

**Public Council Meeting
Tuesday, November 21, 2017 at 7:00 pm
Location: Council Chambers**

1. Call of Meeting to order
2. Adoption of Agenda for November 21, 2017
3. Delegations/Presentations
4. Adoption of Minutes of October 7, 2017
5. Business Arising from Minutes
6. Committee Meeting Reports

a) Planning & Development Committee – Councillor Harding

Applications:

- 1) Civic # 52 Dan's Road – Reconfigure Property Boundaries and Construct Single Dwelling with Subsidiary Apartment and Accessory Building
- 2) Civic # 12-14 Dawn Allen Road – Single Dwelling
- 3) Civic # 184 Tucker's Hill Road – Accessory Building
- 4) Civic # 141-143 Neary's Pond Road – Accessory Building
- 5) Civic # 8-10 Western Heights – Accessory Building
- 6) Civic # 1435-1437 Portugal Cove Road – Communications Tower and Accessory Building
- 7) Blast Hole Pond Road – Upgrading and Culvert Replacement

Correspondence:

- 8) Service NL – Condition of Property at Civic # 39-43 Neary's Pond Road
- 9) The Porches of St. Philip's Residential Subdivision – Proposed Amendment to Subdivision Agreement

Permits Issued:

- 10) Permits issued from October 27th to November 9th, 2017

b) Recreation/Community Services: - Councillor Stewart Sharpe

- 1) No report this week

c) Public Works - Councillor Bartlett

- 1) Rainbow Gully Park – Water & Sewer Servicing Project Tender
- 2) Ministerial Letter – Provincial Maintenance Items
- 3) Sludge Removal
- 4) Snow Clearing & Ice Control Operations
- 5) Staffing Items
- 6) Traffic Calming Measures
- 7) Garbage Operation

d) Economic Development, Marketing, Communications and Tourism - Councillor Neary

- 1) Advisory Committee Updates
- 2) Budget Consultation Presentations
- 3) PCSP Chamber of Commerce
- 4) Regional Signage Project
- 5) Tourism Projects
- 6) Ec.D Budget Request
- 7) Orientation Meetings
- 8) Bugs and Debbie Greene Show
- 9) Community Volunteer Income Tax Program

e) Protective Services - Councillor Hanlon

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

f) Administration and Finance – Deputy Mayor Laham

- 1) Accounts for Payment
- 1) Reduction in Operational Budget
- 2) Treatment of not for profits for tax purposes
- 3) Staffing
- 4) Water Metering Project
- 5) Removing Limit of Service Requirement
- 6) Eastern Regional Service Board Correspondence
- 7) 2016-2017 OIPC Annual Report
- 8) Infrastructure Priorities 2018
- 9) Reduction in Assessment Services fee
- 10) Bunker gear purchase
- 11) Meadow Heights
- 12) Funding

g) Other Reports

- 1) Privilege meeting

7. Correspondence for November 6 - 17

8. New/General/Unfinished Business

9. Agenda items/Notice of Motions etc.

10. Adjournment



DELEGATIONS / PRESENTATIONS



MINUTES



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 and noted regrets from Councillor Neary.

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 were 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

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



BUSINESS ARISING



PLANNING & DEVELOPMENT

Planning and Development Committee Report

November 14th, 2017

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

Also in Attendance: Mayor Carol McDonald
Chris Milley, Town Manager/Engineer (Item # 10)

1. Civic # 52 Dan's Road – Reconfigure Property Boundaries and Construct Single Dwelling with Subsidiary Apartment and Accessory Building

Motion: The Committee recommends that the application to reconfigure property boundaries and construct a single dwelling with subsidiary apartment and accessory building at Civic # 52 Dan's Road be granted approval in principle as per Appendix A: Tabled Report.

2. Civic # 12-14 Dawn Allen Road – Single Dwelling

Motion: The Committee recommends that the application to construct a single dwelling at Civic # 12-14 Dawn Allen Road be granted approval in principle as per Appendix A: Tabled Report.

3. Civic # 184 Tucker's Hill Road – Accessory Building

Motion: The Committee recommends that the application to construct an accessory building at Civic # 184 Tucker's Hill Road be granted approval in principle as per Appendix A: Tabled Report.

4. Civic # 141-143 Neary's Pond Road – Accessory Building

Motion: The Committee recommends that the application to construct an accessory building at Civic # 141-143 Neary's Pond Road be granted approval in principle as per Appendix A: Tabled Report.

5. Civic # 8-10 Western Heights – Accessory Building

Motion: The Committee recommends that the application for an accessory building at Civic # 8-10 Western Heights be granted approval in principle as per Appendix A: Tabled Report.

6. Civic # 1435-1437 Portugal Cove Road – Communications Tower and Accessory Building

Motion: The Committee recommends that the application to install a monopole tower and construct an accessory building at Civic # 1435-1437 Portugal Cove Road be granted approval in principle as per Appendix A: Tabled Report.

7. Blast Hole Pond Road – Upgrading and Culvert Replacement

Motion: The Committee recommends that the application to replace exiting culverts and upgrade a portion of Blast Hole Pond Road be granted approval in principle as per Appendix A: Tabled Report.

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

Motion: The Committee recommends that Council issue a Stop Order regarding the use of a recreational vehicle as a permanent dwelling at Civic # 39-43 Neary's Pond Road as per Appendix A: Tabled Report.

9. The Porches of St. Philip's Residential Subdivision – Proposed Amendment to Subdivision Agreement

Motion: The Committee recommends that the request to amend The Porches of St. Philip's Residential Subdivision Agreement to include Lots # 48 to 53 within Stage I as opposed to Stage II be approved.

Items # 10 through 25 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

26. Permits Issued

There were fourteen (14) permits issued from October 27th to November 9th, 2017 as per Appendix A: Tabled Report.

**Appendix A: Tabled Report
November 14th, 2017**

Application:

Item # 1:

Civic # 52 Dan's Road

Reconfigure Property Boundaries and Construct Single Dwelling with Subsidiary Apartment and Accessory Building

Zoning: Residential Medium Density (RMD) – Serviced

The Committee recommends that the application for Civic # 52 Dan's Road be granted approval in principle, permitting the reconfiguration of property boundaries and construction of a single dwelling with subsidiary apartment and 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 Plan Policy RES-1 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 39 (Accessory Buildings), Development Regulation 60 (Subsidiary Apartments), Development Regulation 102 (Discretionary Uses), 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 # 12-14 Dawn Allen Road

Single Dwelling

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

The Committee recommends that the application for Civic # 12-14 Dawn Allen Road be granted approval in principle, permitting the construction of a single dwelling. Approval in principle is subject to completion of a Fisheries and Oceans Canada self-assessment and approval from Service NL. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Schedule C: Residential Medium Density and Schedule E: Environmental Protection Overlay.

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

Item # 3:

Civic # 184 Tucker's Hill Road

Accessory Building

Zoning: Residential Medium Density (RMD) – Unserviced

The Committee recommends that the application for Civic # 184 Tuckers Hill Road be granted approval in principle, permitting the construction of an accessory building. Approval in

principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 39 (Accessory Buildings) and Schedule C: Residential Medium Density.

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

Item # 4:

**Civic # 141-143 Neary's Pond Road
Accessory Building
Zoning: Residential Low Density (RLD) – Unserviced**

The Committee recommends that the application for Civic # 141-143 Neary's Pond Road be granted approval in principle, permitting the construction of an accessory building. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 39 (Accessory Buildings) and Schedule C: Residential Low Density.

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

Item # 5:

**Civic # 8-10 Western Heights
Accessory Building
Zoning: Residential Medium Density (RMD) – Unserviced**

The Committee recommends that the application for Civic # 8-10 Western Heights be granted approval in principle, permitting an accessory building. Approval in principle is subject to completion of a Fisheries and Oceans Canada self-assessment. 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: Residential Medium 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 # 1435-1437 Portugal Cove Road
Communications Tower and Accessory Building
Zoning: Residential Medium Density and Mixed Use (RMD and MIX)**

The Committee recommends that the application for Civic # 1435-1437 Portugal Cove Road be granted approval in principle, permitting the installation of a monopole tower and construction of an accessory building. Approval in principle is subject to approval from Industry Canada. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically

Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), Development Regulation 39 (Accessory Buildings), Schedule C: Residential Medium Density and Schedule C: Mixed Use.

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

Item # 7:

**Blast Hole Pond Road
Upgrading and Culvert Replacement
Zoning: Rural (RUR)**

The Committee recommends that the application to replace existing culverts and upgrade approximately 1.1 km of Blast Hole Pond Road be granted approval in principle. Approval in principle is subject to approval from Fisheries and Oceans Canada and the Department of Municipal Affairs and Environment. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Schedule E: Environmental Protection Overlay. Approval in principle is subject to the following recommendations from the Advisory Committee on the Environment:

- a) The applicant consult with Fisheries and Oceans Canada regarding spawning periods and that work take place outside of the spawning periods;
- b) That culvert installation times be minimized with targets of one to two days;
- c) That great care be taken to secure the integrity of a frog pool both during construction and from future washouts;
- d) That energy dissipation pools be installed with best practice;
- e) That all embankments on the new road be lightly seeded with alder and clover, and;
- f) Upgrading of spawning areas close to the development site provided it did not disturb current areas containing eggs.

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

Discussion:

Item # 8:

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

The Committee reviewed correspondence regarding the condition of an unserviced recreational vehicle (motorhome) being used as a residence at Civic # 39-73 Neary's Pond Road. As per the October 31st, 2017 Committee Report, Staff has contacted the Department of Advanced Education, Skills and Labour.

The Committee recommends that Council issue a Stop Order regarding the use of a recreational vehicle as a permanent dwelling at Civic # 39-43 Neary's Pond Road as this use is contrary to the Town's Municipal Plan & Development Regulations 2014-2024.

Other Items Discussed:

Item # 10:

Civic # 176 and 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. As per the October 31st, 2017 Committee Report, this application and correspondence was referred to the Committee of the Whole.

The Committee discussed the procedure for processing of residential subdivision applications (creation of 4 or more lots) and advises that these applications will now be referred to the Committee of the Whole for review prior to consideration of the application by the Committee. This item was held by the Committee pending review of the application and correspondence by the Committee of the Whole.

Item # 11:

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

The Committee discussed the lot frontage for a proposed lot and ownership of the turnaround for Skinners Road.

The Committee advises that they are in agreement with the measurement used for frontage and advises Staff is to proceed with processing of the application.

Item # 12:

Service NL – Condition of Property at Civic # 8A Ron's Road

The Committee reviewed correspondence regarding abandoned structures that could potentially support the harbourage of rodents and/or pest, and could be injurious to anyone entering the site.

The Committee advises Staff to defer any action on this matter as the property owner has been in contact with Service NL regarding preventative measures, and the Town and the City of St. John's are currently reviewing an application to demolish and reconstruct the structures.

Item # 13:

Service NL – Condition of Property at Civic # 77-81 Tolt Road

The Committee reviewed correspondence regarding potentially high risk for harbourage of rodents, pests, or other vermin on this property.

Service NL has advised that the property owner has taken all corrective measures and that they have closed their file on the matter. As a result, the Committee advises Staff to also close that Town's file on the matter.

Item # 14:

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

The Committee discussed a draft of a proposed amendment to increase the maximum length of fully-serviced cul-de-sacs from 200m to 300m.

The Committee advised Staff to publish the required public consultation notice in the Saturday, November 18th, 2017 edition of The Telegram.

Item # 15:

Civic # 1755 Portugal Cove Road – Complaint Regarding Development at Civic # 1757 Portugal Cove Road

The Committee reviewed correspondence expressing concerns regarding the installation of a culvert inside an existing culvert located on private property.

The Committee advised Staff that no further action is required until such time that further correspondence from the resident or the Department of Municipal Affairs and Environment (as the work was located in a Designated Flood Risk Area) is received.

Item # 16:

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

The Committee reviewed correspondence resulting from a public notice for a business application (convenience store). As per the October 31st, 2017 Committee Report, this correspondence was referred to the Committee of the Whole.

The Committee advises Staff to respond acknowledging receipt of the correspondence received and that further discussion be held until such time that a decision is received from the City of St. John's and the application is reviewed by the Committee.

Item # 17:

Civic # 137 Beachy Cove Road – Request to Amend Residential Subdivision Concept

The Committee reviewed a request to amend the approved concept plan for a fully-serviced residential subdivision. The amendment will result in 14 building lots (as opposed to the original 10 lots) on a cul-de-sac measuring 300 m (as opposed to the original 220 m).

The Committee advises Staff to contact the developer advising that they may wish to defer their request as the proposal does not comply with the Town's Municipal Plan & Development Regulations until the proposed Development Regulations Amendment No. 4, 2017 has been registered and advertised.

Item # 18:

Increase in Maximum Street Length

The Committee discussed potential increase in the maximum street length for all streets beyond 300 m (984 ft).

This item was held pending further discussion at the next meeting.

Item # 19:

Steep Slope Regulations

The Committee discussed regulations regarding development within steep slope areas identified within Schedule E: Environmental Protection Overlay.

Staff provided the Committee with information regarding steep slope regulations within other municipalities in Newfoundland and Labrador and this item was held pending further discussion at the next meeting.

Item # 20:

Proposed Creation of Traditional Community 1 and 2 Zones

The Committee discussed the potential creation of Tradition Community 1 and 2 Zones.

The Committee advises Staff to research other municipalities with high density standards and backlot development (particularly in heritage/traditional areas) for discussion at the next meeting.

Item # 21:

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

The Committee discussed a complaint regarding an alleged sawmill operation.

The Committee advises Staff to contact the property owner to request that an application be submitted to the Town for the activity.

Item # 22:

Civic # 820B St. Thomas Line – Removal Order

The Committee discussed the status of a Removal Order (accessory building) that had an initial deadline for compliance of August 31st, 2013.

Staff provided the Committee with an update from a hearing held at Supreme Court on November 7th, 2017. As the property owner has been granted by the Courts until December 31st, 2017 to remove the structure, a further update will be provided to the Committee at the meeting following the January 18th, 2018 scheduled hearing.

Item # 23:

Civic # 6 Eileen Place – Removal Order

The Committee discussed the status of a Removal Order (accessory building) that had an initial deadline for compliance of September 9th, 2017.

The Committee advises Staff to correspond with the property owner advising that the Removal Order fee must be paid and a permit issued for the structure.

Item # 24:

Civic # 1-3 Olivia Place – Removal Order

The Committee discussed the status of a Removal Order (second driveway access) that had an initial deadline for compliance of May 31st, 2017.

A member of the Committee will discuss with the Town Manager forwarding correspondence to the property owner addressing the status of the Order and the associated fee.

Item # 25:

Civic # 18-20 Island View Crescent – Conveyance of Existing Turnaround

The Committee discussed survey work related to the conveyance to the Town of the existing Island View Crescent turnaround.

The Committee is in agreement with the Town completing the survey work required for the conveyance of a portion of the existing turn-around. The Town will also complete the surveys related to the subdivision of the private property in exchange for the conveyance of the turn-around.

Permits Issued:

Item # 26:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	17-339	10/27/2017	8-10	Knight's Rest	Demolition
2	17-339	10/30/2017	364	Bauline Line Extension	Accessory Building & Patio/Deck
3	17-340	10/30/2017	12	Kittiwake Place	Occupancy
4	17-340	11/01/2017	147	Bennett's Road	Demolition & Accessory Building
5	17-341	11/01/2017	688-690	Old Broad Cove Road	Consolidate Land
6	17-342	11/01/2017	77-79	Woodland Drive	Accessory Building
7	17-343	11/03/2017	21-23	Alfred's Drung	Occupancy
8	17-344	11/06/2017	356-358	Tolt Road	Site Preparation
9	17-345	11/07/2017	27	Round Pond Road	Accessory Building Extension
10	17-346	11/08/2017	9-11	Ursula Crescent	Water & Sewer Connection
11	17-347	11/08/2017	9-11	Ursula Crescent	Remove Septic Tank
12	17-348	11/09/2017	15-17	Joyce Crescent	Replace Septic Tank
13	17-349	11/09/2017	1750	Portugal Cove Road	Accessory Building
14	17-350	11/09/2017	8-14	Rusty's Loop	Business

Comments from ACE to P&D November 14, 2017

Re: Application by Rogers to upgrade Blast Hole Pond Road and install new culverts.

The documentation requires various practices appropriate to such installations. There is a requirement to consult other authorities where concerns arise.

The project is apparently scheduled to occur during the period when DFO discourages in-stream work due to conflicts with trout spawning periods, egg incubation and fry swim up. This is further complicated by the presence of rainbow trout in the systems which are primarily spring spawners as well as fall spawning brook trout and probably brown trout. The primary concern here is with siltation choking off eggs and swim up fry.

There is no provision for energy dissipation pools downstream of the culverts (normally 2x culvert width wide and 3x culvert width long) particularly at the stable streams culverts C5, C6, and C7. Such pools also provide resting places for upstream migrating and spawning fish. However, this would not be necessary at C6 as it empties into a pond.

The small pool between culverts C4 and C5 on the southwest side of the road at the bend is very heavily used by spawning frogs in the spring and probably produces new generations of frogs from the spawn. Great care should be taken to ensure the integrity of this asset to protect it from infilling both during construction and from problems arising from potential washouts in the future. Some combination of geotextile and rip rap and seeding the new bank with alders and/or clover will help bind it in as it would with the rest of the new road bed.

Minimizing culvert installation time should be possible on this site given virtually few traffic problems unless bedrock must be removed so each installation should only take one or two days.

ACE is pleased to see the replacement of damaged culvert C6 which was caused by a Rogers contractor about three years ago and should have been replaced by the company at that time.

ACE recommends that:

1. The company consult DFO with regard to the spawning period.
2. That culvert installation times be minimized with targets of one or two days particularly C5, C6, and C7.
3. Great care should be taken to secure the integrity of the frog pool noted above between C4 and C5 both during construction and from future washouts.
4. Energy dissipation pools be installed as described above with best practice.
5. All embankments on the new road be lightly seeded with alder and clover in the spring.
6. The contractor meet the requirements of the Province and the Town.

It would be greatly appreciated if during the course of the construction the company undertook time to upgrade a few spawning areas close to the construction sites provided it did not disturb current areas containing eggs. Suitable gravel for this is stockpiled at the Town depot from a 2016 ACE project. Advice regarding this can be obtained from ACE members and associates and will require DFO concurrence. Examination of the sites suggests that suitable places for installation of spawning gravel may be found just downstream of the three culverts; of these C7 and C5 have the most potential.



September 21, 2017

TOWN OF PORTUGAL COVE-ST-PHILLIP'S

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

SEP 26 2017

RECEIVED

SEP 27 2017

Attention: Mr. David Beckett

RE: [REDACTED] Neary's Pond Road, Portugal Cove/St. Phillip's, NL

Following a request by the Town of Portugal Cove-St. Phillip's, under the authority of the *Health and Community Services Act*, the undersigned Environmental Health Officer with Service NL responded to a complaint at the above noted address on September 15, 2017.

[REDACTED]

[REDACTED]

According to Section 5 (5) of the *Sanitation Regulations* under the *Health and Community Services Act*, "A sewage system or part of a sewage system shall not emit, discharge, deposit or allow the emission, discharge or deposit of micro-organisms of intestinal origin into the natural environment in a manner that may be a hazard to health".

[REDACTED]

[REDACTED] the onus to protect public safety falls within the Town of Portugal Cove-St. Phillip's jurisdiction. *Section 178* of the *Municipalities Act* states as follows:

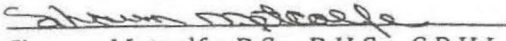
"A council may remove from real property solid waste, noxious substances and anything that poses a hazard to public health and safety or adversely effects the amenities of the surrounding property, and charge the owner or occupier of the real property for the costs of its collection and disposal."

As such, it is recommended by the undersigned Environmental Health Officer that the proper measures for remediation should be carried out immediately for the protection of public health. From this, the onus falls upon the municipality of Portugal Cove-St. Phillip's to ensure that this nuisance is eliminated. Please contact the under signed Environmental Health Officer regarding the progress on this matter.



If you have any questions or concerns, feel free to contact the undersigned at 709-729-7405.

Sincerely,


Sharon Metcalfe, B.Sc., B.H.Sc., C.P.H.I. (C)
Environmental Health Officer

C.



September 21, 2017

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

Attention: Ms. Gail Tucker

RE: Rat/Rodent complaint, 77-81 Tolt Road, Portugal Cove/St. Phillip's, NL

Following a request by the Town of Portugal Cove-St. Phillip's, under the authority of the *Health and Community Services Act*, an Environmental Health Officer with Service NL responded to a complaint at the above noted address on September 18, 2017. The inspection revealed a natural forested area covered in excessive amounts of bird seed, bird feeders and a compost bin.

Section 3 of the Sanitation Regulations states as follows:

"A person shall not create, permit or maintain a nuisance."

A "nuisance" is defined in *Section 2(j)* of the *Sanitation Regulations* under the *Health and Community Service Act* as follows:

"A thing or condition of things which is or may become injurious or dangerous to public health or which may hinder the prevention or suppression of disease."

Given that attempts to contact the current property owner were unsuccessful, the onus to protect public safety falls within the Town of Portugal Cove-St. Phillip's jurisdiction. *Section 178 of the Municipalities Act* states as follows:


"A council may remove from real property solid waste, noxious substances and anything that poses a hazard to public health and safety or adversely effects the amenities of the surrounding property, and charge the owner or occupier of the real property for the costs of its collection and disposal."

Given the pictures of dead rats and damaged property [REDACTED] combined with the excessive amounts of bird feed noted during the inspection there is a potentially high risk for harbourage of rodents, pests, and other vermin.

As such, it is recommended by the undersigned Environmental Health Officer that the proper measures for remediation should be carried out. From this, the onus falls upon the municipality of Portugal Cove-St. Phillip's to ensure that this nuisance is eliminated. Please contact the under signed Environmental Health Officer regarding the progress on this matter.

If you have any questions or concerns, feel free to contact the undersigned at 709-729-7405.

Sincerely,


Sharon Metcalfe, B.Sc., B.H.Sc., C.P.H.I. (C)
Environmental Health Officer

cc. [REDACTED]

Item #15

Complaint and Request for Clarification

TOWN OF PORTUGAL COVE-ST-PHILIP'S

Dear Mayor/Town Manager,

RECEIVED

24 2017

This letter serves a dual purpose, both to ask for clarification and to register a several concerns.

I would like to have a decision made on whether [REDACTED] 1757 Portugal Cove Road was permitted to install a 12 inch culvert inside a culvert that was already there that measured 24 inches behind [REDACTED] their property.

I fear that the water flow will over power a 12 inch culvert [REDACTED]
[REDACTED]

Also

[REDACTED] has continued to park his company and private vehicles on the west side of Portugal cove road facing in the wrong direction causing a safety concern for pedestrians that have to walk outside his vehicle into oncoming traffic and also [REDACTED] as it is a direct obstruction to line of sight when trying to get out on Portugal cove road.

The fact that he parks vehicles, both his personal and his business vehicles, in this manner, is made even more dangerous given the fact that he also parks vehicles on his property in front of his house which causes the rear of all of his parked vehicles protrude onto the walking area along side Portugal cove road.

I have sent a letter to the chair of SAFE PCSP ON THIS MATTER AS WELL BUT IT HAS NOT RESULTED IN ANY CHANGE IN THE PARKING ACTIVITY.

Please respond at your earliest convenience

DATED in the Town of PC-SP, in the Province of Newfoundland and Labrador, this day of October 2017.

24th

[REDACTED]



PUBLIC WORKS



Public Works Committee
November 15, 2017, 4:30pm

In attendance: Councillor Dave Bartlett, Chair
Deputy Mayor Jeff Laham
Councillor Darryl Harding
Mayor Carol McDonald
Staff: Gail Tucker, Director of Public Works
Linda Newhook, Public Works Coordinator

1. Rainbow Gully Park – Water & Sewer Servicing Project

Costing associated with completing this work in-house was reviewed. Staff were asked to explore the possibility of whether this work could be completed by Grand Concourse and report back to Committee for next meeting.

2. Ministerial Letter – Provincial Maintenance Items

A letter has been written to the Minister of the Department of Transportation and Works asking for his attention to address areas of concern on provincial roads and infrastructure within the boundaries of the Town. These issues have previously been reported to Transportation and Works, however remain unaddressed.

3. Sludge Removal

Staff provided a quote for sludge removal from the St. Philip's plant Trains 1 and 2 and Portugal Cove plant Train 2 as part of the Division's regular maintenance activities. This is a 2017 budgeted item.

Motion: Committee recommends that the sludge removal maintenance cost of \$55,000 including HST be approved.

Discussion Items

4. Snow Clearing & Ice Control Operations – Discussion on ice control approach for sidewalks and sidewalk areas to be included for 2017/2018 season. Expectation on sidewalk areas to be included referred to Committee of the Whole for feedback. Staff to check on ice control approach of other municipalities and report back to Committee. Policy to be developed on sidewalk snow clearing and ice control.

5. Staffing Items – As a result of recent staffing changes, turnover and leave requests, staff requested approval to backfill the following positions: Acting Foreman, Collector Operator, Heavy Equipment Operator / Collector Operator, Heavy Equipment Operator temporary and Manager, Water & Wastewater; as well approval to again fill two Lead Hand temporary positions (winter operations). Item referred to Committee of the Whole.

Motion: Following discussion at Committee of the Whole, Committee recommends that the following positions be backfilled:

Foreman (Acting) – temporary and for review at six months;



Collector Operator – permanent, full-time;

Heavy Equipment Operator/Collector Operator – recycling operations; temporary until the permanent incumbent returns to his/her role;

Heavy Equipment Operator – temporary and for review at six months;

These positions are essential, at this time, to the delivery of Town services.

- 6. Traffic Calming Measures** – Confirmation provided that any requests put forward regarding speed humps, speed minder signs and speed changes would be put through the process of the Traffic Calming Policy.
- 7. Garbage Operation** – Staff advised that bulk collection service is coming to a close for 2017 and once again providing this service by appointment was very successful. Consideration will be given to the possibility of providing a one day hazardous waste material collection for residents in 2018. Staff to check with the Multi-Materials Stewardship Board for possible partnership opportunities. Committee inquired on routing approaches. Routing maps are included on the Town website.



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



Economic Development,
Marketing, Communications and
Tourism Agenda
Friday, November 17, 2017
4:00 pm

In attendance:

Councillor Tina Neary, Chair
Councillor Dave Bartlett
Councillor Madonna Stewart - Sharpe
Jeff Lawlor, Director Economic Dev.,
Marketing and Communications

1. Advisory Committee Updates

The Fanny Goff Memorial is currently being installed by Grand Concourse. The storyboard is being finalized and construction will be complete by the end of the year.

Councillor Neary updated the Committee on many of the projects, requests and initiatives that will be coming forward by ACE in the coming weeks and months.

Both Committees will be finalizing their budget requests for 2018 and these requests will be submitted to Council the week of November 27th.

The Committee reviewed a request from resident Mihai B. Sarbu to join the Advisory Committee on the Environment. Mihai is currently finishing his Ph. D in Environmental Sociology.

Motion: The Committee recommends that Mihai B. Sabru be appointed to the Advisory Committee on the Environment.

2. Budget Consultation Presentations

There are two upcoming public budget meetings, Sunday, November 19th and Wednesday, November 22nd. There has been one request to present so far on the Wednesday session, by the Chamber of Commerce. We are receiving feedback on social media and encourage anyone interested to send in their thoughts on the 2018 Budget. The date for presentation of the proposed budget has not yet been set.

3. PCSP Chamber of Commerce

The Director of Economic Development met with the Chamber on Wednesday, November 15th. The Chamber is currently working on their budget request to Council. A number of potential projects were discussed including town signage, tourism planning, strategic planning, business marketing and more. The communication channel between Chamber and Council is being considered.

4. Regional Signage Project

The Committee was updated on conversations with ACOA and Department of Tourism, Culture, Industry and Innovation regarding support for tourism signage as part of a regional approach. A proposal is currently being developed.

5. Tourism Projects

The Committee had a discussion involving a number of potential tourism projects in the future, including the potential for a museum, a community lookout, Bike Park, trails network, etc. Many of these initiatives will be discussed during the budget process with the whole of Council to understand priorities for the future.

6. Ec.D Budget Request

The Committee reviewed the Economic Development, Marketing and Communications Department budget for 2017 and proposed budget for 2018, which will be presented to Council during the budget process.

7. Orientation Meetings

Council will be pushing some of their Orientation meetings with service providers into the new year in order to accommodate budget meetings and community groups. Orientation meetings in 2017 will finish the week of December 4th.

8. Bugs and Debbie Greene Show

Bugs and Debbie Greene will be filming the Recreation Holiday events this year and feature a Christmas in PCSP special. Their content from last year is being utilized to create social media ads to promote the Town's events.

9. Community Volunteer Income Tax Program

Following correspondence from Canada Revenue Agency, the Town will promote their Community Volunteer Income Tax Program and their tax clinics that support community groups and volunteers in the community.



PROTECTIVE SERVICES



Protective Services Committee

Tuesday, November 14, 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
 Peter Morey, Commissionaires NL (Item #1)

1. Commissionaires – Municipal Enforcement

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

The Committee discussed possible locations with the greatest visibility for the Crime Stoppers signs. Councilor Bartlett will bring this to the Public Works Committee for further recommendations. MEO will pick up the signs.

The Committee requested that funding for approximately three cameras be included in the budget process for the purpose of monitoring areas throughout the community to prevent illegal dumping. The MEO will install and monitor the cameras. These cameras have proven very successful in other municipalities for this purpose.

On behalf of the Mayor, Councilor Neary requested that tourist-style activity, such as photo opportunities, etc., in front of the Mayor's home is not to be considered trespassing or nuisance behavior.

2. FES Updates

- The Fire Department met with Mr. Dick Whitaker of the Advisory Committee on the Environment regarding his article on the Fire Smart program. The Chiefs noted the

article in the most recent edition of the Northeast Avalon Times is a great read and full of beneficial information for all residents. The Town will follow up with Mr. Whitaker in the spring to further utilize his expertise on this subject. Councilor Neary to make contact with Mr. Whitaker through the ACE.

- The Department has been working closely with the Finance Department on budgetary needs, including facility maintenance and fleet maintenance. The condition and lack of expansion potential for the two Fire Halls is a main point in the budget conversation. The Chiefs will bring further information on plans and response times back to the Committee.
- The Chiefs will continue to apply to the province for cost sharing funds.
- Chief Hollett gave a brief report on the recent structure fire on Thorburn Road. Media was on scene and Deputy Chief Sharpe conducted a brief interview at the time.

3. SafePCSP Request

The Committee approved a funding request from the community group SafePCSP for printing rack cards as part of their Slow Down campaign. This is a budgeted item.

Protective Services Committee
APPENDIX A: TABLED MEO REPORT

Protective Services Committee:

Municipal Enforcement Report:

November 14, 2017

- RNC Operation Recess is ongoing, main focus will be Thorburn Road, also passing of stop buses
- Crime Stoppers have signs available 2x4 (approx. 6) town would have to pay to have them installed. High traffic areas? Any suggestions?
- Met with CBS MEO regarding illegal dumping, cost of Cameras would be approx. \$1000.00. CBS recommends at least 3. Their campaign has been successful in curbing this activity.

Upcoming:

-Animal Protection Enforcement Training in December



ADMINISTRATION & FINANCE



Administration & Finance Committee Report
November 14th, 2017 – 4:00 p.m.

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

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

1. Accounts for Payment

MOTION: Committee recommends that Council approve payment of regular accounts in the amount of \$92,284 and capital accounts in the amount of \$280,133.29 for a total of \$372,417.29 as tabled.

2. Reduction in Operational Budget

Committee has requested each department reduce expenditures by 5% off operating budget. Where that is not achievable, the department head is asked to identify concerns during the 2018 budget preparation process.

3. Treatment of not for profits for tax purposes

Committee discussed taxing of not for profit groups and has concluded that status quo on treatment is the best option while working with the respective groups to ensure that the basis for taxation is reasonable.

4. Staffing

MOTION: Committee recommends an Administrative Support position be filled on a permanent basis following the rules in the collective agreement.

5. Water Metering Project

Committee would like to meet with the project managers of Neptune as soon as possible to discuss portions of the contract that are still planned to be done, such as infrastructure repair and implementation of zone metering. The Town Manager will set up a meeting.

6. Removing Limit of Service Requirement

A circular was received from the Department of Municipal Affairs and Environment advising the Limit of Service requirements in the Municipal Infrastructure Project Guidelines has been removed.

7. Eastern Regional Service Board Correspondence

Correspondence was received from the Eastern Regional Services Board indicating that the user fee structure at the Regional Waste Management Facility will remain the same for 2018.

8. 2016-2017 OIPC Annual Report

Correspondence from the OIPC requested the Mayor canvass workload issues with the Access to Information and Protection of Privacy (ATIPP) Coordinator and staff given that we are among the public bodies with the highest number of access to information requests. In fact, our Town is the highest.

The committee was given a report on ATIPP as of October 31, 2017: the Town has received 116 requests and spent 550 hours on the 104 requests completed so far in 2017.

9. Infrastructure Priorities 2018

The committee discussed infrastructure projects and the funding programs relating to them and as well the need to clarify what exactly we can move from one funding source to another and what is required to do that from a provincial and federal level. To expedite this process and to ensure everyone is of the same understanding, the Mayor will request a meeting with the Minister to discuss further.

The Small Community Fund application deadline is fast approaching and potential Projects, depending on the aforementioned discussions, could be Franklyn Place water and sewer and Indian Meal Line water and sewer.

10. Reduction in Assessment Services fee

Correspondence was received November 8, 2017 from the Municipal Assessment Agency indicating that the fee for services is reduced by \$1.00 to \$27.00 per assessed lot, effective January 1, 2018.

11. Bunkergear

A quote for bunker gear to replace worn out gear was discussed and tabled. The committee has the following motion:

MOTION: The Committee recommends Council purchase Fire Department bunkergear from MicMac Fire at a cost of \$9,360 plus HST.

12. Meadow Heights

Discussion was referred to Committee of the Whole Meeting.

13. Funding

Motion: Committee recommends that the town submit applications under the Small Communities Fund to provide Water and Sewer Service to Franklyn Place at an estimated cost of \$744,525 HST included and to provide water and sewer services to Indian Meal Line at a cost of \$927,742 HST included.



Tabled items at end of
Council Package for:

Administration & Finance



Other Reports

OTHER REPORTS

1. Privileged meeting of Council – November 20, 2017

MOTION: Committee recommends that Council accept the decisions made in a deliberation of a November 20th, 2017 privileged Council meeting in regards to a legal matter on Meadow Heights Road.”



CORRESPONDENCE

Correspondence from November 6 – 17, 2017

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
November 6, 2017	MADD Avalon	Invitation - Provincial Red Ribbon Launch 2017	Council
November 8, 2017	Historic Sites Association of NL	Nominations: Manning Awards for Excellence	EDMCT Cmte
November 8, 2017	Member of Parliament	Federal Funding information package	AF Cmte
November 8, 2017	MAA	Reduction in assessment services fee	AF Cmte
November 10, 2017	Office of Nick Whalen	Request for Infrastructure Priorities 2018	AF Cmte
November 10, 2017	Eastern Regional Service Board	Election in Sub-Region Ward 5	AF Cmte
November 10, 2017	Department of Municipal Affairs	Circular - Revised LOS Policy	AF Cmte
November 14, 2017	Canada Revenue Agency	Community Volunteer Income Tax Program	EDMCT
November 15, 2017	NorthEast Avalon Joint Council	Follow-up from the Nov 14, 2017 Northeast Avalon Joint Council (NEAJC) meeting	Mayor



NEW/GENERAL/ UNFINISHED BUSINESS



AGENDA ITEMS/ NOTICE OF MOTIONS



Tabled items

Administration & Finance

Accounts for Payment - November 14, 2017

REGULAR ACCOUNTS:

76072	9/1/2017	Benson Buffett Legal fees-820B St. Thomas Line	\$	6,655.97
6721	10/30/2017	Cancoppas Ltd. TSS Sensors Pcove Plant Train 1	\$	8,401.90
RW 201710-4	11/6/2017	City of St. John's Water consumption Oct 17	\$	32,309.19
14641	11/1/2017	City of St. John's Landfill use Oct17	\$	11,519.57
250140	11/6/2017	Weir's Construction 1188.1 tons of Winter Sand	\$	25,276.83
3558285722	10/20/2017	Xylem Pump repairs St.Philip's lift station	\$	8,120.54
TOTAL REGULAR ACCOUNTS:			\$	<u>92,284.00</u>

CAPITAL ACCOUNTS:

399861	10/19/2017	EXP Services Inc. Rainbow Gully Park - Water & Sewer	\$	5,853.50
399889	10/19/2017	EXP Services Inc. Portugal Cove Road Sidewalks	\$	9,430.00
Claim#4Nearys	11/2/2017	Farrell's Excavating Ltd. Claim#4 Neary's Pond Road Reconstruction	\$	149,732.66
17053	7/26/2017	Grand Concourse Authority Claim#3 Rainbow gully soccer field lighting & expansion	\$	86,911.77
1051	10/31/2017	Vigilant Management Inc. MYCW Meadow Heights	\$	7,328.37
Claim#1Healeys	11/1/2017	Weir's Construction Ltd. Claim#1 Healeys Pond Intersection improvements	\$	20,876.99
TOTAL CAPITAL ACCOUNTS:			\$	<u>280,133.29</u>
GRAND TOTAL:			\$	<u>372,417.29</u>

Town of Portugal Cove-St.Philips
BNK1 - BNS CURRENT ACCT
 Cheques from 000001 to 046349 dated between 10/27/2017 and 11/09/2017

CHEQUE REGISTER

Printed: 3:07:16PM 11/09/2017

Page 1 of 5

Number	Issued	Amount	SC	Status	Status Date
046260	10/27/2017 API-Newfoundland & Labrador Branch OurHomeOfTheFuture registration-C.Milley,L.Spurrell	200.00 200.00	A/P	OUT-STD	10/27/2017
046261	10/27/2017 Atlantic Cash & Carry 34701111074013 Canteen supplies-rainbow gully soccer 34702101072663 supplies for fall family festival	549.10 165.02 384.08	A/P	OUT-STD	10/27/2017
046262	10/27/2017 Babb Lock & Safe Company Ltd. 108581 Keys for parks 108603 weather stripping	121.43 51.64 69.79	A/P	OUT-STD	10/27/2017
046263	10/27/2017 Blue Water Marine & Equipment Ltd. 183528 Batteries for inside van - deep cycle 4452 oarlock-regatta	560.63 505.89 54.74	A/P	OUT-STD	10/27/2017
046264	10/27/2017 Corporate Express 45746411 daily planners 2018	209.33 209.33	A/P	OUT-STD	10/27/2017
046265	10/27/2017 Don G. Ross 210701/PSD process service small claims court-collectio	214.00 214.00	A/P	OUT-STD	10/27/2017
046266	10/27/2017 Emco Supply 12616653-00 tapping bit 15536855-00 pipe joint sealant	661.65 617.26 44.39	A/P	OUT-STD	10/27/2017
046267	10/27/2017 Frederick Hollett Oct15-21 FD Consultation Oct15-21	1,437.50 1,437.50	A/P	OUT-STD	10/27/2017
046268	10/27/2017 Gerard Mercer Fall Festival Family fall festival	55.00 55.00	A/P	OUT-STD	10/27/2017
046269	10/27/2017 Harbourside Transportation Consultants 820 traffic calming-princes mountain, olivers por 853 traffic calming-Princes Mountain,Olivers por	2,770.75 2,129.75 641.00	A/P	OUT-STD	10/27/2017
046270	10/27/2017 Heather Coughlan Oct17 Cell Oct17 sept17 cell sept17	79.92 39.96 39.96	A/P	OUT-STD	10/27/2017
046271	10/27/2017 Image 4 Printing & Design Inc. 18110 printing "business in PCSP" booklets	309.35 309.35	A/P	OUT-STD	10/27/2017
046272	10/27/2017 Kenna Pennell Sep25-Oct18 Tutoring Sept25-Oct18	480.00 480.00	A/P	OUT-STD	10/27/2017
046273	10/27/2017 Kent Building Supplies 15375620 new faucet fixture PCove FDept 1688483 3 sheets 3/4 plywood, 2 boxes screws, 2 bit	433.93 131.09 302.84	A/P	OUT-STD	10/27/2017
046274	10/27/2017 Leah Power Reimb-mail reimb-postage for shipping plant part	56.45 56.45	A/P	OUT-STD	10/27/2017
046275	10/27/2017 McLoughlan Supplies Ltd. 1019740 Smoke detectors & lights	114.06 114.06	A/P	OUT-STD	10/27/2017
046276	10/27/2017 Micmac Fire & Safety Source Ltd. NL-00846563 2 pairs of bunker boots	632.50 632.50	A/P	OUT-STD	10/27/2017
046277	10/27/2017 Moses Tucker Meetings Nov16 Travel claim-econ dev meeting, umc meetin	178.55 178.55	A/P	OUT-STD	10/27/2017
046278	10/27/2017 Mr. Rooter Plumbing 206948970 Plumbing diagnostic Rainbow Gully + treatn	258.72 258.72	A/P	OUT-STD	10/27/2017
046279	10/27/2017 Newfoundland Distributors Ltd. 30258879 Drill bit	160.95 160.95	A/P	OUT-STD	10/27/2017
046280	10/27/2017 NFLD Kubota Ltd.	642.34	A/P	OUT-STD	10/27/2017

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Town of Portugal Cove-St.Philips
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Number	Issued		Amount	SC	Status	Status Date
	300430	install beacon light on excavator-unit#56	642.34			
046281	10/27/2017	Norman Collins	142.80	A/P	OUT-STD	10/27/2017
	meetingsnov16	travel claim-econ dev meeting, umc meeting	142.80			
046282	10/27/2017	Northeast Avalon Times	1,408.75	A/P	OUT-STD	10/27/2017
	5900	oct ads, dis use	1,408.75			
046283	10/27/2017	Orkin Canada Corporation	354.21	A/P	OUT-STD	10/27/2017
	IN-8050563	pest control-depot	77.05			
	IN-8050635	pest control-rec center	79.93			
	IN-8050659	pest control-Generator shed	96.60			
	IN-8050725	pest control - Voiseys	58.65			
	IN-8051647	pest control-rainbow gully	41.98			
046284	10/27/2017	Princess Auto Ltd.	210.67	A/P	OUT-STD	10/27/2017
	660227	2 cases antifreeze-line spreader, 15 brooms	140.04			
	674181	sweeper magnet,female connector,coupler,i	70.63			
046285	10/27/2017	Richard Murphy	1,092.50	A/P	OUT-STD	10/27/2017
	Oct16-22	FD consultations Oct 16-22	1,092.50			
046286	10/27/2017	Sharpe's Convenience Store	259.29	A/P	OUT-STD	10/27/2017
	886-131	rec supplies,gas,fd supplies,heritage event	259.29			
046287	10/27/2017	Staples (#434)	167.83	A/P	OUT-STD	10/27/2017
	64210	Backup Battery UPS	167.83			
046288	10/27/2017	Steele Communications	1,513.40	A/P	OUT-STD	10/27/2017
	230070-1	ads family fall festival	644.00			
	232082-1	small business week ad	869.40			
046289	10/27/2017	Steelfab Industries Ltd.	172.50	A/P	OUT-STD	10/27/2017
	0000134008	steel for modification of backhoe	172.50			
046290	10/27/2017	Tickle Trunk Entertainment	25.00	A/P	OUT-STD	10/27/2017
	fallfest17	face painting fall family festival	25.00			
046291	10/27/2017	Tina Neary	614.39	A/P	OUT-STD	10/27/2017
	MNL17	MNL conf flight	614.39			
046292	10/27/2017	Tina Scott	166.12	A/P	OUT-STD	10/27/2017
	reimb-FP openhouse	reimb-supplies for fire prevention week open	166.12			
046293	10/27/2017	Town of Torbay	8,960.00	A/P	OUT-STD	10/27/2017
	2017148012	Commissonnaires- shared cost	4,480.00			
	2017148054	commissionnaires-Sept24-Oct7	4,480.00			
046294	10/27/2017	Triware Technologies Inc.	161.00	A/P	OUT-STD	10/27/2017
	180639	AC Adapter for BJ computer	161.00			
046295	10/27/2017	Valero Energy Inc.	1,856.60	A/P	OUT-STD	10/27/2017
	4111528161	Furnace Oil	884.33			
	4111528162	Diesel	972.27			
046296	10/27/2017	Women's Institute C/O D. Cheeseman	100.00	A/P	OUT-STD	10/27/2017
	FallPrevention	Seniors fall prevention program lunch	100.00			
046297	10/27/2017	Xerox Canada Ltd.	2,114.42	A/P	OUT-STD	10/27/2017
	F51508096	copier - Sep5-Oct12	2,114.42			
046298	10/27/2017	Century 2K Cabling Systems Inc.	270.25	A/P	OUT-STD	10/27/2017
	17-348	install cable & wireless access point	270.25			
046299	10/27/2017	Gail Tucker	25.29	A/P	OUT-STD	10/27/2017
	expenseFeb27-Oct26	expense claim-glove liners (garb),OHS mee	25.29			
046301	11/03/2017	Babb Lock & Safe Company Ltd.	120.32	A/P	OUT-STD	11/03/2017
	108801	keys and rings for huts	120.32			

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Number	Issued		Amount	SC	Status	Status Date
046302	11/03/2017	Benson Buffett	1,524.47	A/P	OUT-STD	11/03/2017
	74658	legal fees-820B St. Thomas Line	1,524.47			
046303	11/03/2017	Campbell Rent - Alls Ltd.	172.50	A/P	OUT-STD	11/03/2017
	1197038	linen rental-senior prom	172.50			
046304	11/03/2017	Canadian Linen & Uniform Service	71.45	A/P	OUT-STD	11/03/2017
	6500296599	rental of mats	71.45			
046305	11/03/2017	CarQuest Auto Parts	529.18	A/P	OUT-STD	11/03/2017
	2961-228468	12 cans paint, 4 grinder disks	388.56			
	2961-228756	Unit #32 - 4 can gravel guard, 4 cans primer	140.62			
046306	11/03/2017	Chandler	2,806.00	A/P	OUT-STD	11/03/2017
	1613035	Uniforms	2,351.75			
	1613038	uniforms-fd	454.25			
046307	11/03/2017	Corporate Express	498.31	A/P	OUT-STD	11/03/2017
	45772494	privacy screen,binders,planners,paper	486.25			
	45784238	calendar	12.06			
046308	11/03/2017	Executive Coffee	98.50	A/P	OUT-STD	11/03/2017
	0000187962	coffee,creamers	98.50			
046309	11/03/2017	Frederick Hollett	1,437.50	A/P	OUT-STD	11/03/2017
	Oct22-28	fd consultations Oct22-28	1,437.50			
046310	11/03/2017	G.A. Isenor Consulting Limited	3,105.00	A/P	OUT-STD	11/03/2017
	642	presentation-water metering project	3,105.00			
046311	11/03/2017	GCR Tire Centers	2,447.91	A/P	OUT-STD	11/03/2017
	931-60900	TIRE REPAIRS UNIT 54	504.79			
	931-62896	Unit 32, 4 winter tires, one tire for inventory	1,943.12			
046312	11/03/2017	GFL Environmental Inc.	1,219.70	A/P	OUT-STD	11/03/2017
	E60000038959	garbage bin dump/ replace	1,219.70			
046313	11/03/2017	Harvey & Company Limited	922.80	A/P	OUT-STD	11/03/2017
	10422223	Fuel, oil, and air filters Unit #38	461.40			
	1042224	Fuel filters, air filter, oil filters Unit #35	461.40			
046314	11/03/2017	Image 4 Printing & Design Inc.	2,524.68	A/P	OUT-STD	11/03/2017
	18130	Guy Fawkes Poster	36.80			
	18133	newsletter printing	2,487.88			
046315	11/03/2017	Karen Squires	203.32	A/P	OUT-STD	11/03/2017
	halloween17	reimb halloween treats for FD	203.32			
046316	11/03/2017	Kent Building Supplies	47.78	A/P	OUT-STD	11/03/2017
	15385385	Voisey's Brook Park Marker Paint	47.78			
046317	11/03/2017	Maxxam Analytics Inc.	327.75	A/P	OUT-STD	11/03/2017
	SJ3280573	water testing	327.75			
046318	11/03/2017	Nicole Clark	1,000.00	A/P	OUT-STD	11/03/2017
	Xmas17	petty cash for Christmas events 2017	1,000.00			
046319	11/03/2017	Ocean Quest Adventure Resort	683.10	A/P	OUT-STD	11/03/2017
	40930	compressor service call-FD	683.10			
046320	11/03/2017	Parts for Trucks	1,956.97	A/P	OUT-STD	11/03/2017
	40400353-00	Green lube - for all trucks, 20 liter tub	227.69			
	40400743-00	Spinner and square stock, hydraulic filter Ur	598.36			
	40400853-00	Unit #32 - chain for sander	678.44			
	40400970-00	rear sprockets for sand spreader Unit #32	452.48			
046321	11/03/2017	Princess Auto Ltd.	93.28	A/P	OUT-STD	11/03/2017
	692885	8 feet of chain - for dump truck tail gate, h	93.28			

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046322	11/03/2017	Richard Murphy	718.75	A/P	OUT-STD	11/03/2017
	Oct23-29	Fd Consultatiosn Oct23-29	718.75			
046323	11/03/2017	Rideout Tool and Machine Inc.	918.85	A/P	OUT-STD	11/03/2017
	1595300	band saw - maintenance requirements	918.85			
046324	11/03/2017	SaltWire Network Inc.	413.66	A/P	OUT-STD	11/03/2017
	TM00005601	tender ad-front end loader	413.66			
046325	11/03/2017	Smith's Furniture & Appliances	597.99	A/P	OUT-STD	11/03/2017
	21004910	Stove for Voisey Brook Hut	597.99			
046326	11/03/2017	Telelink Call Centre	261.14	A/P	OUT-STD	11/03/2017
	C9139-1711	phone answering service	261.14			
046327	11/03/2017	Terra Nova Motors Ltd.	1,354.92	A/P	OUT-STD	11/03/2017
	GMCS590757	mechanical work unit#34	1,354.92			
046328	11/03/2017	Tony Pollard	159.34	A/P	OUT-STD	11/03/2017
	May-Oct17	mileage claim	159.34			
046329	11/03/2017	Tracy Simmons	403.10	A/P	OUT-STD	11/03/2017
	pettycashOct17	reimb petty cash-reg mail,heritage events,lit	403.10			
046330	11/03/2017	Triware Technologies Inc.	517.50	A/P	OUT-STD	11/03/2017
	180844	dock, monitor, keyboard-mayor	517.50			
046331	11/03/2017	Valero Energy Inc.	568.09	A/P	OUT-STD	11/03/2017
	4111536757	Diesel	568.09			
046332	11/03/2017	Water Werks Communications	2,052.75	A/P	OUT-STD	11/03/2017
	18961	website maint Oct-Dec	2,052.75			
046333	11/03/2017	Xerox Canada Ltd.	166.07	A/P	OUT-STD	11/03/2017
	F51632088	copier maint	166.07			
046334	11/03/2017	Xylem Canada Compnay	2,521.88	A/P	OUT-STD	11/03/2017
	3558285105	level sensor for lift stns inventory 0-5 metre	2,521.88			
046335	11/03/2017	Dupont Homes Inc.,	400.00	A/R	OUT-STD	11/03/2017
046336	11/03/2017	N.A.P.E.	1,782.20	G/L	OUT-STD	11/03/2017
	3313-0000	N.A.P001 Union Dues Oct 2017 N.A.P.E.	1,782.20			
046337	11/03/2017	CIBC Mellon	10,852.90	G/L	OUT-STD	11/03/2017
	3312-0000	CIBCM002 Pension Contributions Oct 2017	10,852.90			
046338	11/03/2017	CIBC Mellon	13,566.13	A/P	OUT-STD	11/03/2017
	Oct17	pension Oct17	13,566.13			
046339	11/03/2017	Department of Finance	4,441.62	A/P	OUT-STD	11/03/2017
	Oct17	HAPSET Oct17	4,441.62			
046340	11/03/2017	Women's Institute C/O D. Cheeseman	75.00	A/P	OUT-STD	11/03/2017
	Fall Festival 17	soup for fall festival	75.00			
046341	11/06/2017	Chris Neary	76.93	A/P	OUT-STD	11/06/2017
	travel-conf	travel claim-conference	76.93			
046342	11/06/2017	Claudine Murray	260.00	A/P	OUT-STD	11/06/2017
	travel claim-conv	convention per diem	260.00			
046343	11/06/2017	Elyse Sparkes	141.04	A/P	OUT-STD	11/06/2017
	mileageJun-Sep	mileage claim-Jun-Sept	141.04			
046344	11/06/2017	Lindsey Hynes	760.00	A/P	OUT-STD	11/06/2017
	Sept-Nov	zumba classes-Sep-Nov	760.00			
046345	11/06/2017	Roan Stanley	10.66	A/P	OUT-STD	11/06/2017
	travel-training	travel claim-powerline hazard training	10.66			
046346	11/06/2017	Stewart King	430.00	A/P	OUT-STD	11/06/2017
	138987	bales of hay - fall festival	430.00			

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Number	Issued		Amount	SC	Status	Status Date
046347	11/06/2017	Vincent Picco	25.37	A/P	OUT-STD	11/06/2017
	Travel-conf	travel claim-conference	25.37			
Cheque Totals Issued:			95,007.59			
Void:			0.00			
Total Cheques Generated:			95,007.59			
Total # of Cheques Listed:			87			

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DOC/2017/05008

CIRCULAR

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

Re: Removing Limit of Service Requirements

Date: November 10, 2017

Please be advised that changes have been made to the *Municipal Infrastructure Project Guidelines* as administered by the Department of Municipal Affairs and Environment as it relates to Limit of Service (LOS) requirements.

The Department's former program requirement that all water, sewer, and/or road projects must conform with a municipality's LOS Agreement in order to be eligible to receive provincial or federal cost-shared funding has been removed.

Revisions have been made to the *Guidelines* to capture the intent of the LOS while removing the requirement for a formal agreement. Specifically, the guidelines now stipulate that the Department's infrastructure programs are focused on projects in areas of existing development and that funding will generally not be available for new developments. The list of ineligible costs has also been updated accordingly. A full version of the revised guidelines is available online at: http://www.mae.gov.nl.ca/capital_works/cwfunding.html


Questions regarding these changes can be directed to the appropriate contact:

Mr. Inayat Rehman, P.Eng.
Eastern Regional Office
Phone: (709) 729-5337
InayatRehman@gov.nl.ca

Mr. Wilf Maloney, P.Eng.
Central Regional Office
Phone: (709) 256-1055
WilfMaloney@gov.nl.ca

Mr. Chris Power, P. Eng.
Western/Labrador Regional Office
Phone: (709) 637-2491
ChrisPower@gov.nl.ca

Sincerely,



Heather Tizzard
Assistant Deputy Minister
Municipal Infrastructure and Support

cc: Regional Managers; Regional Engineers; MHAs



SOLID WASTE | WATER | WASTE WATER

TOWN OF PORTUGAL-COVE-ST-PHILIP'S

October 31, 2017

NOV 02 2017

Dear Mayor/Councillors/Staff:

RECEIVED

Eastern Regional Service Board (Eastern Waste Management) has adopted its 2018 budget for the delivery of waste management services and the user fee structure that will be in effect for 2018.

The user fee structure at the Regional Waste Management Facility located at Robin Hood Bay (RHB) from April 1, 2018 to March 31, 2019 will be the following:

- Landfill-bound materials will cost \$67.60 per metric tonne
- Recyclable materials will cost \$20.00 per metric tonne

These fees have remained the same since 2013 – no increase.

For the more than 30,000 households and businesses that Eastern Waste Management provides direct waste collection and recycling services, **the fee per property/unit of service for January 1-December 31, 2018 will be \$180.00.** As always, this annual fee covers all waste management services including garbage collection, recyclables collection and bulk items collection.

Again, Eastern Regional Service Board will be providing a booklet outlining our services in December for those communities in which we provide direct service. This booklet will include information on our services; collection calendars; and, schedules for 2018. We strongly encourage residents to become familiar with the information and to retain the collection calendars for use throughout 2018. For updates throughout the year, please visit our websites at:

- <http://www.easternwaste.ca/>
- <http://easternregionalserviceboard.com/>

We will be providing a limited number of Household Hazardous Waste (HHW) collection events in the summer of 2018. These HHW events are held with the participation of volunteer fire departments. Each participating fire department will receive \$1,000.00 contribution. Please contact Ms. Christie Dean, Manager Waste Operations at (709) 579-7960 if your volunteer fire department is interested in being considered to host an event.

We continue to operate a transfer station at the former Clarendville landfill site. Municipalities will pay the same rate as outlined above. Commercial waste will be accepted at the cost of \$87.60 per metric tonne and recyclables at a cost of \$40.00 per metric tonne to cover the transportation.

For any questions regarding the annual waste management fee or the tipping fees charged at RHB, please call (709) 579-7960. For information regarding the 2018 budget, please visit the board's website at <http://easternregionalserviceboard.com/>.

Sincerely yours,

Ken T. Kelly, CPA
Chief Administrative Officer



OFFICE OF THE INFORMATION
AND PRIVACY COMMISSIONER
NEWFOUNDLAND AND LABRADOR

November 2, 2017

Mayor Carol McDonald
Town of Portugal Cove - St. Philips
1119 Thorburn Road
Portugal Cove-St. Philip's, NL
A1M 1T6
Email: carol.mcdonald@pcsp.ca

Dear Ms. McDonald:

According to the 2016-17 Annual Report on the Administration of the Access to Information and Protection of Privacy Act, 2015 the Town of Portugal Cove-St. Philip's met the deadline for response in regards to 72 of 77 general requests for information received during the reporting period.

I write to commend your ATIPP Coordinators and those that assist them in ensuring compliance with the *Access to Information and Protection of Privacy Act, 2015*. One of the concerns noted in our Annual Report (<http://www.oipc.nl.ca/pdfs/OIPCAnnualReport2016-2017.pdf>) is the burden on ATIPP Coordinators given the ever-increasing demands associated with rising volumes of access to information requests.

I ask that you canvass workload issues with your ATIPP Coordinators and staff given that you are among the public bodies with the highest numbers of access to information requests.

In our Annual Report I noted that we are at the point where the volume is no longer extraordinary or exceptional:

Features of the ATIPPA, 2015, designed to address exceptional situations, include the ability of this Office to: grant time extensions; allow a public body to disregard an access request; and vary a time limit on the basis of extraordinary circumstances. Since what once was a high number of requests is now a normal volume, it is difficult for the OIPC to view circumstances as exceptional when applications primarily rely on the number of outstanding requests. When what was once exceptional becomes normal, it no longer is sufficient to justify delaying the right to timely access to information.

On January 8, 2018 we will formally communicate our position that numbers of outstanding requests, on their own, will likely be insufficient to vary a time limit and will be given lesser weight in considering requests for time extensions. We are waiting to do this as we appreciate that this will have a significant impact on present work demands.

I would be happy to meet with you at any time to discuss this matter or any other issues of interest.

Regards,

Donovan F. Molloy, Q.C.
Information and Privacy Commissioner

ATIPPA Requests January 1 to October 31, 2017				
Requestor	# of request	# of questions from requests	Time spent on completed requests (in hours)	# of Requests Outstanding
#1	95	260	417	10
2	5	13	28.5	0
3	2	9	18	0
4	2	4	17	0
5	1	3	32	0
6	2	3	5.5	0
7	2	3	5.5	1
8	2	2	7	0
9	1	2	6	0
10	1	2	0	1
11	1	1	7.5	0
12	1	1	4	0
13	1	1	2.5	0
Total	116	304	550.5	12

OIPC Complaints 2013-October 31, 2017		
Requestor	# of requests received	# of requests outstanding
#1	22	1
Others	2	0

PCSP ATIPPA Summary of monthly requests for 2017									
	Requests (from #1)	No. of Requests Completed (from #1)	Time spent on completed requests (from #1)	No. of Requests Outstanding (from #1)		Requests from others (from all except #1)	No. of Requests Completed (from all except #1)	Time spent on completed requests (from all except #1)	No. of Requests Outstanding (from all except #1)
Jan	6	6	36.5	0		1	1	5	0
Feb	11	11	65	0		2	2	17	0
Mar	10	10	29	0		10	10	81	0
Apr	19	19	123.5	0		0	-	-	-
May	12	12	42.5	0		3	3	11	0
June	5	5	20.5	0		1	1	5	0
July	7	7	27	0		1	1	7.5	0
August	16	10	55.5	6		1	1	3.5	0
September	4	4	14	0		0	0	0	0
October	5	1	3.5	4	2	0	0	2	
Total	95	85	417	10	21	19	130	2	

Memo

To: Client Municipalities
From: Sean Martin, Executive Director/CEO
cc: Board of Directors
Date: November 8, 2017
Re: **Fees reduced for 2018**

Mayor Dean Ball, Chair, Board of Directors, of the Municipal Assessment Agency announced the Agency's fee for assessment services would be reduced by \$1.00 to \$27.00 per assessment (with no charge for Crown land and low value parcels). The announcement was made during the Agency's stakeholder meeting in Corner Brook at the Municipalities Newfoundland and Labrador annual conference.

"Our Board recognizes the importance of containing costs to local government. This is the second time in four years that the Agency has reduced its fees to client municipalities and, when combined with our previous reduction, represents a 7% savings to municipalities," said Mayor Ball.

The reduction is effective January 1, 2018 and municipalities will be notified of their exact fees in the next few days.

[About MAA](#)

Municipalities in Newfoundland and Labrador (excluding the City of St. John's) which impose a real property tax or a business tax based on property values use the services of the Municipal Assessment Agency. As the entity responsible for providing a fair and effective property assessment service to 224 municipalities, we are pleased to support local government in providing valuable service to the people of Newfoundland and Labrador.



email: sales@mmfss.ca
website: http://www.mmfss.ca

1124 Topsail Road,
Mount Pearl, NL A1N 5E7
PH: (888) 941-6224 FX: (709) 747-3098
(709) 747-3099

QUOTE

00034369

Date: 30-Oct-2017
Page #: 1

Our GST/HST No: 104688296

QUOTE FOR		SHIP TO	
Town of Portugal Cove-St.Philips 1119 Thorburn Rd. PortCove-St.Philip, Newfoundland A1M 1T6			Town of Portugal Cove-St.Philips 1119 Thorburn Rd. Tag fire dept PortCove-St.Philip, Newfoundland A1M 1T6
REFERENCE		CONTACT	
		TEL	Richard 709-895-8000
		FAX	- -

CUSTOMER NO.	SHIP TO	SALES PERSON	FOLLOW UP DATE	EXPIRY	ENTERED BY
00949	00949	Terry Powell		29-Nov-2017	J.PEDDLE

TERMS	F.O.B.	SHIP VIA	P.S.T.
Net 30	Our Dock		

DESCRIPTION	DELIVERY	UOM	QUANTITY	PRICE	AMOUNT
-------------	----------	-----	----------	-------	--------

STA-FBS-PORTUGAL COVE

FLAME FIGHTER TAN BUNKER SUIT

Features: Nomex outershell, Crosstech Black moisture barrier, Glide Pure thermal liner, 2 full bellow coat pkts., 2 full bellow pant pkts., radio pkt. 1" away from stormflap, mic loop located above coat pkt with hook & loop at either end, brass zipper removable liner, Nomex reinforced ankle & wrist cuffs, Arashield reinforced knees, zipper coat & pant closure, action back, inverted snap hook riveted onto PCK right side of upper chest, 2 layers of LND on outershell of knees, back bib (outershell/MB/TL), 3" 3M Y/S triple trim, NY style trim /w 2 vertical bars NFPA style pant trim with sideseam trim to the waist, PCSPVFD on back.

EA 4 \$2,340.00 \$9,360.00

PLEASE NOTE, FOR U.S. PRODUCTS ONLY:

DUE TO THE VOLATILITY IN THE CANADIAN DOLLAR, THIS QUOTE IS BASED ON THE DOLLAR VALUE OF THE DAY IT WAS CREATED. MICMAC FIRE & SAFETY SOURCE RESERVES THE RIGHT TO CHANGE THE PRICING TO REFLECT CHANGES IN THE DOLLAR AT THE TIME OF ORDERING. CALL IF YOU ARE UNSURE IF PRODUCTS QUOTED ARE FROM U.S.

SUBTOTAL	MISCELLANEOUS	FREIGHT	HST	SALES TAX	TOTAL
\$9,360.00	\$0.00	\$0.00	\$1,404.00	\$0.00	\$10,764.00

CANADIAN