



Public Council Meeting
Tuesday, October 24, 2017 at 7:00 pm
Location: Council Chambers

1. Call of Meeting to order
2. Adoption of Agenda for October 24, 2017
3. Delegations/Presentations
 - None for this meeting
4. Adoption of Minutes of October 10, 2017
5. Business Arising from Minutes
6. Committee Meeting Reports

a) Planning & Development Committee:

Applications:

- 1) Civic # 23-25 Gails View – Business
- 2) Civic # 147 Bennetts Road – Accessory Building

Correspondence:

- 3) Civic # 1465 Thorburn Road – Development within Watercourse Buffer

Other Items Discussed:

- 4) Civic # 19-27 Witch Hazel Road – Application to Subdivide Property and Construct Single Dwelling
- 5) Minister of Municipal Affairs & Environment – Council Decisions on Development Applications
- 6) Service NL – Rodent Complaint at Civic # 77-81 Tolt Road
- 7) Service NL – Condition of Property at Civic # 39-43 Neary's Pond Road
- 8) Civic # 7-9A Day's Road – Development of Property
- 9) Civics # 15-19, 15-33A, 21-25 & 27-33 Longmarsh Road – Street Length Amendment
- 10) Civic # 137 Beachy Cove Road – Request to meet with the Committee
- 11) On-Going Amendments
- 12) Development Regulations Amendment No. 4, 2017 (Maximum Street Length)
- 13) Baccalieu Horizon Residential Subdivision (West Point Road) – Sewer Video Inspection
- 14) Civic # 12 Pine Bud Place – Application for Accessory Building Extension
- 15) Temporary Development Permits

Permits Issued:

- 16) Permits issued from September 29th to October 12th, 2017

b) Recreation/Community Services:

- 1) Recreation Staff
- 2) Terms of Reference for the Recreation Committee
- 3) Updates and Status Reports
- 4) Lifestyle Centre
- 5) Community Grants

c) Public Works:

- 1) Rainbow Gully Park – Water & Sewer Servicing Project Tender
- 2) Sidewalk Snow Removal / Multi-purpose Unit, Tender PCSP-2017-004
- 3) Town Hall Exterior Siding Repairs / Replacement
- 4) Thorburn Road Street Lighting
- 5) School Zone Speed, Thorburn Road

d) Economic Development, Marketing, Communications and Tourism:

- 1) Advisory Committee Updates
- 2) Tickle Newsletter
- 3) PCSP Chamber of Commerce AGM
- 4) 2018 Budget Consultations
- 5) Regional Tourism Signage Project
- 6) Council Orientation

e) Protective Services:

- 1) Commissionaires – Municipal Enforcement
- 2) FES Updates
- 3) VFD Training
- 4) SafePCSP
- 5) Municipal Enforcement Officer's (MEO) report

f) Administration and Finance:

- 1) Accounts for Payment
- 2) Asset Management Grant
- 3) Drover Heights Water and Sewer project
- 4) Rainbow Gully Park
- 5) Litigation Updates
- 6) Correspondence

g) Other Reports

- 1) Committee of the Whole
- 2) Maggies Place
- 3) Water Metering Project

7. Correspondence

8. New/General/Unfinished Business

- Retention of Election Ballot Boxes

9. Agenda items/Notice of Motions etc.

10. Adjournment



DELEGATIONS / PRESENTATIONS



MINUTES

DRAFT



TOWN OF PORTUGAL COVE-ST. PHILIP'S

October 10, 2017

Regular Public Council Meeting 7:00 p.m.

IN ATTENDANCE:

Mayor	Carol McDonald
Deputy Mayor	Jeff Laham
Councillors:	Dave Bartlett
	Darryl J. Harding
	Johnny Hanlon
	Tina Neary
	Madonna Stewart Sharpe
Town Manager/Engineer	Chris Milley
Director of Fin. Operations/Town Clerk	Tony Pollard
Acting Director of Rec./Comm. Service	Nicole Clark
Planning Technician	Les Spurrell
Deputy Town Clerk	Claudine Murray

Mayor McDonald called the meeting to order and welcomed the gallery of 23 persons in attendance.

ADOPTION OF AGENDA

Motion: Bartlett/Hanlon
2017-437 Resolved that the Agenda dated October 10, 2017, be adopted as circulated.
Carried Unanimously

Note: Tina Neary's vote will not be counted until sworn in.

DELEGATIONS/PRESENTATIONS

- Swearing in of Councillor Neary
Deputy Town Clerk administered the Oath of Office to Councillor Neary as tabled.

ADOPTION OF MINUTES

Motion: Hanlon/Bartlett
2017-438 Resolved that the minutes of September 28, 2017 be adopted as circulated.
Carried Unanimously

BUSINESS ARISING

1. First two weeks for Council.

Council had an orientation session on October 2nd and have been busy with meetings ever since. Orientation will continue for next few weeks. I will send out a list of planned information and orientation sessions to all council tomorrow with proposed dates. Hopefully we can start planning these sessions starting this week.

2. Tonight's reports.

Since the new committee structure has not yet been set, the reports tonight are in the form of department reports. The proposed committee members attended these meetings and motions were prepared in the same way as regular committee reports with the exception that the motion recommendations are not coming from a committee. Instead the chair of the committee as soon to be assigned will move the motion as council member which will be seconded as usual. The committee reports will be back to normal for next council meeting.

REVISED COMMITTEE STRUCTURE

MOTION: Harding/Laham
2017-439 Resolved that Council adopt the following Committee Structure:
Administration and Finance
Economic Development, Marketing, Communications and Tourism
Planning and Development
Protective Services
Public Works
Recreation and Community Services

Carried Unanimously

MOTION: Harding/Laham
2017-440 Resolved that the following Committee membership be adopted for no more than a two year term, and shall be reviewed by the Committee of the Whole after no more than two years, which is in accordance to section 34(b) of the Towns' Rules of Procedure. The Mayor is ex-officio on all committees.

Carried Unanimously

Planning and Development	Tuesday	4:00 pm
	Chairperson	Darryl J. Harding
	Member	Johnny Hanlon
	Member	Jeff Laham

Administration and Finance	Tuesday	6:00 pm
	Chairperson	Jeff Laham
	Member	Darryl J. Harding
	Member	Madonna Stewart Sharpe

Protective Services	Tuesday	6:00 pm
	Chairperson	Johnny Hanlon
	Member	Dave Bartlett
	Member	Tina Neary

Economic Development, Marketing, Communications and Tourism	Wednesday	3:30 pm
	Chairperson	Tina Neary
	Member	Dave Bartlett
	Member	Madonna Stewart Sharpe

Public Works	Wednesday	4:30 pm
	Chairperson	Dave Bartlett
	Member	Darryl J. Harding
	Member	Jeff Laham

Recreation and Community Services	Wednesday	6:30 pm
	Chairperson	Madonna Stewart Sharpe
	Member	Johnny Hanlon
	Member	Tina Neary

DEPARTMENT REPORTS

Planning & Development Report of October 3, 2017– presented by Councillor Harding

1. Civic # 154A Tolt Road – Accessory Building

Motion: Harding/Laham

2017-441 Resolved that the application to construct an accessory building at Civic # 154A Tolt Road is granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

2. Town of Paradise – Proposed Amendment to the St. John's Urban Region Regional Plan

The Planning Department is in receipt of a letter from the Town of Paradise proposing to amend the St. John's Urban Region Regional Plan to coincide with the Town's Municipal Plan & Development Regulations currently under review. This amendment involves the re-designation of lands from Restricted Development, Rural, Urban Development and Public Open Space to Restricted Development, Urban Development, Quarry Development and Regional Industrial.

Motion: Harding/Laham

2017-442 Resolved that Council forward correspondence to the Town of Paradise stating that they have no concerns with the proposed amendment.

Carried Unanimously

3. Permits Issued

There were thirty seven (37) permits issued from September 1st to September 29th, 2017 as per Appendix A: Tabled Report.

Administration & Finance Report of October 2, 2017– presented by Deputy Mayor Laham

1. Accounts for Payment

Motion: Laham/Harding

2017-443 Resolved that Council approve payment of capital accounts in the amount of \$57,721.94

Carried Unanimously

2. General Discussion

The intention of this Administration and Finance meeting was for Council to obtain a brief orientation into the functioning of the committee and to discuss ongoing issue that arise in this committee from time to time.

The Director of Financial Operations reviewed briefly sources of Municipal Revenue and the projects committed under each source provided by the Provincial and Federal Governments.

Some other issues discussed in brief related to use of levies, depot rationalization and Maggies

Place functionality and costing. Discussions with Council relating to the 2018 budget will commence within the coming weeks and more analysis will be forthcoming during that process.

Protective Services report of October 3, 2017– presented by Councillor Hanlon

1. Commissionaires – Municipal Enforcement

An update report, as provided by the Municipal Enforcement Officer, has been tabled as Appendix A in the department report.

2. FES Updates

- The Fire Department wishes to send greetings to the new Committee and members of Council. We are looking forward to meeting and working with you all.
- Update on the Northeast Avalon Regional Training, the last two weekends hosted SCBA courses.
- Fire Department Ball was held on September 16th, awards were presented to Firefighter of the Year: FF Megan Smith, and Fire Officer of the Year: Lt. Terry Scott.
- Completed orientation with the new Intermediate school and there will be follow up with the principal.
- Fire Prevention Week is October 8 – 15th, activities are scheduled and the theme is “Every Second Counts – Plan 2 Ways Out”. Banners have been posted on both stations and information posted to the Town Signs, as well as promotion on the Town’s website and social media pages.
- Recently received a donation of 14 pails of foam from the offshore vessel Maersk Cutter, a thank you letter has been sent from the Chiefs on behalf of the Department and the Town.
- An updated Fire Department profile was provided for inclusion with the new Council Orientation Package.
- The chiefs are now working on 2018 budget preparation.

Economic Development, Marketing, Communications and Tourism report of October 6, 2017– presented by Councillor Neary

1. Departmental Overview

The Director reviewed the mandate of the committee and the department. The roles and responsibilities of staff were discussed and an overview of some of the past priorities and projects.

2. Community Statistics Summary

The meeting attendees reviewed recent Census statistics of the town, the results of the demographics and perceptions survey (completed in 2016) and the survey results from the Service Level Review. This is all previously tabled and public information.

3. Advisory Committees Review

The meeting attendees reviewed the terms of reference of the advisory committees and a summary of some of the projects they are currently working on and have completed in the past. Both the advisory committees' terms are up in 6 months from the election, in order for Council to evaluate how they want to proceed with the committees during their term of Council.

4. Projects Briefing

A number of current projects were briefly discussed. The Service Level Review will require a decision from Council in the coming weeks to finalize the six key service areas that will be reviewed in the next phase of the project.

Attached to this report is the "Water Quality Monitoring of the Beachy Cove Brook and Miller's Pond River Systems in Portugal Cove – St. Philip's" report completed by this summer's Green Team. This is submitted as information only.

The town is partnering with the Chamber of Commerce during Small Business week this year. On Wednesday, October 18th the Chamber will be having their first AGM. The event will feature guest speaker Dr. Wade Locke. The event will take place at Murray's Pond Fishing and Country Club at 7:00 pm and council are invited to attend.

5. Council Orientation Planning

Staff are working with numerous committees, businesses, organizations and stakeholder groups to set up a schedule for the next couple months for Council to meet and engage with them. This includes a formal request made by the Chamber of Commerce of Portugal Cove – St. Philip's that is attached.

6. 2018 Budget Consultations

Public budget consultations will take place in November. The Director of Economic Development will work with Council and Management to create a schedule and engagement plan.

Public Works report of October 4, 2017 – presented by Councillor Bartlett

1. Department Overview & Project Status

Staff provided an overview of the department's operations and current project status.

2. Reallocation Capital Budget – Equipment Procurement

Staff provided an overview of the 2017 equipment procurement budget and the plan for actual expenditures. A revised plan has been developed to support the purchase of the Sidewalk Snow Removal/Multi-purpose Unit and to reflect a change in the required model for a snow clearing/plow truck. The revised plan remains within budgeted dollars.

3. Sidewalk Snow Removal/Multi-purpose Unit Tender PCSP-2017-004

The tender for the acquisition of a Sidewalk Snow Removal/Multi-purpose Unit closed on September 25, 2017. There was one (1) qualified bidder. This equipment will be used in both the Streets and Facilities divisions of Public Works.

Note: Council agreed to defer this item to find appropriate piece of equipment.

4. Depot Yard Fence Repair & Extension

The fencing in the Depot yard is in need of repair. The fencing will be repaired and extended approximately 30' to accommodate snow clearing requirements and the growth in fleet. In its current state of disrepair, the fence poses security and safety concerns.

Motion: Bartlett/Harding
2017-444 Resolved that the repairs and extension of the Depot fencing be approved as per the quote from Provincial Fencing at a cost of \$8,521.50 HST included.
Carried Unanimously

5. Asphalt Repair Work

Additional areas for asphalt repair work have been identified. These include a laydown area in the depot yard to support snow clearing operations (specifically sidewalk snow clearing and ice control), swaling on School Road to mitigate storm water issues in the area and swaling and asphalt repair on Bocker Place to address storm water and asphalt erosion issues. A quote from Mercers Paving has been obtained. This work needs to be addressed prior to the end of the construction season while the asphalt plants remain open.

Motion: Bartlett/Hanlon
2017-445 Resolved that that the per unit cost of \$30 per square metre for asphalt repair work provided by Mercers Paving, for a total of \$12,530.00 plus HST, be approved.
Carried Unanimously

Note: Councillor Hanlon noted cost includes all three of these sites.

6. Animal Control Services

Committee was provided an overview of the Town's current approach with respect to Animal Control Services and the proposed partnership for Animal Control Services with the Town of Torbay. At this time, staff are awaiting an update from the Town of Torbay on its Animal Control Officer position which was vacated earlier this year.

Recreation and Community report – presented by Councillor Stewart Sharpe

1. Indian Meal Line – Purchase of ROW

The documents for the purchase of the ROW on Indian Meal Line has been sent to the lawyers to be prepared. We hope to have the documents ready within the next week so that Grand Concourse can complete the cutting of the trail.

2. PCSP Intermediate School – Students Usage of the Park/Town usage of the School

The recreation staff met with the Principal and the Physical Education teacher of PCSPI. We discussed the usage of the Town's sports facilities by the students and the use of the school's facilities by the Town. It was a very positive meeting and we are confident that this relationship will have a great impact on programs and specials events offered by the Town.

3. Inclusion Committee

The Recreation Director hosting the first meeting of the new Inclusion Committee on Thursday, September 21st. Six residents were available to meet, with three others that expressed interest and will attend the next meeting on October 19th. The purpose, as well as the goals and objectives, of the committee were discussed and committee members were sent the minutes to review and make comments. We hope that at the next meeting we can confirm the structure and forward the information to the Recreation Committee for review.

4. Athletic Business Show

The Athletic Business Show is taking place in Orlando, FL from November 8th-11th. There are over 250 exhibitors showcasing their latest products, services, and programs. With the Lifestyle Centre in the preliminary stages, this conference would be beneficial and provide innovative ideas for this project. Councillor Stewart Sharpe put forward the following recommendation:

Motion: Stewart Sharpe/Neary
2017-446 Resolved that the Recreation Director attend the Athletic Business Conference in Orlando, FL from November 8th-11th as allocated in the budget.

Carried Unanimously

5. Community Grants

After reviewing the Community Grant Applications, Councillor Stewart Sharpe put forward the following recommendations:

Motion: Stewart Sharpe /Bartlett
2017-447 Resolved that that Council donate the Recreation Centre on October 29th to Beverly Best for a paint night fund-raiser for the Gathering Place.

Carried Unanimously

6. Councillor Bartlett noted the first regulation soccer game was played on the newly expanded Rainbow Gully Soccer Field earlier today.

CORRESPONDENCE

Council Correspondence for October 2, 2017 – October 6, 2017

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
October 2, 2017	Coalition of Persons with Disabilities NL	Invitation: training sessions	For Information
October 2, 2017	Community Sector Council NL	Fall Training Events	For Information
October 3, 2017	Heritage Foundation NL	Invitation to Adapting Heritage, a conference that considers Heritage and the Future of Communities	For Information
October 3, 2017	Resident	Letter stating: Approval in Principal 842 frontage Longmarsh Road	P&D Cmte

NEW/GENERAL/UNFINISHED BUSINESS

1. Municipal Assessment Agency

The Municipal Assessment Agency's Annual Report for 2016-17 was received on October 5th, 2017 and is tabled with this report. Please note the report has also been posted on the Agency's website at <http://www.maa.ca>.

2. Staffing – as presented by Councillor Hanlon

This council has concerns with the current staffing numbers across all departments and current salaries of all non-union employees. As most of this council is new, we would like some time to review staffing and salary scales for all staff (both union and non-union) and to complete this review we would like to have staffing numbers and pay rates held at current state until this review is completed. Council understands there is a union contract that applies to unionized staff and that their pay rates and increases are determined by the contract. Council would like to put forward the following two motions.

Motion: Hanlon/Laham

2017-448 Resolved that there is a wage freeze or be implemented immediately for all non-union staff. This wage freeze will be reviewed in 6 months.

Carried Unanimously

Motion: Hanlon/Neary
2017-449 Resolved that there is a hiring freeze to be implemented immediately for all departments. If during this hiring freeze there is an essential position that needs to be filled an approval from council will be required. This hiring freeze will be reviewed in 6 months.
Carried Unanimously

NOTICE OF MOTION

Notice: Notice of motion put forth by Deputy Mayor Laham: to immediate halt any forward motion on development the town owned property on Maggie's place, and to revisit the possible expansion of the present town depot.

Notice: Notice of motion put forth by Councillor Harding: to immediately halt the residential water meter project and to partition both levels of government to allow any funds allotted for the purchase and installation of ater residential meters to be diverted into ground water distribution infrastructure repair and underground zone metering.

ADJOURNMENT

Motion: Hanlon/Harding
2017-450 Resolved that this meeting be adjourned. Time is 7:34 p.m.
Carried Unanimously

Carol McDonald, Mayor

Claudine Murray, Deputy Town Clerk

Appendix A – Planning and Development Report
Appendix B - Oaths of Office

Appendix A: Tabled Report October 3rd, 2017

Application:

Item # 1:

Civic # 154A Tolt Road

Accessory Building

Zoning: Residential Medium Density (RMD) –Unserviced

I move that the application for Civic # 154A 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), Development Regulation 49 (Non-Conforming Use), and Schedule C: Residential Medium Density.

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

Permits Issued:

Item # 3:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	17-269	09/01/2017	6	Hilltop Lane	Occupancy
2	17-270	09/05/2017	1543-1549	Thorburn Road	Patio/Deck
3	17-271	09/05/2017	20-30	Coadys Road	Cemetery Expansion
4	17-272	09/06/2017	10	River Front Drive	Relocate Accessory Building
5	17-273	09/06/2017	10	River Front Drive	Accessory Building
6	17-274	09/06/2017	14	Larkspur Lane	Occupancy
7	17-275	09/06/2017	97	Dogberry Hill Road	Occupancy
8	17-276	09/07/2017	193-195	Old Broad Cove Road	Accessory Building
9	17-277	09/11/2017	11	Kittiwake Place	Test Holes
10	17-278	09/11/2017	74-78	Olivers Pond Road	Accessory Building
11	17-279	09/12/2017	5	Prince George Drive	Test Holes
12	17-280	09/12/2017	352-358	Tolt Road	Subdivide Property
13	17-281	09/13/2017	304-308	Tolt Road	Accessory Building
14	17-282	09/13/2017	222-234	Dogberry Hill Road	Dwelling Renovations
15	17-283	09/14/2017	1465	Thorburn Road	Single Dwelling
16	17-284	09/15/2017	385-389	Dogberry Hill Road	Accessory Building
17	17-285	09/18/2017	31-33	Drover Heights	Patio/Deck

18	17-286	09/18/2017	1208-1218	Thorburn Road	Accessory Building
19	17-287	09/19/2017	204-206	Bennetts Road	Accessory Building
20	17-288	09/19/2017	13	Megan Ridge Drive	Dwelling Renovations
21	17-289	09/19/2017	356-358	Tolt Road	Test Holes
22	17-290	09/21/2017	155-157 & 159-161	Western Gully Road	Reconfigure Boundaries
23	17-291	09/21/2017	155-157	Western Gully Road	Relocate Accessory Building
24	17-292	09/21/2017	155-157	Western Gully Road	Site Preparation
25	17-293	09/22/2017	109-111	Windsor Heights	Accessory Building
26	17-294	09/22/2017	1777	Portugal Cove Road	Site Preparation
27	17-295	09/22/2017	1779-1781	Portugal Cove Road	Site Preparation
28	17-296	09/22/2017	5	Eileen Place	Occupancy
29	17-297	09/22/2017	51-53	Nearys Pond Road	Demolition
30	17-298	09/22/2017	51-53	Nearys Pond Road	Site Preparation
31	17-299	09/25/2017	2-4	Ursula Crescent	Reconfigure Boundaries
32	17-300	09/25/2017	2-4	Ursula Crescent	Site Preparation
33	17-301	09/26/2017	21-23	Woodland Drive	Accessory Building
34	17-302	09/27/2017	35	Bradburys Road	Accessory Building
35	17-303	09/27/2017	35	Bradburys Road	Demolition
36	17-303	09/27/2017	423-425	Old Broad Cove Road	Accessory Building
37	17-304	09/27/2017	1	Marie Place	Occupancy
38	17-305	09/29/2017	1-15	Meadow Heights	Water Connection

Oath of Office

* New Council must be sworn in within 14 days after the election.

I, Tina Neary, do solemnly swear (or affirm) that:
Print Name

1. I am fully qualified to hold the office of Councillor for the
Mayor/Deputy Mayor/Councillor
municipality of Portugal Cove - St. Philip's to which I have been elected/appointed;
2. I have not knowingly contravened the *Municipal Elections Act* respecting any matter in relation to my election or appointment;
3. I will faithfully, to the best of my ability, perform the duties and responsibilities of my office and will not allow any direct or indirect monetary or other personal or private interest to influence my conduct or affect my public duties;
4. I will disclose any personal direct or indirect monetary interest that I have in a matter before the council and will not participate in the discussion, or vote on any such matter;
5. I will, if required by law, file an annual Conflict of Interest Disclosure statement; and
6. I will, as required by the *Municipal Elections Act*, file a Campaign Contributions Disclosure Statement within the required time period established by the Act.

(Where an oath is taken, add "So help me God".)

Tina Neary
Signature of Mayor/Deputy Mayor/Councillor

Declared before me at Portugal Cove - St. Philip's

Municipality

this 10 day of October, 2017.

[Signature]
Signature of Returning Officer, Clerk, Provincial
Court Judge, Justice of the Peace or
Commissioner for Oaths. Or, for a city, also a
Judge of the Supreme Court.



BUSINESS ARISING



PLANNING & DEVELOPMENT

Planning and Development Committee Report

October 17th, 2017 (Items # 1, 2 and 4-7)

In Attendance: Councillor Darryl Harding (Chairperson)
Deputy Mayor Jeff Laham
Councillor Johnny Hanlon
Les Spurrell, Planning & Development Coordinator
David Beckett, Development Control Officer

Also in Attendance: Mayor Carol McDonald
Chris Milley, Town Manager/Engineer

October 19th, 2017 (Items # 3 and 8-16)

In Attendance: Councillor Darryl Harding (Chairperson)
Deputy Mayor Jeff Laham
Councillor Johnny Hanlon
Les Spurrell, Planning & Development Coordinator
Holly Duffett, Planning Technologist

Also in Attendance: Property Owner (Item # 10)

1. Civic # 23-25 Gail's View - Business

Motion: The Committee recommends that the application to establish a home office for a professional business (landscaping and design consulting service) as a home occupation at Civic # 23-25 Gail's View be granted approval in principle as per Appendix A: Tabled Report.

2. Civic # 147 Bennett's Road – Accessory Building

Motion: The Committee recommends that the application to reconstruct an accessory building at Civic # 147 Bennett's Road be granted approval in principle as per Appendix A: Tabled Report.

3. Civic # 1465 Thorburn Road – Development within Watercourse Buffer

Motion: The Committee recommends that the request to remove backfill material within a watercourse buffer at Civic # 1465 Thorburn Road be approved.

Items numbered 4 through 15 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

16. Permits Issued

There were sixteen (16) permits issued from September 29th to October 12th, 2017 as per Appendix A: Tabled Report.

**Appendix A: Tabled Report
October 17th & 19th, 2017**

Application:

Item # 1:

Civic # 23-25 Gails View

Business

Zoning: Residential Rural (RR) – Unserviced

The Committee recommends that the application for Civic # 23-25 Gails View be granted approval in principle, permitting the establishment of a home office for a professional business (landscaping and design consulting service) as a home occupation. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Plan Policy RES-4 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), Schedule C: Residential Rural, and Schedule D: Off Street Parking Requirements.

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

Item # 2:

Civic # 147 Bennetts Road

Accessory Building

Zoning: Residential Low Density (RLD) –Unserviced

The Committee recommends that the application for Civic # 147 Bennetts Road be granted approval in principle, permitting the reconstruction 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 Development Regulation 49 (Non-Conforming Use).

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

Correspondence:

Item # 3:

The Committee recommends that the request to remove backfill material within a watercourse buffer at Civic # 1465 Thorburn Road be approved. Approval shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Schedule E: Environmental Protection Overlay.

The Administrator recommended that Council use its discretion to grant approval to this request.

Other Items Discussed:

Item # 4:

Civic # 19-27 Witch Hazel Road – Application to Subdivide Property and Construct Single Dwelling

The Committee reviewed an application to subdivide property and construct a single dwelling and correspondence received by the Town regarding the applicant's request for a 10.0% variance on the minimum lot frontage for the proposed lot.

This item was held by the Committee pending Staff contacting a property owner in the area requesting the submission of documentation regarding their claim of a possible ownership conflict.

Item # 5:

Minister of Municipal Affairs & Environment – Council Decisions on Development Applications

The Committee reviewed correspondence regarding alleged "inconsistent and incorrect development decisions" being made by Council.

The Committee advises Staff to file the correspondence and a response will not be sent as the correspondence was related to the previous Council.

Item # 6:

Service NL – Rodent Complaint at Civic # 77-81 Tolt Road

The Committee reviewed correspondence regarding a potentially high risk for harbourage of rodents at Civic # 77-81 Tolt Road. Staff has corresponded with the property owner regarding the matter and they have been working with the Town and Service NL to complete the required work on the property to remedy the situation.

This item was held by the Committee pending Staff further working with Service NL and the property owner to remedy the situation.

Item # 7:

Service NL – Condition of Property at Civic # 39-43 Neary's Pond Road

The Committee reviewed correspondence regarding the condition of an unserviced mobile trailer being used as a residence at Civic # 39-73 Neary's Pond Road.

This item was held by the Committee pending correspondence from Eastern Health resulting from the Town's referral of this matter to them, or further correspondence from Service NL. In addition, Planning Staff will meet with the Town Manager and the Director of Recreation and Community Services regarding the matter.

Item # 8:

Civic # 7-9A Days Road – Development of Property

The Committee discussed potential development of a single dwelling at Civic # 7-9A Days Road.

A member of the Committee will contact the property owner advising them to submit an application for their proposed development for the Committee's review.

Item # 9:

Civic # 15-19, 15-33A, 21-25 & 27-33 Longmarsh Road – Street Length Amendment

The Committee reviewed correspondence expressing concerns regarding the length of cul-de-sacs and conditions identified within the proposed amendment to the Town's Development Regulations and request that street lengths be increased to 490 meters.

This item was held by the Committee pending review of the draft proposed amendment.

Item # 10:

Civic # 137 Beachy Cove Road – Request to meet with the Committee

The Committee met with the property owner who is requesting that the proposed amendment to the Town's Development Regulations to increase the length of temporary cul-de-sacs be changed so that fully-serviced cul-de-sacs be permitted at a maximum length of 300 m without any additional conditions.

The Committee will consider the property owner's request during review of the draft proposed amendment.

Item # 11:

On-Going Amendments

The Committee briefly discussed all amendments to the Town's Municipal Plan and Development Regulations that are currently on-going.

As action is required by the Town for each amendment, the Committee will review the proposed amendment and advise whether they are in agreement to proceed with the amendment.

Item # 12:

Development Regulations Amendment No. 4, 2017 (Maximum Street Length)

The Committee discussed a proposed amendment to increase the maximum length of cul-de-sacs to 300 m (serviced) and 450 m (unserved) with conditions.

The Committee will discuss removing the conditions for fully-serviced cul-de-sacs (resulting in a change to the current maximum cul-de-sac length from 200 m to 300 m) and will review the conditions proposed for unserved cul-de-sacs with a maximum street length of 450 m at the next meeting.

Item # 13:

Baccalieu Horizon Residential Subdivision (Wets Point Road) – Sewer Video Inspection

The Committee discussed the activity surrounding a sewer video inspection completed within the subdivision. The Town's consulting engineer reviewed the initial 2017 video and requested a re-video to confirm if a section of pipe contained a crack. The Developer's contractor completed the re-video and confirmed the existence of a crack within the re-video. As a result of the contractor's confirmation, the Developer was required to replace the section of pipe which, when replaced, turned out to not be cracked.

As the Developer's contractor was the one who confirmed the existence of a crack, a member of the Committee will contact the Developer advising that the cost of replacing the section of sewer pipe is not the responsibility of the Town.

Item # 14:

Civic # 12 Pine Bud Place – Application for Accessory Building Extension

The Committee discussed an application to construct an accessory building extension which would be located within a Flood Risk Area identified within the Department of Municipal Affairs and Environment's Flood Risk Study and Schedule E: Environmental Protection Overlay of the Town's Development Regulations 2014-2024.

A member of the Committee will contact the applicant advising that prior to a decision being made on the application by Council; they must work with the Department of Municipal Affairs and Environment to see if a Permit can be obtained from the Department for the proposed development.

Item # 15:

Temporary Development Permits

The Committee discussed the permit requirements for structures that are temporary in nature (for example small, pre-fabricated accessory buildings).

Staff advised the Committee that under the Urban and Rural Planning Act, 2000 and the Town's Municipal Plan and Development Regulations 2014-2024, permits for these types of structures are required.

Permits Issued:

Item # 16:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	17-306	10/02/2017	11	Country Garden Road	Occupancy
2	17-307	10/03/2017	37-39	Hibbs Place	Patio/Deck Repairs
3	17-308	10/03/2017	23-25	Gails View	Test Holes
4	17-309	10/03/2017	23-25	Gails View	Site Preparation
5	17-310	10/03/2017	1436-1438	Portugal Cove Road	Occupancy
6	17-311	10/05/2017	234-236	Bauline Line Extension	Business

7	17-312	10/06/2017	95-99	Western Gully Road	Patio/Deck
8	17-313	10/06/2017	91-95	Round Pond Road	Occupancy
9	17-314	10/06/2017	141-143	Nearys Pond Road	Dwelling Extension
10	17-315	10/10/2017	124-126	Old Broad Cove Road	Site Preparation
11	17-316	10/10/2017	51-53A	Churchills Road	Replace Patio/Deck
12	17-317	10/10/2017	63-65	Dogberry Hill Road	Patio/Deck
13	17-318	10/11/2017	181-183	Old Broad Cove Road	Accessory Building
14	17-319	10/11/2017	1	Prince George Drive	Occupancy
15	17-320	10/11/2017	180-204	Witch Hazel Road	Site Preparation
16	17-321	10/12/2017	51-53	Nearys Pond Road	Single Dwelling



RECREATION & COMMUNITY SERVICES

In Attendance: Chairperson, Madonna Sharpe
Councilor Johnny Hanlon
Councilor Tina Neary

Staff: Dawn Sharpe, Director of Recreation and Community Services

1. Recreation Staff

The Direction of Recreation gave the committee members an overview of the recreation staff and their roles and responsibilities.

2. Terms of Reference for the Recreation Committee

The Recreation Committee reviewed the Terms of Reference for the committee and noted that it needs to be updated. Staff will review the document and forward the recommendations for approval at the next Recreation Committee meeting.

3. Updates and Status Reports

The Recreation Director provided the committee a summary of the Fall Family Festival and dates for the remainder of the special events that we will be hosting in 2017. The committee was also provided information on the programs we currently offer and an update on our parks. During the budget process we will review in more detail the plans for the extensions of the parks.

4. Lifestyle Centre

The committee reviewed the status of the Lifestyle Centre Project. To date, a Charter for the project was prepared and signed (please find attached). Following that, Vigilant Management invited 5 Architects to submit proposals for the Lifestyle Centre concept design. The previous Recreation Committee were forwarded the evaluation comments for review. Recreation Director and Vigilant Management interviewed the top 3 Architects and the Recreation Director forwarded the summaries to the Committee. After reviewing the summary and acknowledging that the funding for this project has been allocated in the budget, the Committee would like to put forward the following recommendation:

Motion: Committee recommends that Council contract Powers Brown in the amount of \$24,400.00 + HST to design the concept plan for the Lifestyle Centre.

Once the concept plan has been designed, Vigilant Management and the Recreation Staff will develop a business plan for the facility and present to Council for review.

5. Community Grants

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

Motion: Committee recommends that Council waive the fee for the Recreation Centre on October 27th for Eileen Metcalfe as a fundraiser for the Vera Perlin Society.

Motion: Committee recommends that Council waive the fee for the Recreation Centre on October 20th for the Beachy Cove Girl Guides as a fundraiser for their trip to Nova Scotia.

Lifestyle Centre

Project Charter

Background

The Town of Portugal Cove – St. Philip's has identified the need to build a community-based facility, the Lifestyle Centre, that will engage all ages in a broad spectrum of inclusive programs and activities. The Lifestyle Centre will promote health and wellness through recreation, sport, culture, and heritage.

Originally, the Town of Portugal Cove – St. Philip's had engaged Tract Consulting and PHB Group to develop a concept design for The Lifestyle Centre. The following issues were presented by the Town:

1. The functionality of the building layout needed improvement
2. The building location had changed
3. The potential cost was deemed too high

As a result, the following items were determined to be necessary:

1. A new functional layout would be required including a value engineering exercise
2. A new concept design would need to be presented
3. A new construction estimate
4. Reduced budget of \$15M - \$17M (for all phases)

Goals

To address the concerns outlined by the Town, Vigilant has identified the following resolutions and goals for The Lifestyle Centre:

- Construct a well-designed and functional building to serve the needs of the community without placing an unacceptable financial burden on taxpayers.
- Perform a space planning and a value engineering session with staff and prepare a preliminary functional layout
- Engage an Architect to refine the space plan, and assist with the final concept design and functional specification for Design/Build tender
- Apply for funding (only Concept Design and Estimate required)
- Issue Design/Build tender

Scope and Work Plan

The goals of The Lifestyle Centre Project will be achieved by implementing the following activities:



1. Executing the Project as two phases; Phase I will involve the construction of the general Lifestyle Centre with a budget of \$11.2M. Phase II will see the addition of a recreational pool with a budget of \$6. The Town could decide to construct the facility in 3 Phases by splitting Phase I into 2 components to reduce the initial funding commitment.
2. Choose the Project Delivery method for execution of the Work (either Design-Build or Design-Bid-Build)
3. Conduct a space-planning session with stakeholders to address the need for an updated concept design
4. Develop a RFP (Request for Proposals) for Prime Consultant or Design-Build Contractor, dependant on the preferred choice of delivery method
5. Vigilant will initiate the Tendering process and through a detailed scoring method, help the Town choose a preferred proponent
6. If the Design-Build method is chosen, a Detailed Design will be created. If the traditional method of Design-Bid-Build is chosen, the Detailed Design will be created before Step 5.
7. Construction will commence; Vigilant 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 Government of Canada
Town Staff	Chris Milley, Town Manager
Project Management Consultant	Vigilant Management Inc. Grant Horwood, Vice-President John Oliveira, Jr. Project Manager

Project Milestones

Milestone	Description	Responsibility	Duration	Hold Point
M1	Project Approval	Town Staff/Vigilant	4 weeks	Council approval required to proceed to M2
M2	Finalize Concept Design	Staff/Council/Vigilant	8 weeks	Council Approval required
M3	Funding Approval	Vigilant	12 weeks	Council & Provincial approval required to move to M4



M4	Issue RFP (on Approved Delivery Method)	Vigilant	4 weeks	Council and Provincial Approval Required to move to M5
M5	Award Contract	Town Staff/Council Vigilant	3 weeks	Council and Provincial Approval required to move to M6
M6	Start Construction	Selected Company	1 week	
M7	Substantial Completion	Selected Company	18 months	Council Approval required
M8	Final Completion	Selected Company	4 weeks	Council Approval required

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 - 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 - Complete cost estimate - Develop and issue RFP - Provide recommendation for award of RFP - Manage order and delivery of project

Budget

With a total budget of \$18M, The Lifestyle Centre will be constructed in two phases:

1. Phase I

PHASE I - BUDGET \$ 11,240,000

PROJECT MANAGEMENT	\$ 180,000
ARCHITECTURAL	\$42,000
SURVEY/GEOTECHNICAL	\$18,000
DESIGN-BUILD CONSTRUCTION	\$ 11,000,000

2. Phase II: Addition of recreational pool (\$6M)

PHASE II - BUDGET \$ 6,215,000

PROJECT MANAGEMENT	\$ 150,000
ARCHITECTURAL/ENGINEERING	\$50,000
SURVEY/GEOTECHNICAL	\$15,000



DESIGN-BUILD CONSTRUCTION

\$ 6,000,000

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 will stay within budget- Proposals will conform to established timeline
Risks and Dependencies	<ul style="list-style-type: none">- Land proposed for facility and pool may be unable to accommodate the entire site- New concept for space-planning may not be efficient or realistic in nature- Approved funding amount may be less than expected

Approvals

Chris Milley, P. Eng.
Town Manager

Moses Tucker
Mayor



Appendix A – Project Delivery Comparison





PUBLIC WORKS



Public Works Committee
October 18, 2017, 5:15pm

In attendance: Councillor Dave Bartlett, Chair
Deputy Mayor Jeff Laham
Mayor Carol McDonald (Item 2)
Staff: Gail Tucker, Director of Public Works
Linda Newhook, Public Works Coordinator
Dwayne Abbott, Manager, Streets, Fleet & Waste Management
Regrets: Councillor Darryl Harding

1. Rainbow Gully Park – Water & Sewer Servicing Project Tender

The tender results for servicing Rainbow Gully Park with water and sewer services were presented to Committee. With the extension of the Town's water and sewer system to the new school, PCSP Intermediate, servicing for Rainbow Gully Park has increased in feasibility (i.e. the system has been extended to the area of the park with no added cost to the Town). Installation of public water and sewer services will alleviate concerns with maintaining a semi-private well at the park facilities, provide a sustainable water source for the park and its amenities, introduce fire protection infrastructure to the park area, eliminate septic system maintenance requirements and accommodate future growth and development of the park and its amenities. The 2017 budget included an estimate of \$216,137 for this project. The lowest, qualified bid for the tender was \$221,514.73, HST included. In addition, there are engineering fees of \$13,685 for a total project cost of \$235,200, HST included. Committee requested this item be deferred as consensus could not be reached on the validity of this expenditure. The tender closed on October 11, 2017 and the Town has 60 days to respond to the tender. The item will be brought back to the next Committee meeting for a recommended decision.

2. Sidewalk Snow Removal / Multi-purpose Unit, Tender PCSP-2017-004

Information was presented to Committee, and later circulated to the whole of Council, demonstrating the pros and cons of the different pieces of equipment available for the purpose of sidewalk snow removal and ice control, along with the cost efficiencies of purchasing multi-purpose attachments for the same unit. This equipment will be utilized in both the Streets and Facilities divisions of Public Works and will have year-round requirements. The tender for the acquisition of a Sidewalk Snow Removal/Multi-purpose Unit closed on September 25, 2017. There was one (1) qualified bidder.

Motion: Committee recommends that Tender PCSP-2017-004 for the purchase of a Sidewalk Snow Removal/Multi-purpose Unit be awarded to the lowest, qualified bidder, Saunders Equipment Ltd., at a cost of \$218,109.00 HST included.

3. Town Hall Exterior Siding Repairs / Replacement

Siding on two sides of the Town Hall sustained significant damage during a wind storm earlier this year and remediation is being covered through the insurance provider. The incremental cost to re-side the remainder of building and place PVC trim around front facing windows as well as stone treatment at the front entrances is \$23,954 plus HST. As the existing siding is



well over 20 years old, a portion of the cost will be covered by insurance and , staff recommends replacement of the entire building at this time.

Motion: **Committee recommends that the incremental cost for replacement of siding on the Town Hall be approved at a cost of \$23,954 plus HST.**

4. Thorburn Road Street Lighting

Request was made to assess street lighting on Thorburn Road from Healeys Pond intersection to Dogberry Hill Road. It was determined that the current street lighting does meet current Town standards, however pedestrian safety can be enhanced with the installation of additional lights. This request for an assessment originated from Committee members in considering the increased potential for pedestrian traffic in the area with the opening of PCSP Intermediate. Costing information is being gathered and will be presented to Committee at a future meeting.

5. School Zone Speed, Thorburn Road

A response was received from the Minister of Transportation and Works which provided approval for the reduction in the speed limits in the school zone area of Thorburn Road to 30 kilometers an hour in effect from 7:00am to 5:00pm on days when school is regularly held. These parameters do not align with the Town's speed limit policy on school zones, however, they are not detrimental to safety in the school zone, and as this area of Thorburn Road is outside of the Town's jurisdiction, the Town is obligated to comply with the province's requirements. Public Works will move forward with the installation of these signs as directed in the correspondence.



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



Economic Development,
Marketing, Communications and
Tourism Agenda
Wednesday, October 18, 2017
3:30 pm

In attendance:

Councillor Tina Neary, Chair
Councillor Madonna Stewart-Sharpe
Jeff Lawlor, Director Economic Development

Also in attendance:

Mayor Carol McDonald

1. Advisory Committee Updates

The Committee reviewed minutes from the Monday October 16th ACE meeting. Attached to this Committee report is a copy of the Macroinvertebrate Assessment of Beachy Cove Brooke Report prepared by Srabani Saha, MUN Grad Student. This project was completed during the past summer in conjunction with the Green Team report.

Our Heritage Programs and Services Coordinator, Julie Pomeroy has been elected as Treasurer of the Museum Association of Newfoundland and Labrador.

The Committee reviewed resident Sheena Tucker's request to join the ACE Committee.

Motion: The Committee recommends that Sheena Tucker be appointed to the Advisory Committee of the Environment.

Mac Miller has submitted his resignation from the Heritage Committee. Mac was a member of the Committee since its inception and spent a number of years as the chair. On behalf of Council, we wish to express our sincere thanks to Mac for his many years of support, advice, time and energy he has put into this community. An official letter of thanks and gift of appreciation will be presented to Mac in recognition of his years of service.

The Committee discussed council liaisons for the advisory committees and determined Councillor Tina Neary will act as liaison for the Advisory Committee on the Environment and Councillor Dave Bartlett will remain on the Heritage Committee.

2. Tickle Newsletter

The Committee discussed items for the Tickle Newsletter. The newsletter may be a little delayed this month due to some events happening after our normal deadlines. Residents should still receive it by the first week of November. In order to continue our

commitment to open and transparent governance an article will be included encouraging anyone who interested in receiving Council minutes by mail to contact us.

3. PCSP Chamber of Commerce AGM

The PCSP Chamber of Commerce AGM is scheduled for Wednesday, October 18th.

Update: 38 businesses registered for the Chamber at a very well attended event. The elected board includes Mike Murray, Krista Trask, Robert Stapleton, Stephen King, Ann Davis, Cyril Hayden and Gregg Batt. Council would like to thank all the organizers of the event and the steering committee for all the hard work they have done to get the Chamber of Commerce up and running.

4. 2018 Budget Consultations

A series of public budget consultation events are now being planned for November. Two events will be planned prior to the draft budget followed by a final event to present the proposed budget.

5. Regional Tourism Signage Project

As a result of the Northeast Avalon Tourism Destination Development Plan a potential regional signage strategy is being considered. This may impact our signage plans for the future. The Director will update the Committee on this potential project at the next meeting.

6. Council Orientation

The Committee discussed scheduling for council orientation. The Hiking and Walking Club has been included to the list of community groups invited to meet with Council based on correspondence received by the group. Media training is also being planned for Council with a date to be determined.



Tabled items at end of
Council Package for:
**ECONOMIC DEVELOPMENT,
MARKETING,
COMMUNICATIONS AND
TOURISM**



PROTECTIVE SERVICES



Protective Services Committee

Tuesday, October 17, 2017

4:30PM

IN ATTENDANCE: Councilor Johnny Hanlon, Committee Chair
 Councilor Tina Neary
 Councilor Dave Bartlett
 Heather Coughlan, Employee & Public Relations Administrator
 Fred Hollett, Co-Chief – Volunteer Fire Department
 Peter Morey, Commissionaires NL (Item #1)

1. Commissionaires – Municipal Enforcement

Peter Morey provided an overview for the new members of the Protective Services Committee regarding the mandate and responsibilities of the Commissionaires in their role as Municipal Enforcement for the Town.

Peter will be in touch with the Director of Economic Development, Marketing and Communications with settings changes for the afterhours call in service involving security issues. These changes will also be posted to the website for resident information.

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

2. FES Updates

Co-Chief Fred Hollett provided an overview for the new members of the Protective Services Committee regarding the standard operations, training initiatives, and current projects and activities of the Fire Department. Co-Chief Hollett also provided the following updates:

- A yellow school bus has been seen parked behind the Portugal Cove Road Fire Hall on multiple occasions recently. The Chiefs have investigated and notified the busing company that it cannot continue to park in this location.

- A copy of a draft revised Honourarium Policy was circulated for Committee members information. Once it has been finalized it will be embedded in the Department's Operating Policy.
- Fire Prevention Week was October 8 – 14 and saw a number of awareness activities for the department, including participation in the Town's Fall Family Festival, as well as a fire drill and Fire Chief for a Day contest with Beachy Cove Elementary.
- Northeast Avalon Regional Training initiative has been completed and a wrap up report is to come. The training was once again well received and well attended. The Chiefs will be remitting to FES for their \$500 per weekend training funds allotment, which will cover the costs the Town incurred over both weekends.
- Recruitment is on the agenda for the next officer's meeting with a go/no go decision on a recruitment drive. There are 33 current members.

3. **VFD Training**

Councilor Tina Neary brought a training suggestion to the table with regards to the Fire Department. She is a certified trainer for the Applied Suicide Intervention Skills Training (ASIST) program and feels it would be beneficial program for our department members. Councilor Neary will provide the Co-Chiefs an overview of the program.

4. **SafePCSP**

The Committee reviewed a funding request from the community group SafePCSP for a billboard sign intended to be placed at a gateway entrance to the Town and a quantity of 50 vehicle decals to promote their slow down campaign. The Committee has requested further information on the costs and final products from SafePCSP which will be brought to the next Committee meeting.

Protective Services Committee
APPENDIX A: TABLED MEO REPORT

PROTECTIVE SERVICES:

October 17, 2017

- Illegal dumping of sewage in man holes in St. Philip's, reminded our patrol officers to be watching for this especially in area that have sewage services.
- School zone speeding, driving through areas to control speed, meeting with RNC and they will be conducting an awareness campaign and under cover blitz in November.
- Night patrols report numerous encounters of vehicles parked on the ends of side roads or the recreation parking lots and behind schools, usually they leave when we show up or are asked to leave area. They have reported some resistance and vulgar language but nothing that would warrant further actions.
- On October 7, Patrol Officer Strowbridge discovered two teens with a fire lit on a dirt road in Rainbow Gully, reported to Fire Department but teens put the fire out when they saw us.
- Sept. 25, meeting with Inspector Barry Constantine and Sgt. Paul Didham of RNC regarding speeding complaints from Pat Pender on Old Broad Cove Road.
- Sept. 20, replied to an email from resident on Nearys Pond Road about the ATV's and bikes in the area. Also sent email to Sgt. Paul Didham of RNC asking for stepping up patrols in the area from 4 pm – 6 pm.
- Night patrol discovered a door wedged open at new school, reported to Security personnel for school board.
- Assisted planning and development with issuing letters to residents for various issues.
- Municipal worker confronted by an angry man at Blast Hole Pond area, stepped up patrols.
- Traffic at corner of Olympic Drive and Indian Meal Line, two busses picking up kids, most vehicles are stopping on Olympic, but speed through the area is the main problem.
- Monitoring traffic at Newbury, trying to get parents to park in gravel area, bus stop has moved down the road.
- Participated in the Fire Prevention parade.

Upcoming:

- Meeting with RNC regarding School Zone Blitz in November.
- Public Works to coordinate enforcement for winter parking ban.



ADMINISTRATION & FINANCE



Administration & Finance Committee Report
October 17rd, 2017 - 6:00 p.m.

In attendance: Chairperson, Deputy Mayor Laham
Councillor Harding
Councillor Stewart Sharpe
Staff: Chris Milley, Town Manager /Engineer
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 \$ 72,913.03 and capital accounts in the amount of \$1,038,944.34 for a total of \$1,111,907.37 as tabled.

2. Asset Management Grant

The Municipal Asset Management Program is a new five-year, \$50-million program designed to help municipalities make informed decisions about infrastructure investment. The program is delivered by the Federation of Canadian Municipalities and funded by the Government of Canada.

PCSP was successful in attaining \$49,680 in funding for the Service Level Review project.

3. Financing Sidewalk Snow Removal / Multi-purpose Unit

The committee has the following motion:

MOTION In conjunction with the Public Works motion in item #2 of their October 18, 2017 report, Sidewalk Snow Removal / Multi-purpose Unit, Tender PCSP-2017-004, the Administration and Finance committee recommends that Council seek approval from the department of Municipal Affairs and Environment to borrow \$197,796.42 (net of tax rebates) from Royal Bank of Canada for a 5 year term and a 5 year amortization at the rate of 3.21%.

4. Drover Heights Water and Sewer project

The Department of Municipal Affairs and Environment forwarded a letter announcing the Federal and Provincial Governments have approved funding under the Clean Water and

Wastewater Fund (CWWF) for the Water & Sewer – Drover Heights project as tabled. This funding is reallocated from the CWWF Sludge Dryer project.

The total cost of the project will be \$763,504 and the cost to the Town is 63%, which is \$480,544, plus GST/HST.

MOTION: Committee recommends that Council enter into a Capital Works Agreement with the Federal and Provincial governments for the Water & Sewer – Drover Heights Project at a total project cost of \$ 763,504 with the Town’s portion being \$480,544, plus GST/HST.

5. Rainbow Gully Park

The loan for Rainbow Gully Park in the amount of \$2,495,910.87 is up for renewal. With rates fluxuating and on an upward trend, the Committee has chosen to renew the loan for a term of 10 years which fixes the rate at 3.33% for the remainder of the loan. Committee recommends the following motion:

MOTION: Committee recommends that Council renew the Rainbow Gully Park loan at a 10-year fixed rate of 3.33%

6. Litigation

The Town Manager/Engineer provided an update to active litigation the Town has involvement with. Under Section 30 of the Access to Information and Protection of Privacy Act, Legal Advice, the Town cannot table with item.

7. Correspondence

a) Eastern Regional Service Board

On October 12th, the Board put out a call for nominees for elections for its Board of Directors. PCSP does not use the Eastern Regional Service Boards services therefore, this item is for information only.

b) Municipal Affairs and Environment

On October 13th, the department sent a circular providing information on the second annual Premier’s Forum on Local Government stating the topic is regional government. Delegates from 37 municipalities will be randomly selected to attend the forum by Municipalities of Newfoundland and Labrador (MNL).

Subsequently, on October 16th, MNL sent an invitation to PCSP Council to select and send one council member to be a representation for the Avalon region. Mayor McDonald will be attending the forum.

c) Cape Breton Partnership

On October 16th, an invitation to attend the Atlantic Cannabis Forum was received. While no representative will be attending, the information starting to circulate on the subject is worthwhile.

Accounts for Payment - October 17 , 2017

Item #1

REGULAR ACCOUNTS:

RW 201709-4	10/3/2017	City of St. John's Water consumption Sept17	\$	30,902.02
14197	10/1/2017	City of St. John's Tipping Fees	\$	11,624.01
99307	10/1/2017	Municipal Assessment Agency Fouth quarter assessment fees	\$	30,387.00
TOTAL REGULAR ACCOUNTS:			\$	<u>72,913.03</u>

CAPITAL ACCOUNTS:

3-Nearys	10/5/2017	Farrell's Excavating Ltd. Payment #3 - Nearys Pond Road	\$	43,884.73
17090	10/4/2017	Grand Concourse Authority Claim#2 Softball field lighting	\$	128,400.79
17097	10/16/2017	Grand Concourse Authority Rainbow Gully soccer field lighting & expansion	\$	28,561.41
17077	9/13/2017	Grand Concourse Authority Batting Cage- Voiseys Brook	\$	10,360.42
U32089	4/4/2017	Honda One Generator	\$	6,971.30
claim#3-Sidewalks	9/13/2017	Modern Paving Ltd. Claim#3 - Thorburn Road/Dogberry Hill Sidewalks	\$	159,445.67
claim#4-sidewalks	9/29/2017	Modern Paving Ltd. Claim#4 - Thorburn Road/Dogberry Hill Sidewalks	\$	12,449.18
Claim#1-Meadow	8/25/2017	Pyramid Construction Ltd. Claim #2 - Portugal Cove Road Sidewalks	\$	57,721.94
Claim#2Meadow	9/30/2017	Pyramid Construction Ltd. Claim #2- Meadow Hgts Sanitary Sewer Service	\$	236,645.89
I - 23103	9/13/2017	Traffic Logix Corp. Trailer for radar signs	\$	5,288.85
8123	10/10/2017	Turf Masters Landscaping Ltd. Turf expansion Rainbow Gully soccer field	\$	332,350.00
1027	9/30/2017	Vigilant Management Inc. Water Metering Project	\$	5,474.01
1029	9/30/2017	Vigilant Management Inc. Meadow Heights	\$	11,440.15
TOTAL CAPITAL ACCOUNTS:			\$	<u>1,038,994.34</u>
GRAND TOTAL:			\$	1,111,907.37

Town of Portugal Cove-St.Philips

BNK1 - BNS CURRENT ACCT

Cheques from 046082 to 046165 dated between 10/01/2017 and 10/13/2017

CHEQUE REGISTER

Printed: 9:19:10AM 10/13/2017

Page 1 of 5

Number	Issued	Amount	SC	Status	Status Date
046084	10/06/2017 CIBC Mellon Sept17 pension contr sept17	13,231.49 13,231.49	A/P	OUT-STD	10/06/2017
046085	10/06/2017 CIBC Mellon 3312-0000 CIBCM002 Pension Contr - Sept17 CIBC M	10,585.19 10,585.19	G/L	OUT-STD	10/06/2017
046086	10/06/2017 N.A.P.E. 3313-0000 N.A.P001 Union Dues - Sept17 N.A.P.E.	1,781.92 1,781.92	G/L	OUT-STD	10/06/2017
046087	10/06/2017 Department of Finance Sept17 Hapset Sept17	5,069.57 5,069.57	A/P	OUT-STD	10/06/2017
046088	10/06/2017 Department of Finance HAPSET Audit HAPSET audit assessment	2,273.06 2,273.06	A/P	OUT-STD	10/06/2017
046089	10/06/2017 Acklands - Grainger Inc. 9571500066 Fall arrest tripod recertification	328.90 328.90	A/P	OUT-STD	10/06/2017
046090	10/06/2017 ADT Security Services Canada Inc. 70844386 alarm charges-Oct-Dec 70848995 voiseys park bldg alarm oct-dec 70848996 rainbow gully canteen alarm charges Oct-dec 70848997 rec center alarm oct-dec 70848998 depot alarm charges oct-dec	709.85 158.53 137.83 137.83 137.83 137.83	A/P	OUT-STD	10/06/2017
046091	10/06/2017 Afonso Group 21054 Jetting of overflow pipe Beachy Cove lift sta	379.50 379.50	A/P	OUT-STD	10/06/2017
046092	10/06/2017 AGD Foodservice 2187500 pumpkins - family fall festival	207.85 207.85	A/P	OUT-STD	10/06/2017
046093	10/06/2017 Air Liquid Canada Inc. 67358988 Welding Rods, Gloves, Ground Clamp, 2 Re 67384561 cylinder lease 67436899 Unit #25 Excavator - box welding rods	890.70 235.19 500.02 155.49	A/P	OUT-STD	10/06/2017
046094	10/06/2017 Annex Publishing Book Division IN59188 fire prevention week supplies	278.99 278.99	A/P	OUT-STD	10/06/2017
046095	10/06/2017 Atlantic Cash & Carry 34701070979780 supplies for maggies place meeting 34701210971468 supplies for bill churchill tourmy 34702260970304 supplies for halloween & senior prom	662.79 60.26 74.54 527.99	A/P	OUT-STD	10/06/2017
046096	10/06/2017 Avalon Hydraulics Ltd. 3328752 install motors on sweeper unit #30	3,152.57 3,152.57	A/P	OUT-STD	10/06/2017
046097	10/06/2017 Big Erics Inc. 51694 Town Hall cleaning / inventory supplies 52726 garbage bags, javex	998.72 678.60 320.12	A/P	OUT-STD	10/06/2017
046098	10/06/2017 Bounty Print 105042547 ballots	2,249.38 2,249.38	A/P	OUT-STD	10/06/2017
046099	10/06/2017 Bren/Kir Industrial Supp Ltd. MP-00462347 6 pails of foam	621.00 621.00	A/P	OUT-STD	10/06/2017
046100	10/06/2017 Campbell Rent - Alls Ltd. 1004038 linen cloth rentals-seniors prom	172.50 172.50	A/P	OUT-STD	10/06/2017
046101	10/06/2017 Canadian Linen & Uniform Service 6500292784 mat rental	105.73 105.73	A/P	OUT-STD	10/06/2017
046102	10/06/2017 City of Mount Pearl 009510 cost shared-airbus-niagra-JL conf	266.36 266.36	A/P	OUT-STD	10/06/2017
046103	10/06/2017 Construction Signs	599.15	A/P	OUT-STD	10/06/2017

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of Portugal Cove-St.Philips
BNK1 - BNS CURRENT ACCT
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Number	Issued	Amount	SC	Status	Status Date
	34868 sign bases, brackets	599.15			
046104	10/06/2017 Corporate Express	229.95	A/P	OUT-STD	10/06/2017
	45531815 form holders-foyer	229.95			
046105	10/06/2017 Credit Information Services (NFLD) 2012 Ltd.	134.55	A/P	OUT-STD	10/06/2017
	091September17PB public record bulletin subscription	134.55			
046106	10/06/2017 Dwayne Abbott	491.18	A/P	OUT-STD	10/06/2017
	Aug21-25 mileage claim aug21-25	120.54			
	Aug28-Sep1 mileage claim - aug28-Sep1	122.18			
	Sep11-16 mileage claim sep11-16	86.10			
	Sep18-24 Mileage claim sep18-24	82.00			
	Sep5-10 mileage claim-Sep5-10	80.36			
046107	10/06/2017 East Coast Hydraulics	510.50	A/P	OUT-STD	10/06/2017
	0000038814 12 femaile hydraulic fittings	338.03			
	0000038822 3 tubs hydraulic oil -	172.47			
046108	10/06/2017 Ed Lundrigan	172.46	A/P	OUT-STD	10/06/2017
	REimb-neart NEART Training supplies	172.46			
046109	10/06/2017 Emco Supply	449.79	A/P	OUT-STD	10/06/2017
	12615469-00 Dye Tablets	119.03			
	15535684-00 fitting, piping, prv's, misc plumbing-ws mainl	330.76			
046110	10/06/2017 EnviroMed Detection Services	884.35	A/P	OUT-STD	10/06/2017
	30975 Annual gas detection repair and maintenanc	884.35			
046111	10/06/2017 Executive Coffee	127.84	A/P	OUT-STD	10/06/2017
	0000186564 coffee	127.84			
046112	10/06/2017 Fastenal Canada Company	177.46	A/P	OUT-STD	10/06/2017
	NFMOU173721 inventory supplies-depot/maint	103.16			
	NFMOU174329 nuts,bolts,sockets	58.77			
	NFMOU174336 Socket Set, Spout Pump Oiler, Cutting Fluid	15.53			
046113	10/06/2017 Frederick Hollett	1,437.50	A/P	OUT-STD	10/06/2017
	Sep24-30 fd consultations Sep24-30	1,437.50			
046114	10/06/2017 GFL Environmental Inc.	656.21	A/P	OUT-STD	10/06/2017
	E60000037772 dump/replace garb bin	656.21			
046115	10/06/2017 Grand Concourse Authority	4,332.70	A/P	OUT-STD	10/06/2017
	17091 Bill Churchill memorial panel	4,332.70			
046116	10/06/2017 Harvey & Company Limited	570.63	A/P	OUT-STD	10/06/2017
	1041737 Door hinges for Unit #38	570.63			
046117	10/06/2017 Hickman Chrysler	4.19	A/P	OUT-STD	10/06/2017
	51851C Dodge ram pickup 2011 - tail light gromets	4.19			
046118	10/06/2017 Hiscock Rentals & Sales	344.07	A/P	OUT-STD	10/06/2017
	01-545563-02 CHAIN SAWS - OIL, BARS, CLUTCH ASSE	242.34			
	01-546110-01 Chainsaw oil pump (Roads)	101.73			
046119	10/06/2017 Hogan Design	1,500.00	A/P	OUT-STD	10/06/2017
	Hg1701 design/consultation-propsed new reception/	1,500.00			
046120	10/06/2017 Irving Oil Limited	1,833.74	A/P	OUT-STD	10/06/2017
	38426 Gas	1,833.74			
046121	10/06/2017 Jackie Tucker	1,465.00	A/P	OUT-STD	10/06/2017
	Aug-Sep cleaning - aug, sept	1,465.00*			
046122	10/06/2017 JW Consulting Associates	1,437.50	A/P	OUT-STD	10/06/2017
	17-026 facilitation of orientation session - council/st.	1,437.50			
046123	10/06/2017 Kent Building Supplies	157.51	A/P	OUT-STD	10/06/2017

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Number	Issued		Amount	SC	Status	Status Date
	15321699	Small hand tools for facilities for parks	116.75			
	15336072	peice of board-FD	14.55			
	15337672	paint-fire hall	26.21			
046124	10/06/2017	Krista Holden	300.00	A/P	OUT-STD	10/06/2017
	Sept17	adult fitness class Aept17	300.00			
046125	10/06/2017	Mandy Young	129.65	A/P	OUT-STD	10/06/2017
	reimb-neart	NEART Training supplies	129.65			
046126	10/06/2017	McLoughlan Supplies Ltd.	449.20	A/P	OUT-STD	10/06/2017
	1017743	light bulbs for depot exterior	60.96			
	1018272	LED Light for Town Hall	339.25			
	1018358	LED Light for Town Hall	21.39			
	1018551	Exit light bulbs for Buildings	27.60			
046127	10/06/2017	Megan Smith	200.00	A/P	OUT-STD	10/06/2017
	RIC	travel allowance - RIC Sep23-24	200.00			
046128	10/06/2017	Modern Business Equipment	93.44	A/P	OUT-STD	10/06/2017
	AR383353	copier maint	93.44			
046129	10/06/2017	Mr. Electric	808.48	A/P	OUT-STD	10/06/2017
	206911315	Diagnostic plus repairs to Town Hall	808.48			
046130	10/06/2017	Mr. Rooter Plumbing	455.40	A/P	OUT-STD	10/06/2017
	206983895	Washroom repairs in hut	455.40			
046131	10/06/2017	Newfoundland Distributors Ltd.	180.14	A/P	OUT-STD	10/06/2017
	30255586	4 12" cut-off blades for steel, 150 bolts, nuts	92.92			
	30256568	1 1/4 in concrete bit	87.22			
046132	10/06/2017	Newfound Disposal Systems Ltd.	52.92	A/P	OUT-STD	10/06/2017
	0000520722	paper recycling	52.92			
046133	10/06/2017	Nick Miller	250.92	A/P	OUT-STD	10/06/2017
	MileageAug21-Sep24	mileage claim - aug21-Sep24	250.92			
046134	10/06/2017	North Atlantic Supplies Inc.	647.45	A/P	OUT-STD	10/06/2017
	53216	Earplugs	34.50			
	53307	Work Gloves, rain suite (Craig replacement)	612.95			
046135	10/06/2017	Nortrax	1,304.52	A/P	OUT-STD	10/06/2017
	819029	yellow spr - rd maint	31.86			
	827540	Unit #22 - license plate ID light, cab rocker s	115.45			
	830634	624J loader - air filter	84.72			
	831464	Unit #30 Headlight	105.60			
	832041	Unit #30 - 624K 2 signal lights	105.46			
	832044	Unit #22 - muffler, clamps, nuts	861.43			
046136	10/06/2017	Orkin Canada Corporation	354.21	A/P	OUT-STD	10/06/2017
	IN-7980564	pest control-depot	77.05			
	IN-7980568	pest control-rec center	79.93			
	IN-7980570	pest control-rainbow gully	41.98			
	IN-7980604	pest control-generator shed	96.60			
	IN-7980677	pest control-voiseys	58.65			
046137	10/06/2017	Overhead Door Company	754.75	A/P	OUT-STD	10/06/2017
	56948	repairs to overhead door-FD	754.75			
046138	10/06/2017	Parts for Trucks	589.79	A/P	OUT-STD	10/06/2017
	40394236-00	20 jugs DEF fluid	310.50			
	40394572-00	Creeper for garage	237.41			
	40398126-00	2 bottles truck wash	41.88			

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046139	10/06/2017	Pat Burton	1,290.00	A/P	OUT-STD	10/06/2017
	20	senior prom meals	1,290.00			
046140	10/06/2017	PCSP Lion's Club	1,000.00	A/P	OUT-STD	10/06/2017
	Election17	meals for election staff	1,000.00			
046141	10/06/2017	Princess Auto Ltd.	189.66	A/P	OUT-STD	10/06/2017
	674996	2 deck brooms ; 2 hose nozzles	67.81			
	675480	4 Anchor rings, set of torque extensions	121.85			
	675829	refund- measuring wheel	-45.99			
	675830	measuring wheel	45.99			
046142	10/06/2017	Protek Industries	869.40	A/P	OUT-STD	10/06/2017
	20339	56 bags coldpatch	869.40			
046143	10/06/2017	Pyramid Construction	2,415.00	A/P	OUT-STD	10/06/2017
	claim#2Newbury	claim#2 newbury street walkway	2,415.00			
046144	10/06/2017	Richard Murphy	661.25	A/P	OUT-STD	10/06/2017
	Sep25-Oct1	FD consulting Sep25-Oct1	661.25			
046145	10/06/2017	Rona	46.12	A/P	OUT-STD	10/06/2017
	2887812	FASCIA FOR DEPOT, CAN LUBE, DOOR I	46.12			
046146	10/06/2017	SaltWire Network Inc.	433.32	A/P	OUT-STD	10/06/2017
	TM00004498	tender ad-snow removal - sidewalks	433.32			
046147	10/06/2017	SME	460.00	A/P	OUT-STD	10/06/2017
	44163	storage container rental	460.00			
046148	10/06/2017	Steelfab Industries Ltd.	1,174.28	A/P	OUT-STD	10/06/2017
	0000133645	Steel plate to repair bucket on Unit #25	816.36			
	0000133674	Excavator Unit #25 - steel for bucket	357.92			
046149	10/06/2017	Telelink Call Centre	338.30	A/P	OUT-STD	10/06/2017
	C9139-1710	phone answering system	338.30			
046150	10/06/2017	Telus Going Mobile Wireless	379.50	A/P	OUT-STD	10/06/2017
	FRESHIN42354	phones-763-5694,763-5708	379.50			
046151	10/06/2017	Tina Scott	200.00	A/P	OUT-STD	10/06/2017
	RIC	travel allowance-RIC Sep23-24	200.00			
046152	10/06/2017	Traction	389.96	A/P	OUT-STD	10/06/2017
	506591629	Service valve - unit #35	194.98			
	506592891	Unit #38 - brake valve	194.98			
046153	10/06/2017	Triware Technologies Inc.	133.40	A/P	OUT-STD	10/06/2017
	180267	battery pack	189.75			
	5254	for invoice 178085	-56.35			
046154	10/06/2017	Tulk Tire & Service Ltd.	517.50	A/P	OUT-STD	10/06/2017
	28715	tow depot to royal garage	517.50			
046155	10/06/2017	Valero Energy Inc.	977.47	A/P	OUT-STD	10/06/2017
	4111502508	diesel	977.47			
046156	10/06/2017	Windco Enterprises	125.29	A/P	OUT-STD	10/06/2017
	20171646	flag	79.35			
	20171648	flag	45.94			
046157	10/06/2017	Xylem Canada Compnay	224.25	A/P	OUT-STD	10/06/2017
	3558284158	Waste sludge pump repairs, train 1 PC Plan	224.25			
046158	10/06/2017	City of St. John's	30,902.02	A/P	OUT-STD	10/06/2017
	RW 201709-4	water consumption - Sept	30,902.02			
046159	10/06/2017	Farrell's Excavating Ltd.	43,884.73	A/P	OUT-STD	10/06/2017
	3-Nearys Pond rd	pymt#3 Nearys Pond Rd	43,884.73			

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Number	Issued	Amount	SC	Status	Status Date
046160	10/06/2017 Grand Concourse Authority	128,400.79	A/P	OUT-STD	10/06/2017
	17090 softball field lighting claim#2	128,400.79			
046161	10/06/2017 Modern Paving Ltd.	171,894.85	A/P	OUT-STD	10/06/2017
	claim#3Sidewalks Claim#3 thor/dogberry sidewalks	159,445.67			
	Claim#4 Sidewalks Claim#4 thor rd/dogerrby hill sidewalks	12,449.18			
046162	10/06/2017 Municipal Assessment Agency	30,387.00	A/P	OUT-STD	10/06/2017
	99307 fourth quarter assessment fees	30,387.00			
046163	10/06/2017 Pyramid Construction	57,721.94	A/P	OUT-STD	10/06/2017
	claim#2PCSidewalks Claim#2 portugal Cove Rd side walks	57,721.94			
046164	10/06/2017 Traffic Logix	5,288.85	A/P	OUT-STD	10/06/2017
	I-23103 trailer for radar signs	5,288.85			
Cheque Totals Issued:		548,358.10			
Void:		0.00			
Total Cheques Generated:		548,358.10			
Total # of Cheques Listed:		81			

* - Partial payment was made on Invoice

** - Name on Check was modified



Item #3

Government of Newfoundland and Labrador
Department of Municipal Affairs and Environment
Office of the Minister

OCT 10 2017

COR/2017/03915

Mayor Carol McDonald
Town of Portugal Cove-St. Philips
1119 Thorburn Road
Portugal Cove - St. Philip's, NL A1M 1T6

TOWN OF PORTUGAL COVE-ST-PHILIPS

Dear Mayor McDonald:

OCT 16 2017

Re: **Clean Water and Wastewater Fund**
Project No. 17-CWWF-18-00003
Water & Sewer – Drover Heights

RECEIVED 

The joint Federal/Provincial press release dated July 7, 2016 announced \$140 million in project funding under the Clean Water and Wastewater Fund. I am pleased to advise you that the Federal and Provincial Governments have approved funding in support of the above project. The cost sharing for this project is outlined below, and on the condition that Council is willing and able to meet its share of the costs.

The cost sharing for this project is as follows.

Total Project Cost	Cost Less GST/PST Rebate	Maximum Federal Contribution	Maximum Provincial Contribution	Ultimate Recipient Contribution
\$763,504	\$692,372	\$151,305	\$60,523	\$480,544

The Provincial and Federal contributions will be advanced on a cash basis as costs are incurred, as noted in the guidelines. **Ultimate Recipients should note that Gas Tax funding is not to be used to fund the municipal/local service district share of this project.**

The Clean Water and Wastewater Fund guidelines attached, require the receipt of a signed Capital Works Agreement within 60 days of the date of this letter, however it would be appreciated if the municipality would acknowledge acceptance or rejection of this funding within two weeks. This will ensure that funding no longer required, can be reallocated early in the construction season.

This funding has been approved subject to a number of requirements. These requirements in the form of the attached guidelines, (Appendix "B" of the Agreement), apply to both the municipality and its consultant. Please ensure that these guidelines are followed.

As a condition of project approval, Clean Water and Wastewater Fund projects require proof of incrementality. *“Project Incrementality” means a project that would not otherwise have been undertaken in 2016/17 or 2017/18 and/or a Project that would not have been undertaken without federal funding.* In order to satisfy this federal requirement, ultimate recipients are required to provide a resolution of Council indicating that the above project would not have been undertaken in 2016/17 or 2017/18 without federal funding. This resolution should be appended to the Ultimate Recipient agreement.

Council and its consultant should also pay particular attention to the items which outline the Department’s project delivery timeline policy. This policy has been developed to ensure that capital works projects are implemented in an efficient and effective manner to achieve the maximum benefits for municipalities. As outlined in Appendix “D” attached, eligible expenditures cover costs incurred between April 1, 2016 and March 31, 2018. Council must ensure that the project is completed and all claims for reimbursement of the Federal and Provincial shares are submitted by March 31, 2018.

Council and its Consultant should also be aware that prior to the commencement of any work related to the project, an initial project meeting must be arranged with the Department’s Eastern Regional Office. Arrangements for this meeting can be made by contacting Mr. Inayat Rehman, Regional Engineer at 729-5337. In addition to the initial project meeting, Council’s consultant must have a signed Prime Consultant Agreement in place prior to the commencement of any work.

Ultimate Recipients are required to use all tax rebates as part of the project funding. Council will be required to finance on an interim basis the GST/PST rebate in order to pay final project costs on a timely basis. All interest related to this interim financing of the GST/PST rebate will be the responsibility of Council and, if required, you must have an approval to borrow for the GST/PST rebate at the time of tendering.

In anticipation of Council’s acceptance of this funding, enclosed please find in duplicate an Agreement between the Department of Municipal Affairs and the Town of Portugal Cove-St. Philips, with respect to this project. Upon reviewing the Agreement, please arrange to have the two copies signed by the Mayor and Clerk, witnessed, and affixed with the seal of the Town. Council is also requested to provide the date whereby the Mayor and Clerk were authorized by a resolution in the Minute of Council to enter into this Agreement on behalf of Council. A copy of the Minute of Council is to be attached to each Agreement, and marked as Appendix “A”. These documents are to be returned to my office, whereby they will be

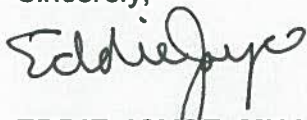
signed, witnessed, and affixed with the seal of the Department. A signed copy will be forwarded to Council for its records.

Please advise my office of your choice for a prime consultant for this project. You may note that this is an opportunity for a proposal call for prime consultant services. The benefits of a proposal call include not only the elements of comparison among firms, but also the ability to avail of a range of expertise that may be best suited to this project. Of course, a Request for Proposals (RFP) provides evaluation criteria that include cost as a factor. If you choose to proceed with an RFP, staff from the Eastern Regional Office of this Department will be available to assist you in preparing the Terms of Reference.

Should you have any other questions regarding the above, please contact Mr. Inayat Rehman, Regional Engineer for the Eastern Region, telephone number 729-5337.

Thank you for your co-operation.

Sincerely,



EDDIE JOYCE, MHA
District of Humber-Bay of Islands
Minister of Municipal Affairs and Environment

/jl

Enc.

cc: Mr. Nick Whalen, MP
Mr. David Brazil, MHA
Ms. H. Tizzard, ADM
Mr. I. Duffett, Director
Ms. L. Evoy, Regional Manager
Mr. I. Rehman, P. Eng., Regional Engineer
Mr. H. Khan, P. Eng.
Ms. E Shea
Mr. J. O'Leary
Mr. D. Hickey
Mr. T. Matthews

October 6, 2017

Dear Mayor/Councillors:

In September I wrote and outlined the Eastern Regional Service Board's (ERSB) intention to commence elections for its Board of Directors immediately following the municipal election. This letter and the attached information package outlines the process and next steps in this regard.

The ERSB is comprised of twenty (20) members from municipalities or local service districts throughout the Eastern Region in accordance with Section 6 of the *Regional Service Board Act, 2012*.

For some municipalities, including St. John's, Mount Pearl, Paradise and Conception Bay South, councils appoint their representative. Your community, however, must participate in a nomination and election process whereas your representative on the Board represents multiple communities.

In those areas where a potential Board member will represent multiple communities, we are now calling for nominations and will hold an election for that position amongst those communities in the area. These areas are known as Sub-Regions/Wards and are explained in detail in the attached information package.

Your community may now nominate an individual (if you choose) from your municipality or local service district committee to stand for election in your Sub-Region/Ward for the ERSB. Nominations are due by Tuesday, October 31, 2017 at 4:30 p.m.

When nominations close on October 31, the names of approved candidates who will stand for election will be posted on the ERSB website (www.easternregionalserviceboard.com) and the voting process will then commence. The voting process is also outlined in detail in the attached information package.

If you would like additional information regarding this Board election process, please contact our Board Clerk/Outreach Coordinator, Mr. Bradley Power, at 709-579-8889 (office) or 709-697-2633 (cell). You can also e-mail Mr. Power at bpower@ersbnl.ca.

We look forward to your response, and thank you in advance.

Sincerely,



ED GRANT
Chairperson

TOWN OF PORTUGAL-COVE-ST-PHILIPS

OCT 12 2017

RECEIVED

Circular

To: All Municipalities

Re: 2017 Premier's Forum on Local Government

Date: October 13, 2017

The second annual Premier's Forum on Local Government has been scheduled for Wednesday, November 1st, 2017 at the Greenwood Inn and Suites in Corner Brook.

The commitment to host an annual Forum was made in the Government of Newfoundland and Labrador's "A Stronger Tomorrow, Our Five Point Plan" document, and reiterated in the Premier's mandate letter to the Minister of Municipal Affairs and Environment.

At the 2016 Forum municipal leaders clearly communicated their concerns with the long-term sustainability of local governments, and called on government to explore a possible new regional government structure. In response, the provincial government is currently conducting extensive public consultations on regional government.

Building on this momentum, the topic of the second annual Premier's Forum on Local Government is regional government. The Forum will provide an opportunity for delegates to dig deeper into issues emerging from ongoing consultations relating to regional service sharing and possible governance models.

This circular is intended to provide information on the upcoming Forum.

If you have any questions about the Premier's Forum on Local Government, please contact Kim MacPherson at 729-5017 or kimmacpherson@gov.nl.ca

Who will be attending?

61 delegates have been invited to participate in the 2017 Premier's Forum. The delegates come from five groups:

1. **The Municipalities of Newfoundland and Labrador (MNL) Board of Directors:** As in 2016, the MNL Board of Directors will attend this event as they represent municipalities from across the province through regional representation.
2. **Professional Municipal Administrators (PMA) Membership:** For the first time, 10 PMA members have been selected to attend the Premier's Forum on Local Government. PMA has self-selected the 10 delegates in attendance.
3. **Combined Councils of Labrador (CCL):** The CCL, as in 2016, will receive one seat at the Premier's Forum.

4. **Three Cities:** Each of the three cities (St. John's, Mount Pearl and Corner Brook) has been invited to send a delegate.
5. **Additional Regional Delegates:** Delegates from 37 municipalities will be randomly selected to attend the forum.

How will the additional regional delegates be selected?

A random number generator was used to generate the regional delegate selections. The regional delegates were selected from each of the six MNL regions. The number of delegates per region was determined in proportion to the region's population. (Avalon- 9, Eastern- 6, Central- 11, Western- 6, Northern- 2 and Labrador- 3).

Selected municipalities have been asked to self-identify a member of their council to attend the Premier's Forum on behalf of their town. Municipalities have been given until October 25th, 2017 to accept or decline this invitation, and provide the name of their representative. If a municipality does not wish to send a delegate or misses this deadline, another municipality will be randomly selected.

A full list of delegates will be circulated to all municipalities in a second circular upon confirmation from councils.

How can our municipality get involved if we are not selected to attend the Premier's Forum?

The Premier's Forum is scheduled the day before MNL's Annual Convention in Corner Brook. Therefore, a session will be scheduled at the Convention in order to inform and engage those not attending the forum.

Additionally, public consultations on regional government are ongoing until November 17th, 2017. If your council or residents of your community have not yet participated in these consultations, the Department encourages you to visit www.engageNL.ca to learn more.

Premier's Forum on Local Government



Monday, October 16, 2017

2017 Premier's Forum on Local Government

Town of Portugal Cove-St. Philip's

The 2017 Premier's Forum on Local Government will be held on Wednesday, November 1st, 2017 at the Greenwood Inn & Suites in Corner Brook, NL from 2:00 pm to 6:00 pm.

This year's participants are being selected through a random draw process of municipalities from each of the 6 MNL regions by the Department of Municipal Affairs and Environment.

We are pleased to advise that your municipality has been chosen to select and send one council member to be a representative for the **Avalon region**.

You must select your representative and send their name to Christine Carter at the MNL Office no later than close of business on Wednesday, October 23rd. If your municipality is not interested in sending a participant to represent the region, please advise as soon as possible so another municipality may be chosen.

All participants will be contacted by the Department of Municipal Affairs and Environment to prepare them for the event and to discuss other details.

Congratulations, and we look forward to hearing back from your municipality by close of business on Wednesday, October 23rd.

Christine Carter
ccarter@municipalnl.ca
709-753-6820

From: Communication Cape Breton Partnership [<mailto:communications@capebretonpartnership.com>]
Sent: Monday, October 16, 2017 12:43 PM
To: Communication Cape Breton Partnership
Subject: You Are Invited - Atlantic Cannabis Forum

We hope you will consider joining us for this exciting event.



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Other Reports



Committee of the Whole
October 16-20, 2017

1. Vigilant Management

On October 16, 2017, Vigilant Management provided Council and staff an over view of their services and a project lifecycle. Also included was a list of current and completed projects.

2. Tract Management

On October 19, 2017, Tract Management provided Council and staff an over view of their company and products. An overview of Maggies Place development plan and the current status was provided. A discussion regarding the Town Depot ensued.

3. Privileged meeting of Council

Follow the Tract Management meeting a privileged meeting of Council was held.

In accordance with Section 210(5) of the Municipalities Act, Council reviewed the disclosure statements recently submitted to the clerk.

4. G.A. Isenor Consulting

On October 20th, 2017, an overview of the Water and Wastewater Metering Study was provided.

1. Maggie's Place as presented by Deputy Mayor Laham

MOTION: Committee recommends that any work on the town owned land at Maggie's place is to immediately stop until such time that there is a full assessment and or review into the justification of relocating the town depot to this site. This review is to include all the applicable studies, concepts and or options relating to the Town depot requirements for the future of the Town. This stop work motion does not apply to the zoning amendments that are in progress for adjacent lands at Maggie's Place.

1. Water Metering as presented by Councillor Harding

MOTION: Committee recommends Council immediately halt the residential water meter project and to petition both levels of govt to allow any funds allotted for the purchase and installation of residential water meters to be diverted to repairs to the drinking water distribution infrastructure and continued implementation of zone metering



CORRESPONDENCE

Council Correspondence for October 10-20, 2017

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
October 10, 2017	LW Consulting	Councillor Orientation session	Mayor
October 12, 2017	Eastern Regional Service Board	Board Election Process Information package	AF Cmte
October 12, 2017	Communities in Bloom	2017 Gardens of Remembrance Program	RC Cmte
October 13, 2017	Dept. of Municipal Affairs	Circular - 2017 Premier's Forum on Local Government	AF Cmte
October 13, 2017	Heritage Foundation	Adapting Heritage registration deadline extended to October 16th	Sent to Council and Staff
October 13, 2017	PCSP Hiking and Walking Club	Introduction to the Club and concerns regarding trails	EDMCT Cmte
October 16, 2017	MNL	Invitation: 2017 Premier's Forum	AF Cmte
October 16, 2017	Cape Breton Partnership	Invitation: Atlantic Cannabis Forum	AF Cmte
October 17, 2017	Northeast Avalon ACAP	Introduction Letter	EDMCT Cmte
October 17, 2017	HOA - Official Opposition Office	Letter of Congratulations from Paul Davis, MHA	Sent to Council
October 17, 2017	Department of Municipal Affairs and Environment	Approval Letter – Clean Water and Wastewater Fund	AF Cmte
October 18, 2017	Western Gully Residents	Proposed development backing on Western Gully and Nearys	-to go to PD Cmte
October 18, 2017	Service NL	BizPal Partnership Info	-to go to EDMCT Cmte
October 19, 2017	Dept of Municipal Affairs	Circular - 2018-19 Municipal Infrastructure Application	-to go to AF Cmte
October 20, 2017	Dept of Municipal Affairs	Federal Gas Tax Program	-to go to AF Cmte



NEW/GENERAL/ UNFINISHED BUSINESS

New Business

Retention of Election Ballot Boxes

- as presented by the Chairman of the Administration and Finance committee:

As there is no Court action brought forth, it is recommend that the election documents are destroyed as per section 59 of the *Municipal Elections Act*, , which states the ballot boxes shall be unsealed and the ballots and other associated material shall be destroyed as authorized by the returning officer.



AGENDA ITEMS/ NOTICE OF MOTIONS



Tabled items

**ECONOMIC DEVELOPMENT,
MARKETING,
COMMUNICATIONS
AND TOURISM**

Macroinvertebrate Assessment of Beachy Cove Brook



To: The Town of Portugal Cove-St. Philip's (PCSP)

Subject: Determination of macroinvertebrate distribution in Beachy Cove Brook related to water quality.

Prepared by: Srabani Saha, Graduate student, Chapman Entomology research Lab, Memorial University of Newfoundland.

Date: October 02, 2017

Acknowledgements

This work is funded by Portugal Cove - St Phillip's Town council. We thank Julie Pomeroy and Dick Whitaker, from the Portugal Cove - St Phillip's Town council for their support during this work.

Materials including microscopes, laboratory facilities, and field equipment used in this work was offered without cost from the Chapman Entomology Research Lab; Memorial University of Newfoundland, St John's. I thank Dr. Tom Chapman for also providing moral support during this work, but I am particularly grateful to Andrew Chaulk and Kate Carson (former graduate students of the Chapman Lab) for their assistance in collecting the critters of Beachy Cove Brook.

This study could not have been possible without the initiation and coordination of Rex Porter, retired biologist of the DFO Science Branch.

Fritz Pitchardo, a graduate student at Memorial University, provided significant scientific support and advice during this work.

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1. Background

The Beachy Cove Brook System runs through in the Town of Portugal Cove-St. Philip's in Newfoundland and Labrador which enters the Atlantic Ocean on the east side of the Conception Bay. The main stream along with its tributaries extends from Beachy Cove to Olivers Pond and other branch of the stream spans across three other ponds: Hughs Ponds, Mitchells Pond and Hogans Pond. Beachy Cove Brook has stream habitat suitable for populations of Brook trout, Brown trout and Rainbow trout, as confirmed by a fish habitat survey conducted in 2016 by the town of Portugal Cove-St. Philip's (PCSP) in partnership with the Conservation Corps of Newfoundland and Labrador. However, fish populations in Beachy Cove Brook are potentially vulnerable to human activity, which is already affecting the quality of fish habitat in this area. The 2016 survey recommends efforts be made to enhance the quality of the stream habitat for trout production.

The focus of this study is to determine the distribution of invertebrates in the Beachy Cove Brook system, and some parts of Millers Pond system and to further investigate if there is any indication of the pollution as may be indicated by the species composition of the stream invertebrates.

The condition of a stream can usually be determined by the presence or absence of certain stream invertebrates. These stream invertebrates are called indicator species. Certain stream insects differ in their sensitivity to water pollution—species found in polluted streams are pollution-tolerant, whereas the species found in healthy streams includes a variety of pollution-sensitive organisms. Determining stream water quality using the presence and absence of indicator insect species is called a bioassessment. Ecologists often use Ephemeroptera (mayflies), Plecoptera (stoneflies), and Trichoptera (caddisflies) as indicator groups. These insects are commonly found in streams, and are sensitive to the presence of pollutants or changes in stream quality.

The aim of this current study is to determine the distribution of invertebrates in the Beachy Cove Brook system, and to investigate if the species composition indicates elevated levels of enrichment or pollution.

2. Methods

2.1 Sample site

Eight different locations including Broad Cove Brook as a reference site (Table 2) were selected in the Beachy Cove Brook system with the help of Rex Porter. Two sites were also selected from the Millers Pond System.

Collection of invertebrates was carried out over two days July 15, 2017 and July 16, 2017.

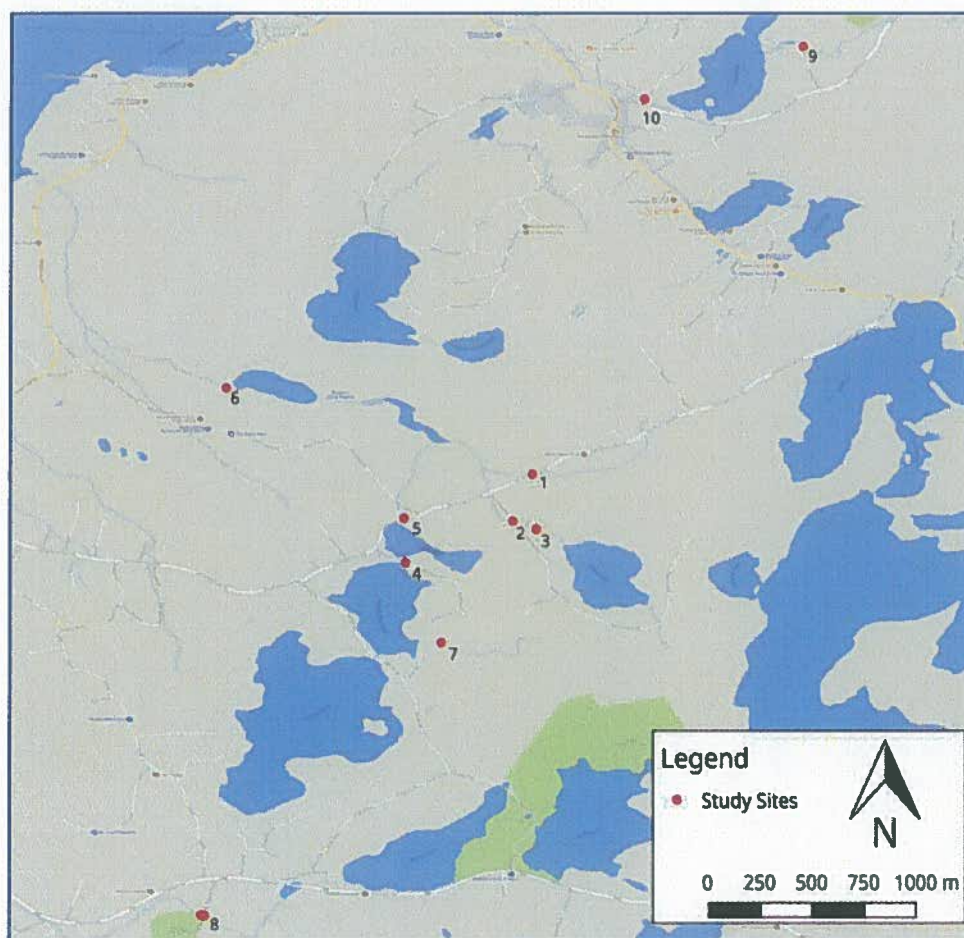


Figure 1. Study Sites

2.2 Sample Collection

A GPS unit was used to define sampling locations. Before sampling began at a site location a description of the area, GPS coordinates, the length, width, depth and velocity of the stream were recorded on a field data sheet, which is summarized in table 2. In each creek 10m length was selected and measured with a measuring tape. We also estimated the distance from bank to bank at a transect that represent the width. Due to the variable widths of a stream location, width were determined by averaging three width measurements or estimates (estimates were made when direct measurement was physically not possible). The depth was also measured three times, averaged and recorded. Stream invertebrates were collected with a D-frame net (D-shaped metal frame holding a mesh bag of 400 mm mesh size) following USEPA Rapid Bioassessment Protocols for use in Streams and Rivers (USEPA 1999). Ten sweeps per ten meters were made for each location. Each sweep was involving a 1-meter-long pull through the water beginning from the downstream and proceeds towards upstream. Two or three kicks are sampled periodically at various velocities when needed. A kick is when you position the net on the streambed and then disturb the substrate of the stream with your foot upstream of the net. The layer of gravel was dislodged and the underlying rock was scraped as well when needed. Contents of D-nets were washed 3 to 4 times by running clean stream water through the net. Large debris in the net was rinsed and inspected for organisms. An additional 15 to 20 minutes at a location was spent turning over bigger rocks (those that could not fit in a D-net) and picked through smaller particles to also examine for invertebrates. After larger debris was removed the contents of the D-net was emptied into a white plastic tray; further debris was removed and the remaining content was transferred into a plastic jar filled with 70% alcohol. A proper label (alcohol-proof pen on waterproof paper) describing the sample identification code, date, site location and collector name was placed into each sample container. The outside was also labelled including the same information using a waterproof felt pen. Records of sampling sites, times, and other observations was kept in a waterproof field notebook.

2.3 Sample Processing

Samples were brought back to the Entomology Lab at Memorial University (room SN4113). Taxa were identified to family level under a Leica MZ95 microscope. In the original RBP II

(Rapid Bioassessment Protocols) family levels of identification were suggested that provides a higher degree of precision among samples and taxonomists. After identification, labels with specific taxon name are added to the vials of the specimens. Vials are stored as a reference collection. It is important to check alcohol level in these vials periodically and replenish as needed before alcohol loss from the specimen vials. Each taxon was photographed using a Leica DFC420 917 digital camera mounted on a Leica MZ95 compound microscope. Each identified taxon was verified by entomologist Dr. Tom Chapman at the Memorial University of Newfoundland.

2.4 Data Management and Assessment

The specimens were enumerated and final data was entered into a Microsoft Excel database. The taxa were condensed to family level and run through the Family Biotic Index following Hilsenhoff 1988. In a study by Resh and Jackson (1993), two community indices Margalef's and Hilsenhoff's family biotic index was found most effective measures among the 20 benthic metrics used in 30 different assessment protocols in California. Hilsenhoff's Family Biotic Index was used for this project.

2.5 Family Biotic Index (FBI)

The FBI is a tool used to identify and classify water pollution problems. The FBI associates anthropogenic influences in stream water. It usually runs on a scale from 0.00-10.00, with the lowest range indicating an excellent habitat with no organic pollution and highest being very poor water quality with severe organic pollution. It is better to develop a FBI database for different regions of the country, but no such database was available for the Avalon Peninsula.

Table 1. Water quality thresholds for FBI values (Hilsenhoff 1988).

Family Biotic Index Value	Water Quality	Degree of organic pollution
0.00 – 3.75	Excellent	Organic pollution unlikely
3.76 – 4.25	Very Good	Possible slight organic pollution
4.26 – 5.00	Good	Some organic pollution probable
5.01 – 5.75	Fair	Fairly substantial pollution likely
5.76 – 6.50	Fairly Poor	Substantial pollution likely
6.51 – 7.25	Poor	Very substantial pollution likely
7.26 – 10.00	Very Poor	Severe organic pollution likely

3. Results and Discussion

The site name, location, GPS coordinates, selected length, estimated average width, depth and velocity were recorded in Table 2.

Overall 819 individuals were recorded for this project (Appendix 2).

Table 2. Site name and their location, GPS coordinates, selected length, average width, depth and velocity of ten sites of Beachy Cove Brook and Millers Pond Road.

Site name	Site location	GPS coordinates	Selected Length (m)	Estimated Avg. Width (m)	Estimated Avg. Depth (cm)	Velocity (ms ⁻¹)
Site 1	Tributary of Olivers Pond Downstream of Old Broad Cove road	N 47.59899 ⁰ W 052.83810 ⁰	10	1.28	10	Pool
Site 2	Olivers Pond Brook off Olivers Pond Road	N 47.59594 ⁰ W 052.83975 ⁰	10	1.67	17.33	0.33
Site 3	Olivers Pond Brook near Peggy Deane Drive	N 47.59534 ⁰ W 052.83832 ⁰	10	2.40	16.20	0.26
Site 4	Between Mitchells Pond and Hughs Pond	N 47.59339 ⁰ W 052.84695 ⁰	10	2.70	14.33	0.22
Site 5	Downstream from Old Broad Cove road	N 47.59611 ⁰ W 052.84702 ⁰	10	2.55	31.67	0.27
Site 6	Downstream from Beachy Cove Pond	N 47.60458 ⁰ W 052.85704 ⁰	10	3.50	25.75	0.54
Site 7	Downstream from Smiths Lane	N 47.58830 ⁰ W 052.84444 ⁰	10	1.38	10.25	0.33
Site 8	Broad Cove Brook upstream of culvert, Rainbow Gully Road	N 47.571745 ⁰ W 52.859272 ⁰	10	3.87	20.33	0.53

Site 8	Downstream of culvert Rainbow Gully Road	N 47.571751 ⁰ W 52.859342 ⁰	10	4.27	17.00	0.48
Site 9	Voiseys Brook, upstream from Millers Pond	N 47.625290 ⁰ W 52.821625 ⁰	10	2.20	16.33	0.33
Site 10	Millers Pond Brook downstream of Millers Pond	N 47.621967 ⁰ W 52.831436 ⁰	10	2.57	32.00	0.41

Table 3. The table shows site name, their Family Biotic Index, water quality and degree of organic pollution.

Site name	Family Biotic Index	Water Quality	Degree of Organic Pollution
Site 1	7.29	Very Poor	Severe organic pollution likely
Site 2	6.95	Poor	Very substantial pollution likely
Site 3	4.54	Good	Some organic pollution probable
Site 4	4.08	Very good	Possible slight organic pollution
Site 5	5.53	Fair	Fairly substantial pollution likely
Site 6	3.36	Excellent	Organic pollution unlikely
Site 7	6.10	Fairly poor	Substantial pollution likely
Site 8 (East Side)	0.89	Excellent	Organic pollution unlikely
Site 9	4.36	Good	Some organic pollution probable
Site 10	3.65	Excellent	Organic pollution unlikely

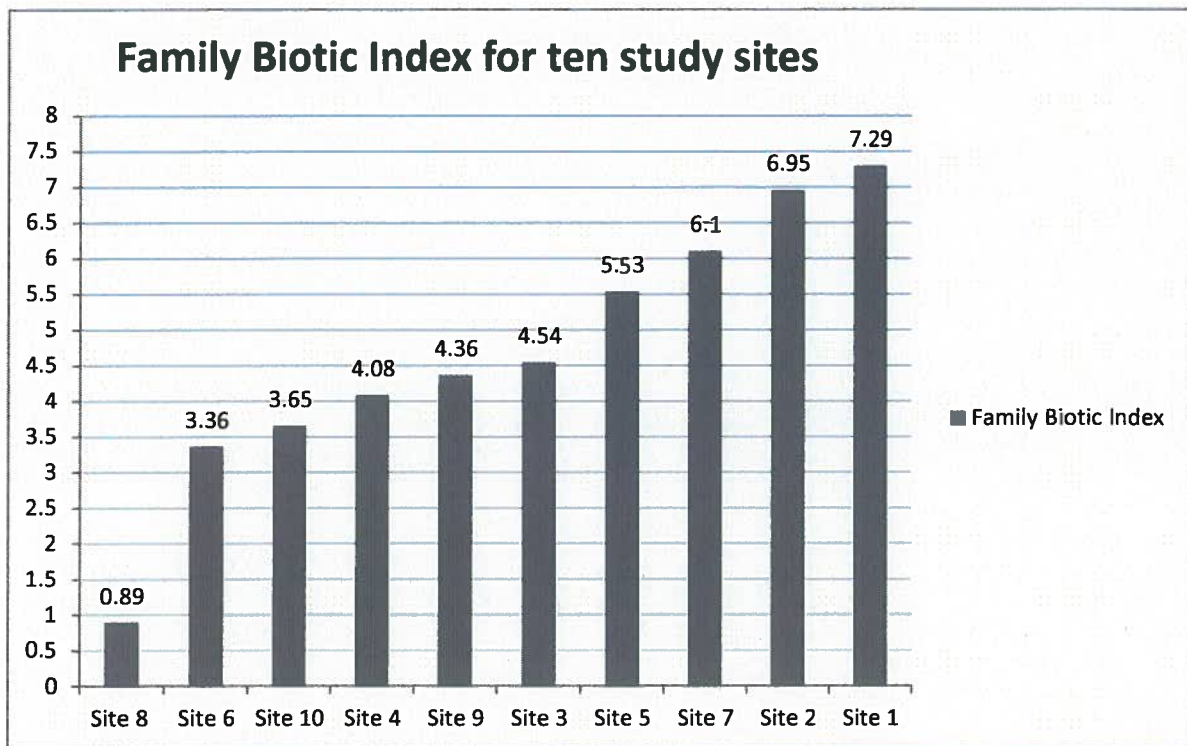


Figure 2. Family biotic Index (FBI) for ten study sites in Beachy Cove system and Millers Pond system ranked in order from lowest to highest FBI. As the FBI score increases the presence of organic pollution is likely to have increased.

Table. 4. Chemical analysis results of Beachy Cove system and Millers Pond system taken from the chemical analysis report done by Green Team.

Sites	Phosphate range (Mean)	Nitrates range (Mean)	Dissolve oxygen (Mg/L)	PH range (Mean)
Site1	0 – 1 (0.33)	0.308 - 1.408 (0.723)	7.0	5.2-5.8 (5.5)
Site 2	0 – 2 (1)	0.616 - 1.848 (0.961)	6.7	5.2-5.9 (5.5)
Site 3	-	-	-	-
Site 4	0 – 2 (1.25)	0.000 - 0.704 (0.343)	7.1	4.8-5.6 (5.3)
Site 5	0 – 1 (0.75)	0.132 - 1.320 (0.469)	6.3	5.2-6.1 (5.8)
Site 6	0 – 1 (0.66)	0.000 - 1.672 (0.889)	5.8	5.1-6.2 (5.7)
Site 7	0 (0)	0.00 - 0.704 (0.226)	5.6	5.2-6.3 (5.8)
Site 8	-	-	-	-
Site 9	0 – 4 (1.2)	0.088 - 1.760 (0.754)	6.6	4.8-5.5 (5.1)
Site 10	0 – 2 (1.2)	0.000 - 2.112 (0.748)	7.2	5.0-5.6 (5.3)

3.1 Site 1



Figure 3. Picture shows site 1.

Site 1 is located on T2, tributary of Olivers Pond Brook downstream (west) of the culvert on Old Broad Cove Road near Prince George Drive. The stream flows under Old Broad Cove road through the culvert showing in Figure 3. Substrate types of this site include large artificial rocks (20-30cm) piled along the bank and the bottom of the creek. As the stream continues further down from the culverts the sediment gets muddier. Vegetation includes lots of submerged aquatic algae at the bed of the stream. Some water starworts were also seen. Most of the riparian vegetation comprised is of tall grasses. More than 50 stickle-back fish were found during sampling.

The result showed very poor water quality with FBI 7.29, which indicates severe organic pollution likely (Table 3). This site was dominated by Chironomidae larvae which indicate that the site has potential of low dissolve oxygen. Newly constructed homes were present on the upstream of this site that might be some indication of human impact on this site.

3.2 Site 2



Figure 4. Picture shows front part of Site 2

Site 2 is on Olivers Pond Brook and is located on the north side of the Olivers Pond road. The Brook flows from Olivers Pond downstream to Beachy Cove Pond. Substrates include soft sediment with combination of cobble and large rocks. Fallen trees branches and logs were also observed. Lots of dark green submerged rooted mosses were present on the stream bed. Stream banks were consist of different herbs, shrubs and tree such as ferns, knotweed, alder, buttercup, virgin's Bower, lupines, balsam fir and spruce.



Figure 5. Inside view of Site 2

The results of this site show poor condition with FBI 6.95, very substantial pollution likely (Table 3). Presence of large number of Chironomidae larvae represents low dissolve oxygen.

3.3 Site 3



Figure 6. Picture shows front part of Site 3.

Site 3 is on Olivers Pond Brook and is located on East South side of the Peggy Deane Drive (immediately upstream from the culvert) the Brook flows from Olivers Pond. The beginning of this creek near the culvert is rocky with abundance of dark green algae attached to the rocks. Further upstream in this site a small water fall is present. This stream has more complex and diverse habitat than the other stream which might supports a wide variety of organisms. A very large amount of fern and Asian knotweed is present in this site; fallen trees branches and logs were also abundant that could be the reason of the presence of large amount of the case making caddisfly larvae.



Figure 7. Picture shows a small waterfall in site 3.

The results show good water quality, with FBI 4.54 and some organic pollution probable (Table 3). Abundance of Chironomidae larvae indicates low dissolve oxygen in this site.

3.4 Site 4

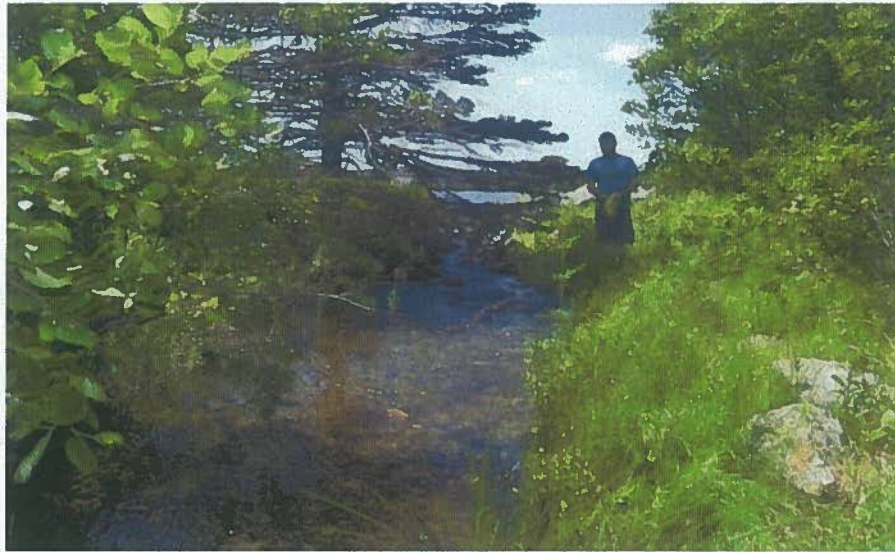


Figure 8. Picture shows site 4 located on North side of the Mitchells Pond.

This site is located on the West side of the Hughs Pond Road. This stream flows from Mitchells Pond to Hughs Pond under a bridge located on Hughs Pond Road. Stream bed consists of different types of small rocks (cobble, gravel, and boulders) surrounded by silt and sand. No submerged plants and algae were found. However, Stream banks consist of different herbs e.g. meadow rue, Asian knotweed, trees such as, balsam fir, mountain ash and different types of tall grasses. Two trout around 2 inches long were caught during sampling while more than 5 were seen.

The water quality is very good with FBI 4.08, with possible slight organic pollution (Table 3). Although water quality is very good, presence of pollution tolerant organisms such as Chironomidae, Simuliidae, and Caenidae indicates slight organic pollution.

3.5 Site 5



Figure 9. Picture shows site 5 located on the west side of the Old Broad Cove road, North of Hughs Pond.

This site is on Beachy Cove Brook immediately downstream of the Old Broad Cove road. Stream bed of this site is soft sediment consists of small rocks, gravel, silt, and sand. Vegetation is very abundant along the side of the stream include Asian knotweed, virgin's Bower, alder, buttercup and tall grasses.

The results shows water quality is fair with FBI is 5.53 with fairly substantial pollution likely (Table 3). This site is dominated by Simuliidae larvae and pupae indicate the organic pollution.

3.6 Site 6



Figure 10. Picture shows site 6, 20 meter downstream from Beachy Cove Pond.

Site 6 is located 20 m downstream from Beachy Cove Pond. It was accessed by walking about 230 meter north of the Bickerstaff Nursery on Witch Hazel Road, the owner of this Nursery granted permission for the access.

This stream is very fast flowing and stream bed is rocky. Vegetation consists of submerged and rooted aquatic moss, algae, which made the bottom of the stream slippery. Stream bank consists of virgin's bower, ferns, purple iris and different types of grass.

This site has high habitat diversity which supports a wide variety of organism. The water quality in this stream is Excellent with FBI 3.36, with Organic pollution unlikely (Table 3).

3.7 Site 7



Figure 11. Picture shows site 7, around 90 meter East of Mitchells Pond, located on Smiths Lane.

Site 7 is located downstream from Smith's Lane. The stream eventually flows into Mitchells Pond. The substrate is rocky with the stream bed completely covered different types of algae including *Cladophora* spp. The stream bank consists of balsam fir, mountain ash, birch and smaller plants such as ferns, stinkweed and buttercup.

The water quality is fairly poor with FBI is 6.10, substantial pollution likely (Table 3). It has the highest number of Chironomidae than any other site indicating the presence of organic pollution. This site is the most impacted among all the sites.

3.8 Site 8 (East side)



Figure 12. This picture shows site 8, the main stem Broad Cove Brook, located on the East side of the Rainbow Gully Road.

This site is located on Broad Cove Brook upstream from the culvert on Rainbow Gully Road. The substrate of this site is rocky with large rocks. Stream bed is covered with dark algae. Stream banks were consists of different ferns, buttercup, mint, balsam fir and spruce. The result shows water quality is Excellent and this site scored the best FBI 0.89 of all sites in this study, organic pollution unlikely (Table 3). Only two families (Lepidostomatidae and Glossosomatidae) of the order Trichoptera were found which are very intolerant of pollution, tolerance value 1 and 0 respectively (Hilsenhoff, 1988) indicates absence of organic pollution.

3.9 Site 8 (West side)



Figure 13. Picture shows another part of the site 8 located on the West side of Rainbow Gully Road.

This site is downstream of the culvert on Rainbow Gully Road. The stream bed of this site is rocky completely covered with dark algae. Stream banks were consists of same as the other side of the site 8, different ferns, alder, buttercup and mint. No organisms were found in this zone.

3.10 Site 9



Figure 14. This picture shows a part of site 9 located on about 200 meters East of Millers Pond.

This site is on Voiseys Brook upstream of Millers Pond and can be found by driving along Beaver Creek Road then 30 meters walk toward East. The substrate of this site is muddier with combination of dark rocks. Stream bed is consists of rooted submerged dark green moss and algae. Riparian vegetation includes purple iris, meadow rue, and stinkweed as well as other plants.

The results show water quality is good with FBI 4.36, some organic pollution probable (Table 3). Most of the taxa collected from this sites are belongs to the order Trichoptera (Caddisfly larvae) which are very tolerant of pollution. Abundance of Chironomidae and pollution tolerant families of caddisfly larvae indicates the presence of organic pollution in this site.

3.11 Site 10



Figure 15. This picture shows site 10 located on the West side of Millers Road.

This Site is located on Voiseys Brook downstream of Millers Pond and downstream of the bridge on Millers Road. Edge of this stream consists of different trees such as maple, Asian knotweed, spruce and balsam fir. Substrate is rocky with very little algae. The result shows water quality of this site is excellent with FBI 3.65, organic pollution unlikely (Table 3). Absence of Chironomidae also indicates the organic pollution is unlikely. However most of the collected Trichopteran families found in this site are pollution tolerant which indicates that there might be slight organic pollution present in this site.

4. DISCUSSION

Overall, the majority of the sites monitored in this study had organic pollution present. Exception was only found in case of site 8 (Broad Cove Brook) which is the reference site. The FBI of this site was lowest 0.89, in addition, no pollution tolerant organisms were found. The collected specimens from this sites were very pollution intolerant family of Trichoptera includes Lepidostomatidae (1), Glossosomatidae (0). Less diversity of invertebrate were found probably due to the lack of habitat variety at these sites.

The second lowest FBI was found in site 6, (3.36) represents the water quality is in excellent condition. This site also did not seem like have any organic pollution. However, the organisms found from this site are pollution tolerant such as Hydropsychidae (4), Simuliidae (6) indicates that presence of organic pollution might be possible.

Another site with low FBI (3.65) is site 10 (20 meter downstream from Millers Pond) represent excellent water quality. However, the collected specimens from this site were pollution tolerant such as Baetidae (4), Hydropsychidae (4) indicates slight organic pollution might be possible.

Site 1 showed the most impacted biological community, with an FBI score 7.29. Chironomidae bloodworms dominated the community of this site (18 out of 21 specimens in total), which indicates that this site has a lot of soft sediment, potential low dissolved oxygen, and low habitat quality. Although, chemical analyses by green team shows the content of dissolve oxygen in this site is standard for the aquatic organisms (7 mg/L).

Site 2 also showed poor water quality with High FBI score 6.95. In total collected specimens 21, 16 of them are Chironomidae. The domination of Chironomidae also indicates these sites have a low habitat quality and potential low dissolved oxygen.

Site 7 showed fairly poor water quality with FBI 6.10. This site is dominated (66% of total population) by different high tolerance fly larvae such as Chironomidae, Ceratopogonidae, Simuliidae, and Tipulidae indicates significant amount of organic pollution and potential low dissolved oxygen. The chemical analysis results also show the amount of dissolve oxygen is 5.6 mg/L which is lowest then all the sites we surveyed.

Site 5 showed fair water quality (FBI score 5.53) contains fairly substantial pollution. 76% of organisms collected from this site are highly tolerant fly larvae. Rest of organisms collected from this site is also highly tolerant such as caddisfly larvae Hydropsychidae (4) and beetle larvae Elmidae (4).

All the other sites (Site 3, Site 4 and Site 9) have some indication of the presence of organic pollution. In site 3 and site 4, combinations of both tolerant and intolerant organisms were found, although majorities of them are pollution tolerant. On the other hand, most of the organisms collected from site 9 are pollution tolerant.

5. Conclusion

According to the outcome from this study all sites show more or less indication of organic pollution except the reference site 8 (Broad Cove Brook). Moreover, considering the chemical analysis report done by green team, none of the sites studied in this project has any indication of unusual concentrations of phosphate, nitrate or dissolve oxygen.

However, according to chemical analysis result done by green team, site 7 has lowest dissolve oxygen (5.6 mg/L) than the other sites studied in our invertebrate project. This finding is relevant with our finding while we found water quality in this site is in fairly poor condition, dominated by (66% of total population) pollution tolerant fly larva which also indicates low dissolve oxygen and presence of organic pollution.

6. Literature Cited

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A. Appendix

A.1 Appendix 1: Hilsenhoff Family Biotic Index (FBI)

The FBI is calculated by multiplying the number in each family by the tolerance value for that family, summing the products, and dividing by the total arthropods in the sample (Hilsenhoff 1988).

Tolerance values for families of stream arthropods in the western Great Lakes region (Hilsenhoff 1988).

Order	Family	Tolerance value
Plecoptera	Capniidae	1
Ephemeroptera	Baetidae	4
Ephemeroptera	Caenidae	7
Ephemeroptera	Heptageniidae	4
Ephemeroptera	Leptophlebiidae	2
Odonata	Aeshnidae	3
Odonata	Gomphidae	1
Trichoptera	Brachycentridae	1
Trichoptera	Glossosomatidae	0
Trichoptera	Hydropsychidae	4
Trichoptera	Limnephilidae	4
Trichoptera	Lepidostomatidae	1
Trichoptera	Leptoceridae	4
Trichoptera	Philopotamidae	3
Trichoptera	Rhyacophillidae	0
Coleoptera	Elmidae, adult	4
Coleoptera	Elmidae, larvae	4
Diptera	Ceratopogonidae	6
Diptera	Chironomidae	8
Diptera	Tipulidae	3
Diptera	Simuliidae	6

A.2 Appendix 2: Checklist of collected specimens

Sites	Order	Family	No. of individual
Site 1	Ephemeroptera	Leptophlebiidae	1
Site 1	Odonata	Aeshnidae	1
Site 1	Trichoptera	Limnephilidae	1
Site 1	Diptera	Chironomidae	18
Site 2	Ephemeroptera	Leptophlebiidae	1
Site 2	Trichoptera	Hydropsychidae	3
Site 2	Coleoptera	Elmidae, adult	1
Site 2	Diptera	Chironomidae	16
Site 3	Ephemeroptera	Leptophlebiidae	3
Site 3	Trichoptera	Hydropsychidae	7
Site 3	Trichoptera	Limnephilidae	22
Site 3	Trichoptera	Philopotamidae	1
Site 3	Trichoptera	Rhyacophillidae	1
Site 3	Coleoptera	Elmidae, larvae	4
Site 3	Coleoptera	Elmidae, adult	1
Site 3	Diptera	Chironomidae	10
Site 3	Diptera	Tipulidae	1
Site 4	Ephemeroptera	Caenidae	2
Site 4	Odonata	Gomphidae	1
Site 4	Trichoptera	Hydropsychidae	10
Site 4	Trichoptera	Limnephilidae	11
Site 4	Trichoptera	Lepidostomatidae	2
Site 4	Trichoptera	Glossosomatidae	2
Site 4	Coleoptera	Elmidae, adult	1
Site 4	Coleoptera	Elmidae, larvae	3
Site 4	Diptera	Simuliidae	3
Site 4	Diptera	Chironomidae	2
Site 5	Trichoptera	Hydropsychidae	40
Site 5	Coleoptera	Elmidae, larvae	6
Site 5	Diptera	Simuliidae	82
Site 5	Diptera	Simuliidae Pupae	66
Site 5	Diptera	Chironomidae	1
Site 5	Diptera	Tipulidae	1
Site 6	Trichoptera	Hydropsychidae	5
Site 6	Trichoptera	Limnephilidae	11

Site 6	Trichoptera	Leptoceridae	2
Site 6	Trichoptera	Philopotamidae	40
Site 6	Diptera	Simuliidae	1
Site 7	Plecoptera	Capniidae	1
Site 7	Ephemeroptera	Heptageniidae	6
Site 7	Odonata(Anisoptera)	Gomphidae	2
Site 7	Trichoptera	Hydropsychidae	1
Site 7	Trichoptera	Limnephilidae	14
Site 7	Trichoptera	Philopotamidae	2
Site 7	Diptera	Tipuliidae	1
Site 7	Diptera	Ceratopogonidae	10
Site 7	Diptera	Chironomidae	37
Site 7	Diptera	Simuliidae(Pupae)	1
Site 7	Diptera	Simuliidae	2
Site 8	Trichoptera	Lepidostomatidae	8
Site 8	Trichoptera	Glossosomatidae	1
Site 9	Ephemeroptera	Baetidae	2
Site 9	Ephemeroptera	Leptophlebiidae	5
Site 9	Trichoptera	Hydropsychidae	2
Site 9	Trichoptera	Limnephilidae	283
Site 9	Trichoptera	Philopotamidae	3
Site 9	Coleoptera	Elmidae	1
Site 9	Diptera	Chironomidae	21
Site 9	Diptera	Chironomidae	12
Site 10	Ephemeroptera	Baetidae	1
Site 10	Odonata(Anisoptera)	Aeshnidae	1
Site 10	Trichoptera	Limnephilidae	7
Site 10	Trichoptera	Hydropsychidae	9
Site 10	Trichoptera	Brachycentridae	2