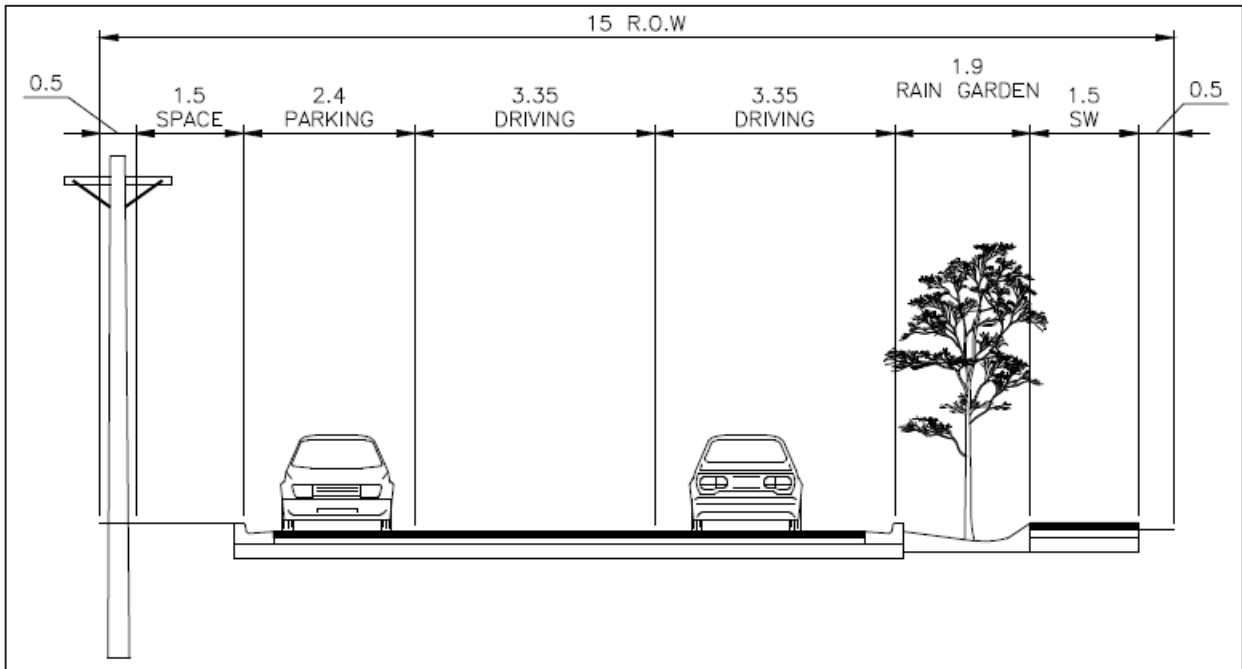
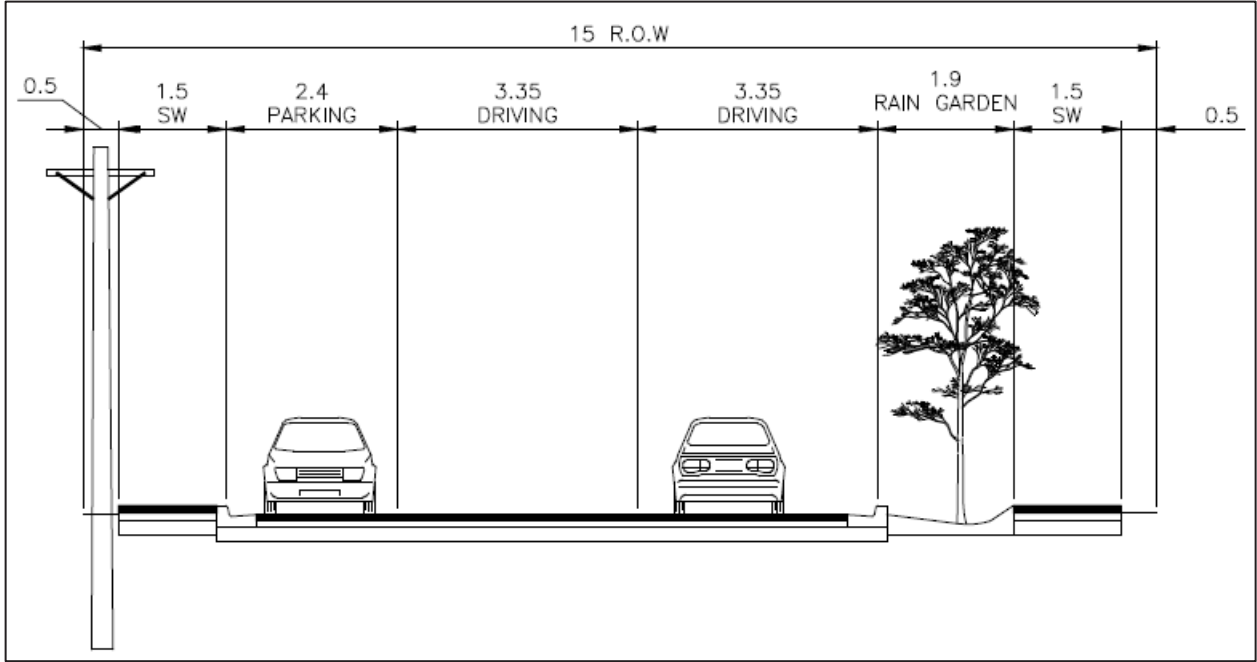


Figure 5 – Cross Section B-B for a Collector Roadway

The cross section for a local roadway within the ‘Neighbourhood Hub’ is shown in Figure 6. The cross section features a 3.35 metre travel lane in each direction and 2.4 metre parking lane on one side. Sidewalks are provided on both sides.

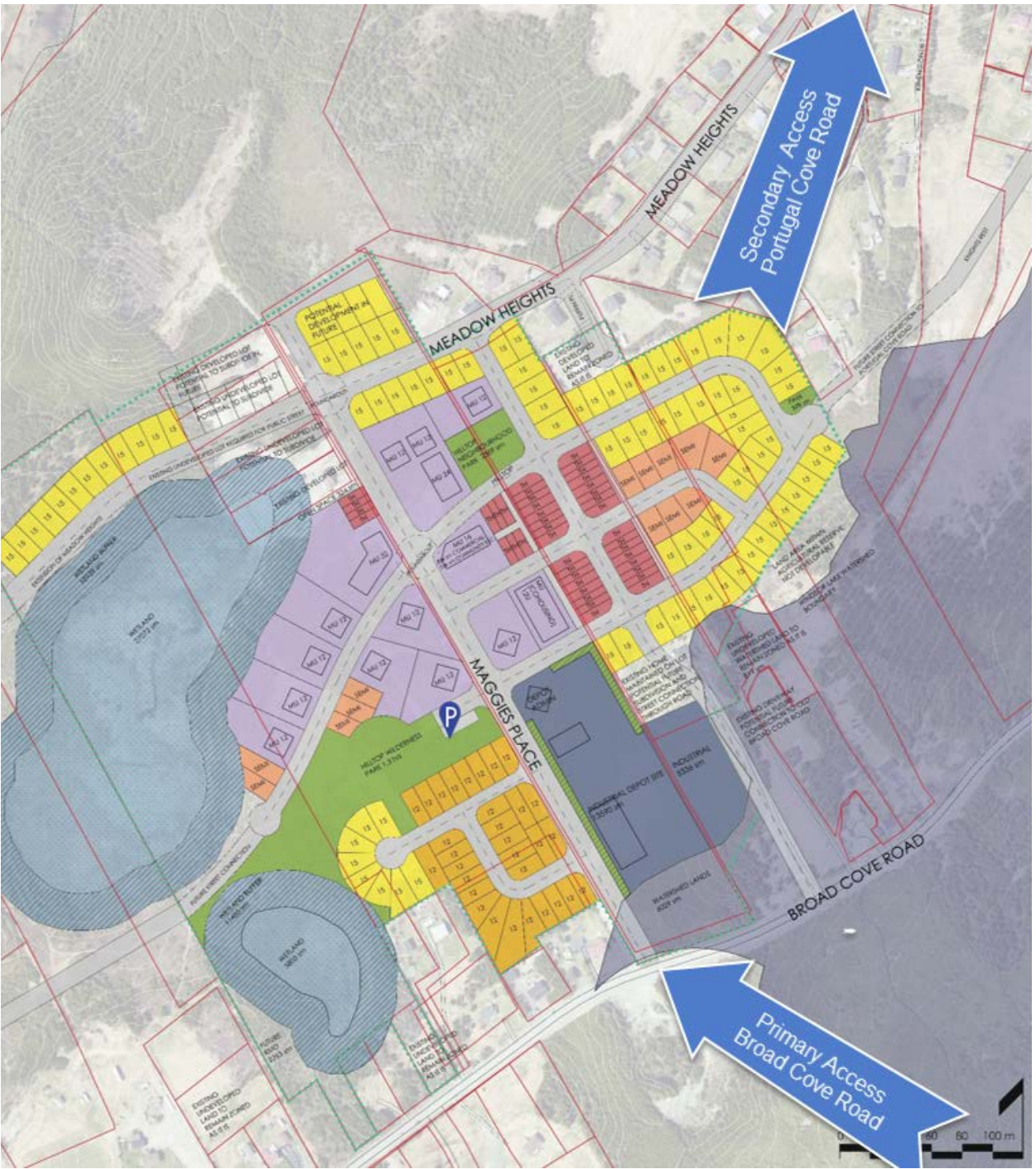
The standard cross section for a local roadway through the remainder of the road network is shown in Figure 7. The cross section features a 3.35 metre travel lane in each direction and 2.4 metre parking lane and sidewalk on one side.



1.3 Development Access

1.3.1 Access Locations

Phase I development will be serviced with a primary access point from Maggie's Place onto Broad Cove Road and a secondary access point onto Portugal Cove Road via a connection to Meadow Heights as shown in Figure 8. The two access points will be sufficient to accommodate the traffic projections associated with for Phase I development.



1.3.2 Access to Town Depot

The Town of PCSP is planning on positioning its new depot along the eastern boundary of Maggie's Place as shown in Figure 9. Access to the industrial side of this facility was intentionally separated from Maggie's Place to avoid noise issues and other safety related concerns that arise when industrial and residential traffic streams are mixed in a residential setting. The industrial access from the proposed Town depot could be accommodated on Old Broad Cove at points 1 or 2 shown in Figure 2. Access point 1 would require an approval from the City of St. John's because it would be a new access on a City road. Access

point 2 would utilize an existing driveway on Broad Cove Road that is planned to be upgraded and integrated as a minor access roadway to the Maggie's Place development that was primarily intended to accommodate commercial and industrial traffic. Access point 3 is proposed to accommodate the normal business/customer activities of the Town Depot and would essentially be a typical parking lot connection to the Maggie's Place road network. Access point 3 would not connect to the industrial side of the Town Depot.



Figure 9 – Potential Access Locations - Town Depot

1.4 Pedestrian Facilities

Pedestrian facilities are included on each of the proposed roadways. At minimum, a 4.0 metre multi use path is provided on one side of a collector roadways with 3.0 metre buffer between the multi use path and the adjacent parking lane. On local roadways, a 1.5 metre sidewalk is provided with a 1.9 metre buffer to the adjacent travel lane are provided.

Pedestrian facilities will be provided on both sides of roadways within a certain radius of the proposed 'Neighbourhood Hub'. In addition to the standard pedestrian facilities for both collector and local roads, each roadway in this radius will have a 1.5 metre sidewalk on the other side of the street as shown in Figure 4 and Figure 6.

1.5 Traffic Calming

Neighbourhood traffic and speeding are growing concerns in the municipality which led to the adoption of traffic calming policy by the Town in 2016. Traffic calming is the combination of physical and/or policy measures that reduce the negative effects of the use of motor vehicles on residential roadways, alter motorists' behaviour and improve conditions for both pedestrians and cyclists.

Including traffic calming measures in the design of these roadways will mitigate traffic calming concerns throughout the proposed development. A few traffic calming measures under consideration are described in the following sections.

1.5.1 Roundabouts

A number of roundabouts are proposed throughout the road network. Roundabouts are known to increase vehicular safety by reducing collisions frequency and severity. Roundabouts also provide safety benefits to cyclists and pedestrians such as:

- **Reduce likelihood of collisions:** there are fewer conflict points between pedestrians and vehicles than at signalized intersections.
- **Safer crossings for pedestrians:** When pedestrians cross at a roundabout, they are faced only with one direction of traffic and a single crossing at a time of only one or two lanes of traffic between crossings. Pedestrians can also be accommodated on refuge islands or sidewalk before making their next crossing. Approaching drivers are also forced to slow as they approach the roundabout, which enables them to be able to react and stop quickly to yield to pedestrians.
- **Safer environment for cyclists:** When a cyclist approaches a roundabout, depending on their experience level, they can either proceed through the roundabout as a vehicle, or dismount and proceed through the intersection as a pedestrian. Due to the low speed of approaching/circulating vehicles, a cyclist can often proceed through the intersection within the vehicle stream.

Compact single-lane roundabouts, such as the one shown in Figure 10, can be used in residential settings as a method of intersection control that also to reduce speeds and creates an aesthetically pleasing and safer environment for pedestrian.

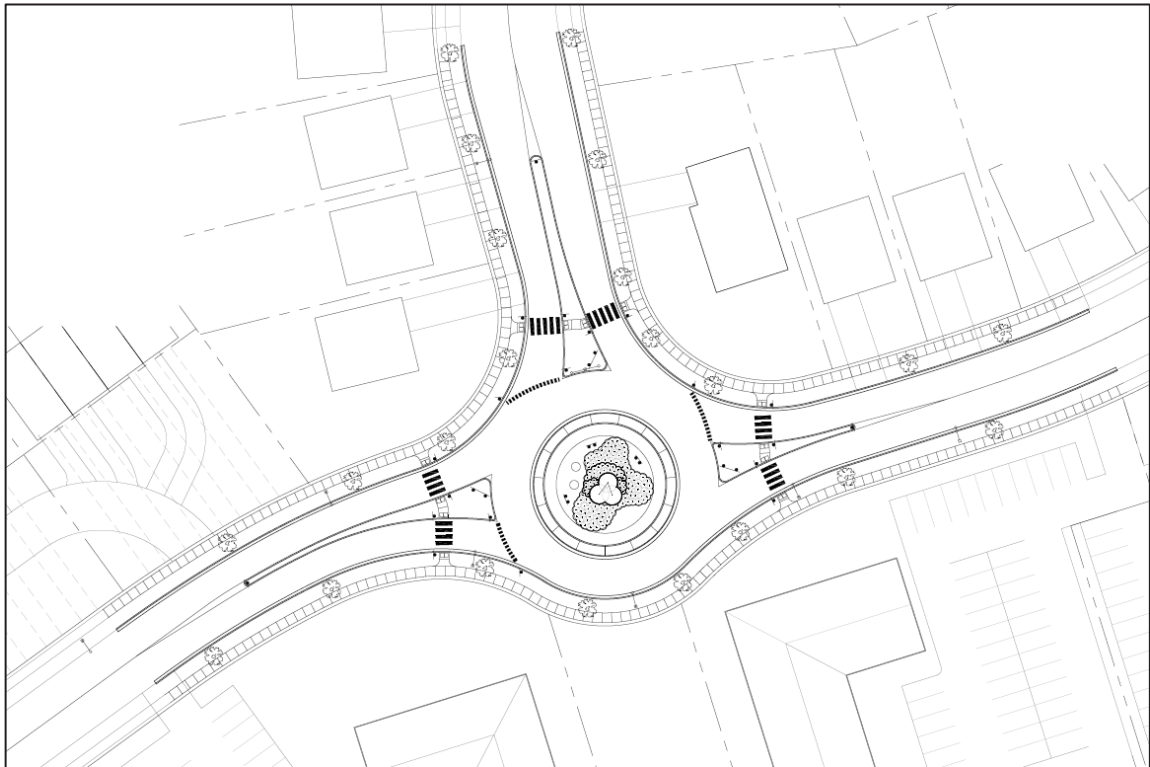


Figure 10 - Example of Residential Neighbourhood Roundabout

1.5.2 Chicanes and Curb Extensions

There are a number of traffic calming measures that exist to reduce speed and create safer roadway environments for pedestrians. Chicanes and curb extensions are cost effective solutions that can be easily integrated in the design of the proposed road network.

Chicanes, shown in Figure 11, are a series of offset curb extensions which narrow the roadway. Chicanes require vehicles to reduce their speed in order to negotiate from one side of the roadway through the chicanes. Typically, three or more curb extensions are constructed together in series.

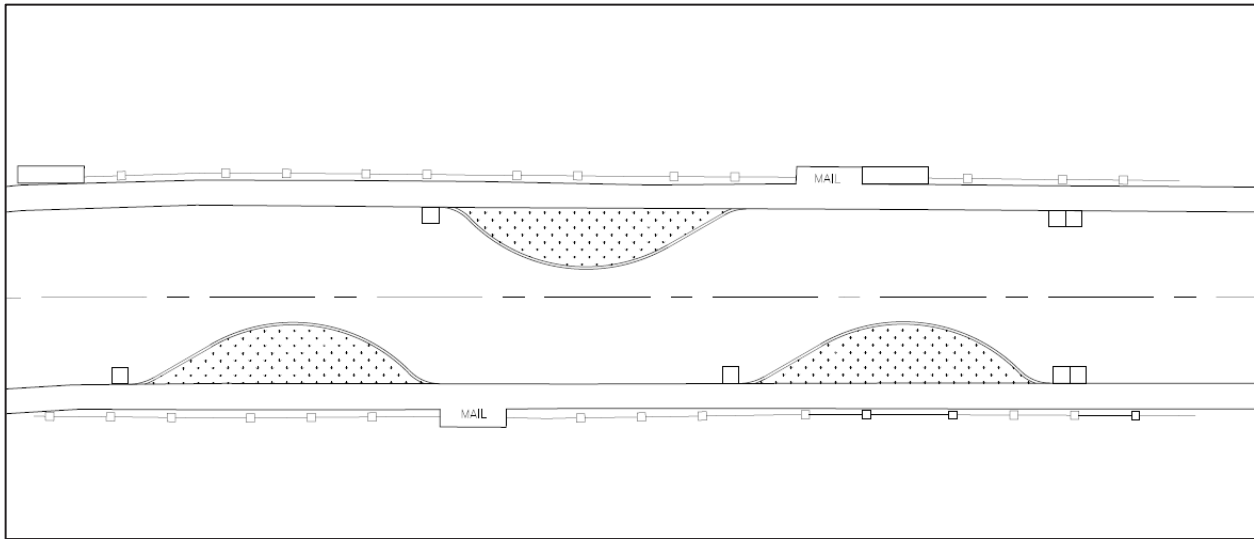


Figure 11 -Example of Chicanes

Curb extensions or intersection bump outs, shown in Figure 12, are a horizontal intrusion of the curb into the roadway which physically and visually narrow the cross section. Curb extensions are used to create safer and shorter crossings for pedestrians, improve the visibility of pedestrians, reduce speeds and increase space for pedestrian amenities.

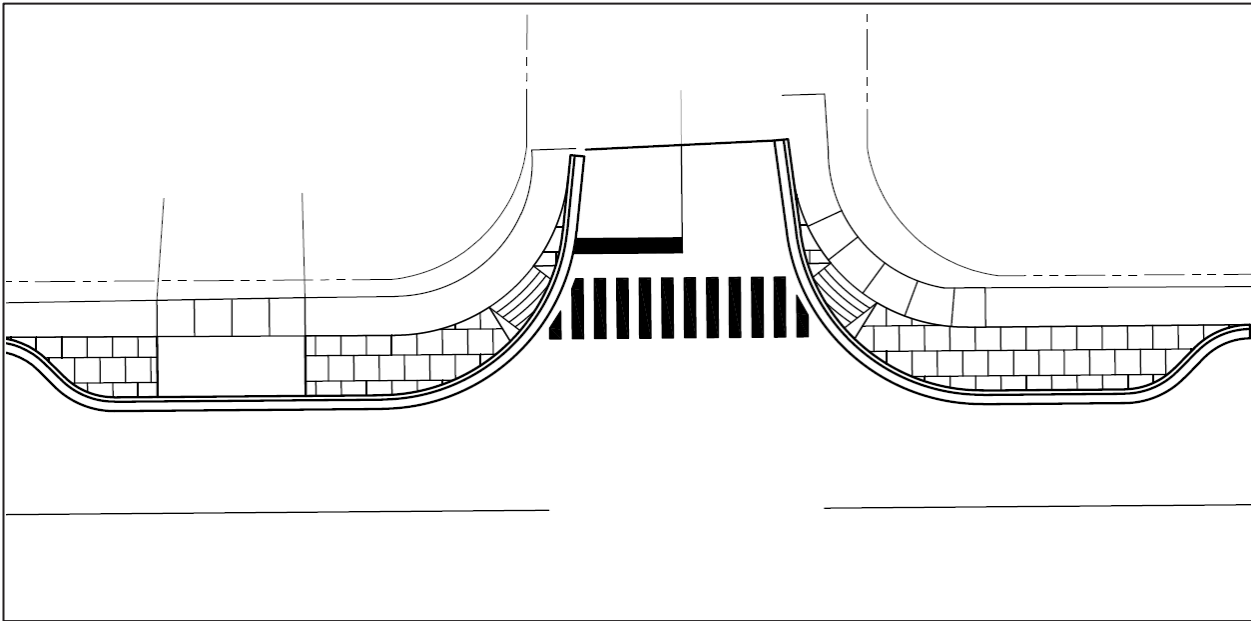
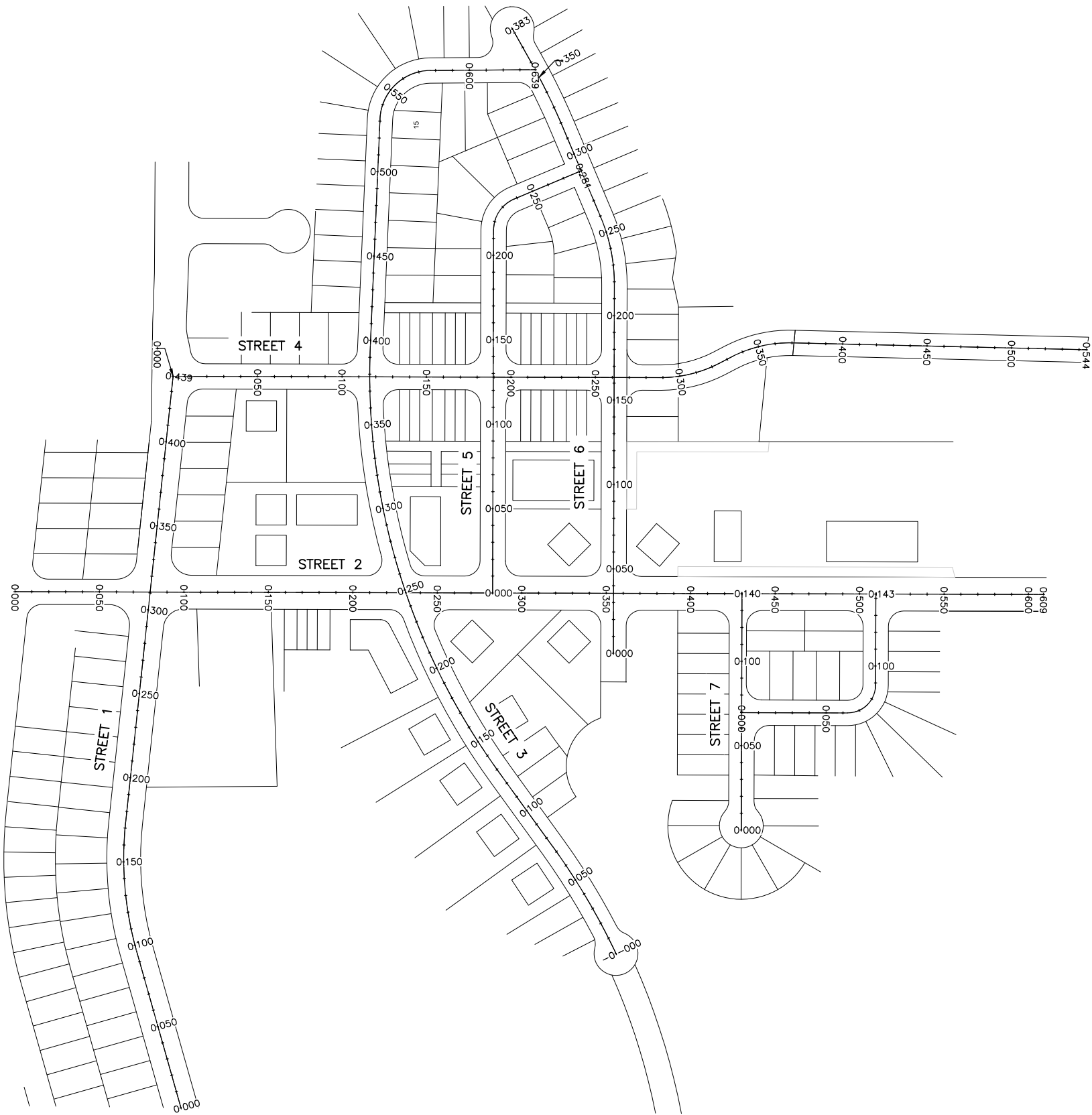


Figure 12 – Example of Intersection Curb Extensions



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No.	DESCRIPTION	Date (mm/dd/yy)	By

ISSUE or REVISION

Client

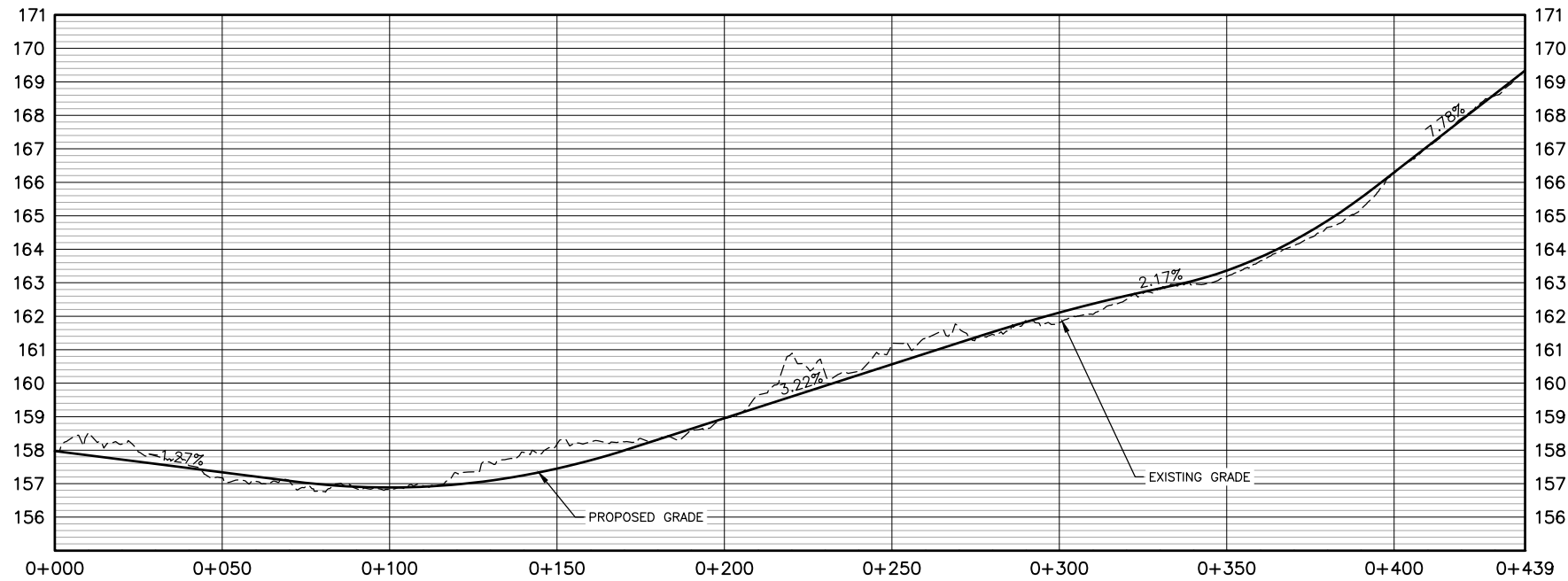


Project
**MAGGIES PLACE
PORTUGAL COVE, NL**
MAGGIES PLACE DEVELOPMENT

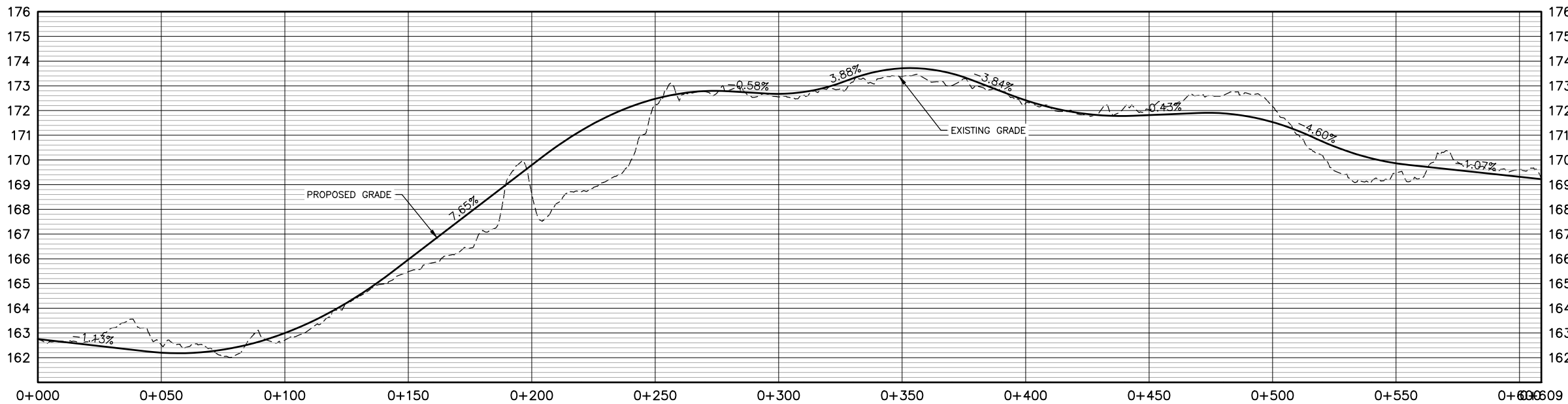
Title
PLAN VIEW

Scale	1:1500	Date	SEPTEMBER 2017
	Drawn	Designed	
	B. FORBES		
	Checked	Approved	
	R. KING		
Contract No.		16371	
Drawing No.		C-01	

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UPDATED ROAD NETWORK.DWG, September 7, 2017, 4:03 PM



PROFILE — STREET 1
H — 1:1000 ; V — 1:100



PROFILE — STREET 2
H — 1:1000 ; V — 1:100

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No.	DESCRIPTION	Date (mm/dd/yy)	By

ISSUE or REVISION

Client

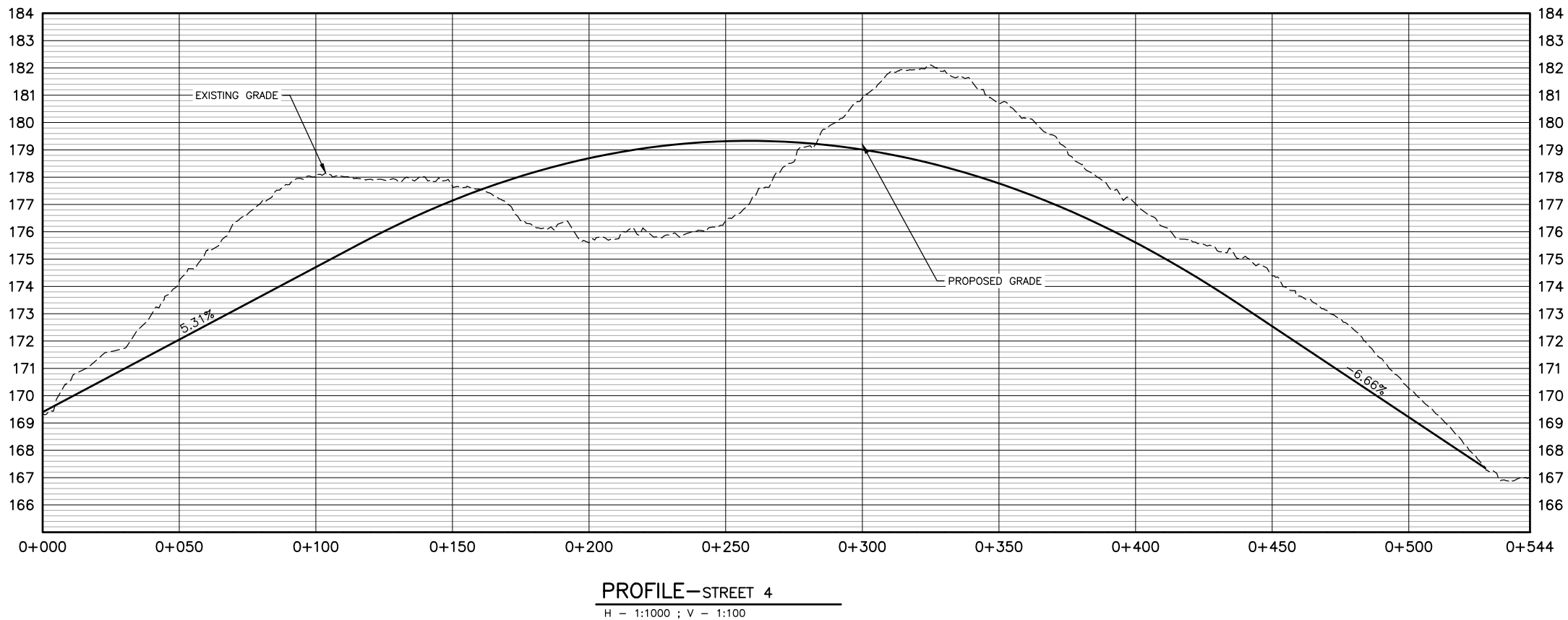
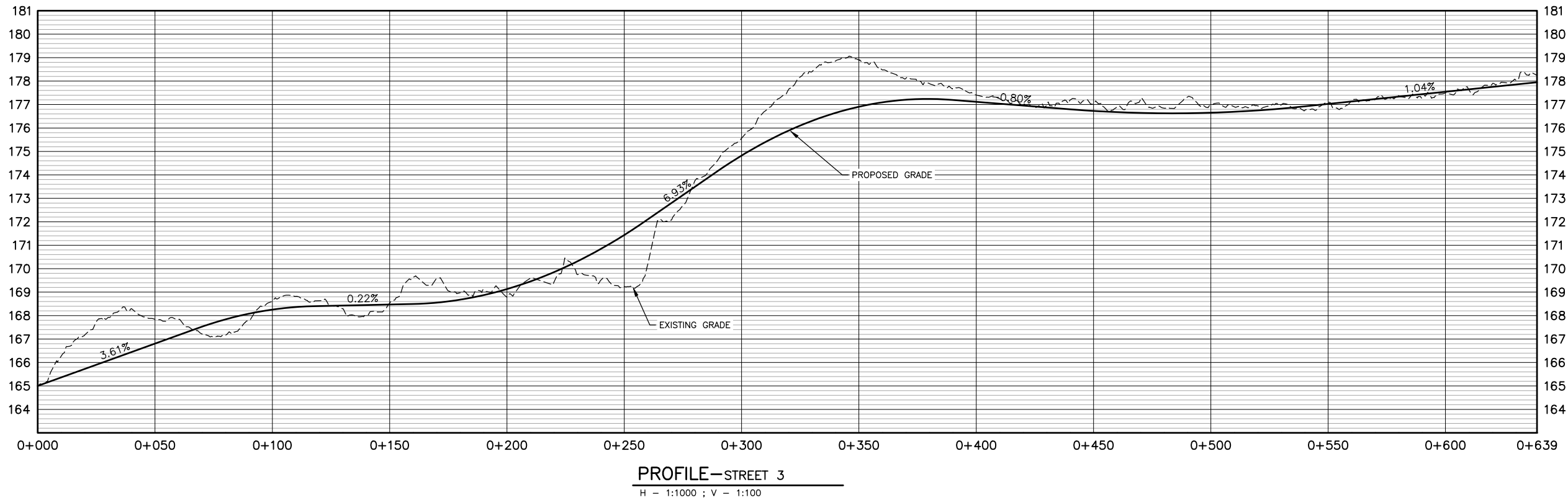


Project
**MAGGIES PLACE
PORTUGAL COVE, NL**
MAGGIES PLACE DEVELOPMENT

Title
PROFILES — STREETS 1&2

Scale	1:1500	Date	SEPTEMBER 2017
Drawn	B. FORBES	Designed	
Checked		Approved	R. KING
Contract No.	16371		
Drawing No.	C-02		

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ISSUE or REVISION

Client

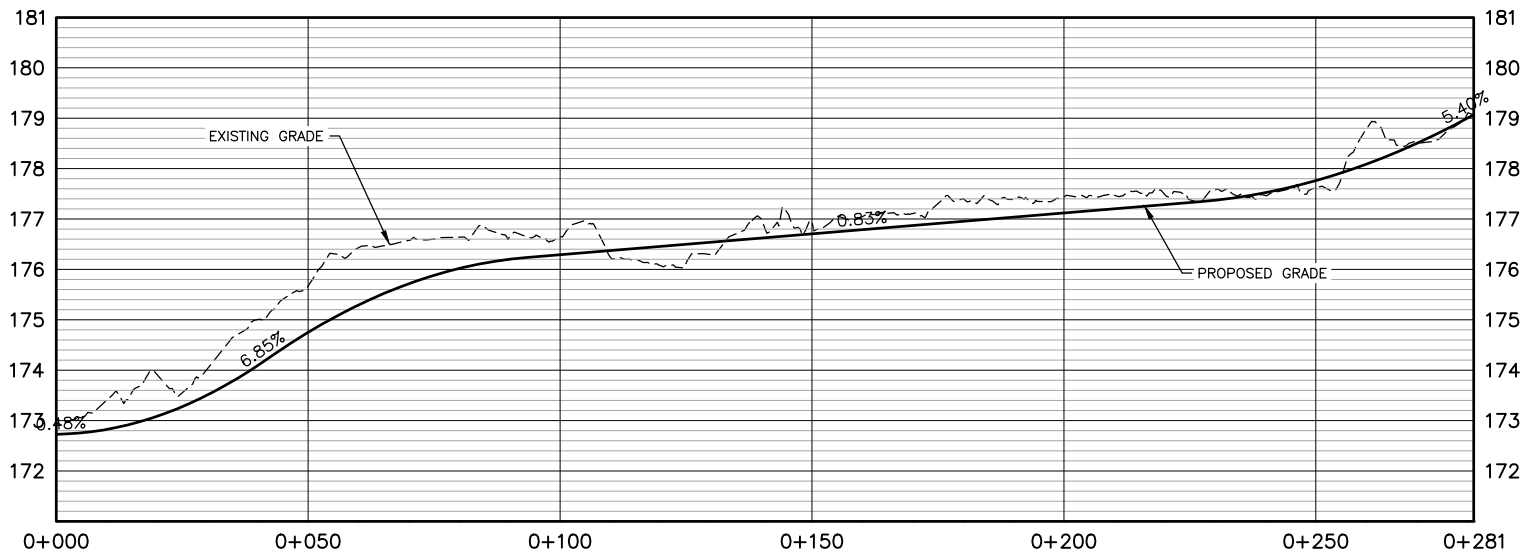


Project
**MAGGIES PLACE
PORTUGAL COVE, NL**
MAGGIES PLACE DEVELOPMENT

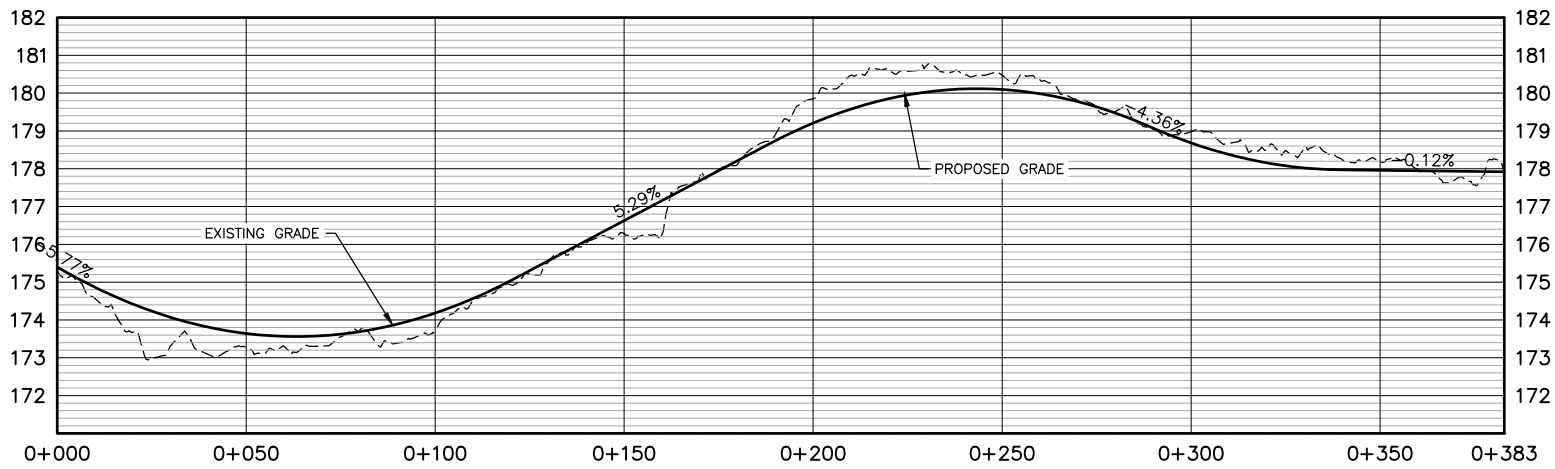
Title
PROFILES — STREETS 3&4

Scale	1:1500	Date	AUGUST 2017
Drawn	B. FORBES	Designed	
Checked	R. KING	Approved	
Contract No.	16371	Drawing No.	C-03

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UPDATED ROAD NETWORK.DWG, September 7, 2017, 4:03 PM



PROFILE—STREET 5
H — 1:750 ; V — 1:75



PROFILE—STREET 6
H — 1:1000 ; V — 1:100

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No.	DESCRIPTION	Date (mm/dd/yy)	By

ISSUE or REVISION

Client

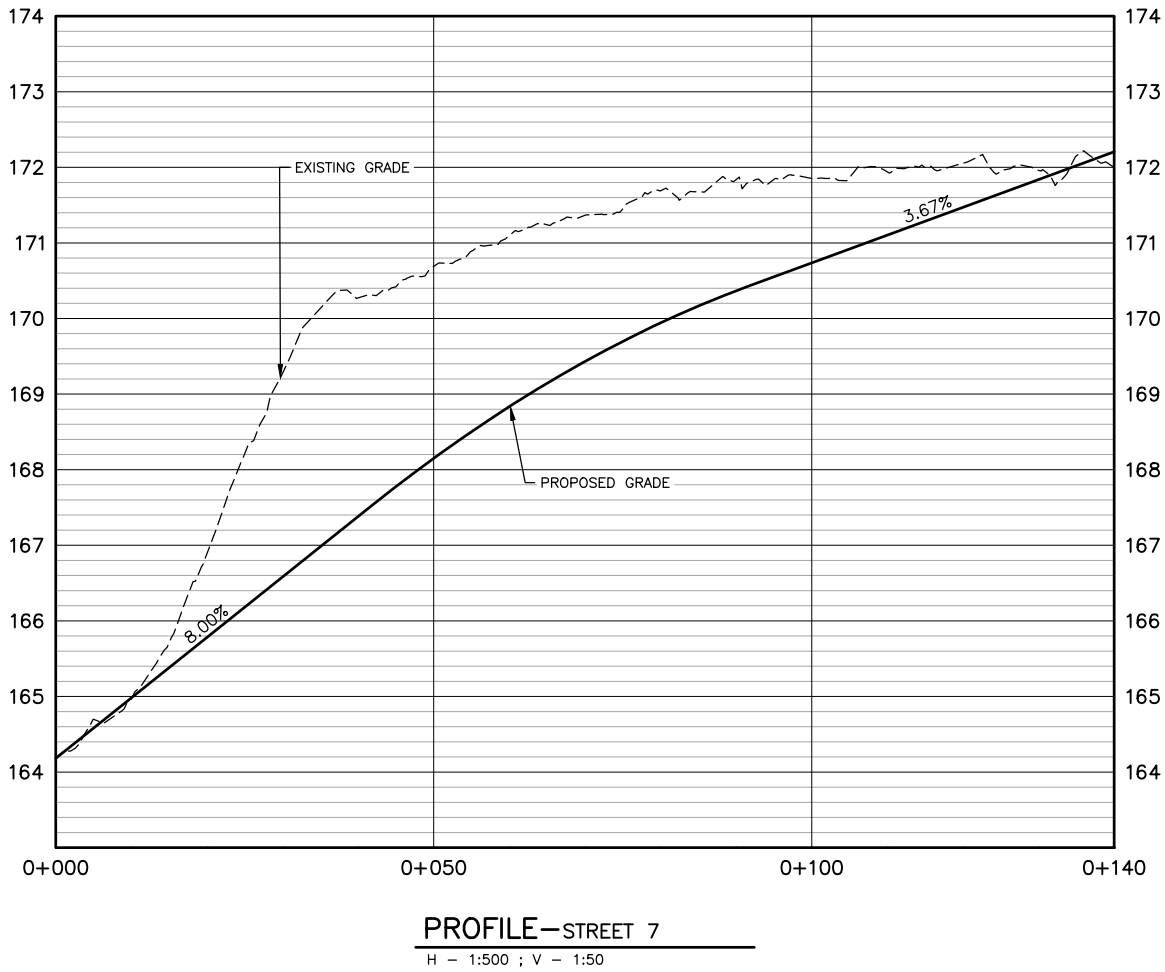


Project
**MAGGIES PLACE
PORTUGAL COVE, NL**
MAGGIES PLACE DEVELOPMENT

Title
PROFILES — STREETS 5&6

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	Checked		Approved R. KING
	Contract No.	16371	
	Drawing No.	C-04	

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No.	DESCRIPTION	Date (mm/dd/yy)	By

ISSUE or REVISION

Client



Project

**MAGGIES PLACE
PORTUGAL COVE, NL**

MAGGIES PLACE DEVELOPMENT

Title

PROFILES — STREET 7&8

Scale	1:1500	Date	AUGUST 2017
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	Checked	R. KING	Approved
	Contract No.	16371	
	Drawing No.	C-05	

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APPENDIX C : DETAILS OF INFRASTRUCTURE ANALYSIS, TRACT CONSULTING INC.

INFRASTRUCTURE COSTING DETAILS FOR WORK PACKAGE 2			
Cost Title	Units	Cost Per Unit	Total Cost
• Street Construction	1,910	\$1,750	\$3,342,500
• Allowance for Mass Excavation			\$100,000
• Hydrants	15	\$16,000	\$240,000
• Water Mains	1,910	\$210	\$401,100
• Sanitary & Storm	1,910	\$1,100	\$2,101,000
• Single Family Services	135	\$3,500	\$472,500
• Townhome Services	36	\$3,500	\$126,000
• Multi-Unit Residences Services	9	\$10,000	\$90,000
• Industrial/Commercial Services	3	\$15,000	\$45,000
• Lift Stations	3	\$250,000	\$750,000
• Force Mains	650	\$210	\$136,500
• Traffic Control			\$50,000
• Street Construction	544	\$2,000	\$1,088,000
• Storm & Sanitary	544	\$1,100	\$598,400
• Water	544	\$210	\$114,240
• Hydrants	3	\$16,000	\$48,000
• Allowance for Mass Excavation			\$30,000
• Storm Water Strategy			\$500,000
			\$10,233,240
ROUNDED			\$10,200,000

INFRASTRUCTURE COSTING DETAILS FOR TOWN OWNED LANDS ONLY ON MAGGIES PLACE (excluding Depot)			
Cost Title	Units	Cost Per Unit	Total Cost
• Mass Excavation			\$120,000
• Street Construction	608	\$2,000.00	\$1,216,000
• Storm & Sanitary	608	\$1,100.00	\$668,800
• Water (installed. Assume hydrants installed)			\$0
• Residential Lot Servicing	10	\$3,500.00	\$35,000
• Townhomes Lot Servicing	6	\$3,500.00	\$21,000
• Multi Unit Residences	6	\$10,000.00	\$60,000
• Industrial/Commercial Units	2	\$15,000.00	\$30,000
• Traffic Control			\$400,000
			\$2,550,800
ROUNDED			\$2,600,000



STORM WATER MANAGEMENT STRATEGY
FOR WORK PACKAGE 2 STUDY AREA

The area encompassed by WP2 Study Area consists of two drainage areas excluding existing developed areas and the Winsor Lake Buffer Zone.

Storm water from the south end of Maggies Place generated from the crest of the road to Old Broad Cove Road can almost all be directed west to wetland WL 1. This drainage area is 6.4 ha. That the portion of excess storm water flows generated by the development, including the Town Depot site, should be able to be impounded within this wetland until the design storm has peaked after which it can be automatically released at a controlled variable rate through a weir or other similar control devices towards wetland WL 2. Only a small portion, 100 m, of Maggies Place storm flows should flow directly to the Old Broad Cove Road ditch and then westerly away from the Winsor Lake watershed. For this particular watershed, a 200mm rainfall would translate in to a 1.0 m rise in the wetland water level.

Almost all of the storm water generated from the development north of the Depot site should be directed to the much larger wetland WL 2 at the west side of the development. Zone 2 is approximately 16.75 ha in size. Once again, with proper controls, excess storm waters generated by the development should be able to be contained within the wetland buffer zone until the storm has abated. A 200mm rainfall would translate in to a 0.65 mm rise in wetland water level.

The result of these measures should be a net zero increase in storm water flows for the design storm into the surrounding waterways. For the purposes of this study,

Estimate of Probable Cost - Storm Water Strategy, Maggies Place WP2

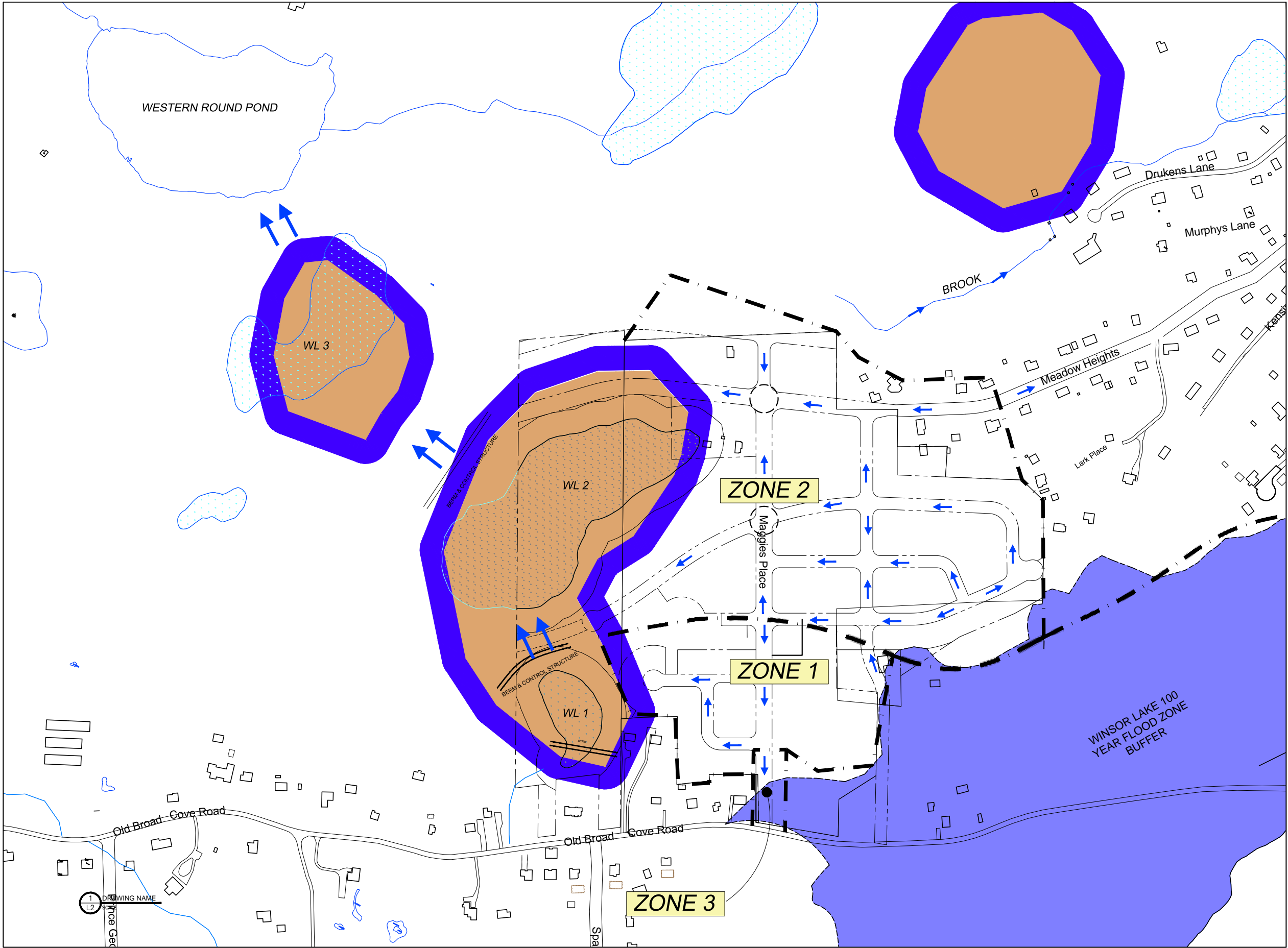
1	. Mobilize & Demobilize	10,000.00
2	. Clear & Grub	10,000.00
3	. Silt / Environment controls	5,000.00
4	. Permits	2,500.00
5	. Imported Fill	200,000.00
6	. Hydroseeding	15,000.00
7	. Control Structures	100,000.00
8	. Miscellaneous	25,000.00
9	. Consulting Fees	55,125.00
10	. Taxes	63,393.75
. Total		486,018.75
Budget Request		500,000.00

Opinions of probable costs or time contained herein are estimates only and subject to change, and are contingent upon factors over which the consultant has no control. The accuracy of such estimates is not guaranteed by the Consultant. Nor does the Consultant assume any liability whatsoever as a result of the provision of such estimate or the reliance thereon by any party.





Storm Water Control - Concept



NOTES

- DO NOT RELY UPON INFORMATION SHOWN ON THIS DRAWING FOR CONSTRUCTION UNLESS IT STATES BELOW THE SHEET HAS BEEN SPECIFICALLY ISSUED FOR THAT PURPOSE AND THE SHEET HAS BEEN STAMPED AND SIGNED.
- SURVEY INFORMATION PROVIDED BY _____ (DATE OF SURVEY)
- DO NOT SCALE FROM THIS DRAWING.
- ALL DIMENSIONS ARE IN METERS (m) UNLESS OTHERWISE NOTED
- CONTRACTOR TO VERIFY CONDITIONS ON SITE BEFORE PROCEEDING WITH THIS WORK.
- CONTRACTOR TO ENSURE ALL PERMITS AND APPROVALS ARE IN PLACE BEFORE COMMENCING WORK.
- CONTRACTOR TO LOCATE ALL BURIED SERVICES PRIOR TO COMMENCING EXCAVATION WORK.
- TOPSOIL AND SOD ALL DISTURBED AREAS UNLESS OTHERWISE NOTED.
- WHERE POSSIBLE, RETAIN EXISTING VEGETATION.

PROVINCE OF NEWFOUNDLAND AND LABRADOR

PERMIT HOLDER
This Permit Allows
TRACT CONSULTING INC.

To practice Professional Engineering in Newfoundland and Labrador, Permit No. as issued by PEGNL: JN0524, which is valid for the year 2017.

STAMP

NORTH REF.

No.	By	DESCRIPTION	Date
1	MCG	Storm Concept	2017/09/08

REVISIONS

CLIENT
TOWN OF PORTUGALE COVE - ST. PHILLIPS

PROJECT
MAGGIE'S PLACE WORK PACKAGE 2

DRAWING
STORM WATER CONTROL - CONCEPT

DESIGNED M. GORMAN	DRAWN TRACT	SCALE 1:2000
APPROVED TRACT	DATE 09/07/2017	SHEET STM1
PROJECT NO. PCSP-1635-WP2		SHT 1 of 1

APPENDIX D : ALTUS REPORT ON RETURN ON INVESTMENT (ROI)



September 10, 2017

File No.: 28520.100839.0010

Mr. Charles Hamlyn
C/O Tract Consulting Inc.
100 LeMarchant Road
St. John's, NL A1C2H2

Re: Maggie's Place
Return on Investment (ROI) Analysis

Mr. Hamlyn:

As per your instructions we have completed a Return on Investment (ROI) analysis for the proposed mixed use development to be located at Maggie's Place, Portugal Cove St. Philip's as well as an ROI analysis for the larger development project defined by Work Package 2 that includes both the Maggie's Place development and the larger surrounding development area. It is our understanding that our analysis will form part of a larger summary report to be presented to the Town of Portugal Cove St. Philips to assist in their decision making process. The following letter outlines our ROI analysis and the steps taken to complete our analysis.

Scope of Work

The scope of work has included the following:

- Review development plans as provided by Tract Consulting Inc;
- Review development cost estimates as provided by Tract Consulting Inc;
- Market research and analysis of current market value range of proposed residential and commercial development types to be located within the Maggie's Place and Work Package 2 development;
- Review 2017 tax structure and rates for the Town of Portugal Cove St. Philip's;
- Estimate potential future assessment values of the proposed development units assuming property is fully developed and improved with built improvements;
- Complete ROI analysis of both Maggie's Place development as well as the larger development contained within Work Package 2; and
- Provide overview and summary of findings.

Assumptions & Limiting Conditions

In order to completed the ROI analysis Altus Group has relied on information provided from Tract Consulting Inc. The ROI estimate has been completed under the following assumptions:

- 1) Estimate of development units and unit types are as per the development plan dated August 15 and provided by Tract Consulting Inc.
- 2) Estimate of development costs are based on information provided by Tract Consulting Inc. Costs have been provided by third parties and utilized by Altus Group, development costs have been reviewed and adjusted according to the August 15 development plan provided.
- 3) Estimate of future assessment value is based on market value of active new developments ongoing and as per 2017 market conditions.
- 4) Estimate of future taxes payable for the fully developed parcels based on 2017 Town of Portugal Cove St. Philip's tax structure.
- 5) Industrial Development lot adjacent to the depot has not been included in the analysis.
- 6) No value contribution has been given to the depot lands.
- 7) No costs for on-site development of the depot lands have been included in the ROI analysis.
- 8) No value contribution has been given to the community use elements of the site as these are assumed to be tax exempt.
- 9) Development costs of secondary access have not been included in our analysis.

ROI Analysis

The ROI analysis is completed utilizing the following steps:

- 1) Review and complete a summary of the total future development units to be utilized within our analysis;
- 2) Review summary of proposed servicing and development costs to the Town of Portugal Cove St. Philips and complete summary to be utilized within our analysis;
- 3) Estimate the future assessment value of the proposed development units as if fully developed;
- 4) Calculate estimate future tax revenue upon build out based on the estimated market value and 2017 tax structure for both Maggie's Place and the larger Work Package 2 development; and
- 5) Utilizing the projected tax revenue and development costs calculate estimated ROI for Maggie's Place and the larger Work Package 2 development.

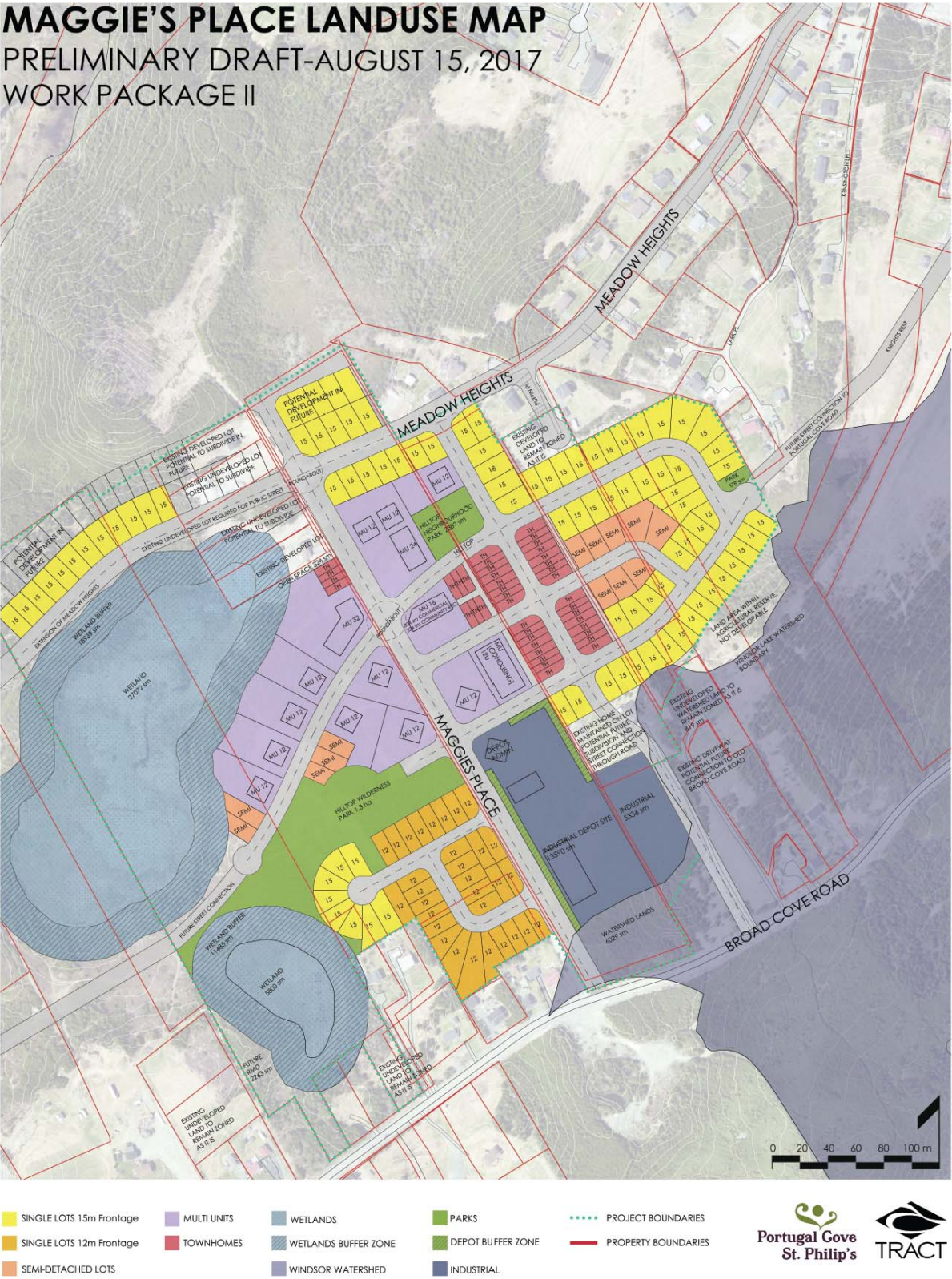
Summary of Development

The ROI analysis has been completed for two development areas, the first being the Maggie’s Place development parcel currently owned by the Town of Portugal Cove St. Philips and the second being the larger overall development lands located within the Work Package 2 area.

A summary of the future development located within each respective area is contained within the tables below and a map outlining the overall development and unit type is contained on the following page.

Development Summary Maggie's Place		
Description	# of Parcels	# of Units
Multi Unit Sites		88
12 Units	4	
16 Units (with 324 sqm of commercial)	1	
24 Units	1	
Townhomes	6	6
Single Family Homes (15 m)	10	10
TOTAL	22	104

Development Summary Work Package 2		
Description	# of Parcels	# of Units
Multi Unit Sites		216
12 Units	12	
16 Units (with 324 sqm of commercial)	1	
24 Units	1	
32 Units	1	
Townhomes	42	42
Semi Detached	13	26
Single Family Homes (15 m)	102	102
Single Family Homes (12 m)	30	30
TOTAL	202	416





Summary of Development Costs

Estimates of development costs have been provided by Tract Consulting Inc. with a summary contained within the tables below. These cost have been utilized as part of our ROI analysis. Costs are assumed to be correct as provided.

Working Package 2			
Cost Title	Units	Cost Per Unit	Total Cost
Street Construction	1,910	\$1,750	\$3,342,500
Allowance for Mass Excavation			\$100,000
Hydrants	15	\$16,000	\$240,000
Water Mains	1,910	\$210	\$401,100
Sanitary & Storm	1,910	\$1,100	\$2,101,000
Single Family Services	135	\$3,500	\$472,500
Townhome Services	36	\$3,500	\$126,000
Multi-Unit Residences Services	9	\$10,000	\$90,000
Industrial/Commercial Services	3	\$15,000	\$45,000
Lift Stations	3	\$250,000	\$750,000
Force Mains	650	\$210	\$136,500
Traffic Control			\$50,000
Street Construction	544	\$2,000	\$1,088,000
Storm & Sanitary	544	\$1,100	\$598,400
Water	544	\$210	\$114,240
Hydrants	3	\$16,000	\$48,000
Allowance for Mass Excavation			\$30,000
Storm Water Strategy			\$500,000
TOTAL			\$10,233,240
ROUNDED			\$10,200,000



Maggie's Place Costing			
Cost Title	Units	Cost Per Unit	Total Cost
Mass Excavation			\$120,000
Street Construction	608	\$2,000	\$1,216,000
Storm & Sanitary	608	\$1,100	\$668,800
Water (installed. Assume hydrants installed)			\$0
Residential Lot Servicing	10	\$3,500	\$35,000
Townhomes Lot Servicing	6	\$3,500	\$21,000
Multi Unit Residences	6	\$10,000	\$60,000
Industrial/Commercial Units	2	\$15,000	\$30,000
Traffic Control			\$400,000
TOTAL			\$2,550,800
ROUNDED			\$2,600,000

Estimate of Future Assessment Value

In order to complete our estimate of the future assessment value of the proposed development as if fully developed we have completed a review of the current asking and selling price of newly developed residential and commercial space within the St. John’s CMA similar to the proposed development. Focus was given to development projects within the Town of Portugal Cove St. Philips. For development types in particular the multi-family units where there is limited comparable evidence within the Town of Portugal Cove St. Phillips developments within the St. John’s CMA were utilized to provide market value estimates. For multi-family sites a review of typical multi-family unit value and assessment was reviewed for the St. John’s CMA. Value for the various types ranged as follows:

- 1) Singly Family - \$249,900 to \$949,900 with an average in the order of \$500,000. The majority of sales and asking prices reviewed for this product type were located within the Town of Portugal Cove St. Philips. The higher value homes have resulted in a higher overall average and is a result of the number of large executive style homes currently being available for sale. Given the size of the proposed development lots it is likely the value and type of homes developed in this area will be more traditional family homes rather than executive homes. Based on a review of development of similar lots and the sales collected for the Town of Portugal Cove St. Philips we have utilized an estimated future assessment value for the single family units of slightly under the current average at \$400,000 for the standard lots and \$375,000 for the lots with 12m frontage.

- 2) Townhomes - \$250,000 - \$439,000 with an average in the order of \$335,000. The majority of these sales and asking prices are outside of the Town of Portugal Cove St. Philips. The higher end units are located within CBS and have ocean frontage. Given the location and lot size for the subject property development we have utilized an estimated future assessment value for the townhome units of slightly under the current average at \$325,000.
- 3) Semi-Detached - \$235,000 - \$449,000 with an average in the order of \$300,000. The higher purchase prices are for units that include 3 levels fully developed with a walk out basement. Given the location of the subject property and the unknown development potential of the basements (walk out / underground) we have utilized an estimated value for the semi-detached units of slightly under the current average at \$275,000
- 4) Multi Units - a review of current assessments of newly developed multi-unit residential projects resulted in a value range of \$150,000 - \$250,000. Assuming a development similar to some of the recently completed projects within the St. John’s CMA we have utilized an estimated future assessment value for the multi-units of approximately \$175,000
- 5) Commercial space - within the current proposal there is some first floor commercial space located within the 16 unit multi-unit building. For the purpose of our analysis we have assumed an assessment value in line with newly constructed good quality commercial space of \$1,615 per square meter (or \$150 per square foot).

Estimate of Future Tax Revenue

Utilizing the above assessment values and the 2017 mil rates for the Town of Portugal Cove St. Philips we have estimated the potential annual tax revenue upon build out of both the Maggie’s Place development as well as the entire Work Package 2 project. Annual tax revenue for the Maggie’s Place development is just over \$220,000 annually. Annual tax revenue for the entire Work Package 2 development is just over \$1,000,000 annually. An outline of our calculated tax revenue per project is contained on the follow pages. 2017 Tax Rates for the Town of Portugal Cove St. Phillips are summarized below:

2017 Tax Rates	
Town of Portugal Cove St. Philips	
2017 Property Tax Rate	6.9 mils
2017 Business Tax Rate (general)	8.5 mils
2017 Residential Water Tax Rate	\$650 per unit per year
2017 Commercial Water Tax Rate	\$740 per unit per year

Maggie's Place						
	# of Sites	Estimated Assessment Per Unit	Commercial (per sq m)	Estimate of Total Assesment per Developed Site	Estimated Taxes per Developed Site	Overall Total Estimated Taxes
Multi Unit Sites						
12 Units	4	\$175,000		\$2,100,000	\$22,290	\$89,160
16 Units (with 324 sq m of commercial)	1	\$175,000	\$1,615	\$3,323,130	\$38,516	\$38,516
24 Units	1	\$175,000		\$4,200,000	\$44,580	\$44,580
Townhomes	6			\$325,000	\$2,893	\$17,355
Single Family Homes (15 m)	10			\$400,000	\$3,410	\$34,100
	22					\$223,711

Working Package 2						
	Area / # of sites	Estimated Assessment Per Unit	Commercial (per sq m)	Estimate of Total Assesment per Developed Site	Estimated Taxes per Developed Site	Overall Total Estimated Taxes
Multi Unit Sites						
12 Units	12	\$175,000		\$2,100,000	\$22,290	\$267,480
16 Units (with 324 sqm of commercial)	1	\$175,000	\$1,615	\$3,323,130	\$38,516	\$38,516
24 Units	1	\$175,000		\$4,200,000	\$44,580	\$44,580
32 Units	1	\$175,000		\$5,600,000	\$59,440	\$59,440
Semi Detached	13	\$275,000		\$550,000	\$5,095	\$66,235
Townhomes	42			\$325,000	\$2,893	\$121,485
Single Family Homes (15 m)	102			\$400,000	\$3,410	\$347,820
Single Family Homes (12 m)	30			\$375,000	\$3,238	\$97,125
	202					\$1,042,681



ROI Analysis

The following tables contain our estimated return on investment for the Maggie’s Place and the Work Package 2 development based on the revenue and expense projections outlined earlier within this letter.

ROI Analysis	
Maggie's Place - Including Depot	
Land Purchase & Related Costs	\$1,000,000
Development Costs (incurred to date & off site costs)	\$549,660
Development Costs (Maggies Parcel Site)	\$2,600,000
Total Costs	\$4,149,660
ROUNDED	\$4,000,000
Annual Tax Revenue (at 2017 rates)	\$223,711
ROI	6%

ROI Analysis	
Maggie's Place - Excluding Depot	
Estimated cost for development area (excluding Depot)	\$3,113,358
ROUNDED	\$3,100,000
Annual Tax Revenue (at 2017 rates)	\$223,711
ROI	7%



ROI Analysis	
Work Package 2	
Land Purchase & Related Costs	\$1,000,000
Development Costs (incurred to date & off site costs)	\$549,660
Development Costs (Work Package 2)	\$12,800,000
Total Costs	\$14,349,660
ROUNDED	\$14,000,000
Annual Tax Revenue (at 2017 rates)	\$1,042,681
ROI	7%

The above tables contain the estimated return on investment for the Maggie’s Place and Work Package 2 development upon total build out based on future tax revenue for the improved development. In addition to the tax revenue projected above the town will also collect tax revenue during the development stage further contributing to the above projected return on its investment. During land development there will be additional taxes collected as the lands are improved and become developed which will increase the assessed value of the lands for gross land value to lot value. Should the town determine that it wishes to proceed with a managed development approach where they prepare and develop the site prior to the sale to a third party developer, there is potential for additional revenue generation as land generally sells for a higher value when development site ready than when it is sold as raw land. This approach however would also carry with it additional on-site development and risk factors such as holding costs and market factors.

We trust that the above meets your requirements and should you have any questions regarding the above information please contact the undersigned.

Yours sincerely,
Altus Group Limited

Joanne Slaney, B.Comm, B.A, AACI
Director & General Manager

APPENDIX E : 3D MODELLING AND VISUALS PREPARED BY PHILIP PRATT ARCHITECTURE

A number of the 3D models and visuals prepared by *Philip Pratt Architecture* have been inserted at appropriate locations throughout the body of the report. The following represent additional perspectives for the Work Package 2 and proposed build out.





Plan View of Maggie's Place (Work Package 2) Building Massing | Preliminary Land Use Plan Showing



Varied Views of Proposed Preliminary Maggie's Place Work Package 2 Land Use Plan



Varied Views of Maggie's Place Neighbourhood Hub



APPENDIX F : MAGGIES PLACE NEIGHBOURHOOD AREA PLAN

MAGGIES PLACE NEIGHBOURHOOD AREA PLAN

Portugal Cove St. Philips

September 11, 2017



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1. MAGGIES PLACE NEIGHBOURHOOD AREA PLAN

1.1. Introduction

The Council for the Town of Portugal Cove-St. Philips in the Province of Newfoundland and Labrador identified an area of approximately 145 hectares located northwest of the intersection of Portugal Cove Road and Old Broad Cove Road as the Maggies Place Residential Development Scheme Area (Work Package 1).

Within this overall Neighbourhood Area Plan, the Town identified a study area for more detailed planning: Work Package 2 – Maggies Place Neighbourhood Area Plan. This plan details the land use policies and zoning and associated development control measures to be applied in the Maggies Place Neighbourhood Area Plan.

The Maggies Place Neighbourhood Area Plan outlines the proposed Goals, Objectives, and Land Use Policies for the Work Package 2 study area only. They were prepared on the basis of the background report prepared by Tract Consulting Inc. and follow up public consultations with residents, stakeholders and property owners and the public at large. The research undertaken by Tract Consulting Inc. provides the foundation for the orderly growth and development and use of lands with the Maggies Place Neighbourhood Area.

1.2. Purpose

The Town of Portugal Cove-St. Philips wishes to create the Maggies Place Neighbourhood Area Plan and to designate the lands (within the study area) as a special policy area. The purpose of the Neighbourhood Area Plan is to provide detailed policy direction for the orderly and fiscally responsible development of lands that were removed from the ‘Agriculture Development Area’ designation under the *Lands Act, 1991* in 2013.

At that time, the province advised municipalities to leave these lands as ‘agricultural zone’ in the Town Plan until an assessment could be made for the best use of these lands. With the proposed development of the Town Depot on Maggies Place, full servicing will be made available along Meadow Heights to Maggies Place; therefore, the preparation of a comprehensive development plan for this area is timely

The existing Municipal Plan 2014-2014 provides for the establishment of Residential Development Scheme Areas, and the Neighbourhood Area Plan (Work Package 2) will be part of the overall Maggies Place Residential Development Scheme Area.

1.3. Goals

The goals for the Maggies Place Neighbourhood Area Plan are to:

- Encourage the orderly growth, development and use of land in sustainable, efficient and environmentally sensitive manner; and,

- Provide a land use framework and road and servicing basis for the future growth as a residential area with a sophisticated mix of housing options that reflect current and future needs of the residents of the Town and the Northeast Avalon with appropriate social/cultural amenities and an emphasis on active living and community connectivity;

1.4. Objectives

The objectives for the Maggies Place Neighbourhood Area Plan are to:

1. Guide the development and use of land in accordance with the policies of this Neighbourhood Area Plan and associated Land Use Plan;
2. Ensure that the Neighbourhood Area Plan’s policies and designations are compatible with the surrounding country-living land use pattern and compatible with long-time residential and agricultural land uses nearby;
3. Create a cohesive neighbourhood that contains a more sustainable mix of housing choice, price point and densities to accommodate a variety of life situations;
4. Provide local commercial opportunities for the neighbourhood that offers opportunity for social interaction, serves retail needs and creates connectivity throughout the neighbourhood and potentially the larger community context;
5. Introduce principles of sustainable development through energy efficient design and standards;
6. Protect and support natural areas such as the wetlands that are environmentally important to the overall ecosystem;
7. Protect and maintain as much of the existing vegetation as possible during development and replace, replant and replenish the landscape;
8. Integrate the built form into the existing topography of the area by using slope adaptive design; thereby minimizing the cost and impact of grading and earthwork;
9. Design the transportation network to enhance public safety (roundabouts as traffic calmers) and integrate road, walkway and trail connectivity to facilitate vehicular and pedestrian access to focal retail, recreation, social (etc.) destinations;
10. Provide direction for the associated amendments to the Town of Portugal Cove -St. Philips Development Regulations to support and implement the Neighbourhood Area Plan for Maggies Place.

2. MAGGIES PLACE NEIGHBOURHOOD AREA PLAN POLICIES

2.1. Introduction

2.1.1. Application

The Maggies Place Neighbourhood Area Plan is not intended to replace all the policies of the Portugal Cove-St. Philips Municipal Plan. Where the Maggies Place Neighbourhood Area Plan does not reference a specific policy, or change in land use, it is the intention of the Maggies Place NEIGHBOURHOOD AREA PLAN That the current policies and land use designations of the Portugal Cove-St. Philips Municipal Plan continue to be in effect.

The policies and land use changes contained in the Maggies Place Neighbourhood Area Plan will apply only to the Maggies Place Neighbourhood Area Plan. However, Council may incorporate these policies into other Neighbourhood Area Plan areas identified in the Portugal Cove-St. Philips Municipal Plan through the amendment process outlined in the Urban and Rural Planning Act, 2000.

2.1.2. Maggies Place Neighbourhood Area Plan

Within the overall Maggies Place Neighbourhood Area Plan there is a detailed Schematic Design which forms the foundation for the Neighbourhood Area surrounding the Town Depot site, otherwise referred to as Work Package 2. The land use and development was developed as a result of extensive public consultation, a residential market assessment, capital works costing, and a return on investment modelling evaluation.

It is the policy of Council to:

- Implement Placebuilder™ principles and policies that were developed for the overall Maggies Place Residential Development Scheme Area (Work Package 1) in the Maggies Place Neighbourhood Area Plan;
- To refine existing zones and proposed new zones of the overall Maggies Place Residential Development Scheme Area (Work Package 1) to reflect the goals of the Maggies Place Neighbourhood Area Plan and prepare associated Use Zone Tables and development standards;
- To create a neighbourhood hub at the heart of the Maggies Place Neighbourhood Plan that provides community-level commercial and social amenities;
- Develop a portion of the 14-acre property adjacent to Maggies Place for the purpose of locating the Town Depot in a strategic location with access to important transportation routes;
- Develop the remainder of the Town property that is not required for the Town Depot as soon as practicable according to the final MP-WP2 Schematic Design in order to achieve a return on investment for the benefit of the Town as a whole;

2.1.3. Placebuilder™ Foundation for Future Land Use Policies

The Town of Portugal Cove-St. Philips has embraced the PlaceBuilder™ community planning model developed by Tract Consulting Inc. that advocates sustainable development and fiscal responsibility. The PlaceBuilder™ guiding principles for urban design include:

- Respect and preservation of environmental resources;
- Creation of a network of active mobility walkways and trail systems, i. e., green connections and active transportation;
- Rationalized traffic flow, i.e., transit oriented development;
- Enhanced municipal service, i.e., centrally located Town Depot;
- Efficient use of developable lands for diversity housing choices and mix of other land uses;
- Access to nature, recreation facilities and agricultural lands;
- Overall pursuit of a complete neighbourhood in the Town of Portugal Cove-St. Philips.

These principles, combined with Council and public feedback provided guidance for the development of the Maggies Place Neighbourhood Area Plan. This chapter outlines the municipal plan policies applicable to the development and management of the overall Neighbourhood Area Plan and specific policies for each of land use class within the Neighbourhood Area Plan.

2.2. Infrastructure

2.2.1. Transportation

The road system for the Maggies Place Neighbourhood Area Plan is identified on the Maggies Place Land Use Plan. It is designed to accommodate the peak hour traffic requirements for the full build out of the Maggies Place Residential Development Scheme Area (Work Package 1). The vertical alignments for the entire collector road system do not exceed 8%.

The planned road network consists mainly of a ‘C’ shape collector road with two connections to Portugal Cove Road north and south of Murray’s Pond and a proposed connection running from this roadway to Old Broad Cove Road. The plan also identifies a local road network that connects to the primary collector roads.

It is the policy of Council to:

- Adopt the primary collector road system as the backbone for the transportation network in the Maggies Place Neighbourhood Area Plan;
- Promote the development of the secondary, local road network as identified in the preliminary land use plan insofar as it supports the land use zoning and municipal servicing capabilities of the Maggies Place Neighbourhood Area Plan;
- Allow for the location of streets to be modified by the Council on the basis of the submission of detailed subdivision development plans provided that the intent of the street system and hierarchy are maintained in the modification;
- Conduct further analysis with regard to the two collector connections to Portugal Cove Road to determine the appropriate traffic control measures and lane configurations;

- Encourage the installation of roundabouts in the initial development of the road system to act as traffic calming measures that facilitate the free flow of traffic and enhance pedestrian and vehicular safety;
- Encourage the development of boulevard-style entry roads for the main collectors into the Maggies Place Neighbourhood Area Plan (even if only for the initial 60 metres);
- Require provision for paved walkways (3-4 m paved surface) that can be designed to be in keeping with the country atmosphere and rural character of the Town and provide accessibility for parents with prams, seniors with mobility issues, and can be snow cleared;
- Encourage integration of the non-road walkways systems, including trails, with the sidewalk system.
- Encourage use of bicycles through the design of open space, walkways, and road network; and,
- Require that all development has frontage onto a publicly-maintained road.

2.2.2. Municipal Services

It is the policy of Council to:

- Ensure that all water and sewer services are designed and constructed in accordance with the Town of Portugal Cove-St. Philips Development Regulations and the Government of Newfoundland and Labrador Municipal, Water, Sewer and Road Specifications.
- All development within the Maggies Place Neighbourhood Area Plan must be fully serviced;
- Development can proceed provided sufficient water pressure and flow as determined by the Town is available to supply the development.
- Development can proceed provided sufficient water pressure and flow to ensure adequate fire protection services.
- Ensure that storm water is managed to prevent flooding and property damage.

2.3. Residential

In the background research prepared by Tract Consulting Inc. it was apparent that there is an aging population, a shift in the housing market from estate housing to more moderately priced homes, and a slowly growing trend for higher density housing. These realities are reflected in the Council policies.

It is the policy of Council to:

- Develop more refined sub-zones for Residential Medium Density in the areas indicated on the Future Land Use map with associated design standards to ensure that these developments fit into the landscape and provide a high level of amenity. These sub-zones will be identified as Residential Medium Density (RMD) refined zones, i.e., RMD-1, RMD-2, etc. and Residential Multi-Unit options.
- The new and refined residential zones will address the following issues:
 - To provide housing options suitable for seniors housing, (which is a priority for Maggies Place Neighbourhood Area Plan);

- To create a neighbourhood hub by the arrangement and location of multi-unit structures, such as Town homes; low-rise multi-units/condominiums with building height of three storeys; and,
- To allow residential units in upper levels of commercial mixed-use buildings.
- Develop more refined sub-zones for Residential Medium Density in the areas indicated on the Land Use map with associated design standards to ensure compatibility with adjoining established land uses (residential or agricultural); these sub-zones will be identified and RMD-1, RMD-2, etc., and consist of small (4000-5000 ft²), etc.
- Prohibit estate-size lot (>670 m²) development in order to maximize the use of the municipal services provided to the Maggies Place Neighbourhood Area Plan;
- Allow subsidiary apartments in single dwellings, except in RMD-1 zone.
- Allow home businesses in single dwelling units only; except for internet based businesses that have no products or clientele with associated traffic and storage requirements;
- Enable the development of a range of housing that meets the current and future needs of the residents of Portugal Cove-St. Philip who may wish have the choice available to 'age in place'; and to attract younger moderate-income households that might contribute children and young people into the demographics of the Town;
- Where lots back onto the proposed Town Depot, the Town shall provide appropriate buffering, landscaping and noise attenuation measures.



Example of townhouses with landscaping and tree buffers that would protect the highly valued country atmosphere of the Town of Portugal Cove-St. Philips.

2.4. Agriculture Urban

A key landmark adjacent to the Maggies Place Neighbourhood Area Plan is the Murray's Garden Centre and associated farmlands. This historic farming anchor has a progressive attitude towards urban living offering landscaping design and installation services, a garden centre and floral shop, 'farm to table' café, and community supported agriculture (subscription farming) at Murrays Meadow Farm. Therefore, it is important to include policies to encourage the

connection to the community agriculture roots in the development of the Maggies Place Neighbourhood Area Plan.

It is the policy of Council to:

- Promote and encourage both commercial and urban agricultural endeavors that are compatible with surrounding residential land use;
- Create appropriate controls with regard to the size and scope of animal husbandry uses to ensure compatibility with surrounding land uses potentially affected by livestock associated nuisance factors;
- Facilitate neighbourhood agriculture-related commercial activities that contribute to the community objectives of providing services and recreation opportunities with walking distance of residents;

2.5. Recreation/Conservation

This is a new land use in the Maggies Place Neighbourhood Area Plan that does not currently exist in the Portugal Cove-St. Philips Municipal Plan, 2014-20124. The lands that are identified for Recreation/Conservation use are generally lands within the 30-m buffer of protected wetlands, but also include green corridors between residential enclaves that provide connectivity for trails and walkways throughout the Maggies Place Neighbourhood Area Plan, and parks.

The difference between a conservation approach to environmental management versus protection of the environment is that conservation allows for multiple use whereas protection limits uses that pose any threat to the environmental value under protection. Therefore, the purpose of the Recreation/Conservation lands is to set out the parameters for appropriate recreational land use and development activities compatible with the environmental value that is being conserved.

It is the policy of Council to:

- Promote community connectivity using the Recreation/Conservation corridors for trails, walkways for pedestrian and non-motorized vehicular use;
- Enhance the landscape through natural and built forms to add beauty to the Maggies Place Neighbourhood Area Plan;
- Integrate trail/walkway development requirements into subdivision development proposals with respect to trade-offs between traditional sidewalks for community pathways more in keeping with the country atmosphere of the Portugal Cove-St. Philips;
- Integrate the Recreation/Conservation corridors into the overall trail/walkway plans for the Town of Portugal Cove-St. Philips and update the Town Recreation Master Plan accordingly;
- Identify appropriate low-impact recreation development that is compatible with the conservation values, yet provides for local facilities suitable for the needs of all ages;
- Encourage integration of natural features, such wetlands, height of land and viewsapes, into the Recreation/Conservation uses;
- Allow the Recreation/Conservation lands to be eligible for inclusion as part of the Section 37, lands for public use, requirement under the *Urban and Rural Planning Act, 2000*.

2.6. Wetland

The wetlands protected in the Maggies Place Neighbourhood Area Plan were identified in a flood risk report prepared for the Water Resources Division of the provincial government. This Division also administers a wetland policy to assist them in the processing of section 48 permits under the Water Resources Act. According to the policy: "...Wetlands, which include bogs, fens, marsh, swamps, and shallow water, collect and store runoff, moderate and attenuate downstream flood flows, reduce downstream flooding and erosion, clean and purify water, recharge groundwater zones, and provide unique habitat for plants and animals..."

It is the policy of Council to:

- Identify the wetlands within the Maggies Place Neighbourhood Area Plan in order to ensure that appropriate protection measures are observed;
- Retain the standard 30-m buffer around the wetland as per the existing Development Regulations;
- Maintain existing vegetation in the wetland and the 30-m buffer around the wetland;
- Restrict development of the wetlands, and only consider only non-building uses that do not alter the ecological integrity of the wetland if they are associated with wetland interpretation or habitat management;
- Encourage development of trail networks using the 30-m wetland buffer in order to provide linkages between wetlands and walkways within, and to destinations outside, the Maggies Place Neighbourhood Area Plan;
- Explore opportunity for wetlands to be part of the storm water management planning for the Maggies Place Neighbourhood Area Plan;
- Integrate the ecological aspects of the wetlands into the nature interpretation aspects of the walkways/trails in the wetland buffer; and,
- Allow the Wetland buffer (30 m) to be eligible for inclusion as part of the Section 37, lands for public use, requirement under the *Urban and Rural Planning Act, 2000*.

2.7. Protected Watershed

A portion of the City of St. John's water supply area, Windsor Lake, overlaps a corner of the Maggies Place Neighbourhood Area Plan. The delineation of the water supply area has been updated by the City in relation to the mapping previously included in the St. John's Urban Region Regional Plan. Under the City of St. John's Act, the City is given similar power as the province with regard to Protected Water Supply Areas under the Water Resources Act, therefore section 106 of the Act sets out the restrictions on development and activity in the water supply of Windsor Lake.

It is the policy of Council to:

- Restrict use and prohibit development within the 'Protected Watershed' area; and,
- Consult with the City of St. John's regarding activities occurring within the 'Protected Watershed'.

2.8. Neighbourhood Commercial

The purpose of the neighbourhood commercial area is to create an accessible public space that is a vibrant, pedestrian-oriented places for local shopping, services and social interaction. It is intended to provide a space where for a range of services such as small-scale retail and service uses that meet the daily needs of local residents within their neighbourhoods

It is the policy of Council to:

- Encourage the development of small, neighbourhood-scale commercial areas to provide retail and service uses that meet the daily needs of neighbourhood residents, where the design and operation of these businesses does not unduly affect the residential intent of the neighbourhood.
- To encourage neighbourhood commercial areas to be centrally located on a main road within the neighbourhood and act as part of the gateway into the overall community;
- Encourage commercial growth within defined areas by permitting a broad range of businesses that are compatible with the neighbourhood.
- Encourage mixed commercial - residential use, within the defined commercial areas, between properties and on individual properties with residential use above ground floor commercial.
- Ensure compatibility, safety and security through design of buildings and public spaces, and through mixed use.
- To promote an integrated design theme which establishes a distinct identity to the Maggies Place Neighbourhood Area;
- To ensure compatible relationships between development in the Neighbourhood Centre and between the Centre and adjacent residential areas; and,
- To enhance the character of Maggies Place as a pedestrian-oriented commercial/residential corridor.

2.9. Industrial

The Town needs a designation for industrial land uses, including light and general industry such as the town depot.

It is the policy of Council to:

- Designate land in appropriate locations to accommodate industrial uses, including light and general industry;
- Require industrial development to have sufficient acoustic and visual and buffering to minimize potential intrusion onto adjacent land uses;
- Consider traffic implications of proposed industrial developments regarding size, volume and movement of additional vehicles accessing/departing the site; and,
- Ensure that industrial sites are developed in accordance with standards set out in the Use Zone Tables of the Neighbourhood Area Plan Development Regulations and landscaped in accordance with the Development Design Guidelines.

2.10. Development Design Guidelines

2.10.1. Tree Retention or Planting

It is a policy of Council to:

- Develop regulations regarding tree retention and replanting to preserve and enhance the country style feeling of the Town of Portugal Cove-St. Philips;
- To enhance the streetscape with natural vegetation to provide pedestrian-friendly and welcoming atmosphere in the Maggies Place Neighbourhood.

2.10.2. Development Design Guidelines

To facilitate implementation of the objectives of the Maggies Place Neighbourhood Area Plan, it is essential to include Development Design Guidelines to enable Council to assess applications for development.

It is the policy of Council to:

- Adopt Development Design Guidelines for the land use zones in the Maggies Place Neighbourhood Area Plan; and
- Require a written assessment for compliance with the Development Design Guidelines as a component of a development application. In addition to the site plan information required with the development application, this assessment may include, at the discretion of Council:
 - Comprehensive layout plan, including principal and accessory buildings siting, parking configuration, unenclosed storage and landscaped areas;
 - Building form details, including façade and design appearance, and building elevation drawings;
 - Site landscape plan; and,
 - Signage detail.

2.11. Fiscal Responsibilities Regarding Development

The Town is committed to fiscally responsible management; yet strives to show leadership in facilitating orderly and responsive development that meets the needs of its residents. Through investing in the development of a comprehensive development scheme that involved significant public and landowner participation, market analysis and professional planning and engineering expertise, the Town anticipates to reap benefits to the quality of life and the capacity to provide services in the Town of Portugal Cove-St. Philips.

It is the policy of Council to:

- Ensure that developers are responsible for the costs of developing property within the Maggies Place Neighbourhood Area Plan, taking into consideration the issue of appropriate cost-sharing amongst all land owners that will benefit from the services provided; and,
- Ensure that developers pay for their share of the public improvements undertaken internally and externally by the Town to accommodate the development and use of the land in the Maggies Place Study Area; these can be in for form of service levies or local improvement

assessments that are payable at the time of issuance of a development permit or the signing of a development agreement.

3. MAGGIES PLACE NEIGHBOURHOOD AREA PLAN DEVELOPMENT REGULATIONS

3.1. Introduction

3.1.1. Application

The zones and development standards outlined in the Maggies Place Neighbourhood Area Plan apply only to this area.

Unless otherwise changed in the Maggies Place Neighbourhood Area Plan, the standards, conditions and requirements of the Development Regulations apply.

3.1.2. Maggies Place Neighbourhood Area Plan Refined and New Zoning

The proposed zones for the Maggies Place Neighbourhood Area Plan can be found on Map 1. These Zones were based on the Schematic Design prepared for Maggies Place in Work Package 2. Existing zones were refined and new zone categories were developed.

The Maggies Place Neighbourhood Area Plan introduces the following refined and new zones:

Refined Residential Medium Density Zones:

- RMD-1: ‘Smart Lot 360’ Zone;
- RMD-2: ‘Distinct Lot 420’ Zone
- RMD-3: ‘Semi-Detached’ Zone

New Residential Multi-Unit (RMU)Zones:

- RMU-1: Town Home Zone
- RMU-2: 12-unit residential building
- RMU-3: Co-Housing 12-unit building
- RMU-4: Commercial/residential (16 units) building
- RMU-5: 24-unit residential building
- RMU-6: 32-unit residential building

Note that for the purposes of the Return on Investment (ROI) modelling prepared as part of Work Package 2, it is necessary to provide detailed zones in order to achieve the results projected in the ROI.

New non-residential zones:

- Recreation/Conservation Zone
- Industrial Zone

In the future, these zones may be applied to other NEIGHBOURHOOD AREA Plans within the Planning Area boundary and potentially incorporated into the overall municipal plan and development regulations review.

3.1.3. Condition of Use

For each zone, the permitted and discretionary uses are indicated on the Use Zone Table; if a use is not listed on the Table, it is prohibited. The development standards are set out for each zone.

The Accessory Uses, Home Business and Accessory Building definitions and development standards that apply to each zone are set out in section 3.9.

The Development Design Standards for each zone can be found in Section 3.10.

3.2. Infrastructure

The requirements for street widths and street crossings as outlined in Work Package 2 Servicing report are to apply to the Maggies Place Neighbourhood Area Plan

3.3. Residential

The purpose of the Residential Medium Density (RMD)– Refined Zones is to provide more development options for single dwellings that allow for a mix of housing styles and prices for purchasers, more flexible site development options for developers, as well as potential efficient use of municipal infrastructure.

Note that a staggered setback is permitted to provide for a more visually interesting streetscape.



Example of how to provide a mix of housing units in a visually attractive manner with staggered setbacks and different sizes; and with enough off-street parking

3.3.1. RMD-1: ‘Smart Lot 360’ Zone

Intent: This zone provides for ‘smart lots’ of 360 m² for single-dwellings only on fully serviced lots. These lots are a narrower than the ‘RMD’ zone, however, they allow for deeper homes due to reduced backyard requirement. Therefore, the location of this zone is either in close proximity to publicly accessible open space or community amenity areas. Sidewalks and trails provide connectivity to other neighbourhood parks and services.

This zone provides more efficient use of land area in order to maximize value for tax-payer investment in providing and maintaining services. Only one single dwelling as allowed per lot.

RMD-1 - ‘SMART LOT 360’ ZONE LAND USES AND DEVELOPMENT	
PERMITTED USES: <ul style="list-style-type: none">Single Detached Dwelling, excluding mobile homes and mini-homesAccessory Uses and buildingsConservationRecreation Open Space	DISCRETIONARY USES: <ul style="list-style-type: none">Home Business: except Day Care

RMD-1 - ‘SMART LOT 360’ ZONE: DEVELOPMENT STANDARDS	
Minimum	
• Lot Area	360 m ²
• Floor Area	80m ²
• Frontage	12 m
• Frontage – Corner lot	13 m
• Front Yard	5-7*m
• Side Yard	1.5/ m2
• Rear Yard	6 m
• Depth	28 m
• Front yard	8 m
Maximum	
• Lot Coverage	50 %
• Height	10 m

*Allows for staggered building line to provide a more interesting streetscape

Conditions:

- The Accessory Uses, Home Business and Accessory Building definitions and development standards that apply to each zone are set out in section 3.9.

- The Development Design Standards for each zone can be found in Section 3.10.
- All other requirements of the Development Regulations, 2014-24, Parts I, II, III, and IV and Schedules A, B and D apply.



3.3.2. RMD-2: Distinct Lot Zone

Intent: This zone provides for ‘distinct lots’ for single-dwellings only on fully serviced lots. These lots are not as deep as the current RMD zone; however, the smaller backyard requirement allows for a comparable sized housing options. These zones are located within walking and viewing distance of green spaces in the neighbourhood.

The RMD-2 zone provides more efficient use of land area in order to maximize value for tax-payer investment in providing and maintaining services. Only one single dwelling as allowed per lot.

RMD-2: DISTINCT LOT ZONE Land Uses and Development	
PERMITTED USES: Single Dwelling , excluding mobile homes and mini-homes Accessory Uses and buildings Conservation Recreation Open Space Subsidiary Apartment	DISCRETIONARY USES: <ul style="list-style-type: none">• Home Business except Day Care.

RMD-2: DISTINCT LOT ZONE Development Standards	
Minimum	
• Lot Area	420 m ²
• Floor Area	80 m ²
• Frontage	15 m
• Front Yard	5-7* m
• Side Yard	1.5/2 m
• Rear Yard)	6 m
• Depth	28 m
• Front yard	8 m
Maximum	
• Lot Coverage (%)	38 %
• Height	10 m

*Allows for staggered building line to provide a more interesting streetscape

Conditions:

- The Accessory Uses, Home Business and Accessory Building definitions and development standards that apply to each zone are set out in section 3.9.
- The Development Design Standards for each zone can be found in Section 3.10.
- All other requirements of the Development Regulations, 2014-24, Parts I, II, III, and IV and Schedules A, B and D apply.

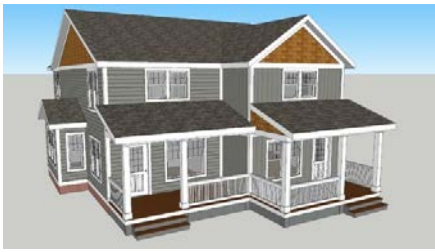
3.3.3. RMD-3: Semi-Detached Zone

Intent: This zone provides for semi-detached homes which essentially emulate the ‘distinct lot’ dimensions, except that there is one shared wall and two dwelling units. The semi-detached homes provide more efficient use of land area in order to maximize value for tax-payer investment in providing and maintaining services.

RMD-3 ‘SEMI-DETACHED’ ZONE Land Uses and Development	
PERMITTED USES: Single Dwelling, Semi-detached only Accessory Uses and buildings Conservation Recreation Open Space	DISCRETIONARY USES: <ul style="list-style-type: none">• Home Business: except Day Care

RMD-3: Semi-detached Development Standards	
Minimum	
• Area	420 m ²
• Frontage	15 m
• Front Yard	5-7* m
• Side Yard	1.5/2 m
• Rear Yard	6 . m
• Depth	30 .m
• Front yard	8 m
Maximum	
• Lot Coverage (%)	38 %
• Height	10 m

*Allows for staggered building line to provide a more interesting streetscape.



Conditions:

- The Accessory Uses, Home Business and Accessory Building definitions and development standards that apply to each zone are set out in section 3.9.
- The Development Design Standards for each zone can be found in Section 3.10.
- All other requirements of the Development Regulations, 2014-24, Parts I, II, III, and IV and Schedules A, B and D apply.



3.3.4. RMU -1: Town home

Intent: The intent is to provide an alternative housing form to the single dwelling or multi-unit building. They are situated between these zones as a way to gradually decrease density from the neighbourhood hub outwards. These homes create a sense of community through neighbor interaction; yet provides essential privacy. This density of development provides efficient use of infrastructure.

RMU-I: TOWN HOME ZONE Land Uses and Development	
PERMITTED USES: Town home Accessory Uses and buildings Conservation Recreation Open Space	DISCRETIONARY USES: Home Business: except Day Care

RMU-I: TOWN HOME ZONE Development Standards	
Minimum	
• Lot Area	206* m ²
• Frontage	6.75* m
• Front Yard	5-7 m
• Side Yard	3 m
• Rear Yard 7	7 m
Maximum	
• Lot Coverage	38%
• Height	12 m



Definition: A Town home is where there is a continuous roof and foundation and a single wall divides adjacent Town homes (A rowhouse will generally be smaller and less luxurious than a dwelling called a Town home). A Town home mimics a detached home, but is attached in a multi-unit complex.

Conditions:

- The Accessory Uses, Home Business and Accessory Building definitions and development standards that apply to each zone are set out in section 3.9.
- The Development Design Standards for each zone can be found in Section 3.10.
- All other requirements of the Development Regulations, 2014-24, Parts I, II, III, and IV and Schedules A, B and D apply.

3.3.5. RMU-2: Multi-Unit-12 Zone

Intent: This zone is intended to provide low-rise small multi-unit living options located conveniently on the main access roads in the Maggies Place Neighbourhood Area. They are also generally located close to outdoor amenity areas and trails. The provide another option for entry-level or down-sizing homeowners wishing to live in the country setting of Portugal Cove-St. Philips.

RMU-2: MULTI-UNIT-12 ZONE Land Uses and Development	
PERMITTED USES: 12-Unit Multi-unit Accessory Uses and buildings Conservation Recreation Open Space	DISCRETIONARY USES: Home Business: except day care

RMU-2: MULTI-UNIT-2 ZONE Development Standards	
Minimum	
• Lot Area	1700 m²
• # of units	12
• Frontage	30 m
• Front Yard	8 m
• Side Yard	5 m
• Rear Yard 7	10 m
Maximum	
• Lot Coverage	50%
• Height	20 m



Conditions:

- The Accessory Uses, Home Business and Accessory Building definitions and development standards that apply to each zone are set out in section 3.9.
- The Development Design Standards for each zone can be found in Section 3.10.
-
- All other requirements of the Development Regulations, 2014-24, Parts I, II, III, and IV and Schedules A, B and D apply.

3.3.6. RMU-3: Multi-Unit-Co-Housing Zone

Intent: The purpose of a co-housing multi-unit is to facilitate interaction among neighbors for social and practical benefits, economic and environmental benefits.<https://en.wikipedia.org/wiki/Cohousing> - cite_note-McCamant.2C_Kathryn_1994-2 Cohousing cultivates a culture of sharing and caring. Design features promote frequent interaction and close relationships. Cohousing neighborhoods are designed for privacy as well as community. Residents balance privacy and community by choosing their own level of engagement. This building is situated close to the neighbourhood hub as well as green space and trails. The philosophy fits well with the country-living heritage of the Town of Portugal Cove-St. Philips.

RMU-3: MULTI-UNIT-CO-HOUSING ZONE Land Uses and Development	
PERMITTED USES: 12-Unit Multi-unit with interior amenity space (condition 3.3.8.1) Accessory Uses and buildings Conservation Recreation Open Space	DISCRETIONARY USES: Home Business: except day care

RMU-3: MULTI-UNIT-CO-HOUSING ZONE Development Standards	
Minimum	
• Lot Area (m²)	1800 m²
• # of units	12
• Frontage	30 m
• Front Yard	8 m
• Side Yard	5 m
• Rear Yard 7	10 m
Maximum	
• Lot Coverage	50%
• Height	20 m

Condition:

- 3.3.8.1 An interior common area of no less than 10m² is required to provide an indoor common area for residents.
- The Accessory Uses, Home Business and Accessory Building definitions and development standards that apply to each zone are set out in section 3.9.
- The Development Design Standards for each zone can be found in Section 3.10.
- All other requirements of the Development Regulations, 2014-24, Parts I, II, III, and IV and Schedules A, B and D apply.

3.3.7. RMU-4: Commercial/Residential Multi-Unit- 16 units-

Intent: This zone is intent to is to create an accessible public space that is a vibrant, pedestrian-oriented places for local shopping, services and social interaction. This is the heart of the Maggies Place neighbourhood hub. It is located on a corner surrounded by other multi-unit buildings and easily accessible on the main ‘gateway’ road into the community as well as by pedestrians/cyclists from the adjacent townhomes and single dwelling subdivisions.

RMU-4 : MULTI-UNIT- 16 –COMMERCIAL/RESIDENTIAL ZONE Land Uses and Development	
PERMITTED USES:	DISCRETIONARY USES:
Multi-Unit- 16 units Neighbourhood commercial uses (see 3.3.9.1) Community uses (see 3.3.9.2) Accessory Uses and buildings Conservation Recreation Open Space	Home Business: except day care

RMU-4 : MULTI-UNIT- 16 –COMMERCIAL/RESIDENTIAL ZONE Development Standards	
Minimum	
• Lot Area	3400 m ²
• # of units	16
• Frontage	30 m
• Front Yard	8 m
• Side Yard	5 m
• Rear Yard	10 m
Maximum	
• Lot Coverage	50%
• Height	20 m

Conditions:

- 3.3.9.1 Neighbourhood commercial use is limited to 324 m2 on the main floor of the building. Permitted uses include: café, convenience store, personal services, medical clinic, and indoor or outdoor market.
- 3.3.9.2 Community use is limited to 324 m2 on the main floor of the building. Permitted community uses include: social gathering spaces for indoor recreation pursuits, such as, yoga, tai chi, card games, arts and crafts, music and pre-school/after-school programming or workshops on gardening, and other pursuits.
- The Accessory Uses, Home Business and Accessory Building definitions and development standards that apply to each zone are set out in section 3.9.
- The Development Design Standards for each zone can be found in Section 3.10.
- All other requirements of the Development Regulations, 2014-24, Parts I, II, III, and IV and Schedules A, B and D apply.

3.3.8. RMU-5: Multi Unit-24 Zone

Intent: This zone will provide a high quality urban living option for new housing entrants or down-sizing veteran home-owners. The location in the Maggies Place Neighbourhood Area allows for a diversity of age groups to mingle at the neighbourhood hub. As well, it is adjacent to a park with a scenic overview of the neighbourhood and connective linkages to other parts of the community and trails.

RMU-5: MULTI UNIT-24 ZONE Land Uses and Development	
PERMITTED USES:	DISCRETIONARY USES:
Multi-Unit-24 units Accessory Uses and buildings Conservation Recreation Open Space	Home Business: except Day Care.

RMU-5: MULTI UNIT-24 ZONE Development Standards	
Minimum	
• Lot Area	3400 m ²
• # of units	24
• Frontage	30 m
• Front Yard	8 m
• Side Yard	5 m
• Rear Yard 7	10 m
Maximum	
• Lot Coverage	50%
• Height	20 m

Conditions:

- The Accessory Uses, Home Business and Accessory Building definitions and development standards that apply to each zone are set out in section 3.9.
- The Development Design Standards for each zone can be found in Section 3.10.
- All other requirements of the Development Regulations, 2014-24, Parts I, II, III, and IV and Schedules A, B and D apply.

3.3.9. RMU-6: Multi Unit-32 Zone

Intent: This zone will provide a high quality urban living option for new housing entrants or down-sizing veteran home-owners. It is centrally located in the Maggies Place Neighbourhood Area which allows for a diversity of age groups to mingle at the neighbourhood hub. The building has a lot of greens space that connects to the wetlands and associated trail system.

RMU 6: MULTI UNIT-32 ZONE Land Uses and Development	
PERMITTED USES: <ul style="list-style-type: none">• Multi-Unit-32 units• Accessory Uses and buildings• Conservation• Recreation Open Space	DISCRETIONARY USES: Home Business: except Day Care

RMU-6: MULTI UNIT-32 ZONE Development Standards	
Minimum	
• Lot Area	4533 m²
• # of units	32
• Frontage	30 m
• Front Yard	8 m
• Side Yard	5 m
• Rear Yard 7	10 m
Maximum	
• Lot Coverage	50%
• Height	20 m

Conditions:

- The Accessory Uses, Home Business and Accessory Building definitions and development standards that apply to each zone are set out in section 3.9.
- The Development Design Standards for each zone can be found in Section 3.10.
- All other requirements of the Development Regulations, 2014-24, Parts I, II, III, and IV and Schedules A, B and D apply.

3.4. NEIGHBOURHOOD/COMMERCIAL

Although there is only one area indicated for Neighbourhood Commercial use on the main floor of a multi-unit residential building, there may be other opportunities in the future when the resident population base increases sufficiently to support a local commercial venture.

NEIGHBOURHOOD COMMERCIAL ZONE Land Uses and Development	
Permitted Uses: Convenience Store <ul style="list-style-type: none">• Café and/or Restaurant (except drive-through restaurants)• Commercial Shop• Indoor Recreation• Medical Clinic and Medical Office• Personal Service• Professional and Business Office, excluding real estate• Retail• Indoor or outdoor market.	Discretionary Uses: Neighbourhood grocery store and/or Pharmacy

NEIGHBOURHOOD COMMERCIAL ZONE	
Development Standards	
Minimum	
Lot Frontage	25.0m (82.0 ft)
Lot Depth	30.0m (98.4ft)
Lot Coverage of Principal Buildings	30 % of Lot Area
Setback from any Non-developable Area of the site	15.0m (49.2ft)
Setback from Front and Rear Lot Line	3.0m (9.84ft)
Setback from Interior Side Lot Line	3.0m (9.84ft)
Setback from Exterior Side Lot Line	6.0m (19.68ft)
Maximum	
Height of Building	10.0m (32.8ft)
Maximum Lot Coverage of all buildings	50 % of Lot Area
Maximum Coverage of Impervious Surfaces	60 % of Lot Area
Maximum Floor Area of CN Convenience Store, Pharmacy or Grocery	375sm (4036.59sf)
Maximum Floor Area of all buildings on CN site	3,700sm (39,827.7sf)

Conditions:

- The Accessory Uses, Home Business and Accessory Building definitions and development standards that apply to each zone are set out in section 3.9.
- The Development Design Standards for each zone can be found in Section 3.10.
- All other requirements of the Development Regulations, 2014-24, Parts I, II, III, and IV and Schedules A, B and D apply.

3.5. INDUSTRIAL TOWN DEPOT

INDUSTRIAL TOWN DEPOT ZONE	
Land Uses and Development	
Permitted Uses:	Discretionary Uses:
Town Depot and associated activities,	Catering for staff
Education for Town depot staff	

DEVELOPMENT STANDARDS All Uses

- Minimum Building Line Set back: 8 m
- Minimum Side Yard: 5 m
- Minimum Rear Yard: 15 m
- Maximum Height: 14 m

Conditions:

- Industrial structures and facilities must be located and designed to minimise the impact of traffic, noise, lighting, and signage on surrounding residential uses.
- Where necessary, screening will be required through the provision of trees, shrubs, berms, landscaping or fencing. It must be designed and maintained to a high standard with regard to safety, appearance, and compatibility with surrounding land uses;
- Access points to the street must be limited in number and designed for maximum safety of pedestrians and vehicles
- Adequate off-street parking for staff and sufficient space for loading facilities must be provided.
- The site must have adequate water and sewer services for its needs.
- Where any industrial development permitted in any Use Zone abuts an existing or proposed residential area, or is separated from it by a road only, the owner of the site shall provide a buffer strip not less than ten (10) metres wide between the industrial area and any residential property. The buffer shall include the provision of such natural or structural barrier as may be required by Council and shall be maintained by the owner or occupier to the satisfaction of Council.
- A written assessment for compliance with the Development Design Guidelines is required as a component of a development application. In addition to the site plan information required with the development application:
 - Comprehensive layout plan, including principal and accessory buildings siting, parking configuration, unenclosed storage and landscaped areas;
 - Building form details, including façade and design appearance, and building elevation drawings;
 - Site landscape plan; and,
 - Signage detail.

Conditions:

- The Accessory Uses, Home Business and Accessory Building definitions and development standards that apply to each zone are set out in section 3.9.
- The Development Design Standards for each zone can be found in Section 3.10.
- All other requirements of the Development Regulations, 2014-24, Parts I, II, III, and IV and Schedules A, B and D apply.

3.6. Recreation /Conservation

Throughout the Maggies Place Neighbourhood Area Plan, the wetland buffer and associated green spaces, including two lookout area providing vistas of the surrounding community, have been designated as recreation/conservation zone.

3.7. Wetland

The wetlands identified in the Maggie's Place Neighbourhood Area Plan will be added to the Environmental Overlay in the Town of Portugal Cove-St. Philip's Development Regulations and shall be subject to the conditions of Schedule E, Item (6).

3.8. Protected Watershed

The Lake Windsor Water Supply Area for the City of St. John's will be zoned as Protected Watershed and mapped according to the location provided by the City of St. John's in Spring 2017.

The Town of Portugal Cove-St. Philip's will consult with the City regarding any activities occurring within this area.

3.9. Accessory Uses, Home Businesses, Subsidiary Apartment and Accessory Buildings

3.9.1. General Standards for all accessory uses

Must conform to Use Zone Table in which the primary permitted use is located;

Satellite Dish - Residential

Notwithstanding the requirements of the Use Zone Tables, a satellite dish associated with a residential use shall be permitted subject to the following conditions:

- A satellite dish which is attached to or forms part of a dwelling shall not exceed a diameter of one decimal two five metres (1.25 m);

Satellite Dish -Commercial

A satellite dish associated with a commercial use shall be permitted to the following conditions:

- unless otherwise determined by Council, there shall be one satellite dish per lot;
- the satellite dish shall not be located in the front yard or flanking side yard of a lot, unless the area surrounding the satellite dish is screened from public view by an adequate natural buffer or screen, the dish is consistent with the surrounding development of the area and the satellite dish does not create any visual obstruction to adjacent developments or passing vehicular traffic.
- the satellite dish does not obstruct views from other properties.
- the satellite dish is anchored to the building or site to withstand the appropriate wind loads as determined by Council.
- the satellite dish design, structure and colour are complimentary and sensitive to both the development to which it is attached or situated and the immediate surrounding properties. In cases where Council deems it appropriate, a satellite dish will be required to be screened or landscaped in accordance with Council's requirements.

3.9.2. Home Business in the Residential Land Use Class

Accessory uses in residential areas are primarily those subsidiary activities occurring in homes; these are most commonly referred to as 'home businesses' and are sufficiently prevalent to require specific standards to ensure that the intent of each residential zone can be protected for the enjoyment of its residents.

3.9.2.1 General Home Business:

Definition: means a subsidiary use of a dwelling or associated accessory building for commercial use involving the provision or sale of goods and/or services without detracting from the residential character of the neighbourhood in terms of traffic, or any other nuisance.

Examples may include:

1. Professions, such as an accountant, architect, auditor, engineer, realtor, insurance agent, planner, lawyer;
2. Personal service such as a hairdressing, tailor, photographer, pet groomer, caterer's establishment;
3. Care services, such as child care, or home-care; and similar occupations or businesses.
4. Artisan and other home crafts;
5. Food preparation for catering services and baking;
6. Bed and Breakfasts;
7. Music and dance lessons and educational tutoring;
8. Telephone and mail order business;
9. Art gallery and framing shop;
10. Pet grooming services;
11. Shoe repair, dressmaking, sewing repairs and tailor shop;
12. Furniture repair and upholstery;
13. Sale of bedding plants and trees grown on the same lot;
14. Various personal service uses that do not disrupt the residential character of the neighbourhood such as small appliance, clock/watch, bicycle, ski and snowboard and computer repair, locksmiths, manicurists and insurance agents; and,
15. Discretionary Uses as approved by the Authority.

Exclusions:

An accessory home-based business shall not include any business activity related to any of the following uses:

- Occupations that discharge or emit odors, noxious or toxic matter or vapors; heat, glare, noise and/or radiation;
- Manufacturing, welding or any other light industrial use;
- The salvage, repair, maintenance or sales of motor vehicles, or motor vehicle engines or parts;
- Tow truck operations;
- The use of mechanical or electrical equipment except as ordinarily utilized in purely domestic, household, recreational hobbies or a home office use;
- The use of any motor vehicle exceeding 4,500kg (9,920lbs.) licensed gross vehicle weight, or a commercial vehicle unless such vehicle is completely enclosed within a building;

- Materials and commodities that involve delivery to and from the home-based business residence in such bulk or quantity as to require regular or frequent delivery by a commercial vehicle or trailer;
- Business that result in traffic congestion, on street parking overflow, electrical interference, fire hazards or health hazards;
- Veterinary clinics, pet breeding and boarding kennels;
- Orchestra and band training;
- Office uses that generate regular daily visits by clients, as in a clinic;
- Public gathering use;
- Telephone or mail order sales of goods where customers enter the premises to inspect, purchase or take possession of goods;
- The sale of any commodity not produced on the premises;
- Warehouse outlet;
- Contractors Yards;
- Adult Entertainment Uses; and,
- Any other use that is not complimentary to the quiet enjoyment of a residential neighbourhood.

General Development Standards for Home Businesses:

1. The use is clearly subsidiary to the residential use, does not alter the character of the property or detract from the residential character of the neighbourhood. The external appearance of the dwelling or accessory building shall not be changed by the home business.
2. Activities associated with the use are not hazardous, and are not a nuisance to the occupants of adjacent dwellings;
3. No regular parking of commercial vehicles or trailers except for one vehicle with a gross weight of no greater than one tonne will be permitted.
4. The residence is occupied by the operator of the home business.
5. There shall be no wholesale or outdoor storage of goods or equipment.
6. Any retail sales are incidental and subsidiary to the approved use.
7. The residential lot has sufficient area to accommodate the parking and loading requirements of the dwelling unit and the home business.
8. The only home businesses that can be conducted outside the dwelling or accessory building are Non-farm operation animal husbandry and market or home garden uses as defined under ‘Agriculture – Urban’ and Child Care.
9. A non-illuminated identification sign not exceeding zero decimal two square metres (0.2 m2) in area shall be permitted provided that the sign is consistent with the residential character of the neighbourhood.
10. The home business will occupy:
no more than thirty percent (30%) of the total floor area of the dwelling unit, or
no more than one hundred (100) square metres of the total floor area of an accessory building.
11. Council may require fencing, screening, and/or a minimum buffer to protect the amenity of adjacent uses.
12. The home business will not create traffic safety or traffic congestion concerns.
13. The home business will adhere to all other conditions that Council considers necessary to protect the amenity of adjacent uses and the neighbourhood.

14. The home business will not use water or generate sewage in excess of what can be accommodated by the municipal water supply and sewage system.

3.9.2.2 Development Standards for Specific Home Businesses

Bed and Breakfast

Definition: An owner-occupied or owner-managed dwelling for paid temporary accommodation with no more than six (6) guest rooms. The establishment may include a self-serving dining area for the use by overnight guests. Catered dining may be considered on a limited-use basis. Other uses that may be considered under this definition include hospitality home and inn. It does not include a hotel, motel or hostel.

Standards:

1. The principal use of the residential dwelling unit shall continue to be the home for the ongoing occupation by a single family; no other use such as for a Residential Care or Boarding use shall be permitted at the same time as a Bed and Breakfast use;
2. The person(s) operating the Bed and Breakfast shall hold a valid license issued by the agency/ agencies having jurisdiction or authority, such as, Canada Select and the Tourism Division, Government of Newfoundland and Labrador;
3. No more than three bedrooms accommodating not more than six persons at any one time may be used by residential homes for a Bed and Breakfast use;
4. The maximum stay for any one patron shall be not more than 45 days in a 12-month period;
5. Bed and Breakfast amenities shall include a minimum of sleeping accommodation area per bedroom of 12.0sm (129.1sf) and full bathroom and washroom facilities with potable hot and cold water for each bedroom;
6. A Bed and Breakfast Use is not permitted within a subsidiary apartment, a mobile home or within multi-unit dwellings units in the zones.

Boarding House

Definition: boarding house or lodging house means a single-family dwelling in which at least rooms are regularly rented to 3 or more persons other than the immediate family of the owner or tenant. Guests are semi-permanent boarders/lodgers, whereas hotel guests are travelers and transient guests.

Standards:

Must conform to Use Zone Table and General Standards for Home Businesses

Day Care Residential

Definition: Day care or family and group care means a dwelling accommodating up to but no more than six (6) persons exclusive of family or staff receiving care in a home-like setting, for example, group homes, halfway house, child, adult care (seniors) or disabled persons.

Standards

- 1. The section of the street on which the use is located allows sufficient area and sight distance for the safe and convenient drop off and pick up of children without hindering the safety and convenience of vehicular and pedestrian traffic on the street, or the development provides adequate off-street drop off or pick up spaces satisfactory to Council;
- 2. the use is compatible with nearby uses; that is, the use of the dwelling does not materially differ from, nor adversely affect, the amenities of the adjacent residences, or the neighborhood in which it is located;
- 3. the use shall occupy a maximum of forty percent (40%) of the floor area of the dwelling unit;
- 4. the use shall have a maximum of six (6) adult day care users present at any time;
- 5. a minimum of five square metres (5 m2) of net floor space per person shall be provided for use by adult day care users, this aggregate floor space shall be utilized for the purpose of group amenity areas and individual rest areas;
- 6. the operator of the day care shall maintain the dwelling in which the use is located as his/her primary residence;
- 7. the use shall operate only during the full daytime period between 7:30 a.m. and 6:00 p.m.
- 8. A family group care centre use is permitted in any dwelling or apartment that is adequate in size to accommodate the number of persons living in the group, inclusive of staff, provided that, in the opinion of Council;
- 9. Council may require special access and safety features to be provided for the occupants before occupancy is permitted.

Parking for Home Business

- 1. In addition to the two required parking spaces for a residential zone use, a Home-Based Business shall provide one additional parking space for each non-resident employee working at such facility;

The Home Base Business applicant shall provide a Site Plan that indicates the parking spaces location and any landscape improvements related thereto at time of business license application.

3.9.3. Subsidiary Apartments

Definition: means a separate dwelling unit constructed within and subsidiary to a single dwelling.

Standards:

- 1. One subsidiary apartment may be permitted in a single dwelling and shall be contained within the same building as the single dwelling. [DOUBLE DWELLING?]
- 2. For the purpose of calculating lot area and yard requirements, the apartment shall be considered part of the single dwelling.
- 3. A minimum of two off street parking spaces shall be required.
- 4. The minimum floor area required is 40 m2 for a one-bedroom subsidiary apartment, plus ten square metres for each additional bedroom.

- 5. The apartment is completely self-contained, with facilities for cooking, sleeping, and bathing.
- 6. The apartment shall not alter the appearance of the structure as a single-family dwelling;
- 7. Shall have a separate entrance/egress to the outside;
- 8. The apartment is completely self-contained, with facilities for cooking, sleeping, and bathing.
- 9. For lots without municipal water, Service NL shall determine water and sewerage disposal requirements and a permit will be issued subject to its approval.

3.9.4. Accessory Buildings

3.9.4.1 Accessory Buildings – General

General Standards:

- 1. Accessory buildings are permitted in each use class provided the buildings are clearly incidental and complimentary to the main buildings' character, size and use.
- 2. Accessory buildings shall not be used for human habitation.
- 3. The side yard requirements set out in the Use Zone Tables shall apply to accessory buildings wherever they are located on the lot but accessory buildings on two (2) adjoining properties may be built to property boundaries provided they shall be of fire resistant construction and have a common firewall.
- 4. Quonset style/steel accessory buildings may be permitted within the Resource Use Zone.

3.9.4.2 Accessory Buildings - Residential Use Classes

Standards

- 1. Accessory buildings shall not be located:
 - within 1.2 m from any property boundary and 2.4 m from any building;
 - within any easement area;
 - in front of the building line on the street which the building has its legal civic address.
 - An accessory building on a corner lot may be located in front of the building line on the flanking yard provided the location does not impede visibility on the flanking street, and the accessory building is set back a minimum of 6 m from the flanking street.
 - Exception: Council may, at its discretion, allow an accessory building with a floor area less than 90 m2 to be located in front of the building line provided that:
 - A public notice has been advertised in accordance with the requirements for Variances;
 - The accessory building shall be setback a minimum of 15 m from the front property line;
 - The slope of the lot and/or natural screening effectively blocks the view of the building from the street and adjoining properties. The placement of the building must not negatively affect neighbouring properties; and,

- A site plan is submitted showing all buildings on the lot including the proposed accessory building.
2. Accessory buildings shall not be used for commercial or industrial uses on a residential property, regardless of the use zone in which it is located, unless Council has issued a permit for such use;
 3. Repairs to vehicles, other than minor vehicle maintenance, are prohibited in accessory buildings;
 4. No truck, bus, semi-trailer, freight container, or other vehicle body shall be used as an accessory building;
 5. The lot coverage of all accessory buildings on the lot will not exceed 10 percent of the area of the lot;
 6. Except for minor maintenance, no accessory building will be used for the repairing, painting, dismantling, or scrapping of vehicles or machinery;
 7. An accessory building may be used for a home business as outlined in home business section.
 8. Exterior Cladding: With the exception of greenhouses, the exterior cladding of the accessory building shall match or coordinate with the exterior siding of the main dwelling on the lot and shall be residential in character.
 9. Discretionary Decisions of Council -In making discretionary decisions with respect to accessory buildings, Council shall consider:
 - The location of the accessory building on the lot;
 - The size of the accessory building compared to the dwelling on the lot and the size of structures on neighbouring properties;
 - Visibility of the structure from neighbouring properties and/or street;
 - If the accessory building will block a view and/or light from adjoining properties;
 - The use of the accessory building;
 - Site conditions, such as topography and the presence of wetlands; and
 - Any other on-site conditions that may warrant Council's considerations.

Residential swimming pool:

Subject to the following requirements, the swimming pool shall:

1. be located in the rear yard of a residential property;
2. not encroach upon any easement;
3. not be located under any overhead power line;
4. have a minimum setback of two metres (2 m) from any property boundary; and
5. have an area surrounding a swimming pool and pool deck shall be fully fenced to prevent people, especially children, from unauthorized access to the pool area.

3.9.4.3 Accessory Buildings – Non-Residential

General:

An accessory building associated with a non-residential use shall be permitted, subject to the following requirements:

1. an accessory building shall be located on the lot so that it has no undesirable impact on the private enjoyment of adjoining residential lots;
2. the use of an accessory building shall be directly related to the principal use or building on the lot;
3. the maximum floor area of an accessory building shall be fifty square metres (50 m2) or seven percent (7%) of the lot coverage, whichever is lesser;
4. an accessory building shall not be erected or placed upon any easements; (e) an accessory building shall maintain a minimum side yard and rear yard of one metre (1 m);
5. an accessory building shall maintain a minimum separation distance of two metres (2 m) from the main building;
6. with the exception of radio and television antennae, an accessory building shall have a maximum height of three decimal five meters (3.5m);
7. radio and television antennae shall have a maximum height of fifteen metres (15 m);
8. the exterior siding of an accessory building shall match or be complimentary to the exterior siding of the principal building on the lot.

Specific Accessory Buildings

Trailer:

The use of a trailer as an accessory building shall be permitted within the Industrial Light (IL) Use Zone, subject to the trailer meeting the following conditions:

1. the use of the trailer shall be restricted to storage purposes only;
2. the trailer shall not be used for human habitation;
3. the trailer shall be located in the rear yard of the lot so that it is not visible from the street;
4. the trailer shall not be permitted to be located in a rear yard which abuts a residential or open space Use Zone;
5. the trailer shall be placed and anchored on the site in accordance with the requirements of Council;
6. the trailer shall be kept in a good condition aesthetically and structurally; and
7. if, in the opinion of Council, the appearance and structural soundness of the trailer is unacceptable, the trailer will be required to be removed from the site immediately.

3.10. DEVELOPMENT DESIGN GUIDELINES

For all developments, the Town wishes to protect and enhance the natural environment surrounding structures, particularly with regard to trees.

3.10.1. Tree Retention and Replanting

- Require all new development applications to identify trees greater than 45 mm caliper on the site and indicate possibilities for retention;
- Where there is no suitable vegetation for landscaping on the site of a single or double dwelling or a town home, then one tree per dwelling unit is required to be planted with 45 mm caliper, with a spacing of 9 metres between trees.

3.10.2. Overall Development Design Guidelines

The purpose of the Development Design Guidelines is to support the goals of the Maggie's Place Neighbourhood Area Plan of building livable neighbourhoods by enhancing the visual appearance of the neighbourhood and creating community connectivity by focusing on overall community growth, rather than only development of individual parcels of land on an ad hoc basis.

The intent is to promote orderly and compatible development by implementing a high standard of attractive and functional building design, livability and site aesthetics

The objective is to provide design guidelines that:

- 1. Provide criteria to achieve a high standard of building design, land use compatibility and site aesthetics that promote neighbourhood cohesiveness;
- 2. Integrate the intensive and multi-unit residential development within the Maggie's Place Neighbourhood Area Plan to provide a mix of housing forms, choices, densities and affordability for residents of all ages around a neighborhood hub in a manner that is cohesive with the existing community and consistent with the future objectives of the Town;
- 3. Ensure a high standard of neighbourhood aesthetics, such as landscaping, planting of trees, creation of open spaces, providing pedestrian mobility, minimizing site signage;
- 4. Facilitate more fiscally sustainable forms of residential development through efficient growth patterns;
- 5. Promote a neighbourhood environment that focuses on social interaction and pedestrian mobility;
- 6. Encourage residential development densities that can support community commercial land uses over the long term,
- 7. Reinforce the country-living atmosphere of Portugal cove-St. Philips by extensive use of landscaping and general 'greening' of both residential commercial sites and protecting the local sense of place by retaining natural features and vegetation, facilitating the traditional mixed age community by allowing for the needs of all ages, and maintaining local history through the use of architectural design elements
- 8. Facilitate pedestrian street-friendly scale commercial development by reducing building setbacks to property lines, bringing stores closer to the street, providing for more shade areas, rest benches and amenity areas, creating more streetscape visual appeal, and making parking lot areas safer.

3.10.3. Application

These design guidelines will apply to development applications for the following land use zones within the Maggie's Place Neighbourhood Area Plan, such as, intensive residential (RMD-I-3), multi-unit residential (RMU), commercial, and industrial.

- 1. The guidelines identify general design criteria for specific types of new developments. These form a basis for Council review and consideration of building development proposals, prior to approval of a development permit or providing 'approval in principle, or allowing any site construction;
- 2. At the discretion of Council, certain design guidelines may be waived;

- 3. In the event of a conflict between the Development Design Guidelines and the requirements a Use Zone Table of the Development Regulations, the Use Zone Table requirements shall take precedence.
- 4. Council may require an applicant to include an assessment for compliance with the Development Design Guidelines as a component of the application. In addition to the site plan information required with the development application, these may include:
 - Comprehensive layout plan, including principal and accessory buildings siting, parking configuration, unenclosed storage and landscaped areas;
 - Building form details, including façade and design appearance, and building elevation drawings;
 - Site landscape plan; and,
 - Signage detail.

3.10.4. Development Design Submission Format

3.10.4.1 Comprehensive Layout Plan

- Identification of Developable Area of site;
- Proposed siting of new buildings or additions and structure details, including building size (square footage), height, and setback distances to property lines;
- Building lot area coverage and floor area ratio where applicable;
- Total number of proposed multi-unit residential dwellings, or strata unit commercial and/or industrial units, and interior floor plans;
- Layout drawing of proposed parking area, total number and size of parking spaces and maneuvering aisles, access and egress locations to parking area, provisions for bicycle parking where applicable, landscape screening for parking areas and storm water drainage management;
- Identification of outdoor amenity and open space improvement areas;
- Identification of unenclosed storage areas and area size; and,
- Overview of landscaping treatment and approach for the site development.

3.10.4.2 Building Design

In addition to the information provided in accordance with Site Plan property detail and to address the Development Design Guidelines, at the discretion of Council, a land development applicant shall provide in the minimum, in whole or in part, the following building design information on the proposed site development:

- The front, rear and building side elevation views of all buildings proposed for the site;
- Detailed building design articulation elements such as for the front entrance, facades, roof lines, cornices and window placement and trim, and design attention to the building form and character to avoid monotony of design, use of blank walls and massing of the building;
- Building materials and colour schemes;
- Coordination of design of all buildings on site, and integration with the design character of the adjacent neighbourhood;
- Integration of site design elements of landscaping, parking and amenity areas with building design; and,

3.1.14.3 Landscape Plan

In addition to the site design information on a proposed site development that is provided, at the discretion of Council, a land development applicant shall provide in a minimum, in whole or in part, the following landscape plan information on the proposed site development:

- Landscape plans shall be for the entire site and shall include all proposed new plantings of hedges, shrubbery, trees, flowering plants, groundcover and grass areas, as well as existing landscaping, including trees proposed to be retained;
- Landscape improvements shall include those identified minimum landscape requirements within the applicable zone category for the proposed use;
- Landscape plans shall focus on the front and exterior side yard areas to the adjacent streets, on the front entrance to the principal building and on landscape treatments that complement the exterior of the principal building;
- Landscape plans shall additionally provide for screening of unenclosed storage areas, to minimize offsite glare from vehicle lights from the parking area, to screen rooftop heating, ventilation and air conditioning systems, and to provide for privacy and separation from adjacent land uses;
- All site developments shall provide for landscaping between the asphalt area of the parking area and the building face;
- Landscape plans are to include all proposed fences, masonry walls and landscape berms; and,

3.10.3.4 Signage Detail

In addition to the site design and landscape information provided on a proposed site and building development, at the discretion of Council, a land development applicant shall provide, in whole or in part, the following signage detail information on the proposed site development:

- Signage design shall be in accordance with Council's Policy on Signage and Advertisements;
- Signage shall be complimentary to the overall site, building and landscape design for the development project;
- Multi-tenant use of a commercial, industrial or comprehensive development zone site, shall utilize one shared sign;
- Decorative landscape treatment to the base of site signage shall be incorporated with the landscape plan for the development; and,
- A statement of rationale of how the proposed signage detail meets the intent of the design guidelines.

3.10.4.5 Development Design Approval

Review and approval consideration by the Authority of a proposal's compliance to the Development Design Guidelines shall be subject to the following conditions:

- The procedural process for consideration of Approval of the Development Design application shall be established by the Authority, and shall be in compliance with the Urban and Rural Planning Act (2000);
- Development Design Approval consideration may occur in conjunction with the Authority's consideration of approval of a rezoning application for the same property;

- The Development Design Approval shall be valid for a two-year period from the date of Approval by the Authority;
- Upon expiration of the two-year period, and in the absence of an extension from the Authority, a new application for Development Design Approval will be required;
- No Building Permit for a development subject to a Development Design Approval shall be issued except in compliance to the approved Development Design;
- All site, building, landscape and signage detail approved by the Authority for the Development Design shall be adhered to in site construction and development, except for minor changes as subsequently approved by the Authority; and,
- A Landscape Letter of Credit to ensure suitable growth and adaptation of the landscape planting materials as part of the site development may be required by the Authority.

3.10.5. Intensive Residential Design Guidelines

Application: RMD-1- Smart lots, RMD -2 Distinct lots, and RMD-4 - Semi-detached zones.

Development design guidelines

1. All RMD-1 & 2 and semi-detached/duplex houses shall have their principal façade and entry facing the front lot line and the street;
2. The front façade of the residential house shall not be blank but shall include prominent and identifiable design articulation building forms and features such as appurtenances, porches, verandas and stoops so as to promote the home's exterior living space and street orientation to enhance social interaction and contribute to the ambiance of the neighbourhood;
3. Columns and posts at the front entry shall be spaced no farther apart than they are tall;
4. The front facades of compact and duplex homes should be finished with more than one finish material, and where more than one material is used, traditionally heavier materials such as stone and brick shall be located below lighter building materials such as wood, and fiber cement board;
5. Unless designed as a continuous architectural theme, adjacent compact and duplex lot buildings shall be visually distinct from each other;



6. At least two of the following design elements should vary for each adjacent compact and duplex residential building along a street: (a) building materials; (b) roofline; (c) windows; (d) building recesses; (e) building setbacks; (f) height; (g) entries; (h) colour; (i) building form; or (j) architectural details.

7. Use of wood and materials such as hardi-board for building cladding, and incorporation of other architectural details such as to accent window trim and doorways, and cornices, is encouraged;



8. Use of heritage colors is encouraged;
9. Vinyl siding as building cladding is not encouraged;
10. Blank walls along the side and rear of the home are not permitted, the side and rear elevations of homes shall have design variation;
11. Windows shall be framed with design detail materials, and shall include a sill that is wider than the window opening;
12. Windows should be oriented to make best use of passive solar;
13. Downspouts should match rain gutters in material and finish, and where feasible all roof drains should be recharged into the site;
14. Parking shall be provided on-site within garages or within discrete parking areas and to the rear of residences accessed by a lane, and where parking is to be accommodated at the front of the house, if unenclosed, the area shall be landscaped, and where parking is to be provided within a garage, design attention shall include recessing the front of a garage from the house and use of similar design features and materials as the façade of the house;



15. All buildings should reflect environmentally responsible design and construction practices, and include consideration of the Energy Star program;
16. All areas of a compact or duplex lot located outside of the building envelope shall be fully landscaped and maintained with grassed areas, a variety of shrubs, hedges, and flowering plants, and a minimum of one street tree in the front yard area;

17. Energy efficiency and conservation should be considered in the design of landscaped areas and in the selection of plantings through:
 - Retention of existing mature trees and vegetation where feasible;
 - The use of native and/ or drought resistant plant species;
 - Designing the landscaping to moderate the effect of the wind, to provide shade in the summer and to allow daylight into residential dwellings; and,
 - Allowing natural drainage and permeation throughout the site.
18. Fences, garden walls or hedges should be used along all side lot lines, and lot lines which abut alleys; and,
19. The front yard area of the lot shall provide for an attractive landscape area and a pleasing streetscape view.



3.10.6. Multi-Unit Residential Design Guidelines

Application: All RMU zones

Building design guidelines

1. Design and siting of multi-unit residential buildings shall seek to preserve and maximize views of the existing neighbourhood, to enhance privacy and livability of the neighbourhood, to add attractive residential design to the neighbourhood, and to not overwhelm the character of the neighbourhood;
2. All multi-unit residential projects, especially those for congregate care, shall include provisions for universal accessibility including power assisted door openers, wide doorways, weather protection and exterior safety lighting, as well as specific dwelling unit design considerations;
3. Building materials, colour and architectural design of all multi-unit residential projects should complement the existing neighbourhood character and the natural landscape;
4. A common architectural theme of building form and character is encouraged to be used throughout the residential project while emphasizing strong individual dwelling unit identity through smaller design components;



5. The livability of all new multi-unit residential dwelling units with regard to views and sunlight shall be considered in the building design through utilization of staggered building elevations, having all units above grade, and locating landscaped open spaces next to windows and adjacent buildings;
6. All multi-unit residential developments are to face the street, or give the appearance of facing the street, so as to provide an attractive street front orientation through attention to the building façade, unique building entrances, landscaping and fence treatment along the street;

7. Multi-unit residential developments adjacent to lower density residential homes shall create a transition in building mass and form, and where feasible, concentrate density to the centre of the development site, and locate lower density components of the development adjacent to nearby lower density residential homes;
8. Buildings that are more than two storeys in height should be set back further than adjacent one and two storey houses so that the multi-unit residential buildings seem smaller from the street;
9. Clustering of buildings on sites with environmentally sensitive areas or significant natural areas is encouraged;
10. Small clusters of townhome units are a preferred design for townhome developments;
11. Townhome developments that contain more than three units per structure should provide variation in building facades to help reduce the visual length of individual buildings, and incorporate design components such as porch covered and ground level door entries that express strong individual unit identity so as to avoid significant repetition in adjacent dwelling units;
12. Larger apartment buildings and long rows of building frontages that reflect too much building massing, shall avoid large expanses of any one building cladding material, and shall incorporate architectural detail design elements that break up building massing through incorporation of variation in colour, recesses and articulation such as chimneys, projections and balconies, strategically placed windows and doors, use of varying building materials, and attention to appropriate and compatible roof forms to reduce and provide relief to building monotony;
13. Blank and/or flat building facades on all sides of a multi-unit residential development shall be avoided through the differentiating design articulation attention to wall lines and texture, use of protrusions such as bay windows, and innovative use of building materials;



14. Balconies and ground level patios of multi-unit residential buildings shall be designed with initial attention to the usability of the space by the resident, and secondly to the overall design of the building to ensure a cohesive attractive building image;
15. Recessed or semi-recessed balconies are preferred over projecting balconies that have the appearance of being 'tacked on';
16. Adequate storage space should be provided within each multi-unit dwelling or within a common area of a building so as to avoid 'clutter' of storage on balconies, patio areas and garages;

- 17. The exposed undersides of balconies and porches that are visible from the street should be covered with exterior finishes to provide a finished appearance to public view;
- 18. All proposed flat roofs shall have a prominent articulated cornice treatment;
- 19. Screening of mechanical equipment, especially mechanical systems sited on rooftops, is encouraged and, wherever possible, integrated into the architecture of the development;
- 20. Garage doors as part of a multi-unit residential development should not individually face the street but rather should be recessed behind the main building façade, grouped in pairs between adjacent residential units to allow individual unit entrances and facades to achieve more visual prominence to the street, or have garages sited in a manner that avoids multi-driveway accesses to the adjacent street;
- 21. Pedestrian pathways, with adequate lighting and landscaping treatment, are encouraged throughout multi-unit developments to connect the residential dwelling units with the site parking areas, and with the sidewalks;
- 22. Site design elements such as park benches, formal open space courtyards, shade areas and community gardens are encouraged with multi-unit residential sites;
- 23. Fencing for screening purposes should complement the overall site and building design by being in short lengths, and constructed of materials similar to the building design, or of decorative brick;
- 24. The size, height, location and design of multi-unit residential project name signs shall be architecturally integrated into the overall design of the form and character of project buildings; and,
- 25. Integration of Crime Prevention through Environmental Design (CPTED) principles and design elements into building form and character considerations is required.



Landscape Guidelines

- 1. Attractive site landscaping that creates visual interest and identity, a pleasing street image, and a buffer to adjacent land uses, must be incorporated into the design and development of all multi-unit residential projects;
- 2. In addition to the landscaping objectives of Regulation 47.3 (18), the intent for multi-unit residential sites is to maximize the amount of landscaped areas on the site including

- retention of stands of mature trees, and to minimize the amount of impervious surfaces so as to increase the natural absorption of rainwater of the site through consideration of innovative practices such as incorporating vegetated swales and rain gardens into the parking lot areas to capture and absorb rainwater runoff;
- 3. The frontage of new multi-unit residential developments should be entirely landscaped with specific attention to providing deciduous street tree species and a variety of plant materials and treatments, some of which should achieve substantial size at maturity, and in creating visual landmarks of hard and soft landscaping features on significant street corners and at locations of high visibility;
 - 4. All multi-unit residential buildings should have immediately adjacent landscaped areas that include shrubbery and flowering plants;
 - 5. The use of landscaping pockets of vegetation such as flowering shrubs within a well maintained and cut grassed area is encouraged throughout the site, and in side yard and perimeter areas of the site, the use of decorative brick walkways to open space elements such as shade areas, park benches and formal courtyards is encouraged;
 - 6. Large continuous open spaces on the site shall be used to serve as a landscaped buffer to adjacent properties and buildings, and to provide privacy and access to sunlight for residents;
 - 7. In non-apartment multi-unit development sites, each dwelling unit shall be provided with its own private open space, and landscape attention to the site shall delineate private open space from the more public open space areas;
 - 8. Use of attractive fencing materials, including decorative masonry walls, shall be complimented by landscaping treatment at the base, but long monotonous lengths of fencing are not encouraged; and,
 - 9. Where on site community vegetable gardens are to be provided to residents, water from rooftop runoff and downspouts should be redirected into rain barrels for later irrigation use, or directly into vegetated areas.



Design of parking areas

- 1. Successful site design of multi-unit residential projects extends to blending the parking areas of higher density residential developments into the overall site goals for form and character. For apartment residential developments, wherever feasible, automobile parking is encouraged to sited underground, and where parking for multi-unit residential projects is not underground, surface paved parking areas will require design attention;

2. Surface parking areas shall not be located within the building setback areas for the site, and they should be visually screened as much as possible from streetscape and frontage view through the use of landscape hedges, raised landscape berms, sloped grassed or flower bed areas, or by design elements such as decorative and brick fences;
3. Access to parking areas should occur from a rear lane whenever possible, and where access is to originate from a street, the number of site access and egress locations shall be minimized to maintain the streetscape appearance of the development, and to minimize disruption to pedestrian movement on the sidewalks adjacent to the street;
4. 'Viewing aisles' into the development and into the parking areas to maintain site safety should be integrated into site screening considerations;
5. Multi-unit residential developments with large parking requirements shall break up the surface parking locations into several smaller parking nodes, and connect the parking nodes with internal shared driveways;
6. Townhome and similar multi-unit residential projects shall not create individual driveway access to the street for each dwelling unit but through site design layout, shall coordinate the site parking to provide for a minimum number of accesses to the street;
7. The use of alternative construction materials to asphalt such as paving stones, brick or aggregate concrete is encouraged to complement the overall landscape design of the site; and,
8. Pedestrian pathways that are clearly articulated and landscaped are encouraged to be provided to safely connect the multi-unit residential buildings with the site's parking areas, and to the sidewalks of the abutting streets.
9. Provision for bicycle parking and storage shall also be addressed.



Signage

1. The size, height and design of multi-unit project name signs shall be architecturally integrated into the overall design of the site buildings and landscaping; and,
2. Refuse collection containers and recycling storage areas are encouraged to be sited within buildings, underground or in the minimum, fully enclosed with attractive fencing and roofing, if necessary, that complements the principal building materials, or screened to an adequate height by similar landscape treatment.



3.10.7. Commercial Development Design Guidelines

Building design

In the Maggies Place Neighbourhood Area Plan, it is intended to encourage neighbourhood hubs where there would be neighbourhood commercial opportunities combined with social indoor and outdoor amenity areas. New commercial development is intended to be coordinated with regard to building siting, form and character by encouraging a more aesthetically attractive and appealing streetscape and site appearance.

For the Maggies Place Neighbourhood plan, the neighbourhood commercial opportunity will be permitted at the lower level of the main Multi-unit building. The following building design guidelines apply in coordination with the residential multi-use building design requirements:

1. Building form and character must include designing new buildings that are pleasant to look at, by providing for design attention and variation to the storefront façade, roof lines, exterior finish, colors and materials, and limiting the size and massing of buildings. Flat roof lines, blank expanses of exterior walls, buildings that appear to be temporary structures and asphalt paving that abuts the building face are commercial construction practices that are not encouraged;
2. The streetscape created by new building forms should complement each other and those existing buildings on adjacent sites, thereby avoiding monotony, but creating a positive visual effect;
3. Exterior finishes of new commercial buildings should be wood, brick, finished and textured concrete, natural stone or other materials of warm appearance. Substantial areas of unfinished concrete or metal cladding should be avoided;
4. Significant corners of new commercial buildings should be given added design emphasis with vertical architectural features and roof cornice elements;
5. Where a commercial building or development is located at a street intersection, the building design appearance shall be orientated to have the building 'front' all the adjacent streets;

- 6. New building development should be sited to have the building frontage on the main street alignment;
- 7. Buildings should be designed and located on a site to minimize impacts to adjacent land uses such as residential, to preserve views, to retain mature trees, to setback from any environmentally sensitive areas and retain natural vegetation, and to accommodate the natural grades of the site as much as possible to ensure that minimal site grading is required;
- 8. New commercial developments are encouraged to site closer to the front lot line and provide for attractive storefront design through façade attention, articulated window design and prominent store entry locations, and for enhanced pedestrian elements such as widened walkways and rest benches and overhead weather protection, and planting of deciduous street trees;
- 9. Neighbourhood commercial site development should be connected the surrounding neighbourhood by pedestrian sidewalk linkages and incorporation of public spaces for open space amenity areas, public art, and shade areas with rest benches.
- 10. Neighbourhood commercial developments, to respect the residential character of the neighbourhood, will be a smaller commercial scale of operation and have a design theme that is compatible with the neighbourhood. Significant site landscaping is needed to provide for an effective transition from residential to commercial land uses and attention to parking area design to prevent lighting glare spilling over to residential areas;
- 11. All new Commercial building developments shall consider and provide for an attractive streetscape view in conjunction with significant site landscaping, and convenient, well-lit and safe pedestrian access from the parking area to the principal building;
- 12. All new commercial buildings shall also be designed from the perspective of universal access for disabled and other persons and provide for multiple curb let downs, power assisted door openers, weather protection and other design elements;
- 13. Screening of mechanical equipment, especially mechanical systems sited on rooftops, is encouraged and, wherever possible, integrated into the architecture of the development; and,
- 14. Integration of Crime Prevention through Environmental Design (CPTED) principles and design elements into building form and character considerations is required in the design of all new and all significantly renovated commercial developments.

Landscape Guidelines

Attractive and substantial site landscaping that creates visual interest and identity, a pleasing street and pedestrian image, acts a buffer to adjacent land uses, screens parking and paved areas of the site, and emphasizes the natural environment character of Portugal Cove-St. Philips, must be incorporated into the design and development of all commercial development projects;

- 1. In addition to the landscaping objectives of the Municipal Plan, the intent for commercial development sites is to maximize the amount of landscaped areas on the site including retention of stands of mature trees, and to minimize the amount of impervious surfaces so as to increase the natural absorption of rainwater of the site through consideration of innovative practices such as incorporating oil-water separators in the catch basins of parking lot drains to cleanse parking lot runoff waters before they enter watercourses;
- 2. Street trees on a commercial site should be a minimum of 1.8m (5.9ft) in height at time of planting, and planted at a ratio of one tree for every three parking spaces on site;
- 3. Use of hedges, floral displays, lawns with park benches, brickwork fences, shade areas and ornamental lights is also encouraged to be included in the site landscape plan;

- 4. Unenclosed storage areas are to be sited to the rear of buildings and screened by landscaping or well-maintained fencing;
- 5. Large parking areas shall incorporate landscape features to create separated clusters of parking spaces and enable safe pedestrian circulation; and,
- 6. A Landscape Letter of Credit may be required by the Authority from the Development Design applicant to ensure successful planting of landscape material and ongoing maintenance for a minimum two-year period.

Parking Area Design

- 1. Since commercial site parking areas will be highly visible from adjacent streets, and the development design objective is to ‘soften’ the hard appearance of parking lot areas, surface parking lots shall be screened as much as possible from streetscape view by use of landscape hedges, grassed and raised landscape berms, and in specific locations, by attractive good-quality fencing;
- 2. No asphalt paving of a parking area shall directly abut a building face but rather an interface landscape area shall be planted between the car stops of the parking lot and the side of the building;
- 3. Large parking areas for commercial sites shall be encouraged to be broken up through the use of internal site landscaping islands that are curbed and planted with trees, raised pedestrian walkways and rest bench areas, and connective vehicle maneuvering aisles;
- 4. Commercial buildings should be strategically located on development sites to ensure safe pedestrian movement from the surface parking areas by initiatives such as maintaining clear public walking access to the entrance of commercial storefronts;
- 5. Short term bicycle parking facilities such as bike racks, should be sited in well-lit locations close to building entrances;
- 6. Loading and service areas shall be located to the rear and side of commercial buildings, removed from the main site parking areas and all pedestrian movements;
- 7. Parking areas shall be designed to support and assist disabled persons, and all disabled parking spaces shall be located close to the building entrance;
- 8. All surface parking spaces shall be clearly marked and painted with white parking space lines, and where ‘small car parking spaces’ are to be used, ‘small cars’ shall be clearly painted on the parking spaces;
- 9. The amount of asphalt surfaces on commercial parking lots is encouraged to be minimized through consideration of use of more permeable surface treatments such as decorative pavers and bricks; and,
- 10. Lighting for commercial parking lots shall not ‘spill-over’ and create glare on adjacent properties.

Signage and other design considerations

- 1. The size, height and design of commercial development name signs shall be architecturally integrated into the overall design of the site, and be generally limited to one sign per site; and,
- 2. Refuse collection containers and recycling storage areas are encouraged to be sited within buildings, or in the minimum, fully enclosed with attractive fencing and roofing, if necessary, that complements the principal building materials, or screened to an adequate height by similar landscape treatment.

3.10.8. Industrial Development Design Guidelines

Industrial sites are to be designed in a manner to reflect an appealing public appearance by providing an attractive front of building orientation to the street and well-maintained site landscaping and fencing to as a buffer between industrial and residential land uses. The following design guidelines apply:

1. Overall site planning and development should address the entire property, and any environmentally sensitive areas should be identified, fenced and preserved;
2. Open space areas shall be created for employee amenity areas wherever possible, for example, within the setback areas from the property line;
3. Site landscaping is to assume a greater role in overall site design and site layout so as to achieve goals of creating permeable areas for site drainage, and to generally ‘green’ the site to reflect the natural setting of the community;
4. Wherever achievable, new developments are encouraged to incorporate Low Impact Development (LID) techniques such as rain gardens, vegetated swales, separation of impervious surfaces, and/ or redirecting water from drain pipes into rain barrels and other systems for watering site landscaping;
5. Lighting of parking and outside work areas shall not illuminate adjacent or nearby properties to an intensity greater than existing street lights ;
6. Exterior site storage is to be minimized, and where present located away from public view as much as possible, and where necessary enclosed by an opaque or translucent screen, raised landscape berms, trees and substantial site landscaping;
7. Refuse collection and recycling areas are to be completely screened by landscaped vegetation or by fencing material that compliments the building design;
8. Loading areas are encouraged to be located to the rear or side of a building where a building façade does not face a street, and designed in keeping with the appearance of the principal building; and,
9. Signage is to be coordinated with the overall design of the site and landscaping.

Building Design

1. Buildings are to be designed to create an appealing visual relationship between buildings and streetscape;
2. Design detail for all new industrial buildings will be encouraged to consider the proposed building’s bulk and size, and its height and massing in relation to neighbourhood area, and what building materials are to be used, and what level of landscape improvements are to be made to the building setback areas and parking locations, and additionally consider:
 - Orientating the building to the street to present an attractive public ‘face’ for the industrial operation;
 - Locating the office component of a new building to the front of the building and using materials such as glazing to highlight the building front;
 - Differentiating one face of the building from another by utilizing different architectural features, colors and materials;
 - Ensuring individual unit identity to units in multi-tenant buildings; and,
 - Providing for finished treatment of open space on the site through attractive and well-maintained landscaping.

3. Developments should address the impact and visual exposure of building roof appearance by varying the design of the roof line, and considering all roof top equipment, stacks, roof vents, and mechanical systems as part of the overall building design, and group and screen as much as possible;
4. No exposed surfaces of buildings are encouraged to be finished with metal cladding or unpainted concrete blocks in the IL zone; and,
5. Manufactured mobile structures are not deemed as an appropriate building form in any industrial zone.

Landscaping

1. Attractive and substantial site landscaping that creates visual interest and identity, a pleasing street and pedestrian image, acts a buffer to adjacent land uses, screens parking and paved areas of the site, and emphasizes the natural environment character of Portugal Cove-St. Philips, must be incorporated into the design and development of all industrial development projects;
2. The overall landscaping intent for industrial development sites is to maximize the amount of landscaped areas on the site including retention of stands of mature trees, and to minimize the number of impervious surfaces so as to increase the natural absorption of rainwater of the site through consideration of innovative practices such as incorporating oil-water separators in the catch basins of parking lot drains to cleanse parking lot runoff waters before they enter watercourses;
3. The frontage and streetscape sides of new industrial developments in the IL zone should be landscaped with a minimum 3.0m (9.8ft) wide landscape boulevard to serve as the primary buffer area between the adjacent street and the building area of the site, with specific attention to providing within the landscape boulevard area, deciduous street tree species and a variety of plant materials and treatments, some of which should achieve substantial size at maturity, and in creating visual landmarks of hard and soft landscaping features on significant street corners and at locations of high visibility;
4. Street trees on an industrial site should be a minimum of 1.8m (5.9ft) in height at time of planting, and planted at a ratio of one tree for every four parking spaces on the perimeter of the site;
5. Use of hedges, floral displays, lawns with park benches, brickwork fences, shade areas and ornamental lights is also encouraged to be included in the front building area and employee amenity areas;
6. Wherever possible, use of raised landscape berms to screen parking and storage areas of a site is encouraged; and,
7. The overall industrial development is encouraged to maximize the positive impact of finished open space.

Parking Area Design

1. Employee parking areas and loading bays are not to be located within the setback area between the building and the street;
2. Since industrial site parking areas will be highly visible from adjacent streets in the IL zone, and the development design objective is to ‘soften’ the hard appearance of parking lot areas, surface parking lots shall be screened as much as possible from streetscape view by use of landscape hedges, grassed and raised landscape berms, and in specific locations, by attractive good-quality fencing;

3. No asphalt paving of a parking area shall directly abut a building face but rather an interface landscape area shall be planted between the car stops of the parking lot and the side of the building;
4. Parking lot area and loading bay access locations to the street shall be minimized;
5. Parking areas shall be designed to support and assist disabled persons, and all disabled parking spaces shall be located close to the building entrance;
6. All surface parking spaces shall be clearly marked and painted with white parking space lines, and where 'small car parking spaces' are to be used, 'small cars' shall be clearly painted on the parking spaces; and,
7. Short term bicycle parking facilities for employees such as bike racks, should be sited in well lighted locations close to building and workplace entrances.

4. PUBLIC CONSULTATION

In order to inform the preparation of this amendment, the Town of Portugal Cove-St. Philips undertook a public and stakeholder consultation process in accordance with section 14 of the Urban and Rural Planning Act, 2000 (the Act). The process included the following:

The Town took the initiative to introduce the proposed overall Maggies Place development plan to land owners on January 11, 2017. The general themes from the landowners indicated that:

- Most property owners wanted to develop Agriculturally zone lands;
- Land-owners of other Agricultural zoned lands in other areas of Town lobbied for re-zoning with the Maggies Place process;
- Need to mitigate potential conflicts between the new Depot and residents;
- Propose a schedule for re-zoning and development;
- Ensure Portugal cover Road services can accommodate the development;
- Concern of potential increase to taxpayers for servicing upgrades; and,
- Ensure the that timing of removing Agricultural zoned lands will minimally impact the tax assessment on the land.

Following the landowner meetings, the Town introduced the project to the general public on January 18, 2017. The general themes arising from this consultation were:

- Respect wetlands;
- Placement of new Depot;
- Higher density housing;
- Light industrial/commercial'
- Trails, parks and community amenities;
- Lint to future Town Centre; and,
- Road design and safety.

The Town hosted a public workshop on Thursday March 9, 2017 at 7 p.m. at Murray's Pond Fishing and Country Club to determine the priorities of residents and stakeholders for the study area. This Workshop invitation was announced at Council meetings, posted on the Town Facebook page and Town webpage and letters were sent to landowners. It was included in the Town newsletter and reported in the *Northeast Avalon Times*.

Throughout the process, the Town made information related to the project available on the Town website, including the project charter outlining the work plan, and sharing the outcome of each consultation process.

On March 16, 2017, meetings were arranged with stakeholders, primarily landowners, to provide an opportunity for additional consultation and one-on-one discussion. The public was made aware of these meetings via letters of invitation that were sent to the stakeholders and landowners.

On Monday April 10, 2017, the Town hosted a public presentation of the draft plan for the overall Maggies Place Residential Development Scheme Area which included recommendations for the proposed zoning.

Further meetings were held with landowners for review of the proposed Maggies Place Neighbourhood Area Plan throughout May to July, 2017. Comments and input were incorporated into the design of the Land Use Plan.

5. MAGGIES PLACE NEIGHBOURHOOD AREA PLAN: IMPLEMENTATION

In order to carry out the objectives and policies of this Plan in an orderly and cohesive manner, the Town Council proposes to:

- undertake amendments to the Municipal Plan and Development Regulations, 2014-2024 which will involve further public consultation and hearings; and,
- facilitate phased development of the Maggies Place Neighbourhood Area through Work Package 3 involving issuance of a ‘Request for Proposals’ from the development community to initiate development.



Draft Strategic Operational Priorities Report

Phase I of the Level of Service Review

Prepared for:
Town of Portugal Cove - St. Philip's

September 2017

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1. Executive Summary

The analysis reveals that the five priority service areas are:

1. Roads Maintenance
2. Strategic land use planning
3. Garbage and recycling services
4. Issuing permits and licences
5. Recreation programs

There are a number of services competing for the sixth spot depending on how the results are prioritized.

- By-Law enforcement
- General customer services
- On-line customer services
- Local Business Support and Economic Development Planning

The recommendation going forward is that these first top five services be selected for review and that Council select one from the four tied for sixth place for the final service.

2. Introduction and Context

This strategic operational priorities report is the output of Phase I of the Level of Service Review being undertaken by Twells Consulting on behalf of the Town of Portugal Cove St. Philip's. The service review is a direct consequence of the Town's Strategic Plan conducted in 2015. One of the primary objectives of this strategic plan was for the Town to be recognized for excellence in service delivery.

The goal of this study is: *"To optimize the level of service to tax payers that balances public expectations with municipal best practices and affordability, thus creating the most impact on resident satisfaction and perception of the organization."*

The service review project is split into three phases:



The objective of the Strategic Operational Priorities Report is to identify the first six service areas that will be analyzed for their potential to be deemed as 'excellent' in comparison with a benchmark of other municipalities.

The specific activities undertaken to select the priority service areas were:

- Review of existing relevant documents, including
 - Strategic Plan Final Working Session, August, 2015
 - Municipal Plan, 2014
 - Municipal Asset Management Plan, 2016
 - Community Work (PlaceBuilder) Plan, 2016
 - Community Sustainability Plan, 2010
- Interviews with staff
- Interviews with councilors
- Staff workshop
- Community Survey (conducted by MQO Research)
- Staff Survey
- Business Community Survey

3. **Review of Background Materials**

The purpose of this section is to highlight the priorities and strategic objectives that have been established by Council concerning the delivery of quality services to the public. Highlights are presented for each document in turn.

Strategic Plan Final Working Session, August, 2015

Objective: To be recognized as a leader for excellence in governance and service delivery.

Strategic Initiatives:

1. Develop Level of Service Standards for key service areas; complete analysis of six service areas within two years.

Intended results to include:

- improved citizen satisfaction,
 - greater accountability for both Council and Staff, and
 - enhanced communications with the public.
2. Implement interactive technology to assist residents in accessing municipal services.
 3. Investigate a new committee system to enhance communications between Council and residents.
 4. Review key internal processes to ensure a cross-departmental approach to service delivery.
 5. Develop a long-term fire protection plan.

PCSP Municipal Plan, 2014-2024

Key Priorities & Findings:

1. Provide a full range of municipal services in the most economical manner and within the Town's fiscal capacity.
2. Maintain a rural community character and protect environmentally sensitive areas (e.g., flood prone areas such as Murray's Pond River/Main River and Broad Cove River).
3. Encourage green technologies, including the use of renewable resources.
4. Residents at the public hearing underlined the urgency of having new planning documents in place to guide growth in PCSP.
5. A new Community Recreation Centre was first called for in the Town's 2005 Infrastructure Assessment and Master Plan.
6. The Town's road network includes 209 roads, totalling 128 kilometres, 47% of which is owned and operated by the provincial government.

Municipal Asset Management Plan, May, 2016

The objective of the Plan: To maximize benefits, manage risk and provide satisfactory levels of service to the public in a sustainable manner.

Key Priorities & Findings:

1. The estimated replacement cost of all municipal assets (water, wastewater, roads, bridges, buildings, vehicles) at December 31, 2014 was \$142M, or \$19K/resident (some assets, e.g., trails, were not included). 88.7% of the total was absorbed by the municipal road, water and sewer network.
2. 97.4% of municipal roads and 66.7% of bridges were determined to be in good condition.
3. It was determined that PCSP should be raising \$1.6 M/year in long-term capital financing (compared to less than \$300 K being raised as of December, 2014).
4. To evaluate and improve the Asset Management Plan, the Town was to undertake a series of actions, including: 'An annual comparison of actual service level indicators with planned service level indicators and identification of significant variances.

Community Work (PlaceBuilder) Plan, June, 2016

This plan offers a strategic approach to PCSP development based on the PlaceBuilder model. It contains a broad scope of recommendations and project proposals, including the following:

1. Identification of comprehensive development planning areas.
2. A network of multi-use trails and parks.

3. Preservation of areas valuable for ecological and agricultural purposes.
4. A Town Centre on Portugal Cove Road.
5. Harbourfront development in both Portugal Cove and St. Philip's Harbour.
6. A farmers market.
7. Preservation of heritage assets and special places (e.g. strategic lookouts and viewscales).
8. Neither of the Town's two main roadways, Portugal Cove Road and Thorburn Road, both managed by the Province, meets the Transportation Association of Canada design standards.
9. The network of local streets has suffered in the past from lack of consistency in design guidelines (e.g. concerning sidewalks and stormwater management).

Community Sustainability Plan, July, 2010

Developed to address sustainability of the Town from social, economic, environmental and governance perspectives.

Key Priorities & Findings

1. Reduce the amount of local waste, explore partnerships for regional non-deposit recycling and local composting.
2. Support development of a variety of housing types, including affordable and seniors housing.
3. Pursue servicing for unserved streets such as Neary's Pond Road.

MMSB Waste Audit, May 2017

Audit was completed for 10 different collection routes.

Key Priorities & Findings

1. 34% and 19% of recyclable paper and containers respectively were placed in blue bags, the rest into general garbage.
2. Recommendations: continue monitoring, increase public outreach & education, particularly in low participation areas, promote reduce and reuse.

St. John's CMA and PCSP Resident Surveys, July, 2016

Conducted by the Newfoundland Statistics Agency, key findings related to service delivery are shown in the table following.

Finding	%	# of respondents
Very or somewhat satisfied with municipal services	80	338
Town's effectiveness keeping residents informed	83	350
What aspects of PCSP do you like the most?		
Parks & playgrounds	69	240
Garbage collection	79	277
Recreational programs	43	152
Which services do you feel are lacking or could be improved?		
Roads	70	274
Sidewalks	81	284
Garbage collection	9	33
Access to facilities & services during the winter	5	17

4. Identification of Services and Short List

An important starting point for the research and identification of priority service areas is the definition of existing service areas. Following the submission of a draft list by the consulting team, a final list was approved by the Town (see Appendix I).

This definition is not a direct fit with the organizational structure of the municipality. While some services clearly fit within specific municipal departments, others quite obviously cross departmental boundaries. For example "Facilities and Amenities" crosses Public Works and Recreation departments. The summary list is as follows.

1. Online Customer Service
2. General Customer Service
3. Records Management
4. General Admin
5. Financial Services
6. Communications
7. Recreation Programs
8. Local Business Support
9. Marketing/Branding
10. Permitting
11. Town/Strategic Planning
12. Enforcement
13. Emergency Services
14. Water/Wastewater
15. Roads
16. Garbage & Recycling
17. Facilities & Amenities
18. Heritage
19. Environment

It was this listing of services that formed the basis of the formal research components for the project.

5. Results of Surveys

A. Community Survey

In order to obtain a statistically representative survey of Portugal Cove - St. Philip's residents relating to their degree of satisfaction with various municipal services, the firm of MOQ (St. John's) was retained. Through a telephone survey, a random sample of 400 resident households was taken. This enabled statistical reliability of plus or minus 5% (95% of the time) to be obtained (the normal standard for social science research).

In this survey, respondents were asked to indicate both how important they felt various municipal services were and secondly how satisfied they were with the municipality's provision of that service. The table below shows the results of both 'importance' and 'satisfaction' ratings. In addition, an 'importance/satisfaction ratio' has been calculated¹. This latter measure compares both 'importance' and 'satisfaction' scores such that a higher score indicates that satisfaction with the provision of the service is less than the score attributed to its importance. Thus the higher the score, the greater the concern.

The results of this assessment are shown in the table below:

Service Area	Community Survey Results		
	Importance (% over 8)	Satisfaction (% over 8)	Importance/ Satisfaction Ratio
1) Online Customer Services	65%	46%	1.41
2) General Customer Services	74%	43%	1.72
3) Records Management Services	76%	40%	1.90
4) General Administrative Services	75%	31%	2.42
5) Financial Services	85%	47%	1.81
6) Communications Services	72%	49%	1.47
7) Recreation Programs	77%	51%	1.51
8) Local Business Support and Economic Development Planning	65%	38%	1.71
9) Marketing / Branding of the Community	49%	31%	1.58
10) Issuing Permits and Licences	74%	29%	2.55
11) Strategic Land Use Planning	80%	30%	2.67
12) By-law Enforcement	81%	37%	2.19
13) Emergency Services	97%	88%	1.10
14) Water and Wastewater Management	77%	46%	1.67
15) Roads Maintenance	84%	12%	7.00
16) Garbage & Recycling Services	91%	66%	1.38
17) Maintenance of Parks, Arenas and Other Municipal Facilities	77%	51%	1.51
18) Heritage Protection and Education Services	53%	32%	1.66
19) Environment protection and Education Services	82%	45%	1.82

¹ The scores actually used were ratings of '8' and above on a 10-point scale - see Appendix x. The ratio is simply the 'importance' score divided by the 'satisfaction' score.

According to this procedure, then, the top six services for priority focus in this review would be:

1. Roads maintenance
2. Strategic land-use planning
3. Issuing permits and licenses
4. General administration services
5. By law enforcement
6. Records management services

The detailed results from the community survey are available in a separate document from MQO Research.

B. Staff Survey

Another perspective on service provision was provided through a survey of the municipal staff. Here staff were asked which of the 19 service areas they felt were most important in terms of this service review. They were asked to choose up to five priority areas that they would nominate for the review. In total, 24 staff responded, representing a response rate of 77% (of the 31 staff employed by the municipality.)

The results of this selection process are shown in the table below. The table reflects the total number of mentions for each of the service areas. (This approach treats each of the five priority areas as equally important - in other words, there was no weighting attributed to the top priority, versus second and third priorities etc.)

Service Area	Staff Survey No of Votes from Staff Survey (of 5 possible priorities)
1) Online Customer Services	2
2) General Customer Services	8
3) Records Management Services	2
4) General Administrative Services	0
5) Financial Services	2
6) Communications Services	12
7) Recreation Programs	4
8) Local Business Support and Economic Development Planning	1
9) Marketing / Branding of the Community	3
10) Issuing Permits and Licences	5
11) Strategic Land Use Planning	5
12) By-law Enforcement	3
13) Emergency Services	3
14) Water and Wastewater Management	5
15) Roads Maintenance	13
16) Garbage & Recycling Services	8
17) Maintenance of Parks, Arenas and Other Municipal Facilities	2
18) Heritage Protection and Education Services	3
19) Environment protection and Education Services	0

The top services for priority focus in this review according to the staff survey were:

1. Roads maintenance
2. Communication services
3. General customer services (tied for third place)
4. Garbage and recycling services (tied for third place)
5. Issuing licenses and permits (tied for fourth place)
6. Strategic land-use planning (tied for fourth place)
7. Water and waste water management (tied for fourth place)

C. Business Survey

Another perspective provided on municipal services eligible to be reviewed was provided on through a survey of the business community. This too was an online survey instrument that was sent out to all businesses registered in the local Chamber of Commerce and for whom an email address existed. In total, 17 businesses replied, representing a response rate of X percent. In this survey businesses were asked to identify their top *three* priorities in terms of services to be nominated for review.

The results of this selection process are shown in the table below.

Service Area	Business Survey No of Votes from Business Survey (of 3 possible priorities)
1) Online Customer Services	1
2) General Customer Services	1
3) Records Management Services	0
4) General Administrative Services	0
5) Financial Services	2
6) Communications Services	0
7) Recreation Programs	2
8) Local Business Support and Economic Development Planning	2
9) Marketing / Branding of the Community	2
10) Issuing Permits and Licences	2
11) Strategic Land Use Planning	3
12) By-law Enforcement	2
13) Emergency Services	2
14) Water and Wastewater Management	3
15) Roads Maintenance	6
16) Garbage & Recycling Services	3
17) Maintenance of Parks, Arenas and Other Municipal Facilities	0
18) Heritage Protection and Education Services	0
19) Environment protection and Education Services	1

The top services for priority focus in this review according to the business survey were:

1. Roads maintenance
2. Strategic land-use planning (tied for second place)
3. Water and waste water management (tied for second place)
4. Garbage and recycling services (tied for second place)
5. Financial services (tied for third place)
6. Recreation programs (tied for third place)
7. Local business support and economic development planning (tied for third place)
8. Marketing and branding of the community (tied for third place)
9. Issuing licenses and permits (tied for third place)
10. By law enforcement (tied for third place)
11. Emergency services (tied for third place)

Note that seven services were tied for third place with two nominations each.

D. Council & Staff Interviews

Fourteen one-on-one interviews were carried out with members of Council and senior staff. Some focused their remarks on the internal functioning of the corporation, the rationale being that without a strong, productive organization, they would be unable to provide service improvements.

4 of the 6 Councilors were on Council for the first time. 4 of the 8 staff interviewed are also relatively new (between 3 ½ and 7 years). The other two co-fire chiefs are engaged on a contract/consultant basis.

A summary of prominent points made follows.

Municipal Strengths: financially strong, demographics, wastewater management leader, infrastructure in relatively good shape.

Weaknesses: street safety, 35 kms of provincial roads (both strength & weakness), customer service/need for seamless service, lack of diversified tax base, daytime fire-fighting capability, not structured to respond properly to ATIPP requests.

Opportunities: develop a lifestyle centre, regional service-sharing, long-term planning, housing development (for seniors & starters), management and staff to work together better.

Threats: council changeover, loss of rural character, programs & staffing beyond the Town's financial means, more downloading of provincial responsibilities.

Services to be analyzed in this project?

- garbage-recycling (7 mentions)
- recreation (7 mentions)
- marketing & communications (7 mentions)
- economic development/long-term planning (4 mentions)
- road maintenance/safety (2 mentions)
- fire & emergency (2 mentions)
- data & information management (1 mention).

6. Recommended Services for Further Analysis

As a reminder, the specific activities undertaken to select the priority service areas were:

- Review of existing relevant documents, including
 - Strategic Plan Final Working Session, August, 2015
 - Municipal Plan, 2014
 - Community Sustainability Plan, July, 2010
 - Municipal Asset Management Plan, May, 2016
 - Community Work (PlaceBuilder) Plan, June, 2016
- Interviews with staff
- Interviews with councilors
- Staff discussion and workshop
- Community Survey (conducted by MQO Research)
- Staff Survey
- Business Community Survey

The output of these activities is a blend of qualitative and quantitative information. The following method has been applied to select the six focus areas:

1. Ranking

- Analysis of the survey results to show the top six selected services by the resident community, business community and staff
- Qualitative analysis of the staff and council interviews to distill the six priority services areas
- Qualitative analysis of the output from the staff workshop to identify the six priority service areas

2. Weighting

Logic suggests that the ranked results are not of equal weight in determination of the six priority service areas. The strategic plan identifies community engagement as a key strategic direction and so the community survey is seen as the most significant influencer of the decision on which services to prioritize. The business survey is understood by the consulting team to be the second most significant input. Consequently, the following weighting was applied:

- Community survey - three times as significant
- Business survey - twice as significant

3. Strategic Alignment and Financial Impact

The strategic plan identifies the following four “strategic directions”:

1. Community engagement and local government excellence
2. Financial strength
3. Quality of life
4. Growth and development

The 19 services areas were each allocated a High (H), Medium (M) or Low (L) indicator for strength of the alignment with the strategic directions and for the cost to impact.

For example:

Local Business Support rates (H) for strategic alignment
[Strategic direction 4 Growth and Business Development]

Local Business Support rates (L) for cost to impact
[Identifying new commercial areas and developing a business growth strategy
are relatively low cost when compared with say, building a new recreation
centre]

Consolidated results of surveys and interviews

	intitial ranking				
	Community survey	Staff survey	Business survey	Town Interviews	Satff Workshop
1) Online Customer Services					
2) General Customer Services		3			
3) Records Management Services					
4) General Administrative Services	4				
5) Financial Services			5		
6) Communications Services		2		2	
7) Recreation Programs			5	1	1
8) Local Business Support and Economic Development Planning			5	4	
9) Marketing / Branding of the Community			5		
10) Issuing Permits and Licences	3	5	5		6
11) Strategic Land Use Planning	2	5	2		
12) By-law Enforcement	5		5		
13) Emergency Services			5	5	
14) Water and Wastewater Management		5	2		
15) Roads Maintenance	1	1	1	5	3
16) Garbage & Recycling Services		3	2	2	5
17) Maintenance of Parks, Arenas and Other Municipal Facilities					4
18) Heritage Protection and Education Services					
19) Environment protection and Education Services	6				2

For further analysis, the ranking is converted to a numeric score

	ranking values - note 1				
	Community survey	Staff survey	Business survey	Town Interviews	Staff Workshop
1) Online Customer Services	0	0	0	0	0
2) General Customer Services	0	40	0	0	0
3) Records Management Services	0	0	0	0	0
4) General Administrative Services	30	0	0	0	0
5) Financial Services	0	0	20	0	0
6) Communications Services	0	50	0	50	0
7) Recreation Programs	0	0	20	60	60
8) Local Business Support and Economic Development Planning	0	0	20	30	0
9) Marketing / Branding of the Community	0	0	20	0	0
10) Issuing Permits and Licences	40	20	20	0	10
11) Strategic Land Use Planning	50	20	50	0	0
12) By-law Enforcement	20	0	20	0	0
13) Emergency Services	0	0	20	20	0
14) Water and Wastewater Management	0	20	50	0	0
15) Roads Maintenance	60	60	60	20	40
16) Garbage & Recycling Services	0	40	50	50	20
17) Maintenance of Parks, Arenas and Other Municipal Facilities	0	0	0	0	30
18) Heritage Protection and Education Services	0	0	0	0	0
19) Environment protection and Education Services	10	0	0	0	50

Note 1 - ranked vales multiplied by factors as follows:

Rank 1 = 60, 2=50, 3=40, 4=30, 5=20, 6=10

	weighted ranking values - note 2				
	Community survey	Staff survey	Business survey	Town Interviews	Staff Workshop
1) Online Customer Services	0	0	0	0	0
2) General Customer Services	0	40	0	0	0
3) Records Management Services	0	0	0	0	0
4) General Administrative Services	90	0	0	0	0
5) Financial Services	0	0	40	0	0
6) Communications Services	0	50	0	50	0
7) Recreation Programs	0	0	40	60	60
8) Local Business Support and Economic Development Planning	0	0	40	30	0
9) Marketing / Branding of the Community	0	0	40	0	0
10) Issuing Permits and Licences	120	20	40	0	10
11) Strategic Land Use Planning	150	20	100	0	0
12) By-law Enforcement	60	0	40	0	0
13) Emergency Services	0	0	40	20	0
14) Water and Wastewater Management	0	20	100	0	0
15) Roads Maintenance	180	60	120	20	40
16) Garbage & Recycling Services	0	40	100	50	20
17) Maintenance of Parks, Arenas and Other Municipal Facilities	0	0	0	0	30
18) Heritage Protection and Education Services	0	0	0	0	0
19) Environment protection and Education Services	30	0	0	0	50

Note 2 ranked values multiplied by weightings; Community survey rank x 3; Business survey rank x 2

Final Service Area Ranking				
	total weighted score	overall rank	strategic alignment h/m/l	cost to influence h/m/l
1) Online Customer Services	0		h	l
2) General Customer Services	40		h	l
3) Records Management Services	0		m	m
4) General Administrative Services	90		l	l
5) Financial Services	40		m	m
6) Communications Services	100	6=	h	m
7) Recreation Programs	160	5	h	m
8) Local Business Support and Economic Development Planning	70		h	l
9) Marketing / Branding of the Community	40		m	m
10) Issuing Permits and Licences	190	4	h	l
11) Strategic Land Use Planning	270	2	h	l
12) By-law Enforcement	100	6=	l	m
13) Emergency Services	60		h	m
14) Water and Wastewater Management	120		m	h
15) Roads Maintenance	420	1	m	h
16) Garbage & Recycling Services	210	3	m	m
17) Maintenance of Parks, Arenas and Other Municipal Facilities	30		h	m
18) Heritage Protection and Education Services	0		l	l
19) Environment protection and Education Services	80		l	l

7. Conclusion & Recommendation

The analysis reveals that the five priority service areas are:

1. Roads Maintenance
2. Strategic land use planning
3. Garbage and recycling services
4. Issuing permits and licences
5. Recreation programs

There are a number of services that might be said as “competing” for the sixth spot depending on how the results are prioritized.

- By-Law enforcement
- General customer services
- On-line customer services
- Local Business Support and Economic Development Planning

These services were not ranked in the top 5 from survey results or interview however they are deemed to be strongly aligned with the strategy *and* have a relatively low cost to impact.

The recommendation going forward is that these first top five services be selected for review and that Council select one from the four tied for sixth place for the final service.

Appendix I – Service Area Definition

	Service Area	Specific Service	Tool/Feature	Service Summary	Department
1	Online Cust Service	Online Resident Transactions	eServices/website	Online Tax/Bill Payment and History	A&F
		Online Resident Registrations	eServices/website	Online Program/Event Registration	Rec
2	General Cust Service	General Staff Assistance and Support	Staff	Responding to inquiries/requests	ALL
		After Hours Phone Service	Telelink	Response and issues management for after hours	ALL
3	Records Mgmt	Complaint Management/ATIPP	Staff/website	Collection and Response to Complaints	A&F
		Council Records Management	Sharepoint/Staff	Collection and management of Town information	A&F
		Tax Roll Management	Town Suite/Staff	Resident and Business Documents and Information	A&F
4	General Admin	Project Tracking/Management	Staff/Consultants	Major project management and execution	ALL
		Election Administration	Staff	Running municipal elections	A&F
		Administering Bids/Tenders/RFP	Staff/Consultants	Administering Bids/Tenders/RFP	ALL
		Municipal Budgeting	Staff	Creating and managing annual budgets and project budgets	A&F
5	Financial Services	Tax Collection	Town Suite/Staff	Tax collection for residents, businesses and property owners	A&F
		Accounts Payable	Town Suite/Staff	Managing Accounts Payable	A&F
		Accounts Receivable	Town Suite/Staff	Managing Accounts Receivable	A&F
		Financial Reporting	Town Suite/Staff	Creating financial reports for Council and community	A&F
6	Communications	Customized/Emergency notices	PCSP Connects	Text/Call/Email notifications	EDMC
		Social Media Engagement	Social Media	Facebook, Twitter, Instagram, etc	EDMC
		Website	Website	Community website as the main vehicle for information to residents	EDMC
		Newsletters	Tickle Newsletter	12 page bi monthly community newsletter	EDMC
		Other Communications	Staff	Radio, Mailouts, Letters, Promotional Items, Brochures	EDMC
7	Recreation Programs	Special Events	Staff	Regatta, Easter, Winter Carnival and much more (13 in total)	Rec
		Local Competitions	Staff	Garden Competition, Best of PCSP Awards, etc (3 in Total)	Rec/EDMC
		Seniors Programming	Staff	Boat Tours, Seniors parties, etc (5 events)	Rec
		Camps	Staff	Day camps (Young Gaffers and Whaddyat), Adventure Camp, etc	Rec
		Fitness Classes	Staff	Yoga, Kickboxing, etc (6 types)	Rec
		Sports	Staff	Sports programming	Rec
		Library	Staff	Storytime, Moms and Tots, Library itself	Rec
8	Local Busi Support	Business Advice and Support	Staff	Providing business plan guidance and local information	EDMC
		Sponsorship and advertising	Staff	Sponsorship of events and programs, advertising in Tickle, etc	Rec/EDMC
9	Marketing/Branding	Tourism Promotion	Staff	Brochures, Placebuilder initiatives, online presence	EDMC
		General Marketing of PCSP	Staff	Inspired Living Campaign, marketing town as place to live, work	EDMC
10	Permitting	Processing Res Building Permits	Staff	Forms, permits, processes for residential building	P&D
		Processing Business Permits	Staff	Forms, permits, processes for new/expanding business	P&D
		Processing Development Proposals	Staff	Ensuring development proposals are appropriate	P&D
11	Town/Strategic Plannin	Municipal Planning	Staff	Municipal Plan, Amendments, New Regulations and Policy	P&D
		Public Engagement	Staff	Ensuring public is engaged in Strat planning for the town and pr	EDMC
		Community Facilitation	Staff	Providing facilitation opportunities for residents, groups and bu	EDMC
		Regional Collaboration	Staff	Collaborating on regional projects and initiatives	EDMC
12	Enforcement	Municipal Enforcement	Commissionaires	Security, investigating complaints/issues	P&D
		Dev Control/Regs. Enforcement	Staff	Orders, Inspections, etc	P&D
13	Emergency Services	Volunteer Fire Department	Fire Dept Staff	Fire and Emergency Protection, Prevention and Education	Fire Dept
		Emergency Response	Staff	Emergency Operations Centre, Warming Centres, etc	ALL
14	Water/Wastewater	Water Provision	Regional/Staff	About 30% of households on water, infrastructure, expansion	PW
		Wastewater Management	Staff	About 30% of households on wastewater, infrastructure, expansion	PW
15	Roads	Snow Clearing	Staff	Snow clearing for all municipal owned roads, salt, sand	PW
		Road Maintenance	Staff	Road Maintenance for all municipal owned roads, potholes, etc	PW
		Sidewalks	Staff	Maintenance of sidewalks	PW
16	Garbage & Recycling	Garbage Collection	Staff	Providing Garbage collection services weekly	PW
		Recycling Collection	Staff	Providing Recycling Collection services bi-weekly	PW
		Bulk Garbage Collection	Staff	Providing bulk garbage collection by appointment	PW
17	Facilities & Amenities	Indoor Facilities	Staff	Rec Centre, Park huts, Town Hall and Fire Halls	Rec/PW
		Parks	Staff	Rainbow Gully Park and Voiseys Brook Park	Rec/PW
		Other Community Spaces	Staff	Tot lots, open spaces, trails	Rec/PW
18	Heritage	Archives and Artifact Collection	Staff	Collection of artifacts and preservation of archival material	EDMC
		Municipal Heritage Sites	Staff	West Point Cemetery, Fanny Goff Memorial, etc	EDMC
		Heritage Advisory Committee	Advisory Comm	Committee of appointed residents to advise on Heritage in PCS	EDMC
19	Environment	Enviro Education and Awareness	Staff	Special events brochures and special projects like Green Teams	EDMC
		Stewardship Management Areas	Staff	Member of SAM and have 5 management units	EDMC
		Advisory Comm on the Enviro	Advisory Comm	Committee of appointed residents to advise on Enviro in PCSP	EDMC



AGENDA ITEMS/ NOTICE OF MOTIONS