

All redacted text in this document is according to Section 40 of ATIPPA, 2015 unless otherwise indicated.

Public Council Meeting Tuesday, February 6, 2018 at 7:00 pm Location: Council Chambers

- 1. Call of Meeting to order
- 2. Adoption of Agenda for February 6, 2018
- 3. Delegations/Presentations
- 4. Adoption of Minutes of January 23, 2017
- 5. Business Arising from Minutes
- 6. Committee Meeting Reports
 - a) Planning & Development Committee Councillor Harding
 - 1) Civic # 13 Megan Ridge Drive Business (Personal Service)
 - 2) Minister of Municipal Affairs and Environment Proposed Amendment
 - 3) Civic # 39-43 Neary's Pond Road Stop Order
 - 4) Civic # 27 Bickerstaffe Road Meeting with the Committee
 - 5) Civic # 907A Indian Meal Line Prior Applications for Development
 - 6) Civic # 1933-1945 Portugal Cove Road Request to Change Street Name
 - 7) Permits issued from January 12th to January 25th, 2018
 - b) Recreation/Community Services Councillor Stewart Sharpe
 - 1) Community Training and Supporting Community Groups
 - 2) St. John Ambulance's Therapy Dog Program
 - 3) East Coast Trails
 - 4) Lifestyle Centre
 - 5) Minor Soccer
 - 6) Community Grants
 - c) Public Works Councillor Bartlett
 - 1) Traffic Calming Reviews Update
 - 2) Newbury Street Turning Restrictions Update
 - 3) Tuckers Hill Road / Thorburn Road Intersection
 - 4) Portugal Cove Road Cross Culvert Issue (Old Cart Road / Drovers Heights)
 - Solid Waste Management Presentation Multi-Materials Stewardship Board (MMSB)
 - 6) Depot Development
 - 7) Snow Clearing Property Damage Claim(s)
 - 8) Storage Container Purchase
 - 9) Road Erosion corner of Loop Drive / Portugal Cove Road
 - 10) 7 Bauline Line Ext. Servicing
 - 11) Long Marsh Road
 - 12) Portugal Cove Road digital feedback sign
 - 13) Crime Stopper Sign Installation

- d) Economic Development, Marketing, Communications and Tourism Councillor Neary
 - 1) Advisory Committee Updates
 - 2) Communications Position
 - 3) Communication Template
 - 4) Town Signs
 - 5) Strategic Plan
 - 6) Public Engagement Regulation 10
 - 7) Best of PCSP Awards
 - 8) Council Email Policy
 - 9) Resident Communications Tracking
 - 10) Bugs and Greene Show
- e) Protective Services Councillor Hanlon
 - 1) Commissionaires Municipal Enforcement
 - 2) FES Updates
 - 3) ASIST Training
 - 4) Bonfire on Beaches
 - 5) Bauline Line Right of Way
 - 6) Correspondence from Resident
- f) Administration and Finance Deputy Mayor Laham
 - 1) Accounts for Payment
 - 2) Correspondence: Conflict of Interest
 - 3) Meadow Heights W/S Connection Fees
 - 4) Drovers Heights project
 - 5) Complaint to Office of the Privacy Commissioner
- 7. Correspondence for January 22, 2018 to February 2, 2018
- 8. New/General/Unfinished Business
- 9. Agenda items/Notice of Motions etc.
- 10. Adjournment



DELEGATIONS / PRESENTATIONS



MINUTES

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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

Director of Financial Operations / Town Clerk

Tony Pollard

Call Turken

Director of Public Works

Director of Recreation & Community Services

Planning and Development Coordinator

Deputy Town Clerk

Gail Tucker

Dawn Sharpe

Les Spurrell

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

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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

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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.

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

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

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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

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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

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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.

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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.

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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.

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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.

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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.

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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:

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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

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March 15, 2018to allow for processing. <u>Furthermore</u>, 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 <u>principle place of residence only</u> 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. <u>Furthermore</u>, 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.

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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	Smart Cities Challenge	Council
	Whalen	(event was later cancelled)	
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 BUS INESS

AGENDA ITEMS/NOTICE OF MOTION

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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 Abbotts 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 unserviced 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:

Timberiea 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:

, 18719 1 7 7 7							
#	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 Cb-Chair

Brookside Intermediate School Council

Lisa Lake Co-Chair

Brookside Intermediate School Council



BUSINESS ARISING



PLANNING & DEVELOPMENT

Planning and Development Committee Report

January 30th, 2018

In Attendance: Councillor Darryl Harding (Chairperson)

Deputy Mayor Jeff Laham Councillor Johnny Hanlon

Les Spurrell, Planning and Development Coordinator

Ashley MacKinnon, Planning Technician

Also in Attendance: Mayor Carol McDonald (Items # 1-4, 5-6, & 10-22)

Chris Milley, Town Manager/Engineer
Two Residents/Property Owners (Item # 4)

1. Civic # 13 Megan Ridge Drive – Business (Personal Service)

Motion:

The Committee recommends that the application to establish a personal service business (nail salon) as a home occupation at Civic # 13 Megan Ridge Drive be granted approval in principle as per Appendix A: Tabled Report.

2. Minister of Municipal Affairs and Environment – Proposed Amendment

The Planning Department is in receipt of correspondence from the Minister of Municipal Affairs and Environment regarding Council's proposal to amend Development Regulation 10 that was included in the January 4th, 2018 Council minutes.

The Committee advised that a response has been forwarded from the Mayor's Office to the Department of Municipal Affairs and Environment. Item submitted for information.

3. 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 that had a deadline for compliance of December 27th, 2017.

The Committee advised correspondence be forwarded from the Mayor's office to the Minister of Health and Community Services regarding this matter.

4. Civic # 27 Bickerstaffe Road – Meeting with the Committee

The Planning Department received a request to meet with the Committee to discuss a potential extension to Bickerstaffe Road for the construction of two single dwellings.

The Committee met with the property owners/developers and discussed their proposal. The Committee advises Staff to correspond with the property owner advising that their proposal does not comply with the Town's Municipal Plan and Development Regulations.

5. Civic # 907A Indian Meal Line - Prior Applications for Development

The Planning Department is in receipt of correspondence regarding past applications to develop property which were rejected by the Town.

The Committee advises Staff to respond to the property owner advising that two previous applications for the proposed development were rejected by Council and that no formal application has been submitted at this time for Staff's processing.

6. Civic # 1933-1945 Portugal Cove Road – Request to Change Street Name

The Planning Department received a request to have the name of Portugal Cove Road from the intersection with Beachy Cove Road to the ferry terminal changed.

The Committee advised Staff to respond and advise that as Portugal Cove Road is a provincial highway, the Town is unable to change the name and that this request would need to forwarded to the Department of Transportation and Works for their consideration.

Items # 7 through 21 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

22. Permits Issued

There were five (5) permits issued from January 12th to January 25th, 2018 as per Appendix A: Tabled Report.



Tabled items at end of Council Package for:

PLANNING &

DEVELOPMENT



RECREATION & COMMUNITY SERVICES



RECREATION & COMMUNITY SERVICES

Friday, February 2nd, 2018 @ 11:30am

In Attendance: Chairperson, Councilor Madonna Steward-Sharpe

Councilor Tina Neary Mayor Carol McDonald

Councilor Johnny Hanlon (via telephone for items 4-7)

Staff: Dawn Sharpe, Director of Recreation and Community Services

1. Community Training and Supporting Community Groups

The Recreation Committee discussed the next steps that the Department of Recreation and Community Services can take to engage the Inclusion Committee and other Community Support Groups. With Mental Health being such a high priority for this province and for this community, the Town would like to offer Community Services to its residents that would assist in this area. Some topics discussed were Mental First Aid, Suicide Prevention Training, Educational Awareness Seminars on Mental Health/Mental Conditions, and specific Support Groups (ie: drugs and addictions). Over the next few weeks, staff will collect information on what is available to offer residents and will bring back to committee for discussion.

2. St. John Ambulance's Therapy Dog Program

St. John Ambulance is offering a partnership with the Town of Portugal Cove – St. Philip's to sponsor the Therapy Dog Program (correspondence attached). This program would have Therapy Dogs visit the workplace, to help improve mental, social, emotional and even physical functions of those they visit with. For this reason, the Recreation Committee would like to make the following recommendation:

MOTION: Committee recommends that the Town donate \$1000 to St. John Ambulance Therapy Dog Program and in return the Town avails of the Program for the staff.

3. East Coast Trails

The Recreation Committee discussed the request that was received from the East Coast Trails Association (correspondence attached). Committee members would like further details regarding this request. Staff will gather the information needed and try to set up a meeting between Council and East Coast Trail Association. Their request will be brought back to the committee's next meeting.

4. Lifestyle Centre

Powers Brown Architects presented a concept design to Committee of a Whole meeting on Monday, January 29th. The next step is a Business Case Analysis. Staff will engage Vigilant Management to assist with a Request for Proposals for the Business Case Analysis and get quotes for the work. To move forward the Recreation Committee would like to make the following recommendation:

MOTION: Committee recommends that Vigilant Management be engaged to develop a Request for Proposals for a Business Case Analysis to be completed based on the concept design that was presented by Powers Brown Architects.

5. Minor Soccer

The Recreation Committee discussed the request that was made by PCSP Minor Soccer Association for the Rainbow Gully Multi-purpose Field for the 2018 season. Staff will meet with Minor Soccer to discuss the outcomes of the Recreation Committee's discussions.

6. Community Grants

After reviewing the Community Grant Application, the Committee would like to put forward the following recommendation:

MOTION: Committee recommends that the Town donate the rental of the Recreation Centre to the Girl Guides and Pathfinders for their requested outings free of charge.



Tabled items at end of Council Package for:

RECREATION &

COMMUNITY

SERVICES



PUBLIC WORKS



Public Works Committee January 31, 2018, 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. Traffic Calming Reviews - Update

Public meetings on the traffic calming reviews conducted for Country Garden Road, Olivers Pond Road and Western Gully Road are being coordinated through the Communications Division. Staff advised Committee that the Country Gardens Homeowners Association contacted the office to request status updates on this matter. Staff are maintaining this item on Committee agenda for follow-up.

2. Newbury Street Turning Restrictions - Update

Staff advised that the new turning restriction signs for Newbury Street and Blagdon Hill have been installed. Commissionaires have informed the RNC and requested enforcement assistance. The Commissionaires are also in the area monitoring compliance.

3. Tuckers Hill Road / Thorburn Road Intersection

Staff provided historical information regarding requests to the provincial Department of Transportation and Works for realignment of the intersection at Tuckers Hill Road and Thorburn Road. Committee requested correspondence be sent to the Minister of Transportation and Works highlighting the concerns with this intersection and request action by the Department. Recent feedback from residents included the request for an all-way stop as an interim measure until such time that road realignment can be completed.

4. Portugal Cove Road Cross Culvert Issue (Old Cart Road / Drovers Heights)

Staff provided information on the storm water management issue on Portugal Cove Road in the area of Old Cart Road/Drovers Heights. Infrastructure in this area is under the responsibility of the provincial Department of Transportation and Works. Committee requested that a letter be sent to the Minister of Transportation and Works requesting remedy of this issue.

5. Solid Waste Management Presentation – Multi-Materials Stewardship Board (MMSB)

Staff advised that a representative from the MMSB recently met with solid waste management staff to discuss the Town's waste management audit and best practices in waste management. Staff inquired as to Committee's interest in having MMSB present on the findings of the waste management audit. Staff were asked to arrange for a time in early spring for the whole of Council.



6. Depot Development

Committee was asked for direction on how staff should proceed with identifying future opportunities for the development of a new Town Depot. Committee advised that staff should identify <u>all</u> options for development, including redevelopment of the existing Depot site, development of a Depot on Maggies Place, as well as other site locations which may be deemed suitable. Committee asked that staff include the rationale for replacement of the Depot and full programming/functionality required in a new depot. Staff will bring a plan for next steps back to Committee for approval.

7. Snow Clearing – Property Damage Claim(s)

Damage claims related to snow clearing were presented to Committee for the following civic addresses: 19 Mercers Road and 53 Skinners Road. These claims were submitted as per the claim process. Both claims were approved and are to be scheduled for remediation by Public Works.

8. Storage Container Purchase

Staff requested approval to purchase a C-CAN storage unit. The Town currently has a unit under rental, however, long-term storage is required. The Recreation Department is also in need of storage and had budgeted \$5000 in 2018 for the purchase of a unit. Public Works and Recreation are proposing a joint purchase to facilitate both department's storage requirements. The purchase price for a 40' unit is \$4800 +HST. The Town will receive a \$400 credit for the January 2018 rental period.

MOTION: Committee recommends that a 40' container be purchased from SME at a cost of \$4400 plus HST, plus a delivery charge of \$700 plus HST.

Discussion Items

- 9. Road Erosion corner of Loop Drive / Portugal Cove Road Committee requested that communication be sent to the provincial Department of Transportation and Works to assess this area to determine cause of erosion / excessive gravel build up.
- 10. 7 Bauline Line Ext. Servicing Staff advised a response has not been received from the designate acting on behalf of the property owner with respect to interest in obtaining servicing for this property.
- 11. Long Marsh Road Committee requested information on water and sewer servicing for Long Marsh Road. Staff to bring back to next Committee meeting.
- **12. Portugal Cove Road digital feedback sign** Committee inquired on the functionality of the driver feedback sign on Portugal Cove Road it has been working intermittently. Staff advised a troubleshooting ticket has been opened with the manufacturer.
- 13. Crime Stopper Sign Installation Staff advised that the suggested locations for installing the Crime Stopper signs was assessed and it was determined that installation on each of the Towns gateway signs and in Voisey Brook Park would be more suitable locations. Committee agreed with these locations.



ECONOMIC DEV., MARKETING, COMMUNICATIONS & TOURISM



Economic Development, Marketing, Communications and Tourism Minutes Wednesday, January 31, 2018 3:30 pm

In attendance: Councillor Tina Neary, Chair

Councillor Dave Bartlett (Items 1- 4, 8-10)
Councillor Madonna Stewart-Sharpe
Leff Lawler Director Economic Development

Jeff Lawlor, Director, Economic Development,

Marketing and Communications

Also in attendance: Mayor Carol McDonald (Items 1- 4, 8-10)

1. Advisory Committee Updates

a. Membership – The committee reviewed two requests to join advisory committees. In addition, Shawn Kean of ACE has announced he will be taking a leave from the committee for personal reasons. We want to thank Shawn for his tremendous contributions and look forward to working with him again.

Motion: The committee recommends that Doug Neary be appointed to the Advisory Committee on the Environment.

Motion: The committee recommends that Katherine Miller be appointed to the Heritage Committee

- b. Beach fires Concerns were raised by ACE regarding fires on the beaches. There have been reports of burning garbage, plastics and other damaging materials. The issue was brought to Protective Services and the Town is looking into erecting signage in those areas on rules for beach fires. We will consult with the Harbour Authority on the initiative.
- c. Environmental Fair The fair will take place on Saturday, April 21st at St. Lawrence Parish Hall.
- d. Picco's Ridge Memorial Site The Town of Torbay has also approved their budget for 2018 and funds have been allocated to this joint project. A kickoff meeting has taken place. Council will be updated regularly on its progress.
- e. Green Team An application for a green team will be submitted by the end of February. This year's proposed project will build on the research of last year evaluating the health of various watersheds and waterbodies in PCSP.

2. Communications Position

The committee was advised Jackie Clarke has resigned from the Communications Coordinator position with the Town. We wish her the best in her future endeavours. Plans to mitigate the impact of her departure on communications were discussed as well as the future of the position.

3. Communication Template

Committee was made aware that town staff are reviewing options for new software for Council minutes and reports. These options will create the consistency requested by Council.

4. Town Signs

The proposal for town signs will be shared with the Chamber of Commerce at the next meeting.

5. Strategic Plan

The committee discussed a plan developed to conduct a strategic plan this year. The proposed plan will be considered by the whole of Council. In addition a meeting to identify goals and performance measures for departments will take place in February.

6. Public Engagement - Regulation 10

A brochure is being developed that will explain the intended goal of Council, to gain additional flexibility for the benefit of residents and businesses in the community, which formed the basis of the proposed regulation 10 amendment. The public engagement component that Council committed to, will encourage residents to have a public conversation on Town regulations and policies to inform Council on how best to meet their intentions.

7. Best of PCSP Awards

Nominations will open on February 15th and close on March 23rd.

8. Council Email Policy

A Council Email Policy is being developed and a draft will be presented to the committee at the next meeting.

9. Resident Communications Tracking

The committee discussed a way to track and log resident inquiries. Town staff will look at options and report back at the next committee meeting.

10. Bugs and Greene Show

The Town wishes to thank Bugs and Debbie Greene for their work in the community over the last year. We have had a variety of events filmed and promoted on their show and on social media. The committee reviewed their proposal for work in 2018. At this time we are looking at expanding Facebook Live and filming our events internally for this year and will not be proceeding with the proposal.



PROTECTIVE SERVICES



Protective Services Committee

Tuesday, January 30, 2018 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 (Items #1-3)

1. Commissionaires – Municipal Enforcement

The January report as provided by the Municipal Enforcement Officer has been tabled as Appendix A.

2. **FES Updates** - activity since last Committee meeting:

Responses: 6

- 4 Medical calls
- 1 RTA (Road Traffic Accident) / Pedestrian
- 1 Possible Structure Fire (no fire)

Training:

- Leadership & Teamwork
- Ice Rescue / Cold Water Rescue practice drills (Nearys Pond)
- Accountability training
- 1 Officer recently completes Fire Officer 1 course through the St. John's Airport
- 2 Officers are currently enrolled in the online Fire Officer 1 course provided by SERT
 Center (Marine Institute) in Stephenville

Other Activity: FD personnel conducted a Fire Safety presentation for the CLB – Portugal Cove-St. Philip's Company #4457 on January 24th.

With reference to the PCSP FD Capital Requests /Action Plan 2018 Budget, as tabled on December 19th, 2017, the Chiefs have been given direction to prepare the application to the

Province for cost sharing on the replacement pumper. With the same reference, the Chiefs have been given direction to prepare specifications for the rescue replacement and tender process.

3. ASIST Training

The Chair of Protective Services brought forward information on ASIST (Applied Suicide Intervention Skills Training) for Volunteer Fire Department personnel. The chiefs requested FF Tina Scott be brought into the discussion on how this training would fit with the department's current training initiatives. Further information on the training will be brought back to the Committee.

4. Bonfires on Beaches

The Advisory Committee on the Environment brought forward information on debris left on local beaches as a result of bonfires. The Committee discussed placing advisory signs in the area. The Chiefs will research a format and content for the signs and bring it back to the Committee.

5. Bauline Line Right of Way

Notification has been given to the MEO for investigation of a possible Commercial Vehicle
Parking Regulation violation on a right of way near Nice Lane. The Chair of Protective
Services mentioned there may be interest in the creation of a walking trail along this right of
way and will discuss in the future with the Recreation and Community Services Director.

6. Correspondence from Resident

The Committee reviewed a letter from a resident regarding RNC initiatives and presence on Old Broad Cove Road. The Committee will request that the Mayor contact the Chief of Police for clarification on the letter. This letter has been tabled as Appendix B.



Tabled items at end of Council Package for:

PROTECTIVE

SERVICES



ADMINISTRATION & FINANCE



Administration & Finance Committee Report of January 30th, 2018

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 Council approve payment of regular accounts in the amount of \$117,512.21 and capital accounts in the amount of \$7,243.66 for a total of \$124,755.87 as tabled.

2. Correspondence: Conflict of Interest

The Committee received correspondence on January 24, 2018 from Municipal Affairs reiterating the responsibility of Councils with regards to allegations made of Councillors in Conflict of Interest as outlined in a September 2017 matter.

MOTION

The Committee recommends Council seek legal opinion on an advised course of action to take with respect to an allegation made regarding a former Councillor and potential conflict of interest.

3. Meadow Heights W/S Connection Fees

The committee is reviewing options for chargeback to residents and will discuss further at the next meeting.

4. Drovers Heights project

The committee is inquiring into options for funding. A public meeting for area residents is still planned to take place before a final decision of Council is made.

5. Complaint to Office of the Privacy Commissioner

A request for personal information was received by the town and redacted records were supplied. A complaint regarding the redaction was filed with the Office of the Information and

Privacy Commissioner, the basis being that the information should be available for public scrutiny. The Town argued to keep the private information private, but on January 18, 2018 a report recommended we release the identifiable information. Legal advise agreed with the Commissioner report so the Town conceded and will release the records to the applicant by the deadline of February 22, 2017. Affected residents are being contacted.



Tabled items at end of Council Package for:

Administration

& Finance



CORRESPONDENCE

Council Correspondence for January 22, 2018 to February 2, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
	Department of Municipal		
1/24/2018	Affairs & Environment	Amendment to Regulation 10	P&D Cmte
	Department of Municipal		A&F/ To go
1/26/2018	Affairs & Environment	Conflict of Interest investigation	before COW
1/29/2018	Resident	RNC presence on Old Broad Cove Road	PS Cmte
1/29/2018	East Coast Trail	Help Fund the Project	RC Cmte
		Municipal Asset Management Program	To go before
1/30/2018	University of Waterloo	opportunity	A&F Cmte
	Department of Municipal		To go before
2/1/2018	Affairs & Environment	Municipal Training Financial Assistance Fund	A&F Cmte
			To go before
2/1/2018	Resident	Refund Request	A&F Cmte
	Department of Municipal	2017 Ultimate Recipient Audited Annual	To go before
1/26/2018	Affairs & Environment	Expenditure Report Package Federal Gas Tax	A&F Cmte
	Department of Municipal	Acknowledgement Letter Re Affordable	To go before
2/1/2018	Affairs & Environment	Water as a Priority for Residents	A&F Cmte
			To go before
2/2/2018	Resident	Feedback re Amendment to Dev. Reg 10	P&D Cmte



NEW/GENERAL/ UNFINISHED BUSINESS



AGENDA ITEMS/ NOTICE OF MOTIONS



Tabled items

PLANNING &

DEVELOPMENT

Appendix A: Tabled Report January 30th, 2018

Applications:

Item # 1:

Civic # 13 Megan Ridge Drive
Business (Personal Service)
Zoning: Residential Medium Density (RMD) – Serviced

The Committee recommends that the application for Civic # 13 Megan Ridge Drive be granted approval in principle, permitting the establishment of a personal service business (nail salon) as a home occupation. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Plan Policy RES-4 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), Schedule C: Residential Medium Density, and Schedule D: Off-Street Parking Requirements.

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

Other Items Discussed:

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 a meeting between the Town Manager, Planning Staff, and 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 unserviced 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 # 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 road reservation and requesting that Council takeover ownership and maintenance of the private road. The resident has requested that the name "Walt's Road" be used.

The Committee advised that no further action regarding the takeover of the road is required until such time that additional information and request is received by the Town.

With respect to the street naming, the Committee advised Staff to forward notices to property owners bounding the road reservation advising of the request and the proposed name for comments prior to the Committee making a recommendation on this request.

Item # 11:

Civic # 34 Oliver's Pond Place - Request to meet with the Committee

The Planning Department received a request to meet with the Committee to discuss a requested amendment to the Town's Municipal Plan & Development Regulations to allow a standalone business within the Residential Low Density zone.

The Committee advises Staff to schedule the meeting.

Item # 12:

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 # 13:

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.

The Committee advised that a meeting be scheduled at the end of March for discussion of the proposed development scheme and corresponding amendments.

Item # 14:

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.

Staff advised that the correspondence requested by the Committee at their last meeting has been sent via Registered Mail.

Item # 15:

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.

Staff advised that the correspondence requested by the Committee at their last meeting has been sent via Registered Mail. The Committee requests that an update be provided at their next meeting.

Item # 16:

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 this item be held pending review of the documentation provided and discussion at the next meeting.

Item # 17:

Civics # 1487A Thorburn Road – Removal Order

The Committee discussed a Motion of Council from October 4th, 2016 to issue a Removal Order for commercial vehicles and existing objects, vehicles and trailers which are in a wrecked, discarded and abandoned condition, all existing general household and construction-related debris, refuse, litter and garbage, and that if the Order was not complied with during the time frame specified within the Order that Council would avail of the services of the Town's Solicitor to perform work required in relation to the Removal Order.

Staff provided the Committee with an update on the property and the Committee advises that no further action is required from the Town's Solicitor.

Item # 18:

Civics # 820B St. Thomas Line - Removal Order

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

The Town's Solicitor has advised that the property owner did not appear at the last hearing on January 16th, 2018 and that a hearing for the contempt of court application has been scheduled for June 21st, 2018 at 10 am at the Supreme Court of Newfoundland and Labrador. The Town's Solicitor has advised that some members of staff must attend for potential cross-examination.

Item submitted for information.

Item # 19:

Civics # 24 Keeley Lane – Information Regarding Development of Property

The Committee discussed development of property at Civic # 24 Keeley Lane.

The Committee requests that this item be held pending review of the documentation provided and discussion at the next meeting.

Item # 20:

Old Ridge Road Residential Subdivision – Final Acceptance

The Committee discussed Final Acceptance of the Old Ridge Road Residential Subdivision (Patricia Drive).

The Committee requests that the Town's Solicitor forward correspondence to the developer advising that the work must be completed by May 15, 2018 otherwise the Town will proceed with completing the work and acquiring the street in accordance with the Residential Subdivision Agreement.

Item # 21:

Broad Cove Ridge Residential Subdivision (Stages I & II) - Final Acceptance

The Committee discussed final acceptance of Stages I & II of the Broad Cove Ridge Residential Subdivision which is currently the subject of insolvency.

The Committee advised Staff to contact the Trustee to request the deed of conveyance.

Permits Issued:

Item # 22:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1.	18-004	01/11/2018	1047-1049	Indian Meal Line	Single Dwelling
2	18-005	01/15/2018	18-20	Meadow Heights	Water Connection

3	18-006	01/15/2018	18-20	Meadow Heights	Demolition
4	18-007	01/16/2018	156-158	Beachy Cove Road	Subdivide Property
5	18-008	01/16/2018	15	Netherwood Street	Second Driveway



Government of Newfoundland and Labrador
Department of Municipal Affairs and Environment
Office of the Minister

JAN 2 4 2018

COR/2018/00175

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

Dear Mayor McDonald:

Re: Proposed Amendment to the Town's Development Regulations to Provide Council with Additional Discretion

It has come to the attention of the Department of Municipal Affairs and Environment (MAE) that the Portugal Cove – St. Philip's Town Council is proposing to amend subsection 10(1) of the Town's Development Regulations, which sets out Council's discretionary authority.

MAE's Land Use Planning staff have reviewed the proposed amendment, as outlined in the *Planning and Development Committee Report* dated January 4, 2018, which states as following:

"Adding the following to Development Regulation 10 (1) (Discretionary Powers of Council):

"... Notwithstanding the conformity <u>or nonconformity</u> of the application with the requirements of these Regulations, Council may as a result of its consideration of the matters set out in this Regulation, conditionally approve or refuse the application."

The addition of "or non-conformity" to subsection 10(1) of the Town's Development Regulations is inconsistent with the Town's Municipal Plan. The Town's Municipal Plan is legally binding on all persons within the Town of Portugal Cove – St. Philip's, including Council. The binding nature of Municipal Plans is found in section 12 of the *Urban and Rural Planning Act, 2000* (the "*Act*"), which states:

"A plan and development regulations are binding upon

- (a) municipalities and councils within the planning area governed by that plan or those regulations; and
- (b) a person undertaking a development in the area governed by that plan or those regulations."

The *Act* does not allow Council to create or amend Development Regulations that override or undermine its Municipal Plan. The registration of a Municipal Plan amendment shall only occur if the amendment is not contrary to law or policy. As currently proposed, it does not appear the subject amendment could be registered.

If you would like to discuss this matter, please do not hesitate to contact Lindsay Church with the Local Governance and Planning Division by telephone at 709-729-5414 or email at lindsaychurch@gov.nl.ca.

Sincerely,

EDDIE JOYCE, MHA

District of Humber-Bay of Islands

Minister of Municipal Affairs and Environment

cc: Les Spurrell, Planning Coordinator, Town of Portugal Cove - St. Philip's -

Les.Spurrell@pcsp.ca

TOK'N OF PORTUGAL-COVE-ST-PHILIP'S

DEC 07 2017
RECEIVED

Mr. Darrell Harding Councillor Town of Portugal Cove – St. Philip's

December 5, 2017

1119 Thorburn Road
Portugal Cove – St. Philip' NL A1M 1T6

Dear Mr. Harding:

As per our recent telephone conversation, the following is an application to build one house on one acre of land on the Indian Meal Line, within your municipal jurisdiction. I have owned the land in question since 1972 and I have made repeated applications beginning on November 26, 2008, to receive a building permit to build. Furthermore, I have paid taxes on this land for many years; but, I have been repeatedly refused a permit to build on the land.

Since copies of all correspondence regarding this application already exist in the files at your municipal office and I enclose again herewith copies of these same documents, there is as far as I can determine no need for further details.

The following, however, are points germane to this application:

- This is an application to build on one acre of land owned by the applicant for some 45 years;
- Dimensions of the house are 10m x 15m set back 30m from the front of the 1.05A lot;
- The personal driveway will be 43m from Indian Meal Line along a 30-foot-wide right of way;
- This is an application to build one personal dwelling house and not a development application for any additional houses;
- Taxes have been paid on this land for many years;
- Downer & Shea Co. Ltd., developers of the other larger section of land in the area (of which which has been responsible for the building of some fifty other personal dwellings in the area that are collectively contributing thousands of dollars to the tax base of the municipal body governing the region.

I trust Mr Harding you and	your council will give this application positive asset to attend
600	your council will give this application positive consideration.
Pornigat Gova St. Philip's Planning and Development	
DEC 0 7 2017	
Rec. #:	
Amt. PD.:	

September 12, 2016

Attention:
Mayor, Councillors & Town Planning
Town of Portugal Cove – St. Philip's
1119 Thorburn Road
Portugal Cove – St. Philip's, NL A1M 1T6

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Permit to Build on a One-Acre Lot, Indian Meal Line, Portugal Cove, NL (see attached documents)

Please note: has brought some of the copies of surveys requested to the Council office of Mr. Les Spurrell relative to this application.

The following is a request to seek a permit to build a single dwelling on a one-acre lot off the Indian Meal Line, Portugal Cove as shown in Diagram 5. I enclose a building and development application, a cover letter and a cheque for \$50 for processing with a number of copies of relevant surveys. Copies of previous applications documents forwarded to the Mayor, Councillors & Office Personnel of Portugal Cove-St.Philip's in 2008, 2010 and 2014 are also enclosed.

Copies of surveys registered with the provincial deeds office that pertain to this application and cover letter beginning in 1974 indicate the history of my ownership and the corporate ownership of these properties.

The surveys indicate that my original house on Indian Meal Line was located on a 2.04 acre lot surveyed first by another surveyor (Diagram 1). My lot was again surveyed by Atlantic Surveys Limited in April 1974 (Diagram 2) and registered with the province. A house was located on this lot in 1975 as shown in Diagram 3.

A 30' private road is also shown in Diagram 2; this road right of way was part of the Downer & Shea Co. Ltd. property when both the company land and my private lot were surveyed in 1974. The road is currently still part of Downer & Shea Co. Ltd. property.

My house was sold in 1985, as indicated by the copy of the survey showing the one acre of land sold with the house located on the survey adjoining the Indian Meal Line (Diagram 3). This one acre of land along the road was sold at that time with the house because the shallow well servicing the property was located on the eastern end of the lot opposite the western end where the house was located.

Diagram 4 indicates the large piece of land owned by Downer & Shea Co. Ltd., also surveyed by Atlantic Surveys Limited in 1974 (56.6acres). Please note that an additional seven one acres were purchased at the same time as the larger piece of property (and later

sold as one acre unserviced lots). These seven lots are shown in Diagram 4, as is the two acre lot acquired from Downer & Shea Co. Ltd in 1974 by Don Downer, and superimposed on the larger property survey.

Diagram 5 shows the location of the proposed house to be constructed on the one acre of land referenced in this application. The location of the proposed driveway is also shown. It is important to note this 30 foot wide private road (right of way) is also shown in Diagram 2. This private road can also be seen on the larger piece of property to more clearly position it with surrounding property (Diagram 4). The road is now and has always been the property of Downer & Shea Co. Ltd. since the early 1970s.

Please note that ownership of this road right of way land can be acquired from Downer & Shea Co. Ltd., if this is a requirement of the Portugal Cove- St. Philips municipality to grant a personal permit to me to build.

It is proposed to use the road/ right of way to gain access to the back acre of land and to construct a driveway concurrent with the construction of a dwelling house on the back acre of land. I shall follow any building regulations that apply.

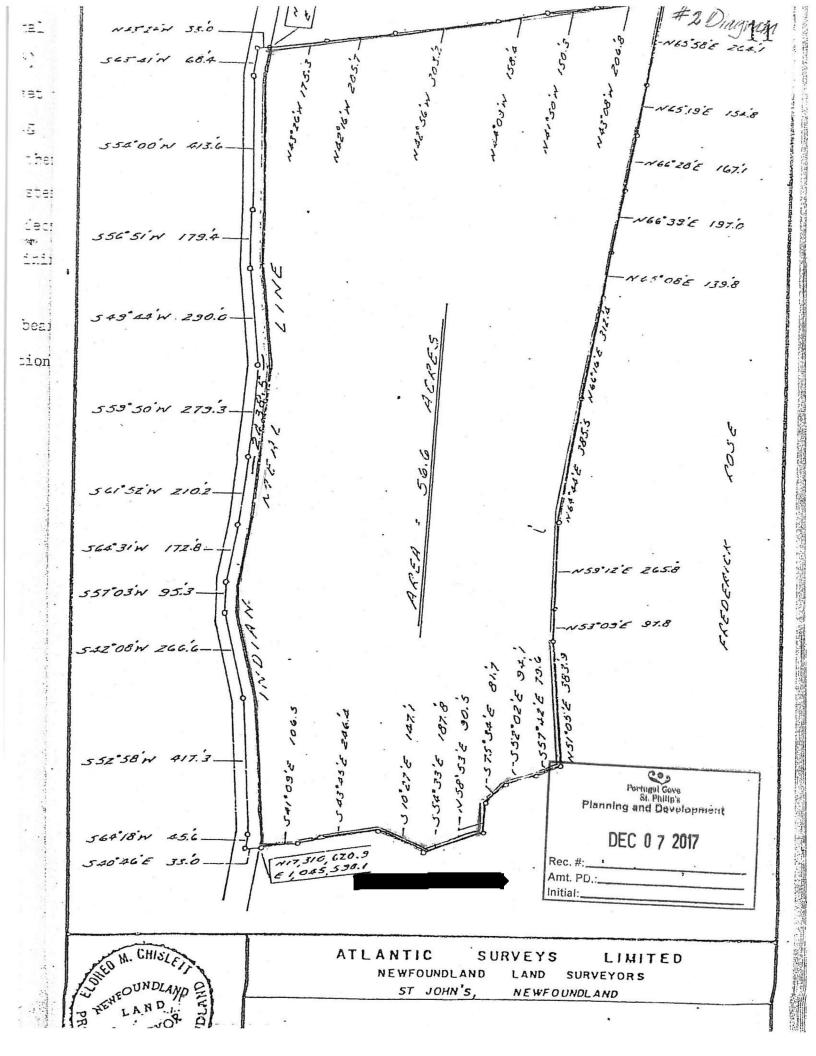
We respectfully submit this application along with the history of the property and request that a building permit be granted as soon as possible.

Copies of all previous applications and cover letters submitted in 2008, 2010 and in 2014 are again submitted with this cover letter and application.

Sincerely,		

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Diagram 1 WEY- I DOWN CELL S. Portugal Gave Bi. Philip's Planning and Development DEC 0 7 2017 Initial:



Property Descriptions

Description SCHEDULE "A"

LL THAT piece or parcel of land situate and being on the souther: side of ndia Meal Line in the electoral district of St. John's North in the of rovince of Newfoundland, Canada being bounded and abutted as follows, the is to say beginning at a point in the southern limit of Indian Meal Line, aid point having co-ordinates of North 17,310,620.9 feet and East ,045,590.1 fest of the Transverse Mercator Projection; thence by land South forty-one (41) degrees, zero nine (09) minutes cels ast, One hundred and six decimal five (106.5) feet; South forty-three 43) degrees, forty-five (45) minutes East, Two hundred and forty-six decimal four (246.4) feet; South ten (10) degrees, twenty-seven (27) nd inutes East, One hundred and forty-seven decimal one (147.1) feet; Schith wifty-four (54) degrees, thirty-three (33) minutes East, One hundred and ands lighty-seven decimal eight (187.8) feet; Forth fifty-eight (56) degrees, rifty-three (53) minutes East, Ninety decimal five (90.5) feet; South Seventy-five (75) degrees, thirty-four (34) mirutes East, Eighty-one mecimal seven (81.7) feet; South fifty-two (52) degrees, zero two (02) inutes East, Ninety-four decimal one (94.1) feet; South fifty-seven (57) egrees, forty-two (42) minutes East, Seventy-nine decimal six (79.6) meet; thence by land of Frederick Rose, North fifty-one (51) degrees, ero five (05) minutes East, Three hundred and eighty-three decimal nine 83.9) feet; North Cifty-three (53) degrees, zero nine (09) minutes East nety-seven decimal eight (97.8) feet; Forth fifty-mine (59) degress, welve (12) minutes East, Two hundred and sixty-five (2017) eight (205.4) North sixty-four (64) degrees, forty Amber (44) minutes East, Three indred and eighty-five decimal five (385.5) feet; North sixty-six (60) egrees, sixteen (16) minutes East, Three bundred and twelve decimal four --- Fina (65) decrees, zero eight (00) minutes

Areas, zero eight ((3) minutes West, Two hundred and six decimal ele (_Ct. E) feet; North forty-one (41) degrees, fifty (50) minutes West pre hundred and fifty decimal three (150.3) feet; North forty-four degrees, zero nine (09) minutes West, One hundred and fifty-eight decided four (155.4) feet; North forty-two (42) degrees, fifty-six (56) minus West, Three kundred and three decimal two (303.2) feet; North forty-(11) degrees, sixteen (16) minutes West, Two hundred and five decimal sever (205.7) feet; Forth forty-thre e (43) degrees twenty-six (20) mi utes West. One hundred and seventy-five decimal three (175.3) feet a point in the southern limit of Indian Meal Line, said point having co-ordinates of North 17,312,015.4 feet and East 1,047,574.5 feet; the by the aforesaid southern limit of Indian Meal Line in a general wester direction a distance of Two thousand four hundred and thirty-eight dec five (2438.5) feet more or less to the point of beginning and contains an area of Fifty-six decimal six (56.6) acres. Which land is more narticularly shown as sutlined in red on plan hereto attached. All bes teing referred to Grid Morth. TOGETHER WITH all buildings and erection thereon.

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SCHEDULE "B"

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ALL THAT piece or parcel of Land situate and being on the South eastern side of Indian Meal Line in the Electoral District of St John's North in the Province of Newfoundland, Canada, being bounds and abutted as follows, that is to say: Beginning at a point in the Southeastern limit of Indian Meal Line (Reserved 66 feet wide). said point having co-ordinates of North 17,310,794.7 feet and East 1,045,835.9 feet of the Transverse Mercator Projection; thener by the limit of Indian Meal Line North fifty two (52) degrees fifty eight (58) minutes East one hundred and sixty two decimal. three (162.3) feet; North forty two (42) degrees zero eight (08) minutes East one hundred and thirty six decimal one (136.1) feet; thence by land of South thirty seven (37) degrees zero two (02) minutes East three hundred decimal zero (300.0) feet, Some forty two (42) degrees zero (08) minutes West one hundred and thirty six decimal one (136.1) feet, south fifty two (52) degrees fifty eight (58) minutes West one hundred and sixty two decimal the (162.3) feet, North thirty seven (37) degrees zero two (02) minutes West three hundred decimal zero (300.0) feet more or less to the point of beginning and containing an area of two decimal zero four (2.04) acres which land is more particularly described on the diagram hereto annexed and containing in all 2.04 acres TOGETHER WITH all building and erections thereon

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NOW THIS INDENTURE WITNESSETH that for and in consideration of the premises and in consideration of the sum of One Dollar (\$1.0 Province paid by the Purchaser to the Vendor (the receipt of which is hereby acknowledged) the parties hereto agree that the said Deed of Conveyance is hereby rectified by excluding from the original description described in Schedule "A", the two parcels of land described in Schedules "B" and "C" annexed hereto TOGETHER WITH all buildings and erections thereon BUT save as aforesaid the said Deed of Conveyance is hereby confirmed and shall remain unaltered only insofar as hereinbefore stated.

IN WITNESS WHEREOF the parties hereto have hereunto their hands lighty-sev and seals subscribed and set and the Corporate Seal of the Purchaser was hereunto affixed in accordance with its rules and regulations the day and year first before written.

SIGNED SEALED AND DELIVERED By the Vendors DONOVAN F. DOWNER and PATRICK SHEA in the presence of

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The Corporate Seal of the Purchaser, DOWNER & SHEA COMPANY LIMITED was hereunto affixed in the presence of:

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Anno Domini One Thousand Nine Hundred and Seventy Five:

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DONOVAN F. DOWNER of St. John's aforesaid, School Teacher and PATRICK SHEA of St. John's aforesaid, Builder

(hereinafter called the "Vendors")

of the one part

DOWNER & SHEA COMPANY LIMITED a body incorporated under the laws of the Province of Newfoundland

(hereinafter called the "Purchaser")
of the one part

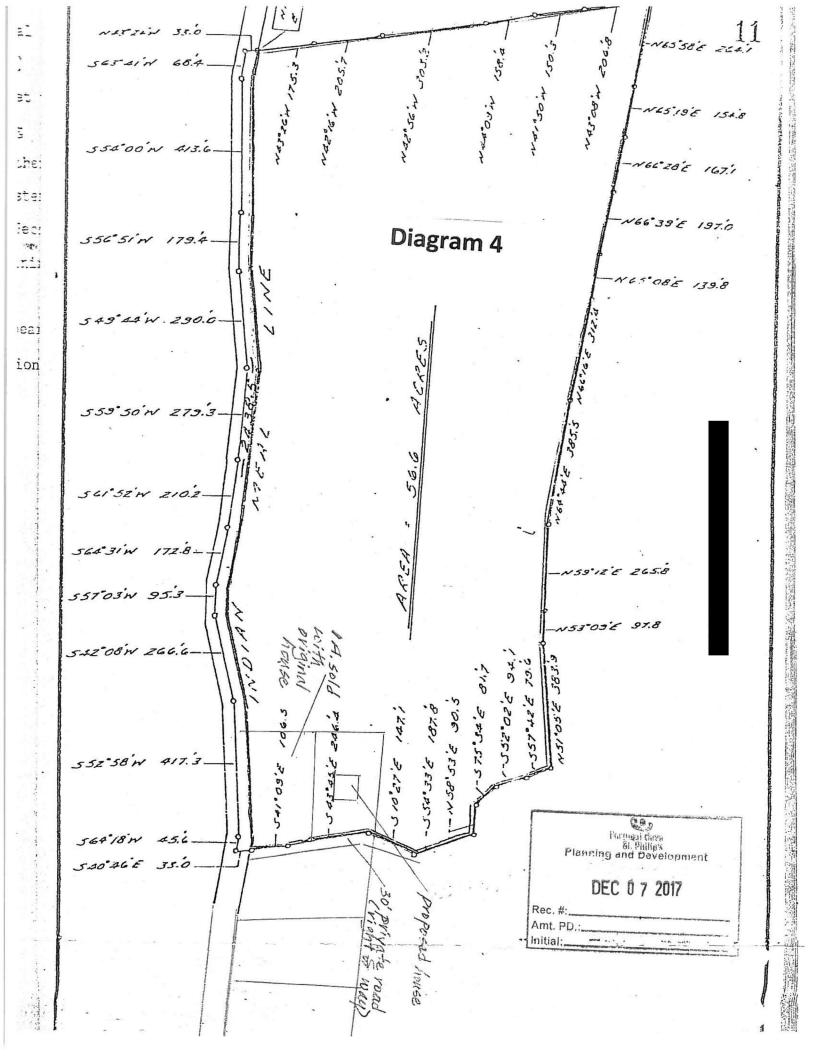
WHEREAS by a Deed of Conveyance dated the 7th. day of January A.D. 1975 and registered in Volume 1759 at Folios 7-14 of the Newfoundland Registry of Deeds the Vendors conveyed the property described in Schedule "A" annexed hereto to the Purchaser for the consideration therein appearing.

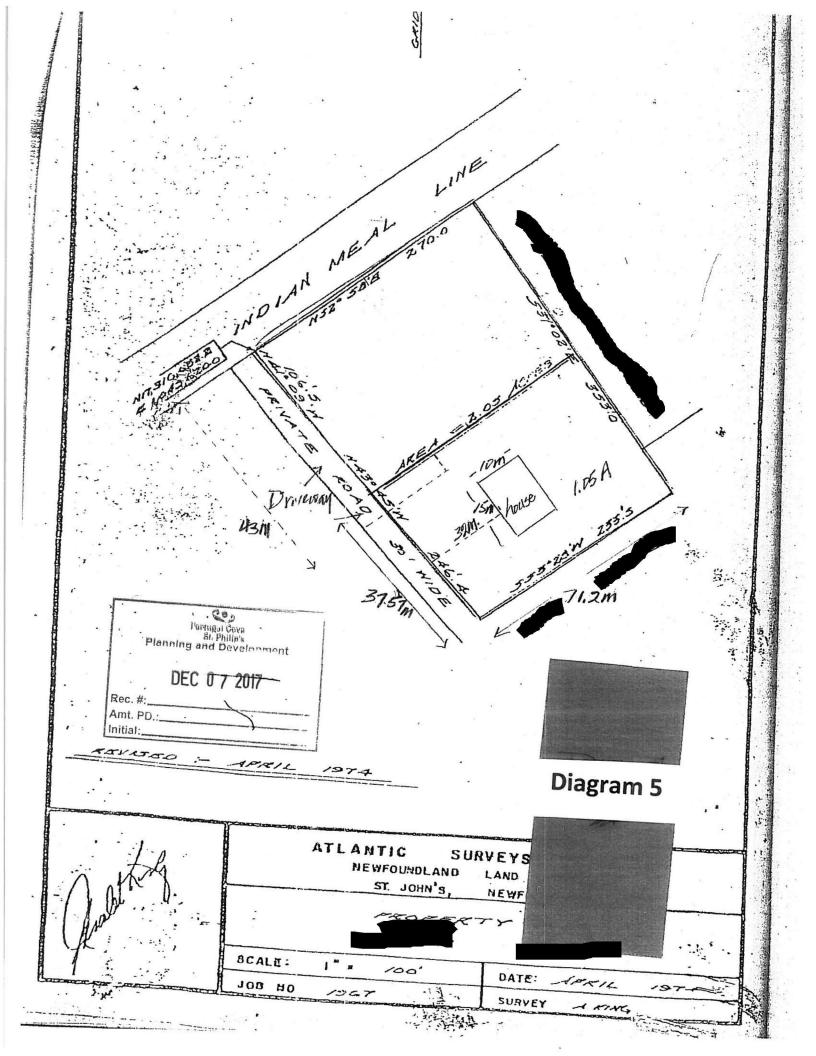
AND WHEREAS the Vendors had sold two parcels of land from the property described in said Schedule "A" prior to the date of the said Deed of Conveyance.

AND WHEREAS the said two parcels of land were inadvertently not excluded from the property description in said Schedule "A",

Diagram 2A 7 A Purpage for a St. Philip's Planning and Development DEC 0 7 2017 Rec. #:_ Amt. PD.: ATLANTIC SURVEYS. LIMITED NEWFOUNDLAND LAND SURVEYORS ST. JOHN'S NEWFOUNDLAND BCALE: 100 DATE: JOB 80. 1967 SURVEY

Diagram 3 INDIAN COAD TO WOO 1017 2 6 13 69 70 Pertugal Bava Fir. Philip's Plenning and Development DEC 0 7 2017 Amt. PD.;





Copies Previous Correspondence

November 26, 2008

550

Mayor, Councilors & Town Planner Town of Portugal Cove St Philip's 1119 Thorburn Road Portugal Cove St. Philip's, NL A1M 1T6

Permit to Build on a One-Acre Lot, Indian Meal Line, Portugal Cove, NL

This is to request a permit to build one dwelling house on a one-acre lot located just off Indian Meal Line, Portugal Cove (see attached survey and description - #1 diagram). A deep well and septic system will be installed according to Department of Health specifications. Regulations pertaining to all other regulatory bodies with respect to this dwelling house application will be followed. A brief history of this lot and associated land and a rationale for this application follows:

The lot in question was purchased in 1972 from a larger parcel of land running eastward parallel with Indian Meal Line towards Torbay (see attached survey - #2 diagram). A second adjoining smaller parcel of land, which was also purchased from at the time, ran westward towards Portugal Cove also along Indian Meal Line (see attached diagram - #3 diagram). Please note that at the time of purchase, when the surveys were completed, deeds drawn up and the land purchases officially registered with the deeds section of government lands, requested that we set aside a 30 foot wide public roadway extending towards the rear of the property (see attached diagram - #4 diagram). I was informed by the seller this roadway had been used by the people of the area for traditional purposes such as hunting, walking and cutting fire wood even though it had always been part of the property - i.e., the property we were about to purchase. I acceded to

During 1976 I built a house on a building lot that was originally a two-acres lot (see attached diagram-#5 diagram) and part of the original property; a shallow well was dug on the property at the same time. Note that the well was dug at the opposite corner of the property with respect to the dwelling house to avoid proximity with the septic system. In 1981 I and my family moved away from the area and in 1984 the house with one acre of land only was sold. Since the house was located on the western corner of the property and the well at the eastern corner, I had no choice but to sell the acre of land with the house which was parallel with Indian Meal Line and to retain the acre of land to the rear of this property (see diagram - #6 diagram).

I have been paying property tax on the land in question since 1972 and also since my family and I moved away from Indian Meal Line in 1981 to the present. Since I now intend to build on this lot, part of land that has been in the family for thirty-six years, I feel this application is a logical exercising of our property rights in the area.

Partugul Gave St. Philib's Planning and Development

Sincerely,

DEC 0 7 2017

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August 19, 2010

Mayor, Councillors & Town Planner Town of Portugal Cove – St. Philip's 1119 Thorburn Road Portugal Cove – St. Philip's, NL A1M 1T6

Permit to Build on One-Acre Lot, Indian Meal Line, Portugal Cove, NL

This is the second request to seek a permit to build a single dwelling on a one-acre lot located at Indian Meal Line, Portugal Cove. I ask that you turn your attention to the first request made pertaining to this matter dated November 26, 2008, a copy of which is also enclosed. At that time I did not receive a formal response to my request to build; consequently, I am not sure if the application was acted upon by your people.

In addition to the letter noted, I also enclose again the diagrams and surveys pertaining to the lot in question. With reference to my earlier correspondence, I give the details of this application, most of which I need not repeat here. I will say at the outset, however, that Downer & Shea Co. Ltd. has been a good corporate citizen operating within your municipal boundaries and, along with Valleyview Water Inc., both companies have operated well within your boundaries over some thirty years. We believe our record speaks for itself and that our efforts have added significant tax dollars to your municipal coffers and as well we have introduced a new concept in small residential development for municipalities in Newfoundland and Labrador that works well.

In addition to the surveys, facts and data presented on November 26, 2010, I also present the following: I have been paying property tax on the lot in question since 1972 up to the present. It is clearly a travesty and an abuse of my human rights to tax this property and yet refuse me a permit to build on the lot. If refused, this means that I am trapped into never being able to sell this property yet I must pay property taxes on it – that certainly goes against any social justice with which I am familiar. I have free access to the property in question via the right of way on land leading to the lot in question. This access is 50' in width and quite adequate for a single lot drive-way – as well, there is no other access possible to this property. The lot can never be sub-divided.

Based on my earlier request and the arguments made above, I ask that your personnel inspect this property and grant a permit to build as soon as possible. We plan to move and hope to build in the area shortly.

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Sincerely,



September 14, 2010



Re: Permit to build on a One-Acre Lot, Indian Meal Line, Portugal Cove-St. Philip's

Dear

I write in response to your request received August 25, 2010 to construct a single dwelling on a one-acre lot located on Indian Meal Line. Please be advised that in order to be considered for conditional approval, a development application must be submitted to the Town accompanied by a copy of the legal survey, a scaled plot plan showing the location of the proposed dwelling in relation to the legal boundaries of the property and a processing fee of \$50.00.

I've attached a copy of the development application for your convenience as well as the development standards from Schedule C – Residential Infill. If you have any concerns regarding this matter, please contact the Planning & Development Department at 895-8000.

Sincerely.

Holly Duffett
Planning Technologist

Partial Cars
St. Philip's
Flanning and Dovelopment

DEC 0 7 2017



August 30, 2010



Dear

This is to acknowledge receipt of your correspondence dated August 19th, 2010. Please be advised that it has been forwarded to our Planning & Development Department for appropriate action. You will be notified by that department in the near future of any further proceedings.

Regards.

Chris Milley, P. Eng.

Town Manager/ Engineer

Planning and Development DEC 0 7 2017 Rec. #:_ Amt. PD.:, Initial:



September 14, 2010



Re: Permit to build on a One-Acre Lot, Indian Meal Line, Portugal Cove-St. Philip's

Dear

I write in response to your request received August 25, 2010 to construct a single dwelling on a one-acre lot located on Indian Meal Line. Please be advised that in order to be considered for conditional approval, a development application must be submitted to the Town accompanied by a copy of the legal survey, a scaled plot plan showing the location of the proposed dwelling in relation to the legal boundaries of the property and a processing fee of \$50.00.

I've attached a copy of the development application for your convenience as well as the development standards from Schedule C – Residential Infill. If you have any concerns regarding this matter, please contact the Planning & Development Department at 895-8000.

Sincerely,

Holly Duffett

Planning Technologist

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August 30, 2010



Dear

This is to acknowledge receipt of your correspondence dated August 19th, 2010. Please be advised that it has been forwarded to our Planning & Development Department for appropriate action. You will be notified by that department in the near future of any further proceedings.

Regards,

Chris Milley, P. Eng.

Town Manager/ Engineer

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BUILDING & DEVELOPMENT APPLICATION

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APPLICANT CONTACT INFORMATION:

All Applications MUST Include: Copy of the Legal (Stamped) Property Survey or Real Property Report and a Plot Plan showing all measurements and distances required. The required processing fee (see Town's Development Fee Structure) is to accompany the application form. This fee is non-refundable.

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	Build Single Dwelling with Apartment: Build S				Build St	hed/Garage Extens	ion;	1	Office/ Busi			Res	sidential Subdivision:			
	Build Double Dwellin	g:			Build D	eck/Patio:		Demolition:					k-filling\Landscapin	g:		
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gulations, agree to develop in ac	cordance with	the plans	approved by the	Town, and not to com	mence de	velopment with	out applicable	written appr	roval and/or	a permit from the Tow	m.
so hereby submit this application the Town of Portugal Cove-St.	Philip's for the	subject p	roperty above n	oted will be issued with	h the unde	rstanding that	no building in:	pections wil	I be carried	out by or for Council a	it the tin
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December 22, 2014

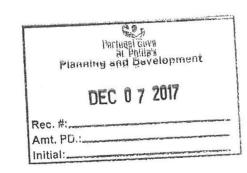
Mayor, Councillors & Town Planning Town of Portugal Cove – St. Philip's 1119 Thorburn Road Portugal Cove – St. Philip's, NL A1M 1T6

Permit to Build on One-Acre Lot, Indian Meal Line, Portugal Cove, NL

This is the third request to seek a permit to build a single dwelling on a one-acre lot located at Indian Meal Line, Portugal Cove. I ask that you turn your attention to the first and second requests made pertaining to this matter dated November 26, 2008, and August 19, 2010, copies of which are enclosed. I also enclose a building & development application and a cheque for \$50 for the processing fee. A copy of a legal survey of the original two-acre plot of land (originally owned by me) and a scaled plot plan showing the location of the one-acre section of the original two-acre lot which is the point of this application and the proposed single dwelling are also enclosed.

Based on my earlier requests, and arguments made in earlier applications, I ask that your personnel inspect this property and grant a permit to build as soon as possible. We plan to move back to the area within a few months.

Sincerely,





January 30th, 2015



Planning and Development
DEC 0 7 2017
Rec. #:
Amt. PD.:
Initial:

Re: Proposed Construction of a Single Dwelling at Civic # 907A Indian Meal Line - Zoning: Mixed Use & Residential Low Density (MIX & RLD)

Dear

At a meeting of the Portugal Cove-St. Philip's Town Council, held January 27th, 2015, your application to construct a single dwelling at Civic # 907A Indian Meal Line was presented and reviewed. It was resolved by Council that your application be rejected, as the proposal is contrary to Town's Municipal Plan and Development Regulations. Specifically:

a) Plan Policy GL-6 (General Layout Policies), which states that site plans for infill development and land use intensification shall be required to be submitted by the development applicant. Site plans shall meet approval of Council, on the basis that proposed developments shall be compatible with the existing character of the neighbourhood and adjacent buildings and in accordance with Council's objectives and development standards for the area with respect to lot size, frontages, road widths, alignments, installation of municipal services, and other matters concerning current or future public works, and other land use considerations.

The concept plan submitted to the Town with this application does not comply with the minimum lot frontage development standard listed in Schedule C: Mixed Use.

- b) Plan Policy GLU-9 (Access to Public Streets and Roads), which states that Council shall ensure that all future building lots have appropriate lot frontages to abut and have vehicular access from a public street or road.
 - The concept plan submitted to the Town with this application does not comply with the minimum lot frontage development standard listed in Schedule C: Mixed Use.
- c) Development Standard 48 (Existing Lot Area and Size Exceptions), which states that where, at the time of the coming into effect of this Town of Portugal Cove-St. Philip's Municipal Plan and Development Regulations (2014-2024), a lot existed, which had been previously surveyed, and registered with the Registry of Deeds, but which does not comply with the lot area and lot frontage requirements of these Regulations, then these Regulations shall not prevent the issuing of a permit by Council for the erection of a building thereon, provided that:

- a) The area of the lot is not less than seventy-five percent (75%) of the lot area standard set out in these Regulations,
- b) The lot frontage is not less than seventy-five (75%) of the lot frontage standard set out in these Regulations,
- c) The yards, floor area, and lot coverage of the proposed building are not less than the standards set out in these Regulations,
- d) The setback of the proposed building from a watercourse or wetland is not less than the required setbacks in these Regulations, and
- e) All necessary approvals have been acquired from the Services NL and other applicable Provincial or Federal agencies.

A survey of the parcel of land to be developed in the configuration in which it is proposed to be developed dated prior to the registration of the Town's Municipal Plan and Development Regulations was not submitted to the Town with this application. In addition, during the processing of this application, Planning & Development Department Staff completed a search of the Registry of Deeds but was unable to locate a registered survey of the parcel of land proposed to be developed in the configuration in which it is proposed to be developed. Lastly, the plot plan submitted does not meet the requirement of 75% of the lot frontage standard in Schedule C: Mixed Use.

d) Schedule C: Mixed Use with respect to lot frontage and building line setback.

The concept plan submitted to the Town with this application does not meet the minimum lot frontage standard and exceeds the maximum front yard standard listed in the development standards for un-serviced lots.

Conditions Subject to Appeal

You have a right to appeal this decision. The appeal and a fee of \$100.00 plus HST must be submitted to the Secretary of the "Appeal Board at the Department of Municipal and Provincial Affairs, 1st floor Confederation Building (West Block) P. O. Box 8700, St. John's, NL, A1B 4J6" within 14 days of the day that you received this decision. If the appeal and fee are not submitted within this time limit, your right to appeal is considered to be forfeited. You should note that any interested person also has the right to appeal the decision regarding your application within the 14-day appeal period.

If you have any questions related to the above information, please contact the Planning & Development Department at 895-8000.

Ashley MacKinnon
Planning Technician

Portugal Gove St. Philip's



 Town of Portugal Cove-St.Philips (709) 895-8000 RECEIPT

count with:

operty: 4000-0429-1-5535 - 907A Indian Meal Line

No.: 20151359€ Jan 09, 2015

Page 1 of 1

Invoice Description	Source	Balance	Payment	Discount/	Curren
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Processing fee for SFD application. 907A Indian Meal Line

Tendered Amount: \$50 Change: \$0

purposes such as hunting, walking and cutting fire wood even though it had always been part of the property - i.e., the property we were about to purchase. I acceded to request.

During 1976 I built a house on a building lot that was originally a two-acres lot (see attached diagram- #5 diagram) and part of the original property; a shallow well was dug on the property at the same time. Note that the well was dug at the opposite corner of the property with respect to the dwelling house to avoid proximity with the septic system. In 1981 I and my family moved away from the area and in 1984 the house with one acre of land only was sold. Since the house was located on the western corner of the property and the well at the eastern corner, I had no choice but to sell the acre of land with the house which was parallel with Indian Meal Line and to retain the acre of land to the rear of this property (see diagram - #6 diagram).

I have been paying property tax on the land in question since 1972 and also since my family and I moved away from Indian Meal Line in 1981 to the present. Since I now intend to build on this lot, part of land that has been in the family for thirty-six years, I feel this application is a logical exercising of our property rights in the area.

Planning and Development

DEC 0 7 2017

Rec. #:
Amt. PD.:

Sincerely,

PAY TO THE ORDER OF

PAY TO THE ORDER OF

CREDIT NEWROWNDLAND AND LABRADOR
CORNER BROOK BRANCH
38 MAIN STREE!
CORNER BROOK, NL A2H 627

Planning and Development

DEC 0 7 2017

Rec. #:
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Initial:



BUILDING & DEVELOPMENT APPLICATION

All Applications MUS required. The required		Сору о	f the Legal (Stam	pred) Property St	irvey or Real	Property Report	and a Pl	ot Plan sh	owing all m	easurements and	distances		
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LS Restaurant Ltd.

"Landings Seafood House"

P.O. Box 616

1933 Portugal Cove Road

Portugal Cove - St. Philips, NL

January 22, 2018

A1M 3R6

Ms. Holly Duffett

Planning Technologist

Planning and Development Dept.

Cc. Carol McDonald

Jeff Laham

Jeff Lawlor

Dear Ms. Duffett

Re: Renaming of Portugal Cove Road, past Wild Horses Pub & Eatery to Ferry Terminal.

As Landings Seafood House grows in sales and visits from tourists and from people living outside of our Town, The number 1 complaint or concern is people cannot locate the business, Landings. Even the Google map pointer puts us across the street from Wild Horses.

Our marketing and promotion plan includes becoming a landmark seafood house restaurant that includes in-season products such as Lobster, Snow Crab, Mussels, Halibut etc. This is in

line with our tourist promotions and activities that falls within the Town's and Province's position on Tourism and Economic Development.

Couriers cannot find 1933 Portugal Cove Road. And our local Post Office sends all my business mail back that is addressed 1933 Portugal Cove Road. Without P.O. Box 616, the Post Office indicates "Address does not Exist". They do not take my word that 1993 Portugal Cove Road is in fact the former fish processing facility known today as Landings Restaurant. This problem remains in effect to this day.

I respectfully request that the portion of Road from Wild Horses Pub & Eatery to the Ferry Terminal be Renamed to "Ferry Terminal Road" or be renamed a more appropriate or historical name decided by the Town.

I ask that the this be brought to Council for consideration.

Thank you and Regards,

Jim Parsons

Owner

Landings Restaurant



Tabled items

RECREATION &

COMMUNITY

SERVICES



January 31, 2018

Good Day Chris,

Would you like to provide your valued employees with an immediate de-stressor while simultaneously improving the morale in your workplace?

Animal-assisted therapy interactions are used to help improve the mental, social, emotional, and even physical functions of those they visit with.

I am writing to offer the Town of Portugal Cove - St. Philips an exciting opportunity to partner with St. John Ambulance's Therapy Dog Program. As a sponsor of our Therapy Dog Program for 2018, we would be happy to have our adorable Therapy Dogs visit your workplace and spread smiles and unconditional love during multiple visits in 2018.

About St. John Ambulance's Therapy Dog Program:

The SJA Therapy Dog program has been visiting with senior citizens in long-term care facilities in the province for over a decade, but recent years have seen the expansion of the program to Janeway Children's Health and Rehabilitation Centre, Memorial University, as well as facilities such as Choices For Youth, The Tommy Sexton Centre, Her Majesty's Penitentiary, and more.

Therapy Dog volunteers give approximately 5,000 hours of Community Services volunteer time, and provide over 17,000 friendly visits each year here in this province.

Some feedback from the facilities that welcome our Therapy Dogs:

"Therapy Dog is one of the **best** programs that I have had contact with....." – Recreation Director, Pleasantview Towers

"You can see the direct benefits of the visits. We have patients who don't get out of bed for two weeks but **jump up** to come see Therapy Dogs" – Staff from Psychiatric Unit, Health Sciences Centre

"The Therapy Dog Program is beneficial to our clients in ways that **go above and beyond** any medicine they receive...." - Counsellor, The Tommy Sexton Centre

NL Council | 8 Thomas Byrne Drive, Mount Pearl NL Canada A1N 0E1 Tel: (709) 726 -4200 | Fax: (709) 726-4117 | Email: sja@nl.sja.ca

Charitable Registration No.: 84277 9118 RR0001



Hear forward to binner discussion on this matter, at year totalenia

Now we would like to offer the unconditional love of our Therapy Dogs to your employees, as part of this sponsorship program. Please review the enclosed catalogue of the Therapy Dogs who are participating in this program and select the dog that the Town of Portugal Cove - St. Philips would like to sponsor!

For a donation of \$1000, your company would receive the following:

- A framed picture and bio of your Therapy Dog
- A minimum of 4 scheduled Therapy Dog visits over the course of the year (visits usually last from 1-2 hours)
- Public acknowledgement by SJA for this sponsorship across our social media platforms
- Promotion on SJA website, <u>www.sja.ca</u>
- Your company is welcome to promote itself as a corporate sponsor of St. John
 Ambulance, NL Council
 - An official charitable receipt

All funds raised by this initiative will support St. John Ambulance's Community Services Programs and our volunteers here in Newfoundland and Labrador.

I look forward to further discussion on this matter, at your convenience.

Sincerely:

Roberta Hewitt

Director of Marketing and Community Relations

St. John Ambulance – NL Council

Enc: 2018 Therapy Dog Sponsorship Catalogue Strand and Should and Should and Should and Should are stranged to the Catalogue

NL Council | 8 Thomas Byrne Drive, Mount Pearl NL Canada A1N 0E1 Tel: (709) 726 -4200 | Fax: (709) 726-4117 | Email: sja@nl.sja.ca

Charitable Registration No.: 84277 9118 RR0001





Portugal Cove – St. Phillips Library
1119 Thorburn Road
Portugal Cove–St. Phillip's, NL
A1M 1T6
library@pcsp.ca

Dear Chris

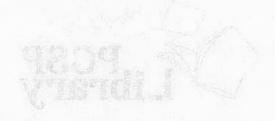
I wanted to take a moment to write to you about what I feel is the importance of supporting the St. John Ambulance Therapy Dog program. As you are aware, the St John Ambulance Therapy Dog team currently sends two volunteers to our library, once a week, in order for us to run our Paws 4 Stories Program. Without them, this program could not happen. Since we have started the program in September, we have helped 16 reluctant readers develop a love for reading, and an appreciation for the library. Tuesdays, when the program operates, is currently our busiest time open, as the program draws in the families and friends of participants, many who come to meet the therapy dogs, and end up staying for the evening in order to read with their families.

In addition to our Paws 4 Stories program, St. John Ambulance has also come out to various recreation events – including the library launch and Fall family festival, and they have been a wonderful supporter of every program we have run in the library, always mentioning and retweeting us on social media. They have offered to come out whenever we need, and have never asked for compensation. They are completely run on a dedicated team of volunteers, and have paid for additional training for the dogs to be eligible to come out for visits at the library. The dogs we use are highly trained – they have passed tests to become therapy dogs, have two years' experience, have additional testing and training in order to be Janeway dogs, and then have gone through a third testing phase in order to become Paws 4 Stories dogs (which required flying in a trainer from Ontario, in addition to an additional training they received from myself).

I see every week what joy these dogs bring to members of our community. In addition to the excitement and joy they can bring to our workplace, I also think they are an organization worth our support. They have already partnered with us — I believe it would be exceptional to partner with them, and return the kindness and generosity they have showed us.

Thank you for you time

Elyse



Performant over St. Fleitige Library 1. Performance Scard 2. Sector of Covers, L. Philipp's, M. A. M. Hill 2. Sector of Covers, L. Philipp's, M. A. M. Hill 2. Sector of Covers of Covers

JEFF TO ME

I wanted to take a morner to write selected which lest is the importance of separating the to take Amborance Therapy log program. As you are award, the School are palance Therapy log teom correctly sends two volunteers to our library, once a veek, in order for usite can our Paws 4 Strates Program, without them, this program usual nor happen. Since we have searced the program or the September, we have have height 15 reloctant to adress develop a love termending, and or autendation for the library. These are when the program operates is conserved to the correct one as the program draws are anothered and friends of purities and or the manufacture and the thereby logs, and only up staying for the evening morder to read with their lamines.

in addition to during well forms are program, so han Ambutance has also conscious to various retreation evants - including the library ratings and feel tainily testinal and they have been a wanterful supporter of every program we have run in the library always ineptoring and retired his ports of social media. They have offered to come out when we we prest, and have never a sted for contraction. They are completely can are dedicated team of volunteers, and have never a sted for contraction. They are no elegible to come out for visits at the library. The dugs we associated to all the contraction in the contraction of the contraction o

If sac everyweer winds joy thing doug boing it in ambers of authorishment. In adoption to the extrement and paying the remainder on the sacration would not entered they are sady partnered with use of before it would be exceptional to eather with them, and not in the rejudicing said personally the craw showed us.

STATE LOVER BELLEV STORET



East Coast Trail Association 50 Pippy Place, P.O. Box 8034 Stn. A St. John's, NL A1B 3M7 Tel 709-738-4453 www.eastcoasttrail.com

January 23, 2018

TOWN OF PORTUGAL-COVE-ST-PHILIP'S

JAN 2 9 2618

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

RECEIVED 26

Dear Mayor McDonald;

I am writing to request a meeting to brief you on our 2018 plan to upgrade the East Coast Trail in the Town of Portugal Cove-St. Philip's and to seek your Council's consideration to help fund the project.

The northern terminus of the East Coast Trail is located at Topsail Beach. This coming year we are planning to re-develop the existing trail from Topsail Beach, through the Town of Paradise, and through the Town of Portugal Cove-St. Philip's. This initiative will heighten the trail's visibility and provide an enhanced hiking experience for users of the trail. The work will include clearing and brushing vegetation, installing waymarking and trailhead signage, and publishing a hiking map.

The total cost of this project is estimated to be \$49,000. The anticipated cost for re-developing the section of the trail within the boundary of the Town of Portugal Cove-St. Philip's is \$28,600. The East Coast Trail Association is asking the Town for a funding consideration towards the cost of this project in its 2018 capital budget. Attached is a Project Charter document that provides further detail on the scope of work and purpose of the project within your boundary. We are also reaching out to the Town of Conception Bay South and the Town of Paradise for their support with the overall project.

Please contact me if you have any questions or require additional information regarding this initiative and we look forward to meeting with you to discuss our request.

The East Coast Trail Association wishes to thank the Town of Portugal Cove-St. Philip's for its continued support of the Trail and for its efforts to protect the coastal environment through which the trail passes.

Regards

Patrick Ryan

Vice-President Trail Management

P.O. Box 8034

50 Pippy Place, 2nd Floor, Unit 9

St. John's, NL A1B 3M7

Cell No. (709) 764-0320

Email: pat.ryan@eastcoasttrail.com

East Coast Trail Association

Re-Develop Section of Trail: Ward's Lane to Post Office

<u>Town of Portugal Cove-St. Philip's</u> 2018 Statement of Work: 2017-12-31

Background:

The developed section of the East Coast Trail in the Town of Portugal Cove - St. Philip's is currently represented by the Picco's Ridge Path which is located north of the Town. However, there are additional local paths that are considered part of the East Coast Trail system and serve to connect the East Coast Trail's northern terminus at Topsail Beach to the Picco's Ridge Path. The three existing paths are known locally as Prince's Path, Goat Cove Path and Wester Point Path. This section of the Trail begins at Ward's Lane and terminates behind the Post Office & Volunteer Fire Hall buildings. These three paths are unmarked and not regularly maintained.

Purpose:

Re-develop the section of the East Coast Trail from Ward's Lane to the Post Office to heighten its visibility and provide an enhanced hiking experience.

Objective:

Finalize and clear the route of the trail and install trailhead and waymarking signage along the route of the trail. This will provide hikers with a well-defined trail that is open and clearly marked.

Scope of Work:

The scope of work includes: determining a final route for this section of the trail, cutting trail reroutes where necessary, brushing and clearing vegetation that may be blocking sections of the trail, installing official East Coast Trail/The Great Trail trailhead signage, installing appropriate waymarking signage along the route of the trail, and producing hiking maps for this section of the trail.

Cost Estimate:

Pro	oject Expense by Cost Categories	Cost Estimate	
1.	Salary & Benefits	23,500	
2.	Contract Services (land ownership investigation)	1,600	
3.	Signage Materials	1,500	
4.	Create Trail Map	1,500	
5.	Transportation & Equipment Costs	500	
Total Project Cost		\$28,600	



Tabled items

PROTECTIVE

SERVICES

Protective Services Committee APPENDIX A: TABLED MEO REPORT

Protective Services Committee:

MEO Report for January 2018

- Assisted Planning and Development Officer in issuing an Order to Vacate a dwelling. Also assisted in investigating progress on a removal order.
- Removal of a vehicle that had been abandoned on Windsor Heights and was impeding snow clearing. After several attempts was successful in getting car moved without having to tow it.
- 6 dog complaints for the month, mostly roaming issues in which three letters have been sent to owners. One complaint of animal cruelty been investigated and this is ongoing.
- Requested extra patrols from RNC for the new speed limit on Thorburn Road school zone. I have been concentrating on driving this area to try and reduce speeding in mornings and afternoons.
- Complaint of two residents putting snow on the new sidewalk on Dogberry Hill Ext. spoke to both residents.
- Abandoned car at Voisey's Brook parking lot. It was towed there and left, RNC were involved but it had to be towed from area.
- Spoke to a resident on Old Broad Cove Road about the RNC and if they had stepped up patrols in the area.
- Met with MEO for Conception Bay South and Carbonear regarding Traffic Regulations.
- Met with Protective Services and CAO's for both towns to discuss further strategies on Municipal Ticketing
- 82 Snow Clearing Warning Tickets were issued after 12 am for the month. RNC have been called several times to issue tickets for repeat offenders of the Winter Parking ban.
- Night Shift Patrol Officers are reporting more vehicles in the parking lot of Rainbow Gully, reported to RNC about drug usage and impaired driving.

Protective Services Committee APPENDIX B: CORRESPONDENCE FROM RESIDENT

JAN 29, 2017 RNC: FILE# 2017-25839 TOWN OF PORTUGAL-COVE-ST-PHILIP'S 2017 - 57303 2018 - 324 JAN 2 9 2618 MAYOR MCDONALD, COUNCIL & STAFF. AS YOU ARE AWARE, I hAVE BEEN ACTIVE WITH THE ABOUE FILES SINCE MAY 11"2017. THE PROMISES TO US HAVE NOT DEEN KEPT WITH RESPECT TO ENFORCEMENT OF THE HO KPH SPEED LIMIT ALONG OLD BROAD COUR AD. THE MOST RECENT EMAIL TO ME FROM SERGEANT PAUL DIDHAM INDICATED A STRONG PRECENCE FROM THE RNC FROM JAN 8" - JAN 26 TO BUN FROM 7:00" - 8:30" DAILY. THAT DIRECTIVE CAME FROM 215 SUPERIOS, INSPECTOR ALEX BAKNNAN. THAT TIME FRAME WAS TO INCLUDE MobilE & STATION ARY PATROLS. DURING THOSE "NINETEEN" DAYS I hAVE SEEN VERY LITTLE MODICE, AND ABSOLUTIES "NO STATIONARY" ACTUALLY, MY FIRST ENCOUNTER WITH AN ANC CAVISER WAS JAN 16Th AT 8:20 AM AFTER THAT, I WITNESSED A CRUISER PASS MONNING FROM 8 AT 8:30 AM CERTAINLY NOT THE INTENSIVE PATROLS THEY has PROMISED. THEREFORE, I AM REQUESTING THAT COUNCIL REQUEST A ONE-ON- ONE WITH CHIEF BOLAND I WOULD ALSO LIKE TO DE AT THAT MEETING AND have AN OPPERTUNITY TO SPEAK TO OUR CONCERNES I DO WISH A RESPONSE FROM COUNCIL IN WRITING. RESPECT FULLY

^{*} Redacted as per Section 40 ATIPPA

⁻ personal information removed.



Tabled items

Administration &

Finance

Accounts for Payment - January 30, 2018

REGULAR ACCOUNTS:

S0038995	1/11/2018	A. Harvey & Company Ltd. 227.5 ton road salt	\$ 28,488.46
S0039341	1/15/2018	A. Harvey & Company Ltd. 272.1 ton road salt	\$ 34,076.48
90117045	1/1/2018	ESRI Canada Annual GIS software support	\$ 5,888.00
907290	1/22/2018	Nortrax Canada Inc. Rental John Deere 544K - Jan 19/18-Feb 15/18	\$ 7,475.00
911242	1/26/2018	Nortrax Canada Inc. Rental John Deere 624K - Jan 26/18-Feb 22/18	\$ 10,350.00
911243	1/26/2018	Nortrax Canada Inc. Rental John Deere 544K - Jan 26/18-Feb 22/18	\$ 8,050.00
72148	12/31/2017	Pardy's Waste Management Ltd. Sludge removal WWTP-Motion#2017-498	\$ 54,999.99
14092	1/4/2018	Provincial Fence Products Ltd. Supply/install chain link fencing @depot - Motion#2017-444	\$ 9,438.05
250556	1/12/2018	Weirs Construction Ltd. 1001.7 ton winter sand	\$ 21,311.17
CAPITAL ACCOUNTS:		TOTAL REGULAR ACCOUNTS:	\$ 117,512.21
17153	12/31/2017	Grand Concourse Authority	\$ 7,243.66
	,,	Claim#4 Rainbow Gully Softball field lighting	,
		TOTAL CAPITAL ACCOUNTS:	\$ 7,243.66
		GRAND TOTAL:	\$ 124,755.87

BNK1 - BNS CURRENT ACCT

Cheques from 000001 to 046910 dated between 01/12/2018 and 01/29/2018

CHEQUE REGISTER

Printed:	9:21:56AM	01/29/2018					Page 1 of 6
Number	Issued			Amount	sc	Status	Status Date
046811	01/16/2018	Edinburgh Group	Ltd.	36,652.68	G/L	OUT-STD	01/16/2018
046812	01/18/2018	A. Harvey & Con	npany Ltd.	632.44	A/P	OUT-STD	01/18/2018
	S0038837		5.05 ton of road salt	632.44			
046813	01/18/2018	Apex Const. Spe	cialities Inc.	109.25	A/P	OUT-STD	01/18/2018
	251181		100 plastic caps (Rebar)	109.25			
046814	01/18/2018	Automotive Supp	olies (1985) Ltd	501.15	A/P	OUT-STD	01/18/2018
	161439		2 rear hub bearrings unit #33	232.25			
	161967		Unit #33 rear rotors and pads	110.27			
	161970		Unit #49 two fuel filters	158.63			
046815	01/18/2018	Babb Lock & Sat	e Company Ltd.	148.35	A/P	OUT-STD	01/18/2018
	110295		padlock replacement	39.10			
	110727		Door handle for building door / chambers	109.25			
046816	01/18/2018	Becky Mercer	W N N N N N N N N N N N N N N N N N N N	90.00	A/P	OUT-STD	01/18/2018
	Oct252017		tutoring Oct25	90.00			
046817	01/18/2018	Big Erics Inc.		802.88	A/P	OUT-STD	01/18/2018
	72785		paper towels, scoops, spray bottles	313.27			
	72890		Disposable gloves & paper towel	279.96			
	73787		mop head, garbage bags-rec center	209.65			
046818	01/18/2018	Canadian Linen	& Uniform Service	223.31	A/P	OUT-STD	01/18/2018
	6500305671 6500307012		mat rental mat rental	71.45 75.93			
	6500307012		mat rental	75.93 75.93			
046040	01/18/2018	Carlifford Laboret			A/P	OUT-STD	04/49/9049
046819	525661	Certified Laborat	20L diesel mate, 20L mile high - Depot inve	835.70 835.70	AIP	001-510	01/18/2018
046820	01/18/2018	Chartered Profes	ssional Accountants of Canada	152.09	A/P	OUT-STD	01/18/2018
	510712		CPA accounting handbook subs renewal	152.09			
046821	01/18/2018	Chris Neary		21.87	A/P	OUT-STD	01/18/2018
	Discovery		mileage/parking for discovery	21.87			
046822	01/18/2018	Construction Sig		155.25	A/P	OUT-STD	01/18/2018
	35525		2 road signs	155.25			
046823	01/18/2018	Corporate Expre		173.39	A/P	OUT-STD	01/18/2018
	46378500		key cabinet,battery pack,binders(FD) binder	173.39			
046824	01/18/2018	East Coast Hydr		744.29	A/P	OUT-STD	01/18/2018
	00000040350	U	two line joiners Unit 32	54.43			
040005	0000040300	E	hydraulic fluid - inventory	689.86	• 15	OUT OTD	04/40/0040
046825	01/18/2018 4638	Eastern Printing	& Packaging inc. printing winter carnival 50/50 tickets	327.75 327.75	A/P	OUT-STD	01/18/2018
046826	01/18/2018	EXP. Services In	IC.	163.88	A/P	OUT-STD	01/18/2018
	415382		healeys pond intersection improvements	163.88			
046827	01/18/2018	Fastenal Canada	3	215.08	A/P	OUT-STD	01/18/2018
	NFMOU1758	361	maint supplies-nuts,bolts,ect	215.08			
046828	01/18/2018	Frederick Hollett		1,351.25	A/P	OUT-STD	01/18/2018
	Jan7-13		FD Consultations Jan7-13	1,351.25			
046829	01/18/2018			100.00	A/P	OUT-STD	01/18/2018
	Grievance11		Grievance meeting	100.00	p2 105m2		4 1 10 4 10 10 10
046830		GFL Environmer		930.22	A/P	OUT-STD	01/18/2018
	E600000412	90	dump/replace garbage bin	930.22			

^{* -} Partial payment was made on Invoice

^{** -} Name on Check was modified

BNK1 - BNS CURRENT ACCT

Cheques from 000001 to 046910 dated between 01/12/2018 and 01/29/2018

CHEQUE REGISTER Page 2 of 6 9:21:56AM 01/29/2018 Printed: SC Number Amount Status **Status Date** 046831 01/18/2018 **Grand Concourse Authority** 2,351.97 A/P OUT-STD 01/18/2018 17154 Goff Memorial - claim#2 2,001.58 17157 350.39 rainbow gully community garden claim#3 046832 01/18/2018 Harvey & Company Limited 92.30 A/P OUT-STD 01/18/2018 1042602 45 degree elbow for unit #38 24.97 1043775 Unit #35 - Horn 67.33 046833 01/18/2018 486.43 A/P OUT-STD 01/18/2018 Home Depot 2463920 painters tape, sanders, paint liners 127.26 3463865 6 packs cable ties, 2 rolls tape, 2 utility knive 115.47 451437 wood filler, sponge brushes for boardroom 19.37 5464630 Counter sink bits for boardroom 18.72 SCREWS - FOR REC XMAS 25.58 6451200 7451514 tote boxes for salt and ice melter in trucks 36.12 8451165 6 2x4, 2x3, drill bits, L-brackets 69.74 9451491 Wood filler, stud finder, hand saw 74.17 OUT-STD 01/18/2018 046834 01/18/2018 Hospitality Nfld & Lab 386.40 A/P 2018 membership 386.40 8247 046835 01/18/2018 Image 4 Printing & Design Inc. 2,288.50 A/P OUT-STD 01/18/2018 18352 print budget 2018 flyers 2,133.25 18357-155.25 print additional budget 2018 flyer OUT-STD 046836 01/18/2018 Interex 172.50 A/P 01/18/2018 66931 service call re-key mayors office 172.50 046837 01/18/2018 **Justin Daniels** 600.00 A/P OUT-STD 01/18/2018 **SPEAKERS** 6 York Speakers 600.00 046838 01/18/2018 Kent Building Supplies 791.84 A/P OUT-STD 01/18/2018 refund-poly xtra-fd bldg maint 1344772 -31.67 15482741 6 pieces of oak, stain-chambers 221.27 15483185 cartridge faucet-fd bldg maint 23.58 15504327 toilet seat-depot 63.91 104.74 1716952 bags of salt for buildings 1717787 Bags salt (10), screws 91.98 288.28 1718919 12 bags of ice melt 1719705 Gyproc and corners for firehall repairs 29.75 046839 01/18/2018 McLoughlan Supplies Ltd. 615.02 A/P OUT-STD 01/18/2018 1024330 2 lights for outside depot and GFI for Xmas 615.02 Newfoundland Distributors Ltd. 046840 01/18/2018 69.00 A/P OUT-STD 01/18/2018 30265625 Cut off saws 69.00 046841 01/18/2018 North Atlantic Supplies Inc. 523.25 A/P OUT-STD 01/18/2018 53988 48 pairs knit wrist hercules work gloves, 1 ra 523.25 046842 01/18/2018 North East Avalon Regional Arena 305.00 A/P OUT-STD 01/18/2018 8885 council/staff kids christmas party 305.00 046843 01/18/2018 North Atlantic 7.009.23 A/P OUT-STD 01/18/2018 2606 diesel 2,297.83 2607 furnace oil 624.84 2711 3,156.00 diesel 930.56 2866 Furnace oil 046844 01/18/2018 Pardy's Waste Management & Industricla Services Lt 3,094.56 A/P OUT-STD 01/18/2018 00072149 Sludge removable 3,094.56

^{* -} Partial payment was made on Invoice

^{** -} Name on Check was modified

BNK1 - BNS CURRENT ACCT

Cheques from 000001 to 046910 dated between 01/12/2018 and 01/29/2018

CHEQUE REGISTER Page 3 of 6 9:21:56AM 01/29/2018 Printed: SC Number Issued Amount Status **Status Date** 046845 01/18/2018 Parts for Trucks 300.57 A/P OUT-STD 01/18/2018 40406167-00 Lights - inventory 65.26 40406364-00 64.94 work lamp, wiper blades unit #54 40406734-00 3 cases coolant antifreeze 170.37 046846 01/18/2018 OUT-STD 01/18/2018 **Prima Information Solutions** 1,043.05 A/P 0000011800 Rapid redact software and annual support 1,043.05 046847 01/18/2018 A/P OUT-STD 01/18/2018 Princess Auto Ltd. 424.10 734566 90.69 Metal storage box for new generator, socker 762984 extension cord, plugs, blade guide kits, abra 333.41 9,438.05 046848 01/18/2018 Provincial Fence Products Ltd. A/P OUT-STD 01/18/2018 14092 9,438.05 supply/install chain link fence@depot-Motion 046849 01/18/2018 Richard Murphy 1,293.75 A/P OUT-STD 01/18/2018 Jan8-14 FD Consultations Jan8-14 1,293.75 046850 01/18/2018 01/18/2018 Royal Freightliner 94.54 A/P OUT-STD 55346F Transmission Line Hoses - Unit #32 94.54 046851 01/18/2018 S & S Supply 2.453.53 OUT-STD 01/18/2018 A/P 300174942 **Cutting Edges for Snow Equipment** 2,453.53 046852 01/18/2018 SaltWire Network Inc. 1,183.18 A/P OUT-STD 01/18/2018 TM00007132 dis use ad-17 mitchells rd 309 12 TM00007204 job ad-heavy equip operator(seasonal) 494.90 TM00007473 ad-dev amendment no 4 2017 379.16 046853 01/18/2018 SME 460.00 A/P 01/18/2018 OUT-STD 44614 storage container rental 460.00 046854 01/18/2018 St. John's Asphalt & Aggregate Inc. 705.09 A/P OUT-STD 01/18/2018 002888 Road Gravel for yard stock 705.09 046855 01/18/2018 Steelfab Industries Ltd. 990.06 A/P OUT-STD 01/18/2018 0000134959 990.06 cutting edges for inventory 046856 01/18/2018 Triware Technologies Inc. 309.35 A/P OUT-STD 01/18/2018 309.35 182204 vmware renewal 046857 01/18/2018 Veterinary Specialty Center NL 234.60 A/P OUT-STD 01/18/2018 V-10855 cat euthanasia 156.40 V-10855C 78.20 cat cremation 046858 01/18/2018 VitalAire 19.80 A/P OUT-STD 01/18/2018 3179704 cylinders monthly lease 19.80 046859 01/18/2018 Wajax Industrial Components 86.25 A/P OUT-STD 01/18/2018 RIN004554251 3 fanbelts for St. P Plant 86.25 046860 OUT-STD 01/18/2018 Western Hydraulic 2000 Ltd. 408.17 A/P 01/18/2018 408.17 5661 spinner motor (unit 49) 046861 01/18/2018 Windco Enterprises 1,339.94 A/P OUT-STD 01/18/2018 20170344 Canada 150 flag 66.59 20171029 Canada 150 Flags 176.93 78.09 20171094 Canada flag and union jack flag 20171293 Install speed sign 109.25 20171674 change light bulb @rainbow gully parking lo 144.33 20171906 install christmas lights 437.00 20171937 aerial service to repair siding on office bldg 109.25 20180025 109.25

Sign removal from digital signs in school zo

109.25

remove christmas lights

20180043

^{* -} Partial payment was made on Invoice

^{** -} Name on Check was modified

BNK1 - BNS CURRENT ACCT

CHEQUE REGISTER

Cheques from 000001 to 046910 dated between 01/12/2018 and 01/29/2018

Page 4 of 6 9:21:56AM 01/29/2018 Printed: SC Number Issued Amount Status **Status Date** 046862 01/18/2018 Xerox Canada Ltd. 455.95 A/P OUT-STD 01/18/2018 F51927725 copier maint 455.95 046863 01/18/2018 Telus 2,036.58 A/P OUT-STD 01/18/2018 Cells Jan18 Cells Jan18 2,036.58 046864 01/19/2018 **North Atlantic** 8,923.98 A/P OUT-STD 01/19/2018 2473 diesel 4,901.56 2474 Furnace oil 555.96 2865 Diesel 3,466,46 046866 01/24/2018 17,860.65 A/P OUT-STD 01/24/2018 Acklands - Grainger Inc. 9653006149 10 SCBA cylinders 17,860.65 As per S.30, ATIPPA, 2015. 046867 01/24/2018 Benson Buffett 7,761.81 A/P OUT-STD 01/24/2018 7,761.81 046868 01/24/2018 City of St. John's 10,875.32 A/P OUT-STD 01/24/2018 10,875.32 15560 Landfill use Dec17 046869 01/24/2018 Municipal Assessment Agency 29,497.50 A/P OUT-STD 01/24/2018 99542 First quarter assessment fees 29,497.50 046870 01/24/2018 Nortrax 25,875.00 A/P OUT-STD 01/24/2018 890392 john deer 624K rental -Dec1-28- snow clear 10,350.00 890394 john deer 544K rental -Dec1-28- snow clear 8,050.00 892130 John Deere 544K rental-Dec22-Jan18 snow 7,475.00 01/24/2018 046871 01/24/2018 Procom Data Services 30,113.53 A/P OUT-STD 2018TownSuite TownSuite support 30,113.53 046872 01/24/2018 01/24/2018 Twells Consulting Ltd. 15,301.90 A/P **OUT-STD** 533 service level review 15,301.90 046873 01/24/2018 Weir's Construction Ltd. OUT-STD 34,204.16 A/P 01/24/2018 Claim#2Healeys Claim#2 Healeys Pond Cres 34,204.16 046874 01/25/2018 Action Car & Truck Accessories 645.10 A/P OUT-STD 01/25/2018 645.10 10349236 emergency lights for dc vehicle 046875 01/25/2018 Atlantic Cash & Carry 454.92 A/P OUT-STD 01/25/2018 34701071271712 17.07 Christmas events supplies 34701241179709 christmas event supplies 437.85 046876 Babb Lock & Safe Company Ltd. A/P OUT-STD 01/25/2018 01/25/2018 124.25 104739 6 recreation center keys 72.45 106064 Pad Lock 3 keys 51.80 046877 01/25/2018 Benson Buffett As per S.30, ATIPPA, 2015. 4,580.66 A/P OUT-STD 01/25/2018 1,237.69 819.30 1,660.31 863.36 046878 01/25/2018 Cansel - St. John's 150.94 A/P OUT-STD 01/25/2018 90441404 Measuring Wheel 150.94 046879 OUT-STD 01/25/2018 01/25/2018 Corporate Express 421.54 A/P 46481338 26.19 dividers.ext cord 46483090 notebooks,pencils,hanging folders,files,labe 243.34 46493141 paper 33.81 46493142 legal file folders, hanging folders 118.20 046880 01/25/2018 Eastern Medical Supplies Ltd. 248.40 A/P OUT-STD 01/25/2018 0000279456 5 ped BVM,3 stethoscopes,trama kit stethos 248.40

^{* -} Partial payment was made on Invoice

^{** -} Name on Check was modified

BNK1 - BNS CURRENT ACCT

Cheques from 000001 to 046910 dated between 01/12/2018 and 01/29/2018

CHEQUE REGISTER Page 5 of 6 9:21:56AM 01/29/2018 Printed: SC Number Issued Amount Status **Status Date** EXP. Services Inc. 046881 01/25/2018 733.70 A/P OUT-STD 01/25/2018 415381 dev application review 58.65 415383 675.05 dev application review-chargeback bennetts 046882 01/25/2018 Frederick Hollett 1,351.25 A/P OUT-STD 01/25/2018 Jan14-20 FD consultations Jan14-20 1,351.25 046883 01/25/2018 **GCR Tire Centers** 1,411.54 A/P **OUT-STD** 01/25/2018 931-65195 Tire replacement Unit #31 1,411.54 046884 01/25/2018 Impact Signs & Graphics Ltd 28.75 A/P OUT-STD 01/25/2018 16331 corex-xmas parade 28.75 046885 01/25/2018 1,636.20 A/P OUT-STD 01/25/2018 Irving Oil Limited 1,636.20 643620 Gas 046886 01/25/2018 McInnes Cooper As per S.30, ATIPPA, 2015. 292.42 OUT-STD 01/25/2018 A/P 292.42 046887 01/25/2018 Micmac Fire & Safety Source Ltd. 414.00 A/P **OUT-STD** 01/25/2018 NL-00848283 6 SCBA cylinder storage brackets 414.00 046888 01/25/2018 Municipalities Newfoundland and Labrador 130.00 A/P OUT-STD 01/25/2018 18887 130.00 MNL Avalon/Eastern regional meeting regis 046889 01/25/2018 Murray's Garden Centre & 220.57 A/P OUT-STD 01/25/2018 15995 Council orientation 220.57 01/25/2018 046890 Neopost Canada 173.99 A/P OUT-STD 01/25/2018 6182047 postage meter lease 173.99 046891 01/25/2018 Newfound Disposal Systems Ltd. A/P OUT-STD 01/25/2018 52.92 00005222261 paper shredding 52.92 046892 01/25/2018 360.00 A/P OUT-STD 01/25/2018 Newfoundland Exchequer 360.00 2018-0176 Gasoline tax exemption permit (Mar18-Mar2 NFLD Kubota Ltd. 046893 01/25/2018 75.24 A/P OUT-STD 01/25/2018 3002189 3 steering wheel spinners - compactors 75.24 046894 01/25/2018 **NL Association of Fire Services** 402.50 A/P OUT-STD 01/25/2018 402.50 5484 2018 membership dues 046895 01/25/2018 North Atlantic Supplies Inc. 258.75 A/P **OUT-STD** 01/25/2018 53085 258.75 boots-glen tucker 046896 A/P OUT-STD 01/25/2018 01/25/2018 Parts for Trucks 1,435.36 40401965-00 **CYLENOID & BATTERIES** 476.26 40403122-00 24 DEF fluid, 3 1540 oil, 1 headlight bulb un 634.34 40404130-00 antifreeze 16gallons 324.76 046897 01/25/2018 Richard Murphy 1,495.00 A/P OUT-STD 01/25/2018 Jan15-21 fd consultations Jan15-21 1,495.00 046898 01/25/2018 Rogers Payment Centre 106.35 A/P OUT-STD 01/25/2018 Jan18 Cable Jan18 - FD 106.35 046899 01/25/2018 752.10 A/P OUT-STD 01/25/2018 Sojourn Enterprises Limited 65148 Circut Board for Vermak Digital Sign 752.10 046900 01/25/2018 Town of Torbay OUT-STD 01/25/2018 4,720.00 A/P 2018151460 Commissionaires Dec31/17-Jan13/18 4,720.00 046901 01/25/2018 **Chris Milley** 200.00 A/P OUT-STD 01/25/2018 Travel Allowance Jan18 200.00 Jan18 046902 01/25/2018 Gail Tucker 200.00 A/P **OUT-STD** 01/25/2018 Jan18 Travel Allowance Jan18 200.00 046903 01/25/2018 1,000.00 A/P OUT-STD 01/25/2018 Nicole Clark

^{* -} Partial payment was made on Invoice

^{** -} Name on Check was modified

BNK1 - BNS CURRENT ACCT

Cheques from 000001 to 046910 dated between 01/12/2018 and 01/29/2018

					С	HEQUE REGISTER
Printed:	9:21:56AM	01/29/2018				Page 6 of 6
Number	Issued WC2018	winter carnival petty cash	Amount 1,000.00	sc	Status	Status Date
046904	01/25/2018 WC2018	Rainbow 50+ Club Open house event - winter carnival 18	200.00 200.00	A/P	OUT-STD	01/25/2018
046905	01/25/2018 WC2018	Royal Canadian Legion winter carnival breakfast, bingo, bic & ballpc	250.00 250.00	A/P	OUT-STD	01/25/2018
046906	01/25/2018 WC2018	Women's Institute C/O D. Cheeseman WI Open house event winter carn 18	200.00 200.00	A/P	OUT-STD	01/25/2018
046907	01/25/2018	As per S.40, ATIPPA,	2015 250.00	A/R	OUT-STD	01/25/2018
046908	01/25/2018	Record Holdings Ltd,	400.00	A/R	OUT-STD	01/25/2018
046909	01/25/2018	G&G Homes Ltd,	250.00	A/R	OUT-STD	01/25/2018
		Cheque Totals Issued:	292,433.69 0.00			
		Void: Total Cheques Generated:	292,433.69			
		i otal Cheques Generated:	232,433.03			

98

Total # of Cheques Listed:

^{* -} Partial payment was made on Invoice

^{** -} Name on Check was modified

From: Hounsell, Sandy [mailto:SandyHounsell@gov.nl.ca]

Sent: January-24-18 11:25 AM

To: Chris Milley < Chris.Milley@pcsp.ca>

Cc:

Subject: RE: Conflict of Interest:

Hi Chris,

Please note that the comments in our letter to leave to the Town of Portugal Cove-St.Philip's, apply equally to the current council.

It is the responsibility of all councils to thoroughly review allegations of conflict of interest and, where appropriate, seek legal guidance in determining whether or not a conflict has occurred.

Regards Sandy

Mr. Sandy Hounsell, M.B.A., B.A.Sc., C.P.H.I. Director of Municipal Support Department of Municipal Affairs and Environment P.O. Box 8700 St. John's, NL A1B 4J6 (709) 729-7390