



TOWN OF PORTUGAL COVE-ST. PHILIP'S

January 23, 2018

Regular Public Council Meeting 7:00 p.m.

IN ATTENDANCE:

Mayor	Carol McDonald
Deputy Mayor	Jeff Laham
Councillors:	Dave Bartlett
	Darryl J. Harding
	Johnny Hanlon
	Tina Neary
	Madonna Stewart Sharpe

Town Manager/Engineer	Chris Milley
Director of Economic Devel., Marketing, Comm. and Tourism	Jeff Lawlor
Director of Financial Operations /Town Clerk	Tony Pollard
Director of Public Works	Gail Tucker
Director of Recreation & Community Services	Dawn Sharpe
Planning and Development Coordinator	Les Spurrell
Deputy Town Clerk	Claudine Murray

Mayor McDonald called the meeting to order, welcomed the gallery of 31 persons in attendance.

ADOPTION OF AGENDA

Motion:	Harding/Bartlett
2018-008	Resolved that the agenda dated January 23, 2018, be adopted as circulated.
Carried	Unanimously

DELEGATIONS/PRESENTATIONS

Christmas Parade and Merry & Bright Festival of Lights
See the Recreation and Community Services report for list of winners

ADOPTION OF MINUTES

Motion:	Bartlett/Neary
2018-009	Resolved that the minutes of January 9, 2017 be adopted as circulated.
Carried	Unanimously

BUSINESS ARISING

Town Manager Report for January 23, 2018

1. Application to amend Water Metering project has been submitted. More information to follow after government approval.
2. Municipal Affairs and Environment is reviewing the Municipality Act and the public is welcome to provide their feedback to that department or through the Town.

COMMITTEE REPORTS

Planning & Development Committee Report of January 16, 2018 – presented by Councillor Harding

1. Civic # 1252-1254 Thorburn Road – Subdivide Property and Demolish and Construct Single Dwelling

Motion: Harding/Laham

2018-010 Resolved that the application to subdivide property and demolish and construct a single dwelling at Civic # 1252-1254 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

2. Civic # 1082-1088 Thorburn Road – Business (Convenience Store)

Motion: Harding/Bartlett

2018-011 Resolved that the application to convert an existing commercial building to establish a convenience store at Civic # 1082-1088 Thorburn Road be rejected as per Appendix A: Tabled Report.

Carried Unanimously

Note: Councillor Bartlett tabled a letter from the Brookside Intermediate school council outlining their concerns with this proposal.

3. Civic # 17 Mitchell’s Road – Business (Sawmill)

Motion: Harding/Laham

2018-012 Resolved that the application to establish a general industry business (sawmill) as a home occupation at Civic # 17 Mitchell’s Road be granted approval in principle as per Appendix A: Tabled Report.

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

4. Civic # 1614-1618 Portugal Cove Road – Proposed Business (Specialty Shop)

The Planning Department is in receipt of correspondence regarding a proposal for a stand-alone Specialty Shop (cannabis dispensary).

The Committee advises Staff to correspond advising that the Town is unable to process an application for this type of activity until Federal and Provincial Regulations are in place and become legal.

5. Revision to Subdivision Design and Construction Standards – Street Length

Motion: Harding/Laham

2018-013 Resolved that Council revise Section 4.3 (b) (Street Design Criteria) of the Town’s ‘Subdivision Design and Construction Standards’ be revised to increase the maximum street length for a fully-serviced street from 200 m to 300 m.

Carried Unanimously

Items # 6 through # 23 are other items that were discussed at the Committee’s meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

24. Permits Issued

There were five (5) permits issued from December 29th, 2017 to January 11th, 2018 as per Appendix A: Tabled Report.

Recreation & Community Services Committee report for January 18, 2018 – presented by Councillor Stewart Sharpe

1. Voisey’s Brook Trail Signage

The Recreation Committee reviewed a couple of options for Voisey’s Brook Trail Signage that was design by Grand Concourse Authority (GCA) as a park of the Trail Construction project. Staff will forward the decision to GCA and the signage will be erected in the spring.

2. Christmas Parade and Merry & Bright Festival of Lights

The Christmas Parade took place on Sunday, December 3rd and the following were the winners for the 3 categories:

Family (has two winners)

The Simmons Family

The Tucker Family

Organization

Terra Nova Sea Cadets

Business

Spirit Horse NL – Stable Life

During the Christmas season the Recreation Department also hosted the Merry and Bright Festival of Lights. The following were the winners for this event:

1st Place - Brendan Guy & Vanessa Badcock (Tucker's Hill)

2nd Place - Don Hawco (Western Gully Rd)

3rd Place - Maxine and Lionel Hussey (Portugal Cove Rd)

Presentations were made to the winners earlier during the meeting.

3. Budget

The Recreation Committee discussed the addition of the soccer field netting to the 2018 budget. This item was not included in the original presentation by the Recreation Director. However it was brought forward before the budget was finalized. The netting is needed to ensure that soccer balls are not lost over the fencing and cause delays in playtime during competitive matches.

4. Score Clock for Rainbow Gully Field

The PCSP Minor Soccer Association has requested support to apply for funding under the Community Healthy Living Fund with the Department of Children, Seniors and Social Development, for a score clock for Rainbow Gully Field. The association is asking for a letter of support from the Town as well as cost sharing for the installation of the score clock. Once the quotes have been determined for the installation, staff will bring the amount back to the committee to review. The Recreation Committee would like to make the following recommendation:

Motion: Stewart Sharpe/Bartlett

2018-014 Resolved that a letter of support be given to the PCSP Minor Soccer Association in support of their Community Healthy Living Fund application for a Score Clock for Rainbow Gully Soccer Pitch.

Carried Unanimously

5. Sport Event Congress 2018

The Canadian Sport Tourism Alliance will be hosting the Sport Event Congress from March 6th – 9th in Halifax, NS. The Recreation Committee would like to make the following recommendation:

Motion: Stewart Sharpe/Hanlon

2018-015 Resolved that the Town send Sports Coordinator, Nick Miller to the Canadian Sport Tourism Alliance Sport Event Congress in Halifax, NS from March 6th – 9th.

Carried Unanimously

6. Inclusion Committee

The Town of Portugal Cove – St. Philip’s want to improve their programs and services that they offer to the inclusive community. For this reason a working group was stuck to develop a Terms of Reference for the PCSP Inclusion Committee. The Recreation Committee would like to make the following recommendation:

Motion A: Stewart Sharpe/Neary
2018-016 Resolved that the Town form the PCSP Inclusion Committee and adopt the Terms of Reference for the committee as per attached.

Carried Unanimously

Motion B: Stewart Sharpe/Laham
2018-017 Resolved that the appointment of the following people to the PCSP Inclusion Committee; Todd Churchill, Erin Gallant, Kim Churchill, Corina Sinyard, Hannah King, Sandra Wall, Peggy Newman, and Nicole Gibbons.

Carried Unanimously

Motion C: Stewart Sharpe/Harding
2018-018 Resolved that the appointment of Mr. Todd Churchill as the Chairperson of the PCSP Inclusion Committee.

Carried Unanimously

It was the intent of the Town to recommend that Linda Nemiroff be appointment as a member of the Inclusion Committee. However due to her unfortunate recent passing the Inclusion Committee and the Recreation Committee would like to make her an honorary member.

Motion D: Stewart Sharpe/Neary
2018-019 Resolved that the Town appointment Linda Nemiroff as an honorary member of the PCSP Inclusion Committee.

Carried Unanimously

Note: Councillor Harding said a few words of condolence for Ms. Nemiroff.

7. Lifestyle Centre

The Recreation Committee discussed the plans that were forwarded from Powers Brown Architecture. These plans were presented at the Committee of a Whole Meeting on Monday, January 22nd.

8. Community Grants

Motion A: Stewart Sharpe/Bartlett
2018-020 Resolved that the Town donate \$1000.00 to the 2018 PWC Safe Grad Committee.

Carried Unanimously

Motion B: Stewart Sharpe/Neary
2018-021 Resolved that the Town donate \$100.00 to Noah Squires to assist with his travels to Edmonton, AB to participate in the 2018 Boxing National championships on March 28th.
 Carried Unanimously

Public Works Committee Report for January 17, 2018 – presented by Councillor Bartlett

1. Sidewalk Snow Clearing & Ice Control Policy

Staff inquired on status of Sidewalk Snow Clearing & Ice Control Policy previously shared with Committee and Council of the whole. Policy has yet to be discussed at Committee of the Whole due to other pressing priorities. Staff to keep on Committee agenda for follow-up.

2. Correspondence received from Minister Transportation and Works

Correspondence received in response to letter sent to Minister Transportation and Works November 17, 2017 in reference to provincial maintenance issues – Town of Portugal Cove- St. Philip's. Letter documented with Deputy Town Clerk.

3. Update – Animal Control Services Partnership - Town of Torbay

The Town of Torbay has now hired an Animal Control Officer. Staff advised they are awaiting further details from the Town of Torbay on the shared service approach for animal control services. Once available, they will be brought forward to Committee for consideration and execution of the partnership agreement.

4. Staffing Replacement

Staff advised that a permanent employee in the Water and Wastewater Division will be going on sick leave commencing February 2nd for four to six weeks. In line with a prior motion of Council with respect to a hiring freeze, staff is seeking approval to call back a seasonal Water and Wastewater Technician to provide additional resourcing in this area.

Motion: Bartlett/Harding
2018-028 Resolved that the Town call back a seasonal Water and Wastewater Technician for the period of sick leave.
 Carried Unanimously

5. 27 Emberleys Road Update – map of the area requiring fencing has been received. Request for quotes for the fencing requirements will be obtained in early spring.

6. Crime Stopper Signs – forwarded from the Protective Services Committee, it was requested that public works install three crime stopper signs. Suggested installation areas include Portugal Cove Road at Old Broad Cove Road, Portugal Cove Road near the Ferry terminal, and Thorburn Road near Sunshine Park. Areas will be assessed and best locations will be determined.

7. Roads issues

- a. Old Cart Road and Portugal Cove Road – issues with culvert near this area.
- b. Tuckers Hill Road and Thorburn Road intersection – council members receiving complaints about layout of the intersection, ice control materials during winter and request for three-way stop in the area.

Staff will review any historical communication on these items prior to communicating with Transportation and Works.

8. Newbury Street Turning Restrictions – signs are ready for installation; residents of the area will be notified of the changes via direct mail correspondence prior to implementation which is scheduled for the end of January.

9. Traffic Study Reports – Olivers Pond, Western Gully Road and Country Gardens – public meetings with residents of the impacted areas were previously requested by Committee and the Town’s communications staff have been engaged. Work on these files scheduled to begin following the budget sessions.

11. Portugal Cove Wastewater Treatment Plant Road – request for stop sign to be installed at the end of the roadway as it meets with West Point Road.

Economic Development, Marketing, Communications & Tourism Committee report for January 18, 2018 by Councillor Neary

1. Advisory Committee Updates

- a. Establishment of Advisory Committees – According to the Advisory Committee Policy the past term for ACE and the Heritage Committees have expired.

Motion: Neary/Hanlon

2018-022 Resolved that the Advisory Committee on the Environment and the Heritage Committee be officially established for this term of Council and that the current members be appointed to their respective committees.

Carried Unanimously

- b. New Members – There were two requests received and considered to join advisory committees of Council.

Motion: Neary /Harding
2018-023 Resolved that Nikita Stapleton be appointed to the Advisory Committee on the Environment.
 Carried Unanimously

Motion: Neary /Harding
2018-024 Resolved that Tom Murphy be appointed the Heritage Committee.
 Carried Unanimously

- c. Climate Change Projects - The Town has been approved for two Climate Change projects through the Federation of Canadian Municipalities. One is of national scope being led by the International Council on Local Environmental Initiatives with two communities in B.C, Ontario and Newfoundland and Labrador chosen to collaborate on municipal vulnerability and risk assessments. In addition, locally we will be part of a regional project headed by Conservation Corps to create local toolkits in dealing with climate change. These two projects will be complementary and there is no cost to the Town.
- d. Environmental Fair – The third annual Environmental Fair will take place on Sunday, April 22nd. Staff and ACE are currently working on new and exciting plans to be detailed in the coming weeks.

Note: Councillor Neary advised the date of the fair may change.

- e. Echo Funding – Funding through Conservation Corps is open for Environmental and Heritage projects. We will be submitting an application jointly with the Town of Torbay for a summer student to assist in the development of the Picco Ridge Plane Crash Memorial Site. The program funds 75% of the wages and expenses.

2. Website Update

Committee discussed some concerns raised about outdated information on the website. Issues will be resolved promptly.

3. Business Directory

The Director of Economic Development will be working collaboratively with the Chamber of Commerce to develop a business directory.

4. Chamber of Commerce Task Force

A task force has been established between Council and the Chamber. Members include Mayor McDonald, Deputy Mayor Jeff Laham, Councillor Neary, and Director of Economic Development, Jeff Lawlor from the Town and Michael Murray, Robert Stapleton, Stephen King from the Chamber of Commerce. The group will meet once a month on business and Town issues.

5. Communication Template

Templates for reports and minutes will be shared with town management to inform communications standardization through all committees of Council.

6. Strategic Plan

The Director of Economic Development is preparing a Strategic Plan process for Councils review. A draft of the plan will be presented at the next Committee meeting.

7. Public Engagement – Regulation 10

The public engagement process is currently being developed and will include a public meeting and input from Advisory Groups. Councillor Harding was on CBC Radio addressing the issue on Wednesday, January 17th. A mail out proposing the amendment and highlighting the engagement process and will be sent out to residents the first week of February.

8. Budget Public Meeting

The draft budget public meeting is scheduled for Sunday, January 21st at the Recreation Centre at 4:00 pm. A flyer was mailed to all residents detailing the budget. Deputy Mayor Jeff Laham will be presenting on behalf of Council.

9. Service Level Review

A workshop to finalize the levels of service will be scheduled for February with Council and Management. Upon completion of this workshop there will be a Need-Gap analysis of the organization on how best to execute these changes.

10. Best of PCSP Awards

The Best of PCSP Awards will take place on Monday, April 16th at the Legion. Details are still being finalized. Nominations will open in February.

Protective Services Committee report for January 16, 2018

1. Commissionaires – Municipal Enforcement

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

A request was made to the RNC for increased presence in the Thorburn Road area of Brookside Intermediate School as the speed zone has been lowered to 30 km / hr. Sgt. Paul Didham confirmed the request was passed along to his patrols and the MEO has noticed an increased RNC presence around the school.

The MEO discussed a business courtesy card the Commissionaires will be leaving with businesses in the community to let them know the date and time their patrols were by and how to contact the MEO directly if needed. These cards will have the both their email contact information and the direct number for the MEO vehicle.

2. FES Updates :

Responses: 21

- 12 Medical calls
- 1 extra service call
- 2 residential alarm bells
- 2 RTA (Road Traffic Accident)
- 2 pole fires
- 1 chimney fire
- 1 smell of smoke structure

Training:

- Training for 2017 concluded on Dec. 11th. 2018 training started up on Jan. 15th.
- Training schedule for the first 3 months of 2018 is established.

Other Activity: 2 FD personnel assisted in the senior's appreciation supper.

2017 Response Data: The Committee reviewed the 2017 response data supplied by Chief Hollett. The Incident Summary chart is attached as Appendix B. The trend over the past four years (2014-2017) is a decrease in the average response time and an increase in the average number of personnel responding to each call.

The higher number of responses to Alarm Bells both Residential and Commercial are normally the result of improperly maintained alarm systems. An article on the importance of system maintenance will be prepared for the next edition of the Tickle newsletter.

2017 Training Overall: The Committee reviewed the 2017 Training review supplied by Chief Hollett. This document is attached as Appendix C.

3. RNC Public Meeting

The Chair of Protective Services will further discuss takeaways, feedback and information from the RNC Public meeting held on December 19th with the Director of Economic Development, Marketing and Communications.

4. Additional Speed Monitor Sign and Crime Stoppers Signs

The Committee discussed the possibility of installing an additional speed monitor sign on the opposite side of Old Broad Cove Road from the existing monitor sign in an effort to target vehicles travelling the other direction. They also discussed locations for the three Crime Stoppers signs acquired by the Town. These items will be brought to the Public Works Committee.

Admin. and Finance Committee Report of January 16th, 2018 - presented by Deputy Mayor Laham

1. Accounts for Payment

Motion: Laham/Harding

2018-025 Resolved that Council approve payment of regular accounts in the amount of \$121,983.81 and capital accounts in the amount of \$49,506.06 for a total of \$171,489.87 as tabled with this report.

Carried Unanimously

2. Adoption of 2018 Budget, 2018 Tax Structure and Schedule of Fees

Deputy Mayor Laham gave the following preamble:

I have the privilege of presenting the 2018 Budget for the Town of Portugal Cove – St. Philip’s on behalf of Council, as Chair of Administration and Finance. This is our first budget and as such we took our time to debate and consider how we wish to govern and decide what our priorities are. We are early in our term and this budget is just the beginning, however, it offers a foundation for a vision of the future, a vision that focuses on efficiency, growing the community and minimizing the tax burden on our residents. We could not have done this without the incredible input and feedback that we have received since we were elected. We made the commitment early in our term to listen and collaborate with the community and this budget is a sincere reflection of that.

Motion: Laham/Harding

2018-026 Resolved that:

(a) 2018 Budget

the Town of Portugal Cove-St. Philip approve and adopt the attached 2018 Budget with Revenues and Expenditures totaling \$14,063,440.

(b) 2018 Tax Rates

the Town of Portugal Cove-St. Philip approve and adopt the following Tax Rates for 2018 taxation year:

Property Tax:

Residential and Commercial Property Tax – 6.5 mils with a minimum tax of \$20.00

Business Tax – Based on Assessment: Rates as follows with a minimum tax of \$200.00

- General Business Tax – 8.1 mils
- Farms – 1.5 mils
- Daycare and Bed & Breakfasts – 5.1 mils
- Golf Courses – 8.1 mils
- Nursing & Retirement Homes – 8.1 mils
- Non – Profit Organizations – 8.1 mils
- Professional Services – 12.1 mils
- Medical/Dental/Pharmacy – 12.1 mils
- Bank/Financial Institutions – 45 mils

Business Tax – Based on Revenue: Rates as follows with a minimum tax of \$200.00

No Fixed Place of Business – 1 % of Gross Annual Revenue

Home Based - 0.6 % of Gross Annual Revenue

Utilities and Cable Television Tax:

2.5 % of Gross Revenue as per Taxation of Utilities and Cable Televisions Companies Act.

Water and Sewer Taxes:

- Residential Water and Sewer - \$625.00 yearly per unit.
(\$450.00 for Water only, \$175.00 for Sewer only)
- Commercial Water and Sewer - \$715.00 yearly per unit.
(\$480.00 for Water only, \$235.00 for Sewer only)
- Fish Plant Water and Sewer - \$150.00 per month
- Ferry Water Fill up - \$975 per month

(c) Interest

the Town of Portugal Cove-St. Philip's approve the rate of 1 % per month simple interest to be charged on all outstanding accounts on the unpaid balance at the end of each month commencing January 2018.

(d) Early Payment Discount:

the Town of Portugal Cove – St. Philip's grant a 5 % discount on the property tax portion only of the tax invoice if payment of all debts, current and prior including water and/or sewer and storm sewer fees (any and all charges or otherwise) is received and paid in full by the discount date of March 30, 2018.

Exception as follows: In the case of payments from mortgage companies and other financial institutions (electronic or otherwise) the payment must be received by the discount date of

March 15, 2018 to allow for processing. Furthermore, there will be NO 5% early payment discount for payments made by credit card.

(e) Other Discount:

the Town of Portugal Cove-St. Philip's grant a 20 % discount on the Property Tax portion of the invoice to Residential Property owners in receipt of the GIS (Guaranteed Income Supplement) for their principle place of residence only in the Town of Portugal Cove-St. Philip's (this discount does not apply to any vacant lands or summer residences). Completion of a mandatory application is required in order to receive this discount and the calculation for the 20 % reduction will be applied prior to the 5 % early payment discount (if applicable) or when calculating payment plans. Property owners who qualify for this option may avail of any of the payment plans. Furthermore, there will be NO 5% early payment discount for payments made by credit card.

(f) Payment Options:

the Town of Portugal Cove-St. Philip's provide the following payment options:

- a) Payment in full by discount date of March 30, 2018 (with the above noted provisions)
- b) Interest free (NO early payment discount for this option) a choice of either 6 equal monthly Payments (January to June inclusive) or 8 equal monthly payments (January to August inclusive) for the full balance or 12 equal monthly payments by Pre-Authorized Debit from your bank/financial institution (January to December) Returned cheques/payments will cancel this interest free option and interest will be reinstated retroactively.
- c) Debit, Visa and Mastercard accepted. Telephone and Electronic Funds Transfer from banks and other financial institutions are also available.

(g) Tax Structure and Schedule of Fees:

the Town of Portugal Cove-St. Philip approve and adopt the attached 2018 Tax Structure and Schedule of Fees to take effect January 1, 2018 and to be advertised accordingly.

Carried Unanimously

Note: the Municipal Budget Submission Form, Revenue and Expenditure Summary and Tax Structure & Schedule of Fees were tabled with the supporting documents.

3. Council Strategy

The Committee of the Whole will meet in early February to discuss their views for the Town's Strategic Plan.

4. Correspondence re Youth Parliament

The committee discussed the letter requesting a financial contribution and deferred a decision in order to gather more information.

5. Correspondence re legalization

The committee discussed a letter from a Nova Scotia business offering a course on the legalization of cannabis from a OHS perspective. We will not be sending a representative.

The Town's OHS representative has already attended a course and will put together a plan and timeline for drafting a policy concerning drugs, alcohol and prescription drug use.

CORRESPONDENCE

Council Correspondence for January 6, 2018 to January 19, 2018


RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
1/19/2018	Town of Bauline	Municipal Invitational Darts Tournament	Council
1/19/2018	Tony Wakeham	Democratic Reform	Council
1/15/2018	Tony Wakeham	Outlining Principles for NL Health Care	Council
1/15/2018	NL Youth Parliament	Funding Request	A&F Cmte
1/12/2018	Sayle Group	Marijuana Workplace Safety Online Course	A&F Cmte
1/12/2018	Department of Municipal Affairs	Public Consultations on Municipal Legislation	Council
1/10/2018	Office of Nick Whalen	Smart Cities Challenge (event was later cancelled)	Council
1/9/2018	Minister Crocker	Maintenance of Provincial Roads	PW Cmte
1/9/2018	MUN	Report 2017 Out in the Open	Routine Corr.

NEW/GENERAL/UNFINISHED BUSINESS

AGENDA ITEMS/NOTICE OF MOTION

ADJOURNMENT

Motion: Hanlon/Neary
2018-027 Resolved that this meeting be adjourned. Time is 7:51 pm.
Carried Unanimously


Carol McDonald, Mayor


Claudine Murray, Deputy Town Clerk

Appendix A – Planning and Development Committee Report
Letter of concern from Brookside Intermediate School Council

**Appendix A: Tabled Report
January 4th, 2018**

Applications:

Item # 1:

**Civic # 1252-1254 Thorburn Road
Subdivide Property and Demolish and Construct Single Dwelling
Zoning: Residential Medium Density and Residential Development Scheme Area (RMD & RDSA) – Serviced**

The Committee recommends that the application for Civic # 1252-1254 Thorburn Road be granted approval in principle, permitting the subdivision of property and demolition and construction of a single dwelling. Approval in principle is subject to the parcel with 6 m frontage on Thorburn Road being consolidated into an adjacent property fronting on Abbots Road. 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.

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

Item # 2:

**Civic # 1082-1088 Thorburn Road
Business (Convenience Store)
Zoning: Residential Low Density & Protected Watershed (RLD & PW) – Unserviced**

The Committee recommends that the application to convert an existing commercial building to establish a convenience store at Civic # 1082-1088 Thorburn Road be rejected due to the proximity of the proposed convenience store to Brookside Intermediate which will create a safety risk for students of the school walking along and crossing Thorburn Road to visit the store. The Committee's recommendation is in accordance with Development Regulation 102 (Discretionary Uses) of the Town's Municipal Plan and Development Regulations 2014-2024.

The Administrator recommends that Council could use their discretion to grant approval in principle to this application as it complies with the Town's Municipal Plan and Development Regulations 2014-2024. Convenience Store is listed as a Discretionary Use within the Residential Low Density Zone, and the application was approved by the City of St. John's as the authority for the Windsor Lake Watershed.

Item # 3:

**Civic # 17 Mitchell's Road
Business (General Industry)
Zoning: Traditional Community (TC) – Unserviced**

The Committee recommends that the application for Civic # 17 Mitchell's Road be granted approval in principle, permitting the establishment of a general industry business (sawmill) as

a home occupation. Approval in principle is subject to operation of the sawmill on Monday to Saturday no later than 7pm, no operation on Sunday, and in accordance with the Town's Noise Regulations, 2015. Approval in principle is subject to approval from the Department of Fisheries and Land Resources. 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 TC-2 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), Schedule C: Traditional Community, and Schedule D: Off-Street Parking Requirements.

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

Councillor Harding and Deputy Mayor Laham recommended granting approval in principle and Councillor Hanlon was not in support.

Other Items Discussed:

Mayor McDonald left the meeting prior to discussion of Item # 6.

Item # 6:

Civic # 370A Dogberry Hill Road – Application for Residential Subdivision

The Committee reviewed an application to subdivide property and construct a residential subdivision at Civic # 370A Dogberry Hill Road.

The Committee requests that this application be held pending review of all application and documentation received by the Committee of the Whole. The Committee Chairperson will refer the application and documentation to the Committee of the Whole.

Mayor McDonald returned to the meeting after discussion of Item # 6.

Item # 7:

Civic # 1539A Portugal Cove Road – Application to Subdivide Property and Construct a Single Dwelling and Accessory Building

The Committee reviewed an application to subdivide property and construct a single dwelling and accessory building at Civic # 1539A Portugal Cove Road.

The Committee advises that this application be held pending the Town Manager contacting the applicant.

Item # 8:

Civic # 220 Dogberry Hill Road – Meeting with the Committee

On December 12th, 2017 the Committee met with Developers and discussed three potential concept plans for an unserved residential subdivision at Civic # 220 Dogberry Hill Road or Civics # 220 and 244 Dogberry Hill Road.

The Committee requests that this item be held pending review of the potential concept plans by the Committee of the Whole.

Item # 9:

Civic # 258-260 Witch Hazel Road – Meeting with the Committee

On December 12th, 2017 the Committee met with Developers and discussed three potential concept plans for an unserviced or semi-serviced residential subdivision at Civics # 256 and 270-282 Witch Hazel Road.

The Committee requests that this item be held pending review of the potential concept plans by the Committee of the Whole.

Item # 10:

Civic # 827-829 Indian Meal Line – Request to meet with the Committee

The Committee met with the Property Owners and discussed the potential sale of water through the Town from an aquifer source.

The Committee advised that prior to the proposal being considered by Council, the property owners would need to make a presentation to the Committee of the Whole and provide detailed information regarding cost for Council's consideration.

Item # 11:

Civic # 201A Beachy Cove Road – Request to meet with the Committee

The Committee met with a Resident and discussed the current zoning of this property.

The Committee discussed potentially moving the Traditional Community zoning line to include this property. The Committee will consider the request and will discuss further at the next Committee meeting.

Item # 12:

Civic # 150A Bennetts Road – Request for Civic Number Change and Takeover of Private Road

The Planning Department is in receipt of correspondence requesting to change the civic number for an existing dwelling which fronts on an unnamed private road and requesting that Council takeover ownership and maintenance of the private road.

The Committee advises Staff to contact the property owner advising that with respect to the request to change the civic number, they may wish to submit a request to name the private road that the dwelling fronts onto so that they can have a civic address reflecting that street name.

With respect to the takeover of the road, if the property owner proposes to have the road taken over as it exists; they will need to contact the Public Works Department. If they wish to upgrade the road to Town standards prior to takeover, an application will need to be submitted to the Planning Department for processing.

Item # 13:

Steep Slope Regulations

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

The Committee requests that this item be held for discussion at the next meeting.

Item # 14:

Amendment to Development Regulations # 10 (Discretionary Powers of Council)

The Committee discussed a potential amendment that was held at the January 9th, 2018 Council meeting while public meetings are held and information is gathered.

The Committee advised that the Director of Economic Development, Marketing and Communications will be contacted to arrange the public meeting(s) and that no immediate action is required by Planning Staff at this time.

Item # 15:

Residential Development Scheme Review (Old Broad Cove Road East)

The Committee discussed an ongoing review of the Residential Development Scheme for the Old Broad Cove Road East area.

Staff advised the Committee that draft amendment documents will be prepared for their review at the next meeting.

Item # 16:

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

The Committee discussed the Developer's proposal to complete Phase II Works within the development by August 31st, 2018.

The Committee advised that they are in agreeance with the August 31st, 2018 completion date.

Item # 17:

Timberlea Estates Residential Subdivision – Completion of Phase II Works

The Committee discussed attempts by Staff to contact the Developer regarding the completion of Phase II Works within the development.

The Committee advised Staff to forward correspondence to the Developer requiring the submission of information by May 1st, 2018 regarding completion of the work.

Item # 18:

Civic # 39-43 Neary's Pond Road – Stop Order

The Committee discussed a Stop Order regarding the use of a motor vehicle (motor home) as a permanent, residential dwelling unit.

The Committee requests that this item be held pending a member of Council contacting the Department of Health and Community Services regarding the matter.

Item # 19:

Civic # 10-12 Hilltop Lane – Removal Orders

The Committee discussed two Removal Orders, one for a dwelling extension that was constructed beyond the specifications of the Building Permit issued, and another for property cleanup.

The Committee advises Staff to correspond with the Resident advising of the decision of the Eastern Newfoundland Regional Appeal Board (regarding the dwelling extension Order) and requiring that the Orders be complied with by June 15th, 2018.

Item # 20:

Civic # 24-26 Kings Hill Road – Proposed Dwelling Extension and Renovations

The Committee discussed a proposal to construct a dwelling extension and perform renovations to a dwelling within located within the Protected Watershed Zone.

The Committee advises Staff to contact the applicant by registered mail requiring that the information requested by the City be submitted to the Town within 7 days of the receipt of the correspondence.

Item # 21:

Application and Permit Statistics

The Committee discussed application & permit statistics for October-December 2017 and 2017 annual statistics as compared to the same time periods in the previous year.

Item Submitted for Information.

Item # 22:

Development Control Statistics

The Committee discussed 2017 annual development control statistics as compared to the previous year.

Item Submitted for Information.

Item # 23:

Civics # 167-169A & 167-169B Beachy Cove Road – Information Regarding Right-of-Way

The Committee discussed a right-of-way across Civic # 167-169A Beachy Cove Road used to access Civic # 167-169B Beachy Cove Road and past development activity at Civic # 167-169B Beachy Cove Road.

The Committee requests that an information package regarding these matters be forwarded to the Committee for their review and discussion at the next meeting.

Permits Issued:

Item # 24:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	17-396	12/29/2017	1409	Thorburn Road	Demolition
2	17-397	12/29/2017	1409	Thorburn Road	Occupancy
3	18-001	01/09/2018	12-16	Western Heights	Accessory Building
4	18-002	01/09/2018	717-719	Indian Meal Line	Communications Tower & Accessory Building
5	18-003	01/09/2018	21	Loop Drive	Repairs to Water Line

Brookside Intermediate

1169-1189 Thorburn Rd.

P.O. Box 580

Portugal Cove - St. Philip's, NL, A1M 1T6

Ph. (709) 895-7181 FAX (709) 895-7253

Principal: Leo Etchegary (leoetchegary@nlesd.ca)

Assistant Principal: Douglas Pippy (douglaspippy@nlesd.ca)

To: Portugal Cove St. Philip's Town Council

Fr: Brookside Intermediate School Council

Dear Council Members;

Brookside Intermediate School Council has concerns related to an application for a convenience store at the old IBEW building on the corner of Thorburn Road and Healey's Pond Crescent. Brookside Intermediate has a student population of 530 students. We currently have 335 Junior High students in grades 7-9 and these students are permitted to use the town recreational facilities at lunchtime to enhance their physical activity level. These students eat their lunch in or around school and they do not leave the area, as there is nowhere for them to go to purchase food within a close proximity to the school. However, if this store is approved we have major concerns for the safety of our Junior High (7-9) students if they attempt to cross Thorburn Road to access this proposed store. The safety of our students would be a concern due to the following reasons:

- The lack of traffic lights at this intersection
- The volume of road traffic and vehicle speeds
- The lack is a crosswalk at this intersection

There are currently students who fall in the 1.6 km busing zone and therefore have to walk to Brookside. These parents have already expressed their concerns over the road shoulders and lack of safe passage for their children. Introducing more students to this situation is not acceptable in the eyes of our school council.

For these reasons we urge you to think about these negative consequences before you vote on this application.

Thank-you for your consideration,


Krista Trask Co-Chair

Brookside Intermediate School Council


Lisa Lake Co-Chair

Brookside Intermediate School Council