



TOWN OF PORTUGAL COVE-ST. PHILIP'S
November 7, 2017
Regular Public Council Meeting 7:00 p.m.

| | | |
|--------------------------|----------------------------------|------------------------|
| IN ATTENDANCE: | Mayor | Carol McDonald |
| | Deputy Mayor | Jeff Laham |
| Councillors: | | Dave Bartlett |
| | | Darryl J. Harding |
| | | Johnny Hanlon |
| | | Madonna Stewart Sharpe |
| | | Tina Neary |
| | Town Manager/Engineer | Chris Milley |
| | Director of Financial Operations | Tony Pollard |
| Director of Public Works | Gail Tucker | |
| Planning Technician | Les Spurrell | |
| Deputy Town Clerk | Claudine Murray | |

Mayor McDonald called the meeting to order, welcomed the gallery of 21 persons in attendance.

ADOPTION OF MINUTES

Motion: Harding/Bartlett
 2017-469 Resolved that the minutes of October 24, 2017 be adopted as circulated.
 Carried Unanimously

ADOPTION OF AGENDA

Motion: Hanlon/Harding
 2017-470 Resolved that the Agenda dated November 7, 2017, be adopted as circulated.
 Carried Unanimously

DELEGATIONS/PRESENTATIONS

- None for this meeting

BUSINESS ARISING

- On October 26, 2017 the Mayor and Deputy Mayor were able to attend the Killick Coast Meet and Greet to meet other councils from the 5 surrounding municipalities. MHA Parsons and MP Whalen we also in attendance.
- On October 27th, 2017 the Town Manager met the Vigilant project managers and Department of Municipal Affairs to discuss the delays that are happening on Meadow Heights and discussed an approach on how to deal with those delays.

- On November 6th, 2017, Council was given presentations from Mr. Gavin Will on Water Metering in his experience with the A&F committee last term of Council. We also had the Chamber of Commerce have a discussion with Council and offer some possible areas of support they can give. We also had SafePCSP give a presentation to Council

COMMITTEE REPORTS

Planning & Development Committee Report of October 31, 2017– presented by Councillor Harding

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

Motion: Harding/Laham

2017-471 Resolved 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.

Carried Unanimously

2. Civic # 7-9A Days Road – Reconfigure Property Boundaries & Single Dwelling

Motion: Harding/Hanlon

2017-472 Resolved 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.

Carried Unanimously

3. Civic # 1836 Portugal Cove Road – Accessory Building & Removal

Motion: Harding/Bartlett

2017-473 Resolved 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.

Carried Unanimously

4. Civic # 869-877 Thorburn Road – Accessory Building & Demolition

Motion: Harding/Hanlon

2017-474 Resolved 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.

Carried Unanimously

5. Civic # 2 Princeton Place – Accessory Building

Motion: Harding/Laham

2017-475 Resolved that the application to construct an accessory building at Civic # 2 Princeton Place be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

6. Civic # 520 Bauline Line Extension – Business (Forestry & Agriculture)

Motion: Harding/Neary

2017-476 Resolved 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.

Carried Unanimously

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

A.

Motion: Harding/Laham

2017-477 Resolved that Motion # 2017-311, to complete an amendment to the Town's Development Regulations increase the maximum length of cul-de-sacs, be rescinded as per Appendix A: Tabled Report.

Carried Unanimously

B.

Motion: Harding/Laham

2017-478 Resolved 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.

Carried Unanimously

8. Other Items Discussed

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.

9. Permits Issued

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

Recreation & Community Services Committee Report for November 1, 2017 - presented by Councillor Stewart Sharpe

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: Stewart Sharpe/Harding

2017-479 Resolved that council adopt the Outdoor Facility Rental Rates as tabled.

Carried Unanimously

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: Stewart Sharpe/Neary
2017-480 Resolved that council adopt the updated Terms of Reference for the Recreation Committee as tabled.

Carried Unanimously

3. Inclusion Committee

The Recreation Director held an Inclusion Committee meeting on Thursday, November 2nd. During this meeting a Term of Reference was developed and a chairperson will be recommended by November 17th. At the November 21st 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.

Public Works Committee Report for November 1, 2017 – presented by Councillor Bartlett

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: Bartlett/Laham
2017-481 Resolved that the Traffic Impact Study for Proposed Residential Subdivisions in the Dogberry Hill area as proposed by Harbourside Transportation Consultants be approved at \$18,450 plus HST.

Carried Unanimously

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 Development, Marketing, Communications & Tourism Report for November 1, 2017 – presented by Councillor Neary

1. Advisory Committee Updates

We will be hosting a book launch on November 1st 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 9th.

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 19th at Murrays Pond Fishing and Country Club at 3:00 pm and Wednesday, November 22nd 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 6th 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: Neary/Bartlett

2017-482 Resolved 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.

Carried Unanimously

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 Committee Report of October 31, 2017 – presented by Councillor Hanlon

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 5th.
- Members have participated in a practice run through for the November 11th 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 28th.
- 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.

Admin. and Finance Committee Report of October 31, 2017 - presented by Deputy Mayor Laham

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: Laham /Hanlon
2017-483 Resolved that 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.
Carried Unanimously

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 as 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.

Other Reports

1. Advisory Report tabled

A report to Council from the Town Manager regarding direction to take with the Water Meter Project

2. Mater Metering as presented by Councillor Harding

Motion: Laham/Harding

2017-484 Resolved that Council 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 drinking water distribution infrastructure and continued implementation of zone metering

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

Against: Clr. Bartlett

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

ADJOURNMENT

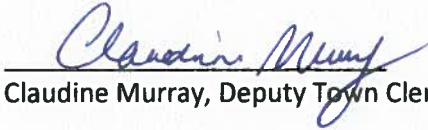
Motion: Hanlon/Bartlett

2017-485 Resolved that this meeting be adjourned. Time is 7:40 pm.

Carried Unanimously



Carol McDonald, Mayor



Claudine Murray, Deputy Town Clerk

Appendix A – Planning and Development Committee Report

**Appendix A: Tabled Report
October 31st, 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 17th and 19th, 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 |