



TOWN OF PORTUGAL COVE-ST. PHILIP'S
November 21, 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	Chris Milley
		Town Manager/Engineer	Tony Pollard
		Director of Financial Operations	Gail Tucker
		Director of Public Works	Economic Development, Communications, Marketing and Tourism
			Jeff Lawlor
		Recreation & Community Service	Dawn Sharpe
		Planning Technician	Les Spurrell
		Deputy Town Clerk	Claudine Murray

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

DELEGATIONS/PRESENTATIONS

A presentation from Ronnie O'Neil of Choices from Youth and Matthew Nippard from Tuckamore Centre was received. During the summer, the Town donated Bill Churchill Memorial Field to Choices for Youth to host a softball tournament. 7 organizations came together to take place and the proceed from the tournament were divided amongst organizations of their choice. The Town received a donation of \$365 for the JumpStart Program for youth in our community for our contributions to the event.

ADOPTION OF AGENDA

Motion: Bartlett/Hanlon
2017-487 Resolved that the Agenda dated November 21, 2017, be adopted as circulated.
Carried Unanimously

ADOPTION OF MINUTES

Motion: Bartlett/Hanlon
2017-488 Resolved that the minutes of November 7, 2017 be adopted as circulated with correction to one minor typing error.
Carried Unanimously

BUSINESS ARISING

- None for this meeting

COMMITTEE REPORTS

Planning & Development Committee Report of November 14, 2017– presented by Councillor Harding

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

Motion: Harding/Laham

2017-489 Resolved 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.

Carried Unanimously

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

Motion: Harding/Laham

2017-490 Resolved 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.

Carried Unanimously

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

Motion: Harding/Bartlett

2017-491 Resolved 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.

Carried Unanimously

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

Motion: Harding/Stewart Sharpe

2017-492 Resolved 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.

Carried Unanimously

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

Motion: Harding/Hanlon

2017-493 Resolved that the application for an accessory building at Civic # 8-10 Western Heights be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

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

Motion: Harding/Hanlon

2017-494 Resolved 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.

Carried Unanimously

7. Blast Hole Pond Road – Upgrading and Culvert Replacement

Motion: Harding/Bartlett

2017-495 Resolved 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.

Carried Unanimously

Note: Congratulations was extended to the ACE Committee on their good work.

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

Motion: Harding/Neary

2017-496 Resolved 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.

Carried Unanimously

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

Motion: Harding/Hanlon

2017-497 Resolved 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.

Carried Unanimously

10. 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.

11. Permits Issued

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

Recreation & Community Services Committee

- did not hold a meeting – no report

Public Works Committee Report for November 15, 2017 – presented by Councillor Bartlett

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: Bartlett/Harding
2017-498 Resolved that the sludge removal maintenance cost of \$55,000 including HST be approved.
Carried Unanimously

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: Bartlett/Harding
2017-499 Resolved that 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.

Carried Unanimously

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 Development, Marketing, Communications & Tourism Report for November 17, 2017 – presented by Councillor Neary

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: Neary/Bartlett

2017-500 Resolved that Mihai B. Sabru be appointed to the Advisory Committee on the Environment.

Carried Unanimously

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 Committee Report of November 14, 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.

The Committee discussed possible locations with the greatest visibility for the Crime Stoppers signs. Councillor 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, Councillor 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. Councillor 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.

Admin. and Finance Committee Report of November 14, - presented by Deputy Mayor Laham

1. Accounts for Payment

Motion: Laham/Bartlett

2017-501 Resolved 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.

Carried Unanimously

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: Laham/Harding

2017-502 Resolved that an Administrative Support position be filled on a permanent basis following the rules in the collective agreement.

Carried Unanimously

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. Bunker Gear

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

Motion: Laham/Hanlon
2017-503 Resolved that Council purchase Fire Department bunkergear from MicMac Fire at a cost of \$9,360 plus HST.
Carried Unanimously

12. Meadow Heights

Discussion was referred to Committee of the Whole Meeting.

13. Funding

Motion: Laham/Neary
2017-504 Resolved 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.

Carried Unanimously

Other Reports

1. Privileged meeting of Council – November 20, 2017

Motion: Laham/Harding

2017-505 Resolved 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.

Carried Unanimously

CORRESPONDENCE

Council Correspondence for 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	Municipal Assessment Agency	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

1. Conflict of Interest

Councillor Harding requested Council decide if he is in conflict of interest of being the General Manager of Murray's Pond Fishing & Country Club and a Councillor of a Town that pays to use that facility. Councillor Harding is on the Finance & Administration Committee who must review and approve paying bills. Councillor Harding expressed his concerns to be open and transparent, and then left the room while Council discussed the request.

Councillor Hanlon asked does Council consider Councillor Harding's position of General Manager of Murray's Pond Fishing & Country Club as being a conflict with what he does as a Councillor with Portugal Cove-St. Philip's. Each Councillor answered no, they do not.


Motion: Hanlon/Neary
2017-506 **Resolved that Council does not consider Councillor Harding in conflict of interest in relation to his role as General Manager of Murray's Pond Fishing & Country Club and his position as a Councillor with the Town of Portugal Cove-St. Philip's**
Carried Unanimously

Councillor Harding returned to the meeting after item #1 was concluded. He noted that since he was elected, there have been no invoices issued from Murray's Pond and there have been no payment to Murray's Pond for any functions.

ADJOURNMENT

Motion: Hanlon/Laham
2017-507 **Resolved that this meeting be adjourned. Time is 7:35 pm.**
Carried Unanimously


Carol McDonald, Mayor


Claudine Murray, Deputy Town Clerk

Appendix A – Planning and Development Committee 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