



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

1. Call of Meeting to order
2. Adoption of Agenda for November 7, 2017
3. Delegations/Presentations
4. Adoption of Minutes of October 24, 2017
5. Business Arising from Minutes
6. Committee Meeting Reports

**a) Planning & Development Committee**

Applications:

- 1) Civic # 19-27 Witch Hazel Road – Subdivide Property & Single Dwelling
- 2) Civic # 7-9A Days Road – Reconfigure Property Boundaries & Single Dwelling
- 3) Civic # 1836 Portugal Cove Road – Accessory Building & Removal
- 4) Civic # 869-877 Thorburn Road – Accessory Building & Demolition
- 5) Civic # 2 Princeton Place – Accessory Building
- 6) Civic # 520 Bauline Line Extension – Business (Forestry & Agriculture)

Discussion:

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

Other Items Discussed:

- 8) Civic # 176 & 160-194A Western Gully Road – Residential Subdivision Application
- 9) Blast Hole Pond Road – Upgrading & Culvert Replacement Application
- 10) Service NL – Condition of Property at Civic # 39-43 Neary's Pond Road
- 11) Civics # 15-19, 15-33A, 21-25 & 27-33 Longmarsh Road – Street Length Amendment
- 12) Baccalieu Horizon Residential Subdivision (West Point Road) – Sewer Video Inspection
- 13) Civic # 27-31 Emberley's Road – Embankment
- 14) Civic # 1082-1088 Thorburn Road – Correspondence Regarding Proposed Business
- 15) Civic # 39 Knight's Rest – 'First Offence' Letter
- 16) Old Ridge Road Residential Subdivision – Completion of Phase II Works
- 17) Water's Edge Preserve Residential Subdivision – Completion of Phase II Works
- 18) Timberlea Estates Residential Subdivision – Completion of Phase II Works
- 19) Format of Committee Reports
- 20) Civic # 105-107 Skinners Road – Application to Subdivide Property & Construct Single Dwelling & Accessory Building
- 21) Civic # 3-7 Neary's Pond Road – Steep Slope Mapping
- 22) Civic # 79 Beachy Cove Road – Development Activity
- 23) Civic # 17 Mitchell's Road – Complaint Regarding Business Activity

Permits Issued:

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

**b) Recreation/Community Services:**

- 1) Outdoor Facility Rates
- 2) Terms of Reference for the Recreation Committee
- 3) Inclusion Committee

**c) Public Works:**

- 1) Rainbow Gully Park – Water & Sewer Servicing Project Tender
- 2) Traffic Impact Study: Proposed Residential Subdivisions – Dogberry Hill Road Area
- 3) Dilapidated Bus Shelter – Old Broad Cove Road
- 4) Portugal Cove Road
- 5) Western Gully Road
- 6) Ice Control & Garbage Operations

**d) Economic Development, Marketing, Communications and Tourism**

- 1) Advisory Committee Updates
- 2) 2018 Budget Consultations
- 3) Regional Tourism Signage Project
- 4) Council Orientation
- 5) Service Level Review
- 6) Reason for the Rink

**e) Protective Services**

- 1) Commissionaires – Municipal Enforcement
- 2) FES Updates
- 3) Correspondence from Resident
- 4) SafePCSP request
- 5) Municipal Enforcement Officer's (MEO) report

**f) Administration and Finance**

- 1) Accounts for Payment
- 2) Meadow Heights Change Order
- 3) Correspondence
  - Circular regarding 2018-19 Municipal Infrastructure Application
  - Federal Gas Tax Program
  - Cancellation of Project 17-CWWF-17-00033
  - Reimbursement request
- 4) Water & Sewer Capital Works

**g) Other Reports**

Advisory Regarding Direction to take with the Water Meter Project  
Water Metering

7. Correspondence:

8. New/General/Unfinished Business

9. Agenda items/Notice of Motions etc.

10. Adjournment



# **DELEGATIONS / PRESENTATIONS**



# **MINUTES**



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

October 24, 2017

Regular Public Council Meeting 7:00 p.m.

<b>IN ATTENDANCE:</b>	Mayor	Carol McDonald
	Deputy Mayor	Jeff Laham
Councillors:		Dave Bartlett
		Darryl J. Harding
		Johnny Hanlon
		Madonna Stewart Sharpe
	Town Manager/Engineer	Chris Milley
	Director of Public Works	Gail Tucker
	Director of Economic Development, Communications, Marketing and Tourism	Jeff Lawlor
	Coordinator of Rec./Comm. Service	Nick Miller
	Planning Technician	Les Spurrell
	Deputy Town Clerk	Claudine Murray

Mayor McDonald called the meeting to order, welcomed the gallery of 27 persons in attendance and noted regrets from Councillor Neary.

**ADOPTION OF MINUTES**

Motion: Bartlett/Laham  
2017-451 Resolved that the minutes of October 10, 2017 be adopted as circulated.  
Carried Unanimously

**ADOPTION OF AGENDA**

Motion: Bartlett/Hanlon  
2017-452 Resolved that the Agenda dated August 29, 2017, be adopted as circulated.  
Carried Unanimously

**DELEGATIONS/PRESENTATIONS**

- None for this meeting

**BUSINESS ARISING**

- Last week was a full week of meetings intended to exchange information needed arising from the two Notices of Motions announced at the last Council meeting. Council and staff were very busy. Meetings included various consultants, night time committee meetings, and Committee of the Whole meetings as well.
- This week, on Thursday, a meet and greet will be taking place for the Killick Coast Regional Councils in Bauline. Also attending are two MHA's and member of Parliament.

## COMMITTEE REPORTS

### Recreation & Community Services Committee Report for October 18, 2017 - presented by Councillor Stewart Sharpe

#### 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 our 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 informed and 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: Stewart Sharpe/Hanlon

**2017-453 Resolved that Council contract Powers Brown in the amount of \$24,400.00 + HST to design the concept plan for the Lifestyle Centre.**

Carried Unanimously

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: Stewart Sharpe/Laham  
**2017-454 Resolved that Council waive the fee for the Recreation Centre on October 27th for Eileen Metcalfe as a fundraiser for the Vera Perlin Society.**  
Carried Unanimously
- Motion: Stewart Sharpe/Laham  
**2017-455 Resolved that Council waive the fee for the Recreation Centre on October 20th h for the Beachy Cove Girl Guides as a fundraiser for their trip to Nova Scotia.**  
Carried Unanimously

**Planning & Development Committee Report of October 17 and October 19, 2017– presented by Councillor Harding**

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

- Motion: Harding/Bartlett  
2017-456 Resolved 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.  
Carried Unanimously

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

- Motion: Harding/Hanlon  
2017-457 Resolved 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.  
Carried Unanimously

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

- Motion: Harding/Bartlett  
2017-458 Resolved that the request to remove backfill material within a watercourse buffer at Civic # 1465 Thorburn Road be approved.  
Carried Unanimously

4. 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.

5. Permits Issued

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

**Public Works Committee Report for October 18, 2017 – presented by Councillor Bartlett**

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 semiprivate 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: Bartlett/Laham

**2017-459 Resolved 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.**

Carried Unanimously

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: Bartlett/Hanlon



**2017-460**    **Resolved that the incremental cost for replacement of siding on the Town Hall be approved at a cost of \$23,954 plus HST.**

Carried        Unanimously

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

#### 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:        Bartlett/Hanlon

**2017-461**    **Resolved that Sheena Tucker be appointed to the Advisory Committee of the Environment.**

Carried        Unanimously

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 sign age strategy is being considered. This may impact our sign age 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.

## 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, Communications and Tourism 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 in our report.

## 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.

**Admin. and Finance Committee Report of October 17th, 2017 - presented by Deputy Mayor Laham**

1. Accounts for Payment

Motion: Laham/Harding

**2017-462 Resolved 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.**

Carried Unanimously

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: Laham /Hanlon

**2017-463 Resolved that 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, 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%.**

Carried Unanimously

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: Laham /Hanlon

**2017-464** Resolved 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.

Carried Unanimously

#### 5. Rainbow Gully Park

The loan for Rainbow Gully Park in the amount of \$2,495,910.87 is up for renewal. With rates fluctuating 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: Laham /Hanlon

**2017-465** Resolved that Council renew the Rainbow Gully Park loan at a 10-year fixed rate of 3.33%

Carried Unanimously

#### 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.

#### Other Reports

1. Committee of the Whole Report for October 16-20, 2017 – presented by Deputy Mayor Laham

a. 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.

b. 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.

c. 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.

d. G.A. Isenor Consulting

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

2. Maggies Place – presented by Deputy Mayor Laham

Motion: Laham/Harding

**2017-466 Resolved 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.**

Carried For: Mayor McDonald, Deputy Mayor Laham, Clr. Hanlon, Clr. Harding, Clr. Neary, and Clr. Stewart Sharpe  
Against: Councillor Bartlett

3. Water Metering - presented by Councillor Harding

On October 10, 2017, a notice of motion was put forth. The reversal of water metering motion is deferred for a period of two weeks.

Council needs more time to understand the information gathered in the past two weeks and develop a mitigation strategy for all costs that may be incurred with a cancellation of the project.

## 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	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	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

1. Retention of Election Ballot Boxes – presented by Deputy Mayor Laham

Motion: Laham/Harding

**2017-467 Resolved 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.**

Carried Unanimously

### ADJOURNMENT

Motion: Hanlon/Bartlett

**2017-468 Resolved that this meeting be adjourned. Time is 7:40 pm.**

Carried Unanimously

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Carol McDonald, Mayor

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Claudine Murray, Deputy Town Clerk



## **Planning and Development Committee Report**

**October 17<sup>th</sup>, 2017 (Items # 1-2)**

In Attendance: Councillor Darryl Harding (Chairperson)  
Deputy Mayor Darryl Harding  
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 19<sup>th</sup>, 2017 (Items # 3-4)**

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

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**1. Civic # 23-25 Gails 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 Gails View be granted approval in principle as per Appendix A: Tabled Report.

**2. Civic # 147 Bennetts Road – Accessory Building**

**Motion:** The Committee recommends that the application to reconstruct an accessory building at Civic # 147 Bennetts 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.

**4. Permits Issued**

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

**Appendix A: Tabled Report  
October 17<sup>th</sup> & 19<sup>th</sup>, 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.

**Permits Issued:**

Item # 4:

#	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



# **BUSINESS ARISING**



# **PLANNING & DEVELOPMENT**

## Planning and Development Committee Report

**October 31<sup>st</sup>, 2017**

In Attendance: Councillor Darryl Harding (Chairperson)  
Deputy Mayor Jeff Laham  
Councillor Johnny Hanlon (Items # 1-11 & 13-24)  
Les Spurrell, Planning & Development Coordinator  
Ashley MacKinnon, Planning Technician

Also in Attendance: Chris Milley, Town Manager/Engineer

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- 1. Civic # 19-27 Witch Hazel Road – Subdivide Property & Single Dwelling**

**Motion:** The Committee recommends that the application to subdivide property and construct a single dwelling at Civic # 19-27 Witch Hazel Road be granted approval in principle as per Appendix A: Tabled Report.
- 2. Civic # 7-9A Days Road – Reconfigure Property Boundaries & Single Dwelling**

**Motion:** The Committee recommends that the application to reconfigure property boundaries and construct a single dwelling at Civic # 7-9A Day's Road be granted approval in principle as per Appendix A: Tabled Report.
- 3. Civic # 1836 Portugal Cove Road – Accessory Building & Removal**

**Motion:** The Committee recommends that the application to construct an accessory building and removal an existing accessory building at Civic # 1836 Portugal Cove Road be granted approval in principle as per Appendix A: Tabled Report.
- 4. Civic # 869-877 Thorburn Road – Accessory Building & Demolition**

**Motion:** The Committee recommends that the application to construct an accessory building and demolish an existing accessory building at Civic # 869-877 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.
- 5. Civic # 2 Princeton Place – Accessory Building**

**Motion:** The Committee recommends that the application to construct an accessory building at Civic # 2 Princeton Place be granted approval in principle as per Appendix A: Tabled Report.
- 6. Civic # 520 Bauline Line Extension – Business (Forestry & Agriculture)**

**Motion:** The Committee recommends that the application to establish a forestry & agriculture operation (vegetable production) at Civic # 520 Bauline Line Extension be granted approval in principle as per Appendix A: Tabled Report.

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

- A. Motion:** The Committee recommends that Motion # 2017-311, to complete an amendment to the Town's Development Regulations to increase the maximum length of cul-de-sacs be rescinded as per Appendix A: Tabled Report.
- B. Motion:** The Committee recommends that Council complete an amendment to the Town's Development Regulations to increase the maximum length of a serviced cul-de-sac from 200 m to 300 m as per Appendix A: Tabled Report.

Items # 8 through 23 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

**24. Permits Issued**

There were seventeen (17) permits issued from October 13<sup>th</sup> to October 26<sup>th</sup>, 2017 as per Appendix A: Tabled Report.

**Appendix A: Tabled Report  
October 31<sup>st</sup>, 2017**

**Application:**

Item # 1:

**Civic # 19-27 Witch Hazel Road  
Subdivide Property & Single Dwelling  
Zoning: Residential Medium Density (RMD) – Unserviced**

**The Committee recommends that the application for Civic # 19-27 Witch Hazel Road be granted approval in principle, permitting the subdivision of property, with a 10.0 % variance on the minimum lot frontage requirement, and construction of a single dwelling. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 11 (Variances), Development Regulation 12 (Notice of Variance), Development Regulation 70 (Soil Removal and Deposit and Site Grading), and Schedule C: Residential Medium Density.**

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

Item # 2:

**Civic # 7-9A Days Road  
Reconfigure Property Boundaries & Single Dwelling  
Zoning: Traditional Community (TC) –Serviced**

**The Committee recommends that the application for Civic # 7-9A Days Road be granted approval in principle, permitting the subdivision of property and construction of a single dwelling.**

The Administrator recommended that this application be rejected as it does not comply with the Town's Municipal Plan & Development Regulations as it does not have frontage on a publicly maintained street as required by Development Regulation 9 (Permit Not to be Issued in Certain Cases), Development Regulation 47 (Lot Frontage), and Schedule C: Traditional Community, and the proposed dwelling would exceed the maximum front yard established in Schedule C: Traditional Community.

Item # 3:

**Civic # 1836 Portugal Cove Road  
Accessory Building & Removal  
Zoning: Traditional Community (TC) – Serviced**

**The Committee recommends that the application for Civic # 1836 Portugal Cove Road be granted approval in principle, permitting the construction of an accessory building and removal of an existing accessory building. Approval in principle shall be in full compliance with**



**the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 39 (Accessory Buildings), Schedule C: Traditional Community, and Schedule E: Environmental Protection Overlay.**

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

Item # 4:

**Civic # 869-877 Thorburn Road  
Accessory Building & Demolition  
Zoning: Protected Watershed (PW) – Unserviced**

**The Committee recommends that the application for Civic # 869-877 Thorburn Road be granted approval in principle, permitting the construction of an accessory building and demolition of an existing accessory building. Approval in principle is subject to conditions listed within the approval from the City of St. John's.**

The Administrator recommended that this application be rejected as the proposal does not comply with the Town's Municipal Plan as urban land development within the Protected Watershed Zone is contrary to Plan Policy PW-6 (Protected Watershed).

During consideration of this application, Staff advised the Committee that the Town is currently reviewing a draft amendment to the Town's Municipal Plan that will change Plan Policy PW-6 (Protected Watershed) to allow accessory development of existing non-conforming properties located within the Protected Watershed zone.

Item # 5:

**Civic # 2 Princeton Place  
Accessory Building  
Zoning: Residential Low Density (RLD) – Unserviced**

**The Committee recommends that the application for Civic # 2 Princeton Place 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 11 (Variances), Development Regulation 12 (Notice of Variance), Development Regulation 39 (Accessory Buildings), Schedule C: Residential Low Density, and Schedule E: Environmental Protection Overlay.**

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

Item # 6:

**Civic # 520 Bauline Line Extension  
Business (Forestry & Agriculture)  
Zoning: Rural (RUR) – Unserviced**

**The Committee recommends that the application for Civic # 520 Bauline Line Extension be granted approval in principle, permitting the establishment of a Forestry & Agricultural business (Vegetable production). 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 RUR-1 (Land Uses) and Schedule C: Rural.**

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

**Discussion:**

Item # 7:

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

- A. The Committee recommends that Motion # 2017-311, to complete an amendment to the Town's Development Regulations to increase the maximum length of cul-de-sacs be rescinded to allow for the removal of conditions listed within that Motion.**
- B. The Committee recommends that Council complete an amendment to the Town's Development Regulations to increase the maximum length of a cul-de-sac served with municipal piped water and sewer services from 200 m to 300 m.**

The Town Manager/Engineer advises that the proposal to increase the maximum length of cul-de-sacs does not comply with Plan Policy T-13 (Local Roads) which promotes eliminating dead-end roads by connecting them into loop roads. In addition, as per a submission received from a Professional Planner, prior to considering any change to current maximum cul-de-sac standards, Council should identify the current inventory of cul-de-sacs within the community and consult with stakeholders, including Public Works, emergency services providers, school district representatives, etc., to identify the current impact that existing (and the proposed longer) cul-de-sacs have on operations. The consultation with stakeholders is supported by Plan Policy T-12 (Local Roads) which states that the maximum length of cul-de-sacs will primarily consider factors that may affect the safety of residents and other users of the road.

The Committee will discuss potential extension of all cul-de-sacs beyond 300 m at the next Committee meeting.

**Other Items Discussed:**

Item # 8:

**Civic # 176 & 160-194A Western Gully Road – Residential Subdivision Application**

The Committee reviewed an application to subdivide property and construct a 14 lot unserviced residential subdivision, and correspondence resulting from a public notice regarding the proposed development that was forwarded to property owners in the area.

This item was held by the Committee pending the application and correspondence being reviewed at the Committee of the Whole meeting.

Item # 9:

**Blast Hole Pond Road – Culvert Replacement & Upgrading Application**

The Committee reviewed an application to replace culverts and upgrade Blast Hole Pond Road to access an existing communications tower.

This item was held by the Committee pending the application being referred to the Advisory Committee on the Environment for comment.

Item # 10:

**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 Staff contacting the Department of Advanced Education, Skills and Labour.

Item # 11:

**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 until such time that an application for development of the property is submitted to the Town for consideration.

Councillor Hanlon left the meeting prior to discussion of Item # 12

Item # 12:

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

The Committee discussed 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.

The Committee advises Staff to forward a copy of the re-video that confirmed the existence of the crack to the Developer.

Councillor Hanlon returned to the meeting after discussion of Item # 12

Item # 13:

**27-31 Emberley's Road - Embankment**

The Committee discussed safety concerns of a resident regarding an embankment adjacent to their property.

A member of the Committee will contact the property owner advising that the slope has been designed and inspected by engineers and is acceptable to the Town.

Item # 14:

**Civic # 1082-1088 Thorburn Road – Correspondence Regarding Proposed Business**

The Committee discussed correspondence resulting from a public notice for a business application (convenience store).

This item was held by the Committee pending the correspondence being reviewed at the Committee of the Whole meeting.

Item # 15:

**Civic # 39 Knight's Rest – 'First Offence' Letter**

The Committee discussed correspondence from a property owner regarding a 'First Offence' letter received from the Town.

The Committee advises Staff to respond to the correspondence received.

Item # 16:

**Old Ridge Road Residential Subdivision – Completion of Phase II Works**

The Committee discussed the engagement of the Town's Solicitor regarding completion of Phase II Works that was initiated by the prior Council.

The Committee advises Staff to proceed with the work required.

Item # 17:

**Water's Edge Preserve Residential Subdivision – Completion of Phase II Works**

The Committee discussed completion of Phase II Works within the development.

The Committee advises Staff to correspond with the Developer requesting a timeline for completion.

Item # 18:

**Timberlea Estates Residential Subdivision – Completion of Phase II Works**

The Committee discussed completion of Phase II Works within the development.

The Committee advises Staff to correspond with the Developer requesting a timeline for completion.

Item # 19:

**Format of Committee Reports**

The Committee discussed formatting of Committee Reports.

The Committee advises Staff to continue using the same format as the October 17<sup>th</sup> and 19<sup>th</sup>, 2017 Committee Report.

Item # 20:

**Civic # 105-107 Skinners Road – Application to Subdivide Property & Construct Single Dwelling & Accessory Building**

The Committee discussed the lot frontage for a proposed lot.

This item was held by the Committee pending Staff researching ownership of the turnaround for Skinners Road.

Item # 21:

**Civic # 3-7 Neary's Pond Road – Steep Slope Mapping**

The Committee discussed steep slope areas within this property as identified within Schedule E: Environmental Protection Overlay.

This item was held by the Committee pending further discussion of the Town's steep slope regulations at the next meeting.

Item # 22:

**Civic # 79 Beachy Cove Road – Development Activity**

The Committee discussed on-going development activity (building and landscaping).

As the landscaping work, specifically the removal of the front lawn, created concerns with respect to increased property access from Beachy Cove Road, Staff contacted the Department of Transportation and Works who is the Authority for Beachy Cove Road. The Department advised that they do not view this work as a significant alteration as neither the road, shoulder, drainage, nor sight lines have been impacted as a result of flattening the front lawn and replacing it with a gravel surface.

Staff has contacted the property owner and is working with them toward the issuance of the required permits for the building activity.

Item # 23:

**Civic # 17 Mitchell's Road – Complaint Regarding Business Activity**

The Committee discussed a complaint regarding an alleged sawmill operation.

Staff has completed a site visit and is in the process of contacting the property owner to discuss the complaint.

**Permits Issued:**

Item # 24:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	17-322	10/13/2017	29-33	Dogberry Hill Road	Occupancy
2	17-323	10/16/2017	401-405	Dogberry Hill Road	Accessory Building
3	17-324	10/16/2017	1067-1069	Indian Meal Line	Accessory Building
4	17-325	10/17/2017	110-114	Tuckers Hill Road	Patio/Deck
5	17-326	10/17/2017	154A	Tolt Road	Accessory Building
6	17-327	10/17/2017	219-221	Old Broad Cove Road	Patios/Decks & Landscaping
7	17-328	10/17/2017	51-53	Knapp's Road	Occupancy
8	17-329	10/20/2017	1596-1602	Thorburn Road	Subdivide Property
9	17-330	10/20/2017	2-4	Ursula Crescent	Single Dwelling
10	17-331	10/20/2017	2-4	Ursula Crescent	Accessory Building
11	17-332	10/24/2017	70-72	Oliver's Pond Road	Patio/Deck
12	17-333	10/24/2017	253-255	Old Broad Cove Road	Accessory Building
13	17-334	10/24/2017	2	Garden Hill	Second Driveway Access
14	17-335	10/24/2017	299-301	Bauline Line Extension	Accessory Building Extension
15	17-336	10/25/2017	128-134	Beachy Cove Road	Patio/Deck
16	17-337	10/26/2017	23-25	Gail's View	Single Dwelling
17	17-338	10/26/2017	23-25	Gail's View	Accessory Building



# **RECREATION & COMMUNITY SERVICES**



## RECREATION & COMMUNITY SERVICES

Wednesday, November 1<sup>st</sup> @ 5:00p.m.

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

Staff: Dawn Sharpe, Director of Recreation and Community Services

### 1. Outdoor Facility Rates

The committee reviewed the outdoor facility rates that are currently being charged. The Recreation Director advised the committee members that the current rates for Rainbow Gully Softball Field are not in line with Bill Churchill Memorial Field since both are now upgraded. The department has also been asked to determine a rate for the softball field for “Outside the Town” minor groups. Committee would like to put forward the following recommendation:

**Motion: Committee recommends that council adopt the Outdoor Facility Rental Rates as tabled.**

### 2. Terms of Reference for the Recreation Committee

The Recreation Committee reviewed the Terms of Reference for the Recreation Committee and would like to put forward the following recommendation:

**Motion: Committee recommends that council adopt the updated Terms of Reference for the Recreation Committee as tabled.**

### 3. Inclusion Committee

The Recreation Director held an Inclusion Committee meeting on Thursday, November 2<sup>nd</sup>. During this meeting a Term of Reference was developed and a chairperson will be recommended by November 17<sup>th</sup>. At the November 21<sup>st</sup> Council Meeting, the Recreation Committee will be forwarding a recommendation regarding this committee and its status as an advisory committee to council. Members of this committee has expressed their gratitude to Council for taking the initial step to make this community a more inclusive place to live.



### **Softball Fields**

Rainbow Gully \$30 per game

Voisey's Brook \$30 per game

Rainbow Gully	1/2 Day \$100	Voisey's Brook	1/2 Day \$100	with lights add \$30
	Full Day \$150		Full Day \$150	with lights add \$50
	Weekend \$350		Weekend \$350	with lights add \$100

**Minor Rates**      **PCSP -**      \*\$5 per registered player per season      **Other -**      \$20/Game

### **Soccer Fields**

Voisey's Brook \$30 per hour

Rainbow Gully \$125 per hour without lights  
\$150 per hour with lights

**Additions:** \$80 per hour 1/2 field

\$120 per hour for NLSA for Games - Outside Minor rate applies for practice times for NLSA

PCSP Minor - No fee \*However \$5 per registered player

Outside Minor groups \$80 per practice \$100 per game (Leagues)

Adult Leagues \$100 per hour

Recreation Centre	Hourly: \$40 (Adult Function) \$30 (Youth Function)	Damage Deposit: \$75
	Youth Party: \$100 (4 hour Max booking)	Damage Deposit: \$100
	Adult Rental/Special Event: \$250 (7 hour booking)	Damage Deposit: \$250
	Wedding: \$350 (All Day)	Damage Deposit: \$350
	NOTE: Extra \$100 to decorate the night before	
<b>All other extra time will be charged an hourly rate</b>		

# Terms of Reference

## Recreation and Community Services Committee

### Structure

The committee is comprised of three elected officials and the Recreation Director. The Committee shall be co-chaired by two of the three elected committee members, alternating in responsibility for chairing meetings.

### Committee's Mandate

To provide direction and recommendations to Council and staff regarding matters related to the functions and operations of recreation and community services for all residents regardless of age.

### Committee Duties

- ✓ To liaise with user groups of **Town owned and operated facilities** to monitor the effectiveness of the department in meeting their needs.
- ✓ To ensure that appropriate recreational, educational, social, wellness, health and public relations programs and services are selected and recommended to Council and then developed to meet the identified needs of the citizens.
- ✓ To act as a liaison between any pertinent community groups, such as the Recreation Committee, and Council.
- ✓ To keep Council updated on **programs, special events, and sporting** activities within the department, **including those offered through the library**.
- ✓ To organize and/or support meaningful and beneficial **recreational and community service** opportunities for Town residents.
- ✓ To liaise with pertinent committees, schools attended by town children and youth, **Community Health Educator and other** relevant organizations.

- ✓ To bring any concerns and issues of **community groups** to the attention of Council.
- ✓ To organize **programs and special events** in the town to promote community spirit.
- ✓ To coordinate with the Public Works, Facilities Division, regarding the operation of the Town's recreation facilities with relationship to the programs and services provided at those facilities.
- ✓ To develop and recommend recreation capital planning for all recreational facilities; existing and/or new.
- ✓ To develop effective **beautification programs** in an effort to enhance and build sustainability of our natural beauty of the community.
- ✓ To **plan and implement opportunities for residents to participate in** community wellness and health programs.
- ✓ To work **with the Communications Coordinator** to initiate effective ways of sharing information and communicating with the public.
- ✓ To provide an avenue for all residents of the Town, regardless of age or any other characteristic, to approach the Recreation and Community Services Committee on matters of concern.
- ✓ To conduct meetings on a regular basis to fulfill the mandate of the committee.



# **PUBLIC WORKS**



Public Works Committee  
November 1, 2017, 4:30pm

In attendance: Councillor Dave Bartlett, Chair  
Deputy Mayor Jeff Laham  
Councillor Darryl Harding  
Councillor Tina Neary (Item #1)  
Councillor Johnny Hanlon (Item #1)  
Councillor Madonna Stewart-Sharpe (Item #1)

Staff: Gail Tucker, Director of Public Works  
Linda Newhook, Public Works Coordinator  
Dawn Sharpe, Director of Recreation and Community Services (Item #1)

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

Water and sewer servicing for Rainbow Gully park was discussed as the tender for this work is outstanding. Recreation Committee members attended the meeting to highlight the future requirements of the park facilities and the importance of servicing relative to these developments. Committee requested staff review the feasibility of completing this work in-house. Further information will be brought to the next Committee meeting.

**2. Traffic Impact Study: Proposed Residential Subdivisions – Dogberry Hill Road Area**

A proposal for a traffic study request, originating from the Planning and Development Committee, was reviewed. The proposal from Harbourside Transportation Consultants will be completed in three stages and provide feedback on traffic impacts for the development of 184 residential lots in the Dogberry Hill Road area. Staff recommended accepting the proposed plan.

**Motion: Committee recommends that the Traffic Impact Study for Proposed Residential Subdivisions in the Dogberry Hill area as proposed by Harbourside Transportation Consultants be approved at a cost of \$18,450 plus HST.**

**3. Dilapidated Bus Shelter – Old Broad Cove Road**

Complaints were received regarding a bus shelter that had fallen over in a wind storm onto resident's private property on the corner of Old Broad Cove Road and Bennetts Road. As this road is under the jurisdiction of Transportation and Works, contact was made to request removal. Staff were advised that winter preparations were the current priority and a time frame for removal could not be provided. Committee provided direction for the Town to remove the bus shelter to avoid future safety hazards.

**Discussion Items**

- 4. Portugal Cove Road** – Inquiry was made by Committee regarding the jurisdiction for asphalt rehabilitation inspection on Portugal Cove Road northbound starting at Keeley Lane following the installation of water and sewer services in the area a number of years back. Staff was asked to look into this item and report back to Committee.



5. **Western Gully Road** – Committee raised concerns about the condition of Western Gully Road bridge and the culvert at the intersection of Western Gully Road and Portugal Cove Road. These concerns have been previously identified to the provincial Department of Transportation and Works. Committee asked that a letter be written to the Minister requesting action on the necessary repairs.
6. **Ice Control & Garbage Operations** - The Town's approach to ice control and garbage operations were briefly discussed.



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



Economic Development,  
Marketing, Communications and  
Tourism Report  
Wednesday, November 1, 2017  
3:30 pm

In attendance:

Councillor Tina Neary, Chair  
Councillor Madonna Stewart-Sharpe  
Councillor Dave Bartlett (Items 5-6)  
Jeff Lawlor, Director Economic Development

Also in attendance:

Johnny Hanlon (Items 3-6)

**1. Advisory Committee Update**

We will be hosting a book launch on November 1<sup>st</sup> for the PCSP Memory Mug Up Stories created in collaboration with the Heritage Foundation. Past Chair Mac Miller will be recognized at the event by Council Liaison Dave Bartlett with a gift and letter of appreciation for his years of service.

Both the advisory committees will be presenting to Council on Thursday, November 9<sup>th</sup>.

**2. 2018 Budget Consultations**

We will be expanding our efforts to get feedback from residents this year in setting the 2018 budget. There will be public meetings, a social media campaign, resident submissions and a variety of meetings with community groups and stakeholders throughout November. Public meetings will be held Sunday, November 19<sup>th</sup> at Murrays Pond Fishing and Country Club at 3:00 pm and Wednesday, November 22<sup>nd</sup> at the Recreation Centre at 7:00 pm. There will be an additional meeting held after the proposed budget is set. That meeting will take place in early December. A mail out will be sent to residents the week of November 6<sup>th</sup> detailing the public meetings and engagement process and another with details of the draft budget at a later date.

**3. Regional Tourism Signage Project**

We are exploring the potential of joining an existing signage project being undertaken by the City of St. John's and the region. Meetings have been set with the funding partners, the city and their project consultants.



#### **4. Council Orientation**

A schedule was outlined to Council regarding orientation events taking place in November. They include meeting with 15 community groups/service providers and training opportunities. Some times are still being confirmed. As they are finalized they will be shared with Council.

#### **5. Service Level Review**

The committee discussed the service level review and the alternatives for the remaining service area that must be selected for the review. The Draft Priorities Report indicated four options to consider for the final service area, joining the five already approved by the previous Council. This report was shared with Council after being elected.

**Motion: The committee recommends that “General Customer Service” be added as the final service area to be reviewed as a part of the Service Level Review being prepared by Twells Consulting.**

#### **6. Reason for the Rink**

We received correspondence from Todd Churchill that he will not be doing a rink this year and will be concentrating his efforts in advocating for the rights of deaf children. We have been long supporters of Todd and the Reason for the Rink and wish him the best with his new journey. The Town of Portugal Cove – St. Philip’s looks forward to working with Todd again in the future. A letter of thanks to will be prepared on behalf of Council.



# **PROTECTIVE SERVICES**



## **Protective Services Committee**

Tuesday, October 31, 2017

4:00PM

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

### **1. Commissionaires – Municipal Enforcement**

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 of communications procedures from the Fire Department, in particular how it relates to specific events.
- Both stations will be open for Halloween and handing out treats.
- The Department is participating in Guy Fawkes bonfire night on November 5<sup>th</sup>.
- Members have participated in a practice run through for the November 11<sup>th</sup> Remembrance Day parade. Membership will be on hand for the ceremony following the parade to lay a wreath as well.
- The Department is also participating in the Town's Tree Lighting event on November 28<sup>th</sup>.
- Regarding the recent motor vehicle accident on Portugal Cove Road and Bauline Line Extension, it was noted that there is no stop sign located at the corner of Bauline Line Extension. Councillor Bartlett will bring this information to the Public Works Committee for contact with the Department of Transportation Works as this is a provincially maintained roadway.

3. **Correspondence from Resident**

There are two portions of this complaint, one pertains to the Public Works Committee and will be brought to their attention, and the other is with regards to parking on the shoulder of the road. This complaint has been forwarded to the Town's Municipal Enforcement Officer for investigation.

4. **SafePCSP Request**

The Committee reviewed a funding request from the community group SafePCSP for three billboard signs has agreed to fund the cost of the signs as part of their Slow Down campaign. This is a budgeted item.

The Committee also reviewed the group's request for vinyl decals and will follow up with the group further on this request.

**Protective Services Committee**  
**APPENDIX A: TABLED MEO REPORT**

PROTECTIVE SERVICES:

October 31, 2017

- Monitoring bus stops at Olympic and Newberry, both areas have some congestion for short periods of time, buses stopping on intersection give children room to stay off main road and avoid speeding vehicles. Winter will present other hazards if bus stops moved to main roadways.
- School Zone speeding, diving through areas to control speed, meeting with RNC and they will be conducting an awareness campaign and under cover blitz in November. Operation Recess will be publicized by the RNC on the days that they will be in Towns.
- Crime Stoppers have signs available 2X4 (approx. 6) town would have to pay to have them installed. High traffic areas?
- Met with CBS MEO regarding illegal dumping,

Upcoming:

-Public Works to coordinate enforcement for winter parking ban.



# **ADMINISTRATION & FINANCE**



Administration & Finance Committee Report  
October 31<sup>st</sup>, 2017 – 4:00 p.m.

In attendance: Chairperson, Deputy Mayor Laham  
Councillor Harding  
Mayor McDonald

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

1. Accounts for Payment

Committee reviewed the cheque register financial documents.

2. Meadow Heights Change Order

Committee discussed a change order to reduce the planned width of Meadow Heights roadway from 7m with 1.5m walkway to a roadway of 6m with 1.25m walkway in order to save on the overcost caused by rock in the area and accommodate ditching maintenance. The original roadway was 6m hence this change still increases the road to a larger size of 7.25m. Committee considered growth and future work, but those are a factor that unknown at this time. Whereas 6m is a standard roadway size, the Committee offers the following motion:

MOTION: Committee recommends that Council approve change order number 006 for project number 1612-2, Meadow Heights Sanitary Sewer Servicing project, reducing the amount of the contract by \$40,713.45.

3. Correspondence

a. Circular regarding 2018-19 Municipal Infrastructure Application

Correspondence received on October 19, 2017 from the Department of Municipal Affairs and Environment inviting applications for funding.

b. Federal Gas Tax Program

Correspondence received on October 20, 2017 from the Department of Municipal Affairs and Environment regarding a bi-yearly payment to PCSP as part of the Federal Gas Tax Program.

c. Cancellation of Project 17-CWWF-17-00033

Correspondence received on October 25, 2017 from the Department of Municipal Affairs and Environment as confirmation that the Portable Sludge Drying Unit project has been cancelled as requested and funds have been re-allocated to other essential municipal infrastructure projects.

d. Reimbursement request

Correspondence received on October 25, 2017 from a resident requesting reimbursement for install and labour to hook up water main from the street to their house. Committee discussed the Water and Sewer regulations, sections 8(c)(3) and 8(d)(4) which state the hook up cost is the responsibility of the property owner. Committee further reviewed circumstances of hook up costs for other houses on the same street and found extenuating reasons for making exceptions to the regulations.

The reimbursement request is deferred to the next A&F Committee meeting for further discussion.

4. Water & Sewer Capital Works

The PCSP Water & Sewer Capital Works Cost Recovery Policy was reviewed with the A&F Committee whereby it was recommended the policy be explained to Committee of the Whole at a future date.



**Town of Portugal Cove-St.Philips**

BNK1 - BNS CURRENT ACCT

Cheques from 000001 to 046260 dated between 10/13/2017 and 10/26/2017

**CHEQUE REGISTER**

Printed: 4:40:54PM 10/26/2017

Page 1 of 5

Number	Issued		Amount	SC	Status	Status Date
046165	10/17/2017	Greeley, Cyril & Patricia Dianne	500.00	A/R	OUT-STD	10/17/2017
046167	10/17/2017	Gilbert Squires	402.50	A/P	OUT-STD	10/17/2017
	103470	installation/maint flower garden entrance to	402.50			
046168	10/20/2017	A1 Automotive Limited	759.00	A/P	OUT-STD	10/20/2017
	240413	Tail lamps-unit#31	759.00			
	242545	tailgate unit#31	517.50			
	242598	refund-tailgate unit#31	-517.50			
046169	10/20/2017	AA Towing Ltd.	230.00	A/P	OUT-STD	10/20/2017
	27403	supply 1 vehicle for training/public demo	230.00			
046170	10/20/2017	Air Liquid Canada Inc.	201.45	A/P	OUT-STD	10/20/2017
	8205704	1 box 6" zip cuts	201.45			
046171	10/20/2017	Anglican Parish of St. Philip	225.00	A/P	OUT-STD	10/20/2017
	Sept17	Hall rental - sept17	225.00			
046172	10/20/2017	Automotive Supplies (1985) Ltd	7.57	A/P	OUT-STD	10/20/2017
	135604	Unit #25 Yanmar Excavator - wiper blade	7.57			
046173	10/20/2017	Auto Parts Network	517.50	A/P	OUT-STD	10/20/2017
	393966	tail gate for unit31	517.50			
046174	10/20/2017	Baker Flooring Contracts Ltd.	151.23	A/P	OUT-STD	10/20/2017
	18739	roll of floor molding - FD	151.23			
046175	10/20/2017	Bell Mobility Inc. (Radio Division)	162.27	A/P	OUT-STD	10/20/2017
	2-1001872	Service call for FD teelcorder, antenna-supr	162.27			
046176	10/20/2017	Big Erics Inc.	122.80	A/P	OUT-STD	10/20/2017
	56994	case of cleaner-depot	122.80			
046177	10/20/2017	Bugden Signs	80.50	A/P	OUT-STD	10/20/2017
	36136	Unit numbers on Fleet	80.50			
046178	10/20/2017	Cansel - St. John's	60.16	A/P	OUT-STD	10/20/2017
	90411497HST	ink-plotter-HST not paid on original invoice	60.16			
046179	10/20/2017	CBS Rentals Limited	189.18	A/P	OUT-STD	10/20/2017
	10174524	repairs to roof vent saw-FD	189.18			
046180	10/20/2017	CDN Energy & Power Corp	645.66	A/P	OUT-STD	10/20/2017
	CM856118	return core	-103.50			
	INV886528	batteries	749.16			
046181	10/20/2017	Corporate Express	1,603.62	A/P	OUT-STD	10/20/2017
	45607826-	surge protector, projector display, pocket di	141.94			
	45607828	cash box, expansion files	142.86			
	45617705	Calendars & Planners	817.58			
	45629653	Ink	313.68			
	45643287	protector,display	85.42			
	45644800	refund-pocket files/dividers	-37.29			
	45657923	file dividers,pocket files	56.07			
	45684538	laminator and 3 packs of laminating pouche	83.36			
046182	10/20/2017	Ed Lundrigan	154.10	A/P	OUT-STD	10/20/2017
	1310010561	Pizza for Fire Prevention lunch-BCE	131.10			
	485452	reimb-repairs to bunker gear	23.00			
046183	10/20/2017	Emco Supply	301.08	A/P	OUT-STD	10/20/2017
	12615963-00	fitting, piping, prv, misc plumbing - ws maint	129.95			
	12616040-00	SDR Pipe, 6 couplings, pack reciprocating t	120.29			
	15535810-00	SDR Pipe, 6 couplings, pack reciprocating t	50.84			

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**Town of Portugal Cove-St.Philips**  
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Number	Issued	Amount	SC	Status	Status Date
046184	10/20/2017 Erin Gallant	<b>690.00</b>	A/P	OUT-STD	10/20/2017
	0000358 Pony rides-fall family festival	690.00			
046185	10/20/2017 Executive Coffee	<b>102.53</b>	A/P	OUT-STD	10/20/2017
	0000186989 coffee	62.48			
	0000187421 milkers	40.05			
046186	10/20/2017 Fastenal Canada Company	<b>216.28</b>	A/P	OUT-STD	10/20/2017
	NFMOU174456 misc maint supplies	27.70			
	NFMOU174457 cutting fluid,socket set	188.58			
046187	10/20/2017 Frederick Hollett	<b>2,692.73</b>	A/P	OUT-STD	10/20/2017
	Oct1-7 FD consultation Oct1-7	1,437.50			
	Oct8-14 FD Consultation Oct8-14	1,121.25			
	Propane,Engine2 Reimb-propane tanks refilled, wheel chock(	133.98			
046188	10/20/2017 Frontline Paintball Inc.	<b>413.59</b>	A/P	OUT-STD	10/20/2017
	19145589 36 smoke bombs	413.59			
046189	10/20/2017 Frontline Action	<b>137.89</b>	A/P	OUT-STD	10/20/2017
	1915064 10 smoke bombs	137.89			
046190	10/20/2017 GCR Tire Centers	<b>99.70</b>	A/P	OUT-STD	10/20/2017
	931-62198 UNIT #45 - WHEEL BALANCING	71.01			
	931-62201 Tire Repair - New Excavator Trailer	28.69			
046191	10/20/2017 Glenn Nichols Engine Services	<b>742.90</b>	A/P	OUT-STD	10/20/2017
	1640 repairs to wwtp generator	742.90			
046192	10/20/2017 Harvey & Company Limited	<b>476.63</b>	A/P	OUT-STD	10/20/2017
	1041999 Bracket S-Cam bushing kit Unit #38	476.63			
046193	10/20/2017 Hiscock's Spring Service	<b>613.18</b>	A/P	OUT-STD	10/20/2017
	128603 Unit #32 - rear springs replaced	613.18			
046194	10/20/2017 Home Depot	<b>459.21</b>	A/P	OUT-STD	10/20/2017
	2462341 Pain & Allen Keyst for Playground Equipme	63.31			
	3450412 Application kit for window covering, quick ce	82.69			
	3461105 Batteries for Rec Center Toilets	41.34			
	462123 Gallon paint for rec center, posts for garbag	128.81			
	5462584 materials to build ticket booth-rec events	12.83			
	6450755 materials to build ticket booth-rec events	130.23			
046195	10/20/2017 Honda One	<b>167.48</b>	A/P	OUT-STD	10/20/2017
	I593500 parts for generator	167.48			
046196	10/20/2017 Irving Oil Limited	<b>859.87</b>	A/P	OUT-STD	10/20/2017
	927986 Gas	859.87			
046197	10/20/2017 Kent Building Supplies	<b>920.92</b>	A/P	OUT-STD	10/20/2017
	1342644 refund-wood-ticket booth rec	-132.24			
	15346589 board-FD maint	51.15			
	15346727 Pull cord, plug for Blue Generator	8.61			
	15348208 Brad nails, caulking	25.10			
	15348244 Materials to build ticket booth - Rec events	781.37			
	15350722 materials to bld ticket booth-rec events	48.55			
	15361703 Cable ties, spikes for tent, tape measure	52.08			
	1681912 quick concrete, insulation	86.30			
046198	10/20/2017 Martins Fire Safety Ltd.	<b>121.33</b>	A/P	OUT-STD	10/20/2017
	73710 5lb fire extinguisher,bracket/cover-Unit41	121.33			
046199	10/20/2017 Maxxam Analytics Inc.	<b>327.75</b>	A/P	OUT-STD	10/20/2017
	SJ3272966 water testing-WWTP	218.50			

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Number	Issued		Amount	SC	Status	Status Date
	SJ3273280	wwtp testing	109.25			
046200	10/20/2017	McInnes Cooper	<b>1,422.04</b>	A/P	OUT-STD	10/20/2017
	2017024821	General legal advise	794.14			
	2017025622	Dismissal Claim	627.90			
046201	10/20/2017	McLoughlan Supplies Ltd.	<b>345.44</b>	A/P	OUT-STD	10/20/2017
	1019471	2 emergency lights FD PCove	261.05			
	1019652	light bulbs-park bldg	84.39			
046202	10/20/2017	Micmac Fire & Safety Source Ltd.	<b>86.72</b>	A/P	OUT-STD	10/20/2017
	NL-00846191	door/sprinkler wedges, class a foam	35.54			
	NL-00846285	batteries-FD	51.18			
046203	10/20/2017	Mr. Rooter Plumbing	<b>1,167.25</b>	A/P	OUT-STD	10/20/2017
	207112690	Replacement parts for sink at Rainbow Gull	1,167.25			
046204	10/20/2017	Neopost Canada	<b>173.99</b>	A/P	OUT-STD	10/20/2017
	6176338	Postage meter lease	173.99			
046205	10/20/2017	Newfoundland Distributors Ltd.	<b>73.96</b>	A/P	OUT-STD	10/20/2017
	30258516	4 3/8x7 bolts with nuts and washers, utility t	73.96			
046206	10/20/2017	Newfoundland Design Associates Ltd.	<b>2,622.61</b>	A/P	OUT-STD	10/20/2017
	20171138	Meadow Hgts Sewer services	2,622.61			
046207	10/20/2017	Newfoundland & Labrador Chapter	<b>750.00</b>	A/P	OUT-STD	10/20/2017
	20171006-001	Registration - CPWA-NL Fall conference-5p	750.00			
046208	10/20/2017	NLCSA	<b>74.75</b>	A/P	OUT-STD	10/20/2017
	52140	Powerline Hazard Training - Roan Stanley	74.75			
046209	10/20/2017	North Atlantic Supplies Inc.	<b>230.00</b>	A/P	OUT-STD	10/20/2017
	53350	gloves-wwtp	230.00			
046210	10/20/2017	Pardy's Waste Management & Industria Services Lt	<b>4,371.15</b>	A/P	OUT-STD	10/20/2017
	00070599	vac out lift station	4,371.15			
046211	10/20/2017	Parts for Trucks	<b>1,066.20</b>	A/P	OUT-STD	10/20/2017
	40397967-00	Convex Mirror (#48)	71.31			
	40398993-00	grease gun, rust check, zip ties	285.36			
	40399191-00	Unit #32 - ladder	215.28			
	40399600-00	4 battery leads, 2 packs bungie cords	86.62			
	40400166-00	Unit #40 - govenor	157.96			
	40400167-00	Inventory - wiper blades 20s+22s & gun oil	249.67			
046212	10/20/2017	PCSP Volunteer Fire Department	<b>2,500.00</b>	A/P	OUT-STD	10/20/2017
	4/4Social	4/4 social fund installment	2,500.00			
046213	10/20/2017	Pik-Fast Express Inc.	<b>50.89</b>	A/P	OUT-STD	10/20/2017
	DC-1445	Courier service	50.89			
046214	10/20/2017	Pinnacle Office Solutions	<b>293.12</b>	A/P	OUT-STD	10/20/2017
	126381	copier maint	293.12			
046215	10/20/2017	PMA	<b>195.50</b>	A/P	OUT-STD	10/20/2017
	3918	fall forum registration-c.murray	195.50			
046216	10/20/2017	Princess Auto Ltd.	<b>202.28</b>	A/P	OUT-STD	10/20/2017
	610138	6 Wheel Chocks	186.23			
	686237	4 rubber mounts, 2 extenders	16.05			
046217	10/20/2017	Quality Truck & Trailer Repairs	<b>1,901.19</b>	A/P	OUT-STD	10/20/2017
	010010	MVI Unit#32	1,190.20			
	010013	MVI unit#35	710.99			
046218	10/20/2017	Quality Hotel & Suites	<b>570.40</b>	A/P	OUT-STD	10/20/2017
	38081923	hotel room-fall forum PMA-T.Pollard	142.60			

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	38088209	Hotel room-Fall Forum PMA-C.Murray	427.80			
046219	10/20/2017	Reefer Repair Services Limited	<b>28.98</b>	A/P	OUT-STD	10/20/2017
	137143	6 fittings	28.98			
046220	10/20/2017	Richard Murphy	<b>1,207.50</b>	A/P	OUT-STD	10/20/2017
	Oct2-8	FD Consultations Oct2-8	1,207.50			
046221	10/20/2017	Ritche Perez	<b>300.00</b>	A/P	OUT-STD	10/20/2017
	11	photography @ fall family festival	300.00			
046222	10/20/2017	Rogers Payment Centre	<b>106.35</b>	A/P	OUT-STD	10/20/2017
	Oct17	Cable-FD	106.35			
046223	10/20/2017	Scope Industrial	<b>59.79</b>	A/P	OUT-STD	10/20/2017
	6517746	Club Cadet Wiper Snipper - clutch	59.79			
046224	10/20/2017	Srabani Saha	<b>2,300.00</b>	A/P	OUT-STD	10/20/2017
	Invertebrates Study	Invertebrates study	2,300.00			
046225	10/20/2017	St. John's Asphalt & Aggregate Inc.	<b>3,133.16</b>	A/P	OUT-STD	10/20/2017
	002824	road gravel	3,133.16			
046226	10/20/2017	Stokes International	<b>1,617.59</b>	A/P	OUT-STD	10/20/2017
	118125	Uniform order-FD	1,617.59			
046227	10/20/2017	Telus	<b>2,162.74</b>	A/P	OUT-STD	10/20/2017
	Oct17	cells	2,162.74			
046228	10/20/2017	Telus Going Mobile Wireless	<b>138.00</b>	A/P	OUT-STD	10/20/2017
	FRESHIN42464	Repairs to cell phone-n.miller	138.00			
046229	10/20/2017	Terra Nova Motors Ltd.	<b>49.25</b>	A/P	OUT-STD	10/20/2017
	354981	unit #44 - check link	49.25			
046230	10/20/2017	The Hub	<b>431.25</b>	A/P	OUT-STD	10/20/2017
	25554	6 books of burning permits	431.25			
046231	10/20/2017	Traction	<b>460.90</b>	A/P	OUT-STD	10/20/2017
	506593410	shoes. dust seal, gasket - Unit #38	460.90			
046232	10/20/2017	Triware Technologies Inc.	<b>2,523.74</b>	A/P	OUT-STD	10/20/2017
	178524	Monitor for SP Plant	185.44			
	180427	laptop for mayor	1,942.93			
	180430	printer	395.37			
046233	10/20/2017	Valero Energy Inc.	<b>1,605.86</b>	A/P	OUT-STD	10/20/2017
	4111519823	Diesel	1,605.86			
046234	10/20/2017	Vigilant Management Inc.	<b>12,362.56</b>	A/P	OUT-STD	10/20/2017
	1026	Water loss program	268.82			
	1028	Sidewalks, dogberry hill rd	4,811.32			
	1030	Strategic Plan	345.00			
	1031	Lifestyle centre	3,751.88			
	1032	Healeys Pond Cres	1,736.51			
	1033	Newbury Street walkway	172.51			
	1034	town depot planning	1,204.64			
	1037	MYCW - Nearys Pond	71.88			
046235	10/20/2017	VitalAire	<b>19.80</b>	A/P	OUT-STD	10/20/2017
	3032969	monthly lease-cylinders	19.80			
046236	10/20/2017	Wajax Industrial Components	<b>18.08</b>	A/P	OUT-STD	10/20/2017
	RIN004439571	Belt for Drill Press	18.08			
046237	10/20/2017	Windco Enterprises	<b>983.25</b>	A/P	OUT-STD	10/20/2017
	20171740	pull back netting @ ball fields	983.25			
046238	10/20/2017	Amy Julien-Fowler	<b>55.00</b>	A/P	OUT-STD	10/20/2017

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	Fall Festival	Family fall festival	55.00			
046239	10/20/2017	Becky Mercer	<b>55.00</b>	A/P	OUT-STD	10/20/2017
	Fall festival	Family fall festival	55.00			
046240	10/20/2017	Gerald Mercer	<b>55.00</b>	A/P	OUT-STD	10/20/2017
	Fall Festival	Family fall festival	55.00			
046241	10/20/2017	Katie Fleming	<b>55.00</b>	A/P	OUT-STD	10/20/2017
	Fall Festival	Family fall festival	55.00			
046242	10/20/2017	Kirk Combden	<b>33.00</b>	A/P	OUT-STD	10/20/2017
	Fall Festival	Family fall festival	33.00			
046243	10/20/2017	Sarah Squires	<b>55.00</b>	A/P	OUT-STD	10/20/2017
	Fall festival	Family fall festival	55.00			
046244	10/20/2017	Newfoundland Exchequer	<b>350.00</b>	A/P	OUT-STD	10/20/2017
	CADO 2017	CADO renewal 2017	350.00			
046245	10/20/2017	Fusion Competition Dance Team	<b>250.00</b>	G/L	OUT-STD	10/20/2017
	7340-6400	Motion#2017-420 Fusion Competition Dan	250.00			
046246	10/20/2017	Pro-Tech Construction Ltd.,	<b>400.00</b>	A/R	OUT-STD	10/20/2017
046247	10/20/2017	Mitchell, Daniel R.	<b>120.06</b>	A/R	OUT-STD	10/20/2017
046248	10/20/2017	Carew Services Ltd	<b>5,663.75</b>	A/P	OUT-STD	10/20/2017
	368718	Retaining Wall - Hardings Hill	5,663.75			
046249	10/20/2017	Chris Milley	<b>200.00</b>	A/P	OUT-STD	10/20/2017
	Sep17	TRAVEL ALLOWANCE	200.00			
046250	10/20/2017	Gail Tucker	<b>200.00</b>	A/P	OUT-STD	10/20/2017
	Sep17	TRAVEL ALLOWANCE	200.00			
046251	10/20/2017	City of St. John's	<b>11,624.01</b>	A/P	OUT-STD	10/20/2017
	14197	landfill use Sep17	11,624.01			
046252	10/20/2017	Grand Concourse Authority	<b>38,921.83</b>	A/P	OUT-STD	10/20/2017
	17077	Batting cage-voiseys brook	10,360.42			
	17097	Rainbow Gully soccer field lighting/expansic	28,561.41			
046253	10/20/2017	Honda One	<b>6,971.30</b>	A/P	OUT-STD	10/20/2017
	U032089	Generator Depot	6,971.30			
046254	10/20/2017	Pyramid Construction	<b>236,645.89</b>	A/P	OUT-STD	10/20/2017
	claim#2Meadow	claim#2 meadow hgts	236,645.89			
046255	10/20/2017	Turf Masters Landscaping Limited	<b>332,350.00</b>	A/P	OUT-STD	10/20/2017
	8123	expansion of turf at rainbow gully	332,350.00			
046256	10/20/2017	Vigilant Management Inc.	<b>16,914.16</b>	A/P	OUT-STD	10/20/2017
	1027	water meter project	5,474.01			
	1029	MYCW meadow hgts	11,440.15			
046258	10/25/2017	Bernadine Lawlor	<b>1,050.00</b>	A/P	OUT-STD	10/25/2017
	Sep-Oct	Rec center cleaning Sep-Oct	1,050.00			
046259	10/25/2017	Yvonne King	<b>1,050.00</b>	A/P	OUT-STD	10/25/2017
	Sept-Oct	Rec center cleaning Sep-Oct	1,050.00			
<b>Cheque Totals Issued:</b>			<b>715,980.90</b>			
<b>Void:</b>			<b>0.00</b>			
<b>Total Cheques Generated:</b>			<b>715,980.90</b>			
<b>Total # of Cheques Listed:</b>			<b>93</b>			

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DOC/2017/04416

**CIRCULAR**

To: All Municipalities, Local Service Districts, Engineering Consultants, Regional Service Boards and Inuit Community Governments

Re: Call for 2018/2019 Municipal Capitals Works and Small Communities Fund Applications

Date: October 19, 2017

Applications are invited for the 2018/2019 capital works funding programs. Applications will be used for the Municipal Capital Works and Small Communities Fund programs as well as potentially other federal funding programs depending on the finalization of the Federal Government's Investing in Canada Infrastructure Program.

The deadline to submit applications for these programs is **November 30, 2017**. Applicants should note that program funding is subject to budget appropriations for fiscal year 2018/2019.

Please note that the cost-share ratio for these programs will be based upon project categories as follows:

Project Category	Population	Municipal Share	Provincial Share
Water, waste water, disaster mitigation	Less than 3,000	10%	90%
	3,000 to 7,000	20%	80%
	Greater than 7,000	30%	70%
Recreational projects, buildings, fire halls	All population bands	40%	60%
Roads and other funding requests	All populations bands	50%	50%

In addition to the above, projects that are regional in nature will decrease by one ratio band (i.e. 10%) unless the project already falls into the 90/10 category.

As with the 2017/2018 program, all projects will strictly adhere to approved project budgets. To support this process, MAE will provide for reasonable contingency allocations to be included within the project budget. Once the provincial share for the project has been approved, **no additional funding for the project will be provided by MAE.**



As in previous years, MAE will be utilizing the Municipal Support Information System (MSIS), for the submission of applications and project status reports. Applicants can access the application website at [www.mae.gov.nl.ca/capital\\_works/cwfunding.html](http://www.mae.gov.nl.ca/capital_works/cwfunding.html).

To gain access to the online application site, users require a USER ID and PASSWORD. **Any user who has not obtained a USER ID and PASSWORD** is asked to contact the System Administrator, Heather Roberts – [MA-InfoManagement@gov.nl.ca](mailto:MA-InfoManagement@gov.nl.ca) or (709) 729-5498.

**Applicants should note that all applications that are on file from previous funding programs are no longer considered active and will not be considered for the 2018/2019 Municipal Infrastructure Program.** If the project remains a priority for the community, the application must be re-submitted through the MSIS System. It is not necessary for users to re-enter an application for a project that has already been approved. However, new applications are required for phases of proposed projects not yet funded.

All applicants are encouraged to clearly describe the importance of the proposed project and long term benefits to the Town. In addition to the online application, the following items **MUST be submitted** by the November 30, 2017 deadline. These items can be uploaded using the documents section of the online application.

- Financial Evaluation Form ([http://www.mae.gov.nl.ca/capital\\_works/proposed.html](http://www.mae.gov.nl.ca/capital_works/proposed.html))
- Resolution of the Local Government authorizing the application
- Project Cost Estimates, including reasonable contingency (see related contingency policy at [www.mae.gov.nl.ca/capital\\_works/cwfunding.html](http://www.mae.gov.nl.ca/capital_works/cwfunding.html))
- Drawing indicating the location and scope of the proposed project

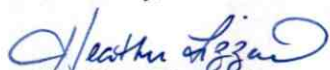
Questions regarding the application process can be directed to the appropriate contact:

Mr. Inayat Rehman  
Eastern Regional Office  
Phone: (709) 729-5337  
Email:  
[inayatrehman@gov.nl.ca](mailto:inayatrehman@gov.nl.ca)

Mr. Wilf Maloney  
Central Regional Office  
Phone: (709) 256-1055  
Email: [WilfMaloney@gov.nl.ca](mailto:WilfMaloney@gov.nl.ca)

Mr. Chris Power  
Western and Labrador  
Regional Offices  
Phone: (709) 637-2491  
Email: [chrisspower@gov.nl.ca](mailto:chrisspower@gov.nl.ca)

Sincerely,



**Heather Tizzard**  
Assistant Deputy Minister  
Municipal Infrastructure and Support

cc: Regional Managers; Regional Engineers; MHAs



Government of Newfoundland and Labrador  
Department of Municipal Affairs and Environment

OCT 19 2017

TOWN OF PORTUGAL-COVE-ST-PHILIP'S

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

OCT 20 2017

RECEIVED

Dear Mayor:

I am pleased to advise you that the Department of Municipal Affairs and Environment has released the following allocation as part of the Federal Gas Tax Program:

**\$157,849.48 Year 12A Allocation**

A payment totaling \$157,849.48 has been requisitioned with the Department of Finance and will be forwarded to you. If you do not receive this payment or if you require additional information, please contact me at 709-729-5401 or the Gas Tax Secretariat at: 1-877-729-4393 or by email: [deannspurrell@gov.nl.ca](mailto:deannspurrell@gov.nl.ca).

Yours sincerely,

A handwritten signature in blue ink that reads "Deann Spurrell".

**Deann Spurrell**  
Manager, Gas Tax Administration



OCT 24 2017

COR/2017/03998-01

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

Dear Mayor McDonald:

**Re: Cancellation of Project # 17-CWWF-17-00033 (Portable Sludge Drying Unit)**

This is in response to Town's request to cancel the above mentioned CWWF project has been approved by provincial and federal funding partners. All funds associated with 17-CWWF-17-00033 are cancelled and have been re-allocated to other essential municipal infrastructure projects.

The Town of Portugal Cove – St Philips has been approved for cost-shared funding to complete another CWWF project under the Clean Water Waste Water Funding (CWWF) Program. Town will get separate correspondence related to the approval of the new CWWF project.

If you need further clarification or have any questions, please contact Mr. Inayat Rehman, Eastern Regional Engineer at 709-729-5337 or through e-mail: [inayatrehman@gov.nl.ca](mailto:inayatrehman@gov.nl.ca).

Sincerely,



**HEATHER TIZZARD**  
Assistant Deputy Minister

Enc.

cc: Mr. David Brazil - MHA  
Mr. Ian Duffett, P. Eng., Director  
Ms. Lori Evoy, Regional Manager  
Mr. Inayat Rehman, Regional Engineer  
Ms. Bertha Fowler, Project Representative



# **Other Reports**

## **Advisory Report**

**November 6, 2017**

**Report to:** Council

**From:** Town Manager

**Reference:** Notice of Motion Regarding Direction to Take with the Water Meter Project

**Issue:** The water meter project is one that all councillors have given significant consideration. A notice of motion was presented at the October 10, 2017 Public Council Meeting, generating the need to gather and share as much information on the subject as possible before it was to be brought forward for debate and vote at the October 24, 2017 Council Meeting. It was deferred for another two weeks at that meeting. This report intends to summarize the information and provide advice or recommendation to council for consideration and debate in accordance with s55(2) of the Municipalities Act.

### **Background:**

During the term of the prior council a number of initiatives aligned in such a way that they decided it was practical to introduce water meters to the Municipality. Some of these initiatives included:

- investigation into the self-sufficient funding of the water service
- development of an asset management plan
- long term budgeting
- debates including environmental considerations

Following attendance at an environmental sustainability conference where the topic of universal water metering was discussed, a prior councillor brought the idea back for debate. Some research was collected and summarized by staff to the point where Council decided to initiate a pilot project. As research and planning of the project proceeded, Council decided it was beneficial to bypass the pilot project and go straight to universal metering.

The project was announced and the Town sought feedback from the public so that the project plan could consider and address the concerns. A significant concern heard during the public information sessions was that the public felt using meters was a more costly way of doing business and they would receive higher or additional taxes.

Using the information learned and also the subsequent announcement that the project would be funded by the Federal Clean Water and Waste Water Fund, a feasibility study and report was prepared by one of Atlantic Canada's leading water meter firms. The report also summarized characteristics of the Town water and wastewater systems and made recommendations with respect to complete management of them. The "Water and Wastewater Metering Study" predicted that using water meters will lead to significant conservation and will be a critical part

of a modern and efficiently operated water system. The conservation and efficiencies would produce considerable cost savings. Cost savings are passed along to tax payers so the single biggest public concern with the project was addressed. It was recognized that higher than average water consumers would likely pay more in water tax than they do today if they do not conserve.

A long wait period occurred between the decisions to proceed and issuing an RFP. The approval to use an RFP had to come from the House of Assembly and was a more complicated process than expected. Once the RFP went to market, the winning proponent turned out to be one of, if not, the most experienced manufacturer/supplier/installers of meters in North America.

The contract which includes significant public engagement and education materials using the vast knowledge and experience of the contractor was signed in the last few weeks of the last Council's term in office.

**Information Considered:**

Since the notice of motion was introduced, a lot of information had to be made available to Council for consideration in making a decision at the November 7, 2017 Council meeting. Most of that information is included and available on the Town's Water Metering Project website. All publicly available presentations, reports, mail-outs, frequently asked questions and answers can be found there.

**The Motion:**

The motion that was presented at the October 10, 2017 Council Meeting is as follows:

*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 water residential meters to be diverted into ground water distribution infrastructure repair and underground zone metering.*

Council subsequently met and discussed this motion in a committee of the whole Council meeting and agreed upon better wording.

The edited notice of motion to be presented currently is as follows:

*Notice of motion to immediately halt the residential water meter project and to petition both levels of government to allow any funds allotted for the purchase and installation of residential water meters to be diverted to repairs to the water distribution infrastructure repair and implementation of zone metering*

It is understood that the motion may be modified further before or at the Council meeting. This report only considers the possible pros and cons of either carrying or defeating the motion given. It is understood that they both versions have the same intent. Carrying the motion means that the contract will be terminated or may be considered constructively terminated

whereas the installation of residential water meters is the bulk and main objective of the contract.

**Consideration:**

For the purpose of this report, the costs of operating the water system includes such things as the purchase of water from the regional water authority, the repair and maintenance of the system, and salaries of staff to perform all functions related to the operation of the system.

Leak detection and repair, as well as, meter reading; invoice generation; and processing of water bills would be included in operating costs.

The water meter project's budget was set at \$1,500,000.

Based on the awarded contract, the total estimated cost at completion of the project is now about \$1,210,000, which includes a 10% contingency for over runs.

The funding agreement dictates that the Town would be responsible for 30% of the project cost with the Federal and Provincial Governments jointly paying for 70% of the cost up to the total agreed funding amount. The municipal share of the estimated cost is \$363,000. Like all operating and municipal project costs, this amount will be paid by the water or general tax rate payers.

To date this project has cost about \$80,000 in consultant and project management fees. The cost of internal resources such as staff time and materials dedicated to the project has not been included in this figure. This figure is a component of the estimated cost at completion. If the contract is terminated the agreement between the Town and senior levels of Government would likely make the Town responsible for the full cost of the project.

The contractor has put an unknown amount of effort into this project to prepare their response to the Request for Proposal and in project work since the award. I would estimate that it would be about \$25,000 in effort. If the contract is terminated, the Town will likely be required to pay the contractor for this amount of effort.

If the contract is terminated, contract law would predict that the Town will be expected to pay for the contractor's lost profit. A 10% profit margin of the contract is \$98,900. We have no idea how much profit the contractor was expecting. The legal opinion received suggests the profit could be as high as \$200,000 depending on what the contractor is able to prove from similar projects. There is no way to determine precisely what this figure could be until we head down the route of settlement.

Contract law also suggests that there is a possibility of being required to pay for the contractor's lost opportunity. I suspect that as the expected project's profit margin lowers the value of lost opportunity increases as a contractor likely would sacrifice profit to break into a new market.

If we need to defend our position to minimize costs of terminating the contract, there will be unknown legal costs.

Considering the profit level suggested by the legal opinion and no lost opportunity or legal costs, the cost of carrying the motion would be  $\$80,000 + \$25,000 + \$200,000 = \$305,000$ . This would be paid by the water or general tax rate payers as determined by council.

### **Outcome Value:**

The Council debate becomes a comparison of expected benefit and risk for the cost. In other words Council will need to debate and compare the value of the two possible outcomes of the decision. I will present this information in the form of pros and cons for each option.

We have received a very good report that has provided valuable information about our water and wastewater system. A couple other projects were spawned from the same report (zone metering, water loss control program). This is a benefit already received so can be considered a pro for both sides of the debate, therefore it is not included in the comparison.

Likewise it has been suggested, without evidence, that the unit cost of the water could go up whether regional water consumption goes up or down. One side is that our project will cause consumption to go down and unit rate to go up as a result of fixed supply costs. On the other hand if the rate of consumption is not reduced in the region, it will have to bring another water supply source on line at a great cost that will have to be paid for using higher water rates. As our municipality represents a tiny portion of the regional water use, any change to our consumption as a result of this decision would have little impact on the region and water purchase rates. For this reason I have not included water unit rate price increase as a Con for either outcome.

	<b>\$365,000 Complete Project</b>	<b>\$305,000 Terminate Contract</b>
<b>Pros</b>	<ul style="list-style-type: none"><li>• Statistically and case proven conservation = reduced operating costs for water and waste water systems = reduced tax income</li><li>• Greater operational efficiency* = Reduced operating costs for water system = reduced tax income.</li><li>• A tax formula dependent on meters has been devised that will enable the cost of the project to be paid by water users.</li></ul>	<ul style="list-style-type: none"><li>• Cheaper option (-\$60,000)</li><li>• Guaranteed income for budgeting that is independent of water use.</li><li>• Will satisfy the number of residents who are vocally opposed to meters.</li><li>• Will enable some newly elected councillors to honour their election platforms.</li><li>• High water consumers will not pay more than low water consumers.</li><li>• No change is easier to manage than change.</li></ul>

	<ul style="list-style-type: none"> <li>• A tax formula dependent on meters has been devised that will enable water service to be self-funding from water tax alone – not subsidized by residents without municipal water service</li> <li>• A tax formula dependent on meter devised has been devised that will mean average or below average water consumers will pay less than their current fixed water tax.</li> </ul> <p>*overall resulting from leak detection efficiency; targeted repairs; offsets new meter read and billing tasks.</p>	<ul style="list-style-type: none"> <li>• Do not have to address the issues of finding solutions and dealing with: those that oppose, cannot feasibly be installed, new regulations, effects of being the first.</li> <li>• No new operational function – Meter reading and billing.</li> </ul>
<b>Cons</b>	<ul style="list-style-type: none"> <li>• A tax formula dependent on meter devised that will mean above average water consumers will pay more than their current fixed water tax if they do not reduce their water use.</li> <li>• Degree of conservation will be influenced by the number of services with a meter. Requires developing innovative ways to get as many meters installed as possible.</li> <li>• No guaranteed income for budgeting. As consumption goes down, tax income will go down.</li> <li>• From information obtained to date we know what the reaction of a part of the population is. Of those who were vocal we know they feel strongly opposed to water meters.</li> <li>• Need to understand the opposition to meters and devise best approach to try and change opinion or address the</li> </ul>	<ul style="list-style-type: none"> <li>• Requires additional effort to identify leaks = increase operational cost = increased taxes</li> <li>• Requires additional effort to drive conservation = increase operational cost = increased taxes</li> <li>• Impact and value of other conservation programs are unknown at this time.</li> <li>• A new higher flat rate will have to be devised to match operating costs or else water service must be subsidized by general tax income.</li> <li>• We do not know how the population will react to the decision. We will have to devise a strategy to address their issues.</li> <li>• Average or low water users will pay the same amount for their service as high water users.</li> <li>• No farther ahead on the issue if the decision to proceed is made in the future. The opportunity for shared funding on a similar project in the future is unknown.</li> </ul>

	<p>opposition in a politically correct manner.</p> <ul style="list-style-type: none"> <li>• Require additional regulations for meters.</li> <li>• Require an approach to deal with those that refuse participation.</li> <li>• Requires an approach to deal with cases where it is not feasible to install (ie. Frost risk)</li> <li>• May be contrary to campaign platforms of some newly elected members of council requiring a plan to recognize and respond.</li> <li>• Requires an approach to deal with negative connotation of being the first to do it – possibly a plan to present the positive outcomes of being the first.</li> <li>• More costly option (+\$60,000)</li> </ul>	
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### **Conclusion:**

Monetary values for the benefits of the two possible outcomes are easy to compare. The project will add tangible assets to the water system, pay for itself, and result in lower average water tax bills than a self-supporting system using fixed rates, therefore on monetary value alone, I recommend proceeding with the project.

Social, political, and democratic value and impact in making a decision is harder to gauge in a report but is known to be very prominent in the minds of the Council and citizens. The Council needs to somehow weigh these substantial but immeasurable factors with the measurable ones. I am not in a position to be able to give recommendations based on social, political, or democratic value.

Whatever decision is made, I would recommend that the Town immediately work with the contractor to find ways to minimize the negative impacts (cons) of the decision made and accentuate the benefits.



**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 23-November 3, 2017

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
October 24, 2017	Children, Seniors and Social Development	The Community Healthy Living Fund	RC Cmte
October 24, 2017	Resident	Complaint and Request for Clarification	PW and PS Cmte
October 24, 2017	MMSB	Funding: Community Waste Water Diversion Program	PW Cmte
October 25, 2017	NL & LAB Association of Optometrists	Requesting a proclamation be signed stating October 2017 as "Children's Vision Month:"	Mayor
October 25, 2017	Department of Municipal Affairs	Cancellation of Project 17-CWWF-17-00033 (Portable Sludge Drying Unit)	AF Cmte
October 26, 2017	Resident	Reimbursement Request	AF Cmte
October 30, 2017	Municipal Assessment Agency	Ballots for Urban and Regional Director	COW
October 31, 2017	Dept of Municipal Affairs	Municipal Circular 10-30-2017 re Premier's Forum of Local Government	Sent to Mayor
November 2, 2017	CBDC	Introduction	-will go to EDMCT
November 2, 2017	Eastern Regional Service Board	User Fee Structure 2018	-will go to AF Cmte
November 2, 2017	Office of the Information & Privacy Commissioner	2016-17 Annual Report and meeting deadlines	-will go to AF Cmte



# **NEW/GENERAL/ UNFINISHED BUSINESS**



# **AGENDA ITEMS/ NOTICE OF MOTIONS**