



Public Council Meeting  
Tuesday, February 20, 2018 at 7:00 pm  
Location: Council Chambers

1. Call of Meeting to order
2. Adoption of Agenda for February 20, 2018
3. Delegations/Presentations
  - St. John Ambulance Therapy Dog Sponsorship Program 2018
  - Winter Carnival Proclamation 2018
4. Adoption of Minutes of February 6, 2017
5. Business Arising from Minutes
6. Committee Meeting Reports
  - a) Planning & Development Committee – Councillor Harding
    - 1) Civic # 370A Dogberry Hill Road – Residential Subdivision
    - 2) Civic # 7-13 North Point Road – Single Dwelling and Accessory Building Relocation
    - 3) Civic # 1824 Portugal Cove Road – Site Remediation
    - 4) Civic # 12 Kittiwake Place – Accessory Building
    - 5) Civic # 220 Dogberry Hill Road – Meeting with the Committee
    - 6) Civic # 258-260 Witch Hazel Road – Meeting with the Committee
    - 7) Civic # 150A Bennett's Road – Request for Civic Number Change and Takeover of Private Road
    - 8) Civic # 12 Coady's Road – Condition of Building at Civic # 5-11 Belbin's Road
    - 9) Civic # 19 Hanlon's Road – Complaint Regarding Development at Civic # 18-22 Hanlon's Road
    - 10) Department of Fisheries and Land Resources – Crown Land Application Referral (Civic # 355-357 Beachy Cove Road)
    - 11) Department of Fisheries and Land Resources – Crown Land Application Referral (Civic # 163 Witch Hazel Road)
    - 12) Civic # 769-771 St. Thomas Line – Zoning of Property
    - 13) Eastern Newfoundland Regional Appeal Board – Notice of Appeal
    - 14) Civic # 69-75 Tolt Road – Safety Concerns Regarding Rodent Traps
    - 30) #30 Permits issued from January 26<sup>th</sup> to February 8<sup>th</sup>, 2018
  - b) Recreation/Community Services - Councillor Stewart Sharpe
    - 1) Eat Great Participate
    - 2) Grand Concourse Voisey's Brook Trail Signage
    - 3) Mental Health Week
    - 4) Pink Shirt Day
    - 5) Community Grants
  - c) Public Works - Councillor Bartlett
    - 1) Driver Feedback Signs

- 2) Long Marsh Road Servicing
- 3) Commercial Advertising Signage
- 4) Bradburys Road - Road Reservation

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

- 1) Advisory Committee Updates
- 2) Chamber of Commerce
- 3) Heritage Day Proclamation
- 4) Strategic Plan
- 5) Public Engagement on Development Regulations
- 6) Traffic Meetings
- 7) Council Email Policy and Resident Communications Tracking

e) Protective Services - Councillor Hanlon

- 1) Commissionaires – Municipal Enforcement
- 2) FES Updates
- 3) Calian Emergency Management Solutions

f) Administration and Finance – Deputy Mayor Laham

- 1) Accounts for Payment
- 2) Information Technology Agreement
- 3) Gas Tax Projects update
- 4) Tax Structure
- 5) Drover Heights W/S project
- 6) Request for tax relief
- 7) Council Software
- 8) ATIPPA 2017 report
- 9) Conflict of Interest

7. Correspondence for February 5, 2018 to February 16, 2018

8. New/General/Unfinished Business

9. Agenda items/Notice of Motions etc.

10. Adjournment





# **DELEGATIONS / PRESENTATIONS**



# MINUTES



**TOWN OF PORTUGAL COVE-ST. PHILIP'S**

February 6, 2018

Regular Public Council Meeting 7:00 p.m.

**IN ATTENDANCE**

Mayor

Deputy Mayor

Councillors

Carol McDonald

Jeff Laham

Dave Bartlett

Darryl J. Harding

Johnny Hanlon

Tina Neary

Madonna Stewart Sharpe (video)

Town Manager/Engineer

Director of Economic Devel., Marketing, Comm. and Tourism

Director of Financial Operations /Town Clerk

Director of Public Works

Director of Recreation & Community Services

Planning and Development Coordinator

Deputy Town Clerk

Chris Milley

Jeff Lawlor

Tony Pollard

Gail Tucker

Dawn Sharpe

Les Spurrell

Claudine Murray

Mayor McDonald called the meeting to order, welcomed the gallery of 26 persons in attendance.

**ADOPTION OF AGENDA**

Motion

Harding/Bartlett

2018-029

Resolved that the agenda dated February 6, 2018, be adopted as circulated.

Carried

Unanimously

**DELEGATIONS/PRESENTATIONS**

1. Presentation to the winner of the Winter Carnival 'Button' design contest by Councillor Neary & Director of Recreation & Community Services. Winner is Laura Crummey.

**ADOPTION OF MINUTES**

Motion

Bartlett/Neary

2018-030

Resolved that the minutes of January 23, 2018 be adopted as circulated.

Carried

Unanimously

**BUSINESS ARISING**

- Nothing for this meeting

**COMMITTEE REPORTS**Planning & Development Committee Report of January 30, 2018 – presented by Councillor Harding**1. Civic # 13 Megan Ridge Drive – Business (Personal Service)**

Motion Harding/Laham

**2018-031 Resolved 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.**

Carried Unanimously

**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 4<sup>th</sup>, 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 27<sup>th</sup>, 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 be 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 12<sup>th</sup> to January 25<sup>th</sup>, 2018 as per Appendix A: Tabled Report.

Recreation & Community Services Committee report for February 2, 2018 – presented by Councillor Stewart Sharpe (via video link)

### **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	Stewart Sharpe/Neary
<b>2018-032</b>	<b>Resolved that the Town donate \$1000 to St. John Ambulance Therapy Dog Program and in return the Town avails of the Program for the staff.</b>
Carried	Unanimously

### 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 Stewart Sharpe/Hanlon  
**2018-033 Resolved 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.**

Carried Unanimously

Note: the design foot print will not change but minor changes to the design may occur.

### 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. Librarian Maternity Leave Placement

The librarian will be going on maternity leave and the Recreation Department would like to hire a maternity leave placement for a one year term. The Committee would like to put forward the following recommendation:

MOTION Stewart Sharpe/Neary  
**2018-034 Resolved that the Town post the one year Maternity Leave Placement position as soon as possible.**

Carried Unanimously

Note: the one year replacement will hold the same hours as current library hours.

## 7. Community Grants

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

MOTION      Stewart Sharpe/Bartlett  
**2018-035      Resolved that the Town donate the rental of the Recreation Centre to the Girl Guides and Pathfinders for their requested outings free of charge.**  
Carried      Unanimously

### Public Works Committee Report for January 31, 2018 – presented by Councillor Bartlett

#### 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 all 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.

<p>MOTION 2018-036</p>	<p>Bartlett/Harding</p> <p><b>Resolved that a 40' container be purchased from SME at a cost of \$4400 plus HST, plus a delivery charge of \$700 plus HST.</b></p>
<p>Carried</p>	<p>Unanimously</p>

**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 Development, Marketing, Communications & Tourism Committee report for January 31, 2018 by Councillor Neary

**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      Neary/Bartlett  
**2018-037**    **Resolved that Doug Neary be appointed to the Advisory Committee on the Environment.**  
 Carried      Unanimously

Motion      Neary/Hanlon  
**2018-038**    **Resolved that Katherine Miller be appointed to the Heritage Committee.**  
 Carried      Unanimously

- 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 21<sup>st</sup> 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.

Motion	Neary/Bartlett
<b>2018-039</b>	<b>Resolved that the Communications Coordinator position be advertised to be filled with an end date of December 31, 2018.</b>
Carried	Unanimously

## 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 15<sup>th</sup> and close on March 23<sup>rd</sup>.

## 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 Committee report for January 30, 2018 – presented by Councillor Hanlon

#### **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.

#### Admin. and Finance Committee Report of January 30, 2018 - presented by Deputy Mayor Laham

### 1. Accounts for Payment

Motion	Laham/Harding
<b>2018-040</b>	<b>Resolved that 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.</b>
Carried	Unanimously

## **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	Laham/Harding
<b>2018-041</b>	<b>Resolved that 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.</b>
Carried	Unanimously

## **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 information was received by the town and redacted records were supplied to the applicant. A complaint regarding the redaction was filed with the Office of the Information and Privacy Commissioner, based on that the information should be available for public scrutiny. The Town argued to keep the personal information private, but on January 18, 2018 an OIPC report recommended the town release the identifiable information. Legal advice on withholding the information was unfavorable so the Town conceded, and will release the records to the applicant by the deadline of February 22, 2017. Affected residents are being contacted.

**CORRESPONDENCE**

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

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

**NEW/GENERAL/UNFINISHED BUSINESS****AGENDA ITEMS/NOTICE OF MOTION****ADJOURNMENT**

Motion Hanlon/Laham  
**2018-042 Resolved that this meeting be adjourned. Time is 7:39 pm.**  
 Carried Unanimously

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 Carol McDonald, Mayor

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 Claudine Murray, Deputy Town Clerk

**Appendix A: Tabled Report  
January 30<sup>th</sup>, 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 12<sup>th</sup>, 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 12<sup>th</sup>, 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 4<sup>th</sup>, 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 31<sup>st</sup>, 2013.

The Town's Solicitor has advised that the property owner did not appear at the last hearing on January 16<sup>th</sup>, 2018 and that a hearing for the contempt of court application has been scheduled for June 21<sup>st</sup>, 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



# **BUSINESS ARISING**



# **PLANNING & DEVELOPMENT**

## Planning and Development Committee Report

February 15<sup>th</sup>, 2018

In Attendance: Councillor Darryl Harding (Chairperson) (Items # 1-17 & 19-30)  
Deputy Mayor Jeff Laham  
Councillor Johnny Hanlon (Items # 1, 5,-7, 9, 15, 16, 21, 23-26)  
Les Spurrell, Planning and Development Coordinator  
David Beckett, Development Control Office

Also in Attendance: Mayor Carol McDonald  
Chris Milley, Town Manager/Engineer (Items # 1, 5,-7, 9, 15, 16, 21, 23-26)  
Jeff Lawlor, Director of Economic Development, Marketing & Communications  
(Item # 18)  
Property Owner & Representative (Item # 18)  
Property Owner/Developers (Item # 19)  
Property Owner (Item # 20)

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**1. Civic # 370A Dogberry Hill Road – Residential Subdivision**  
**Motion:** The Committee recommends that the application to subdivide property and construct a 14 lot fully-serviced residential subdivision at Civic # 370A Dogberry Hill Road be granted approval in principle as per Appendix A: Tabled Report.

**2. Civic # 7-13 North Point Road – Single Dwelling and Accessory Building Relocation**  
**Motion:** The Committee recommends that the application to relocate an existing accessory building and construct a single dwelling at Civic # 7-13 North Point Road be rejected as per Appendix A: Tabled Report.

**3. Civic # 1824 Portugal Cove Road – Site Remediation**  
**Motion:** The Committee recommends that the application to complete site remediation activity at Civic # 1824 Portugal Cove Road be rejected as per Appendix A: Tabled Report.

**4. Civic # 12 Kittiwake Place – Accessory Building**  
**Motion:** The Committee recommends that the application to construct an accessory building at Civic # 12 Kittiwake Place be granted approval in principle as per Appendix A: Tabled Report.

**5. Civic # 220 Dogberry Hill Road – Meeting with the Committee**

On December 12<sup>th</sup>, 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 advised that the Committee of the Whole had reviewed the concept plans submitted. The Committee advises Staff to correspond with the property owner regarding the compliance of their proposals with the Town's Municipal Plan & Development Regulations.

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

On December 12<sup>th</sup>, 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 advised that the Committee of the Whole had reviewed the concept plans submitted. The Committee advises Staff to correspond with the property owner advising that any proposal submitted for consideration must provide future access for future development of the backlands and that municipal infrastructure must be installed at the developer's expense for any development within 500 m of existing Town infrastructure.

**7. Civic # 150A Bennett's Road – Request for Civic Number Change and Takeover of Private Road**

**Motion:** The Committee recommends that an existing Road Reservation located at Civic # 152 Bennett's Road be assigned the name "Walt's Road". The assignment of this street name will not result the Town maintaining or providing any services (snow clearing/ice control, garbage/recycling collection, etc.) through the Road Reservation or properties fronting on the Road Reservation. The Committee also recommends that all existing parcels adjoining this Road Reservation have their civic addresses reassigned from Bennett's Road to Walt's Road in accordance with the Town's Civic Numbering Policy.

**8. Civic # 12 Coady's Road – Condition of Building at Civic # 5-11 Belbin's Road**

The Planning Department is in receipt of correspondence expressing structural and health concerns regarding an existing dwelling currently being occupied at Civic # 5-11 Belbin's Road. The resident has requested that the Town complete structural, electrical, and safety inspections of the dwelling.

The Committee advised Staff to respond to the correspondence advising of the applicable provincial government agencies to contact regarding their concerns.

**9. Civic # 19 Hanlon's Road – Complaint Regarding Development at Civic # 18-22 Hanlon's Road**

The Planning Department is in receipt of correspondence regarding storage and transportation of granular material related to the development of a single dwelling at Civic # 18-22 Hanlon's Road.

The Committee advises Staff to correspond with the property owner of Civic # 18-22 Hanlon's Road advising of the complaint received, and request that they mitigate dust originating from their property while it is under development.

**10. Department of Fisheries and Land Resources – Crown Land Application Referral (Civic # 355-357 Beachy Cove Road)**

**Motion:** The Committee recommends that Council correspond with the Department of Fisheries and Land Resources advising that the Town recommends approval of the application for Crown Land at Civic # 355-357 Beachy Cove Road.

**11. Department of Fisheries and Land Resources – Crown Land Application Referral (Civic # 163 Witch Hazel Road)**

**Motion:** The Committee recommends that Council correspond with the Department of Fisheries and Land Resources advising that the Town recommends approval of the application for Crown Land at Civic # 163 Witch Hazel Road subject to the omission of an existing road reservation from Witch Hazel Road to Beachy Cove Ponds to maintain public access to the waterbody in accordance with Plan Policy GLU-5 (Public Access to Watercourses) of the Town's Municipal Plan.

**12. Civic # 769-771 St. Thomas Line – Zoning of Property**

The Planning Department is in receipt of correspondence regarding the current zoning of Residential Development Scheme Area (RDSA) of infill properties.

The Committee advises Staff to respond to the correspondence advising that Council is aware of the zoning in the area and it is proposed to be amended during a comprehensive review of the Town's Municipal Plan & Development Regulations.

**13. Eastern Newfoundland Regional Appeal Board – Notice of Appeal**

The Planning Department is in receipt of correspondence advising that an appeal has been filed regarding Council's decision to reject an application to establish a convenience store business at Civic # 1082-1088 Thorburn Road.

Staff will forward the information requested to the Board.

**14. Civic # 69-75 Tolt Road – Safety Concerns Regarding Rodent Traps**

The Committee discussed a complaint regarding rodent traps located on their property that they suspect have been placed by their neighbour.

The Committee advises Staff to correspond with the property owner of Civic # 77-81 Tolt Road advising of the complaint received and that any traps placed must be within their private property.

**Items # 15 through 29 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.**



**30. Permits Issued**

**There were four (4) permits issued from January 26<sup>th</sup> to February 8<sup>th</sup>, 2018 as per Appendix A: Tabled Report.**



Tabled items at end of  
Council Package for:

# **PLANNING & DEVELOPMENT**



# **RECREATION & COMMUNITY SERVICES**

In Attendance: Chairperson, Councilor Madonna Stewart-Sharpe  
Councilor Tina Neary  
Mayor Carol McDonald  
Councilor Johnny Hanlon (via telephone for items 2-5)

Staff: Dawn Sharpe, Director of Recreation and Community Services

**1. Eat Great Participate**

Eat Great Participate is a NL government funded program that promotes healthy eating to youth and increases access to healthy food and beverage choices in Recreation, Sport and Community facilities. Ms. Jennifer O'Brien presented to the Recreation Committee about how municipalities can get involved with this organization and what they can do at a community level. Ms. O'Brien explained that the next step the Town can do to get residents engaged is a Healthy Eating Policy. Committee has agreed to take action and feels this would be a great initiative. The Recreation Director will bring a draft of the Healthy Eating Policy to the next committee meeting.

**2. Grand Concourse Voisey's Brook Trail Signage**

Grand Concourse Authority prepared a quote for the construction and installation of the signage for Voisey's Brook Trails. The cost of the quote is \$16890.77 tax included. Payment for these signs are included in the Voisey's Brook Trail Project in the budget. The Committee would like to put forward the following recommendation:

**MOTION: Committee recommends that the Town have Grand Concourse Authority construct and install the wayfinding signs for Voisey's Brook Trails in the amount of \$16890.77, tax included, as allocated in the budget.**

**3. Mental Health Week**

2018 marks 100 years of mental health community services provided by the Canadian Mental Health Association and May 6<sup>th</sup> to 12<sup>th</sup> marks Mental Health Week. The Town of Portugal Cove – St. Philip's will be taking part in the "Light Up in Green" campaign to show our support for mental health. On Monday evening, May 7<sup>th</sup> we will invite all residents to attend a special raising of a flag ceremony and vigil that will be in honour of all those that have lost their lives to mental health. We will also encourage residents to "Light up their Homes" in green to show their support for mental health. Full details of this event will be available over the next couple of weeks. The Recreation Department is looking forward to taking part in this new event.

#### **4. Pink Shirt Day**

February 28<sup>th</sup> marks Pink Shirt Day in Canada. Bullying is a major problem in our schools, workplaces, homes, and online. In the month of February, Pink Shirt Day aims to raise awareness of these issues, as well as raise funds to support programs that foster children's healthy self-esteem. Recreation Staff have activities planned at Beachy Cove Elementary and Brookside Intermediate. Follow twitter on February 28<sup>th</sup> for details. Please note that since February 28<sup>th</sup> falls on committee week, Council is asked to wear pink on Tuesday February 20<sup>th</sup> to show support.

#### **5. 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 Donna's Doves as a fund-raiser for CIBC Run for the Cure on Sunday, September 30th free of charge.**



# **PUBLIC WORKS**



Public Works Committee  
February 14, 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. Driver Feedback Signs**

Data was retrieved from the driver feedback signs located on Newbury Street, Thorburn Road, Old Broad Cove Road and Portugal Cove Road southbound. The summary report attached was presented to Committee.

Discussion Items

2. Long Marsh Road Servicing – As follow-up to the last Public Works Committee meeting, the as-built drawing of water and sewer servicing for properties located on Long Marsh Road was provided to Committee.
3. Commercial Advertising Signage – Committee requested information regarding policies, regulations and/or penalties associated with the miscellaneous placement of commercial advertising signage throughout the Town. Staff advised that, to their knowledge, no Town policies exist preventing the placement of such signage. At the request of Council in the past, resources were allocated for the removal of such signs on a periodic basis. Committee requested a policy be developed to address this issue and to accommodate a request from the Chamber of Commerce that any signs permitted within the Town be exclusive to those that are based in the community. Staff advised they would follow-up with the Town's Planning & Development and Economic Development departments on this item prior to the development of such a policy.
4. Bradburys Road - Road Reservation – Committee requested detail on the actual width of the road reservation on Bradburys Road and whether any changes had been made to this reservation historically. Staff indicated they would review Town files and bring any available information back to the next Committee meeting.

## Driver Feedback Signs

[illegible]





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



Economic Development,  
Marketing, Communications and  
Tourism Agenda  
Wednesday, February 14, 2018  
3:30 pm

In attendance:

Councilor Tina Neary, Chair  
Councilor Dave Bartlett  
Councilor Madonna Stewart-Sharpe  
Jeff Lawlor, Director, Economic  
Development, Marketing and  
Communications

Also in attendance:

Mayor Carol McDonald

**1. Advisory Committee Updates**

The committee discussed the Advisory Committees Policy. Staff will draft some amendments to ensure the committees can operate as effectively as possible. Some items discussed were committee sizes, personal leave and rules on appointments. A draft will be presented at the next committee meeting.

**2. Chamber of Commerce**

The committee was updated on the taskforce meeting and joint projects with the Chamber. The business directory promotion will be starting the week of February 19<sup>th</sup>. All businesses will receive an email encouraging them to register. The directory will be available digitally and in print and is planned to be completed before the summer. Town signs were also discussed. The Director of Economic Development will pass along their recommendations regarding sign regulations to Public Works and Planning and Development. The gateway and wayfinding project was also discussed and their input will be considered and discussed with funding partners.

**3. Heritage Day Proclamation**

The Heritage Day proclamation will be signed by Mayor McDonald on Monday, February 19<sup>th</sup> and shared via social media

**4. Strategic Plan**

The town will undertake a strategic planning process that will commence in March and finish in September. A working group will be formed with representation from the

community groups in PCSP. The working group, Council and staff will together create a 5 year strategic plan for the community.

**5. Public Engagement on Development Regulations**

The public meeting for a discussion on development regulations will take place Monday, February 26<sup>th</sup> at 7:00 at Murrays Fishing and Country Club. Residents will have received a flyer on the meeting and highlighting the proposed amendment to Regulation 10. Prior to the meeting Council will be meeting with the advisory meetings to discuss.

**6. Traffic Meetings**

Traffic calming meetings for Olivers Pond Road, Western Gully Road and Country Gardens will now take place in early March with letters going to residents once a date is finalized.

**7. Council Email Policy and Resident Communications Tracking**

These items will be brought forward for the next committee meeting



# **PROTECTIVE SERVICES**



## **Protective Services Committee**

Tuesday, February 13, 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  
                                Peter Morey, Commissionaires NL (Item #1)

### **1. Commissionaires – Municipal Enforcement**

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

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

#### **Responses: 6**

- 2 Medical calls
- 1 Wire down
- 1 Brush fire
- 2 Residential alarm bells

#### **Training:**

- First Aid / AED Recertification
- Ropes & Knots

**Other Activity:** Recent donation made to the local food bank of non-perishable food goods and \$100.00. The non-perishable food and funds were acquired from several events where donations were accepted. The \$100.00 is from the Fire Department bank account.

The Chiefs have received a number of applications over the past few months and are now reviewing them for possible new recruits.

The Department has reviewed the possibility of acquiring ASIST training for Department members and have provided their recommendation and rationale, tabled as Appendix B.

The Committee will engage the Advisory Committee on the Environment (ACE) for another article on FireSmart in the spring.

The Committee reviewed the information and research provided by the Chiefs regarding bonfires on local beaches and will provide this to ACE as well. This information has been tabled as Appendix C.

### **3. Calian Emergency Management Solutions**

The Committee discussed the Town's current emergency management systems and agreed that current needs were sufficiently met.

A review of the Town's Emergency Management Plan has been placed on the carry forward list and the suggestion was made for another emergency training exercise similar to the successful exercise carried out in 2015.



Tabled items at end of  
Council Package for:

# **PROTECTIVE SERVICES**



# **ADMINISTRATION & FINANCE**





Administration & Finance Committee  
Report of February 13<sup>th</sup>, 2018

In attendance: Chairperson, Deputy Mayor Laham  
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 \$42,914.19 and capital accounts in the amount of \$15,099.23 for a total of \$58,013.42, as tabled.

**2. Information Technology Agreement**

Committee reviewed Triware Technologies annual support program documentation for PCSP and will accept the automatic renewal agreement for service, as tabled.

**3. Gas Tax Projects update**

Upon final review of projects finished under gas tax funding the following motion are recommended to close out projects under the current round of gas tax funding.

**MOTION:** Committee recommends that the final cost of the project be adjusted to \$779,090.50 for Project 205-2016-6094 "Town Connectivity Plan".

**MOTION:** Committee recommends that the final cost of the project be adjusted to \$151,434.05 for Project 2015-2017-6291 "Portugal Cove Road Pedestrian Walkway".

**4. Tax Structure**

**MOTION:** Committee recommends that the Town of Portugal Cove-St. Philip's approve and adopt the revised 2018 Tax Structure and Schedule of Fees effective January 1, 2018 and to be advertised accordingly.

**5. Drover Heights W/S project**

The province has indicated that the Town can utilize Multi-Year Capital Works funding towards the project. Revised costing and levy analysis will be forthcoming soon to determine how we move forward.

#### **6. Request for tax relief**

The committee reviewed correspondence requesting a tax rate reduction for Ballicatter After School non-profit program. The Town will follow up with the program's Board.

#### **7. Council Software**

The Committee is recommending Council avail of iCompass Technology software to assist with time saving options, reporting consistency and records management with regards to Council records.

**MOTION** The Committee recommends Council sign a Meeting Manager Pro software agreement with iCompass Technology for a total amount of \$6,000 annually, plus HST.

#### **8. Access to Information and Protection of Privacy 2017 report**

The committee reviewed a report detailing the number of ATIPPA requests received in 2017, the number of questions answered and the time spent on requests from staff: the Town received 130 requests containing 350 questions and spent 804.5 hours to fulfil the access requests.

#### **9. Conflict of Interest**

The committee reviewed the list of records to be forwarded for legal opinion in reaction to January 24, 2018 correspondence from Municipal Affairs and Environment regarding duties of Council in conflict of interest matters.

#### **10. Resident request**

A request from a resident to be exempt from water and sewer taxes on his vacant lot was reviewed and based on our regulations and the *Municipalities Act*, the request was denied. The Mayor will return his call.



Tabled items at end of  
Council Package for:

# **Administration & Finance**



# **CORRESPONDENCE**

Council Correspondence for February 5 to 16, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
2/5/2018	Resident	Stop Signs on Old Broad Cove Road	PW Cmte
2/12/2018	CWTA	Cell Phone Recycling Program	EDMCT cmte
2/12/2018	CMHA	100th Anniversary	RC Cmte
2/13/2018	Heritage Foundation of Newfoundland and Labrador	National Heritage Day	EDMCT cmte
2/13/2018	Students	Thank you letters for Mayor visit	Mayor
2/14/2018	Resident	Objection PCSP Municipal Plan and Development Regulation	PD Cmte
2/15/2018	Resident	Conflict of Interest	Council
2/15/2018	Resident	Conflict of Interest	Council
2/16/2018	Crime Stoppers NL	Nominations Now Open for Police and Peace Officer of the Year 2018	To go before PS Cmte



Tabled items at end of  
Council Package for:

**CORRESPONDENCE**



# **NEW/GENERAL/ UNFINISHED BUSINESS**



# **AGENDA ITEMS/ NOTICE OF MOTIONS**





Tabled items

# **PLANNING & DEVELOPMENT**

**Appendix A: Tabled Report  
February 15<sup>th</sup>, 2018**

**Applications:**

Item # 1:

**Civic # 370A Dogberry Hill Road  
Residential Subdivision  
Zoning: Residential Medium Density (RMD) – Serviced**

The Committee recommends that the application for Civic # 370A Dogberry Hill Road be granted approval in principle, permitting the subdivision of property and construction of a 14 lot fully-serviced residential subdivision. Approval in principle is subject to the construction of a gravel trail providing a pedestrian connection between Ursula Crescent and the public open space through Kiddie Lane. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations, the Town's Subdivision Design and Construction Standards, and all other regulatory bodies of government, specifically Plan Policy GL-1 and GL-3 (General Layout Policies), Plan Policy GE-11 (Storm Drainage), Plan Policy SD-1 (Evaluating Proposals to Subdivide Land), Plan Policy SD-2 (Fully-Serviced Areas), Plan Policy SD-5 (Public Input), Plan Policy SD-7 (Open Space Dedications), Plan Policy Res-8 (Council Control of Land Development), Plan Policy RES-11 (Servicing New Residential Subdivision Development), Plan Policies RES-14, RES-15 and RES-16 (Street Design and Construction Standards), Plan Policies T-10, T-11 and T-12 (Local Roads), Development Regulation 41 (Buffer Strips), Development Regulation 59 (Street Construction Standards), Development Regulation 67 (Stormwater Management), Development Regulation 81 (Services to be Provided), Development Regulation 83 (Permit to Subdivide Subject to Considerations), Development Regulation 87 (Subdivision Subject to Zoning), Development Regulation 88 (Land for Public Open Space), Development Regulation 90 (Subdivision Design Standards), and Schedule C: Residential Medium Density.

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

Item # 2:

**Civic # 7-13 North Point Road  
Single Dwelling & Accessory Building Relocation  
Zoning: Traditional Community (TC) – Semi-Serviced**

The Committee recommends that the application to construct a single dwelling and relocate an existing accessory building at Civic # 7-13 North Point Road be rejected as the proposal is contrary to the Town's Municipal Plan and Development Regulations 2014-2024 as the proposed dwelling would be located within a coastline buffer which does not comply with Schedule E: Environmental Protection Overlay Condition # 1 (Coastlines), and Schedule C: Traditional Community with respect to minimum lot frontage and minimum lot area for semi-serviced (municipal water) development.

The Administrator recommended that this application be rejected.

Item # 3:

**Civic # 1824 Portugal Cove Road**  
**Site Remediation**  
**Zoning: Traditional Community (TC) – Serviced**

The Committee recommends that the application for Civic # 1824 Portugal Cove Road be granted approval in principle, permitting site remediation related to a residential oil spill. Approval in principle is subject to approval from Fisheries and Oceans Canada and the Department of Municipal Affairs and Environment. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Plan Policy RES-19 (Watercourse and Wetland Protection) and Schedule E: Environmental Protection Overlay Conditions # 2 (Watercourses) and 5 (Designated Flood Risk Areas).

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

Item # 4:

**Civic # 12 Kittiwake Place**  
**Accessory Building**  
**Zoning: Residential Low Density (RLD) – Semi-Serviced**

The Committee recommends that the application for Civic # 12 Kittiwake Place be granted approval in principle, permitting the construction of an accessory building. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 39 (Accessory Buildings) and Schedule C: Residential Low Density Condition # 1 (Accessory Buildings).

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

**Other Items Discussed:**

Item # 15:

**Civic # 115-129 Bennett's Road – Single Dwelling**

The Committee reviewed an application to construct a single dwelling at Civic # 115-129 Bennett's Road which is located within the Protected Watershed Zone.

The Committee advises that this application be held pending further discussion at the next meeting.

Item # 16:

**Civic # 65-71 Western Gully Road – Subdivide Property and Construct Single Dwelling**

The Committee reviewed an application to subdivide property and construct a single dwelling at Civic # 65-71 Western Gully Road that is proposed to be serviced through an on-site water and sewage system shared with an adjacent single dwelling.

The Committee advised Staff to contact the applicant advising of their options for compliance with the Town's Municipal Plan and Development Regulations.

Item # 17:

**Civic # 1614-1616 Portugal Cove Road – Application for Business**

The Committee reviewed an application to change the use of an existing building from residential to commercial to establish a convenience store (specialty shop – humidity control products) at Civic # 1614-1616 Portugal Cove Road.

The Committee requests that this application be held pending review of the application and the submissions by the Committee of the Whole.

Item # 18:

**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 property owner and the Committee discussed a potential standalone bed and breakfast business with a subsidiary day spa. The property owner will arrange a meeting with Town Staff to discuss their proposal.

Item # 19:

**Tuckamore Residential Properties Inc. – Request to meet with the Committee**

The Planning Department received a request to meet with the Committee to discuss previous applications for residential subdivisions at Civic # 12-16B Mercers Road and Civic # 432 Old Broad Cove Road that had been rejected by Council.

The property owner expressed interest to work with the Town to move the developments forward and to have the Provincial Flood Risk Mapping revised. The Committee requests that this item be held pending review by the Committee of the Whole.

Item # 20:

**Civic # 117-119 Beachy Cove Road – Request to meet with the Committee**

The Committee received a request to meet with the Committee to discuss potential development of a property off Nice Lane.

The Committee advised the property owner not to submit an application for their proposal as it would not comply with the development standards, however, the changes proposed for the Old Broad Cove Road East area may provide standards for this type of development.

Item # 21:

**Civic # 201A Beachy Cove Road – Meeting with the Committee**

On January 16<sup>th</sup>, 2018 the Committee met with a property owner and discussed potentially moving the Traditional Community zoning line to include this property.

The Committee advises that Staff correspond with the property owner advising that their request is still under review by the Committee and that this item be held pending further discussion.

Item # 22:

**Civic # 10 Crystal Lane – Potential Amendment to Development Regulation 10**

The Planning Department received correspondence from a resident expressing concerns related to the wording of a potential amendment to Development Regulation 10 (Discretionary Powers of Council).

The Committee advises Staff to file the correspondence in the amendment file for consideration during the public consultation process.

Item # 23:

**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 pending discussion of a proposal at the Committee of the Whole.

Item # 24:

**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 the Committee that the Registered Mail had not been picked up by the property owner and was returned to the Town. As per the Committee's prior directive, the correspondence given to the Commissionaires for hand delivery. The Committee requests that this item be held for further discussion at the next meeting.

Item # 25:

**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 a meeting between the Committee and the property owners at the next meeting.

Item # 26:

**Civics # 24 Keeley Lane – Information Regarding Development of Property**

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

The Committee advises Staff to correspond with applicable government departments (in particular Fisheries and Oceans Canada and the Department of Municipal Affairs & Environment (Water Resources Division and Crown Lands) regarding work completed without permits. The Committee requests that this item be held for further discussion.

Item # 27:

**Online Mapping**

The Committee discussed updates to the online mapping available to the public on the Town's website.

Item submitted for information

Item # 28:

**Civic # 244-254 Tolt Road and Civic # 69 Bradbury's Road – Property Boundaries**

The Committee discussed a common boundary line between the two properties and the location of a fence in relation to the boundaries.

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

Item # 29:

**Meeting with Advisory Committee(s) Regarding Municipal Plan Amendment No. 4, 2018 and Development Regulations Amendment No. 5, 2018 (Development off Traditional Right-of-Ways)**

The Committee discussed a meeting to be scheduled with the Advisory Committee on the Environment and the Heritage Committee to discuss Municipal Plan Amendment No. 4, 2018 and Development Regulation Amendment No. 5, 2018.

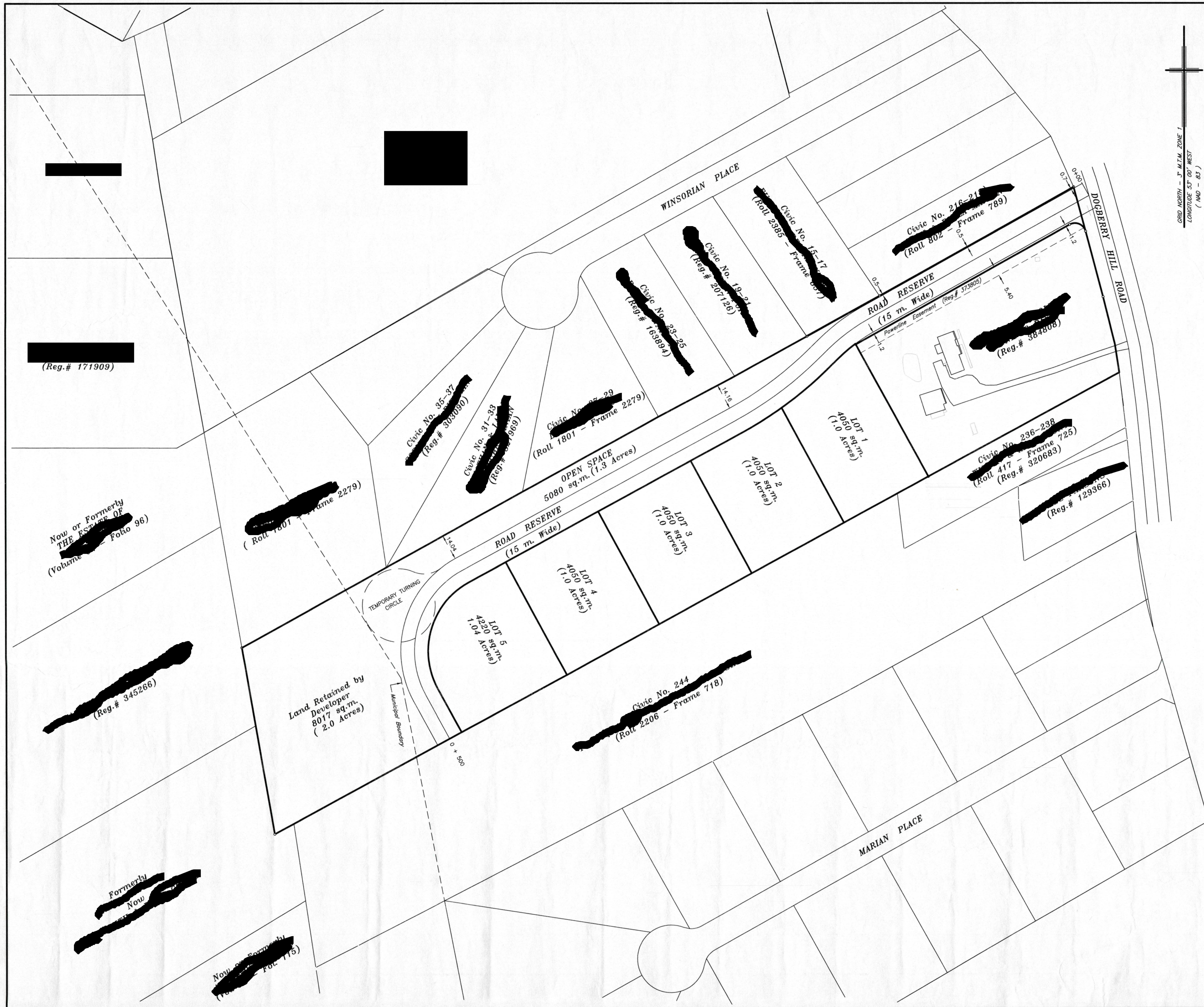
A member of the Committee will contact Staff with details regarding the time and date of this meeting.

**Permits Issued:**

Item # 30:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	18-009	01/26/2018	17	Mitchell's Road	Business
2	18-010	02/02/2018	19	Sunset Way	Occupancy
3	18-011	02/06/2018	1519-1523	Thorburn Road	Dwelling Renovations
4	18-012	02/07/2018	22	Megan Ridge Drive	Site Preparation





DO NOT SCALE PRINT

NOTES

1.

2.

3.

4.

5.

LEGEND

BOUNDARY

EASEMENTS

FENCE

OVERHEAD WIRES

SEWER LINES

PLACED IRON PIN

FOUND IRON PIN

PLACED NAIL

IRON FENCE POST

WOOD FENCE POST

MANHOLE - STORM / SANITARY

MANHOLE - TELEPHONE / ELECTRICAL

CATCH BASIN

WATER VALVE

HYDRANT

POLES - UTILITY / LIGHT

POLE & GUY

SIGNS

CURB STOP

TREES

TEST PIT

BOREHOLE

PL.I.P.

FD.I.P.

PL.N.

I.F.P.

W.F.P.

M.H.

M.H. - T / E

C.B.

W.V.

HYD.

U. / L

S.

C.S.

T.P.

B.H.

No.

By

Description

Date

REVISIONS

M. R. Duffett & Associates  
Limited  
Newfoundland Land Surveyors  
2 Aspen Place, St. John's  
Newfoundland  
A1A 4S1

Bus : (709) 739-5555

Fax : (709) 739-5575

PROJECT

DOGBERRY HILL ROAD  
PORTUGAL COVE-ST. PHILIP'S

TITLE

PROPOSED SUBDIVISION

Scale

1 : 1000

Date

JULY 10, 2008

Drawn

M.D.

Checked

Approved

Project No.

13 -4A

Sheet No.



No.	By	Description	Date

No.	By	Description	Date
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Bus : (709) 739-5555  
Fax : (709) 739-5575



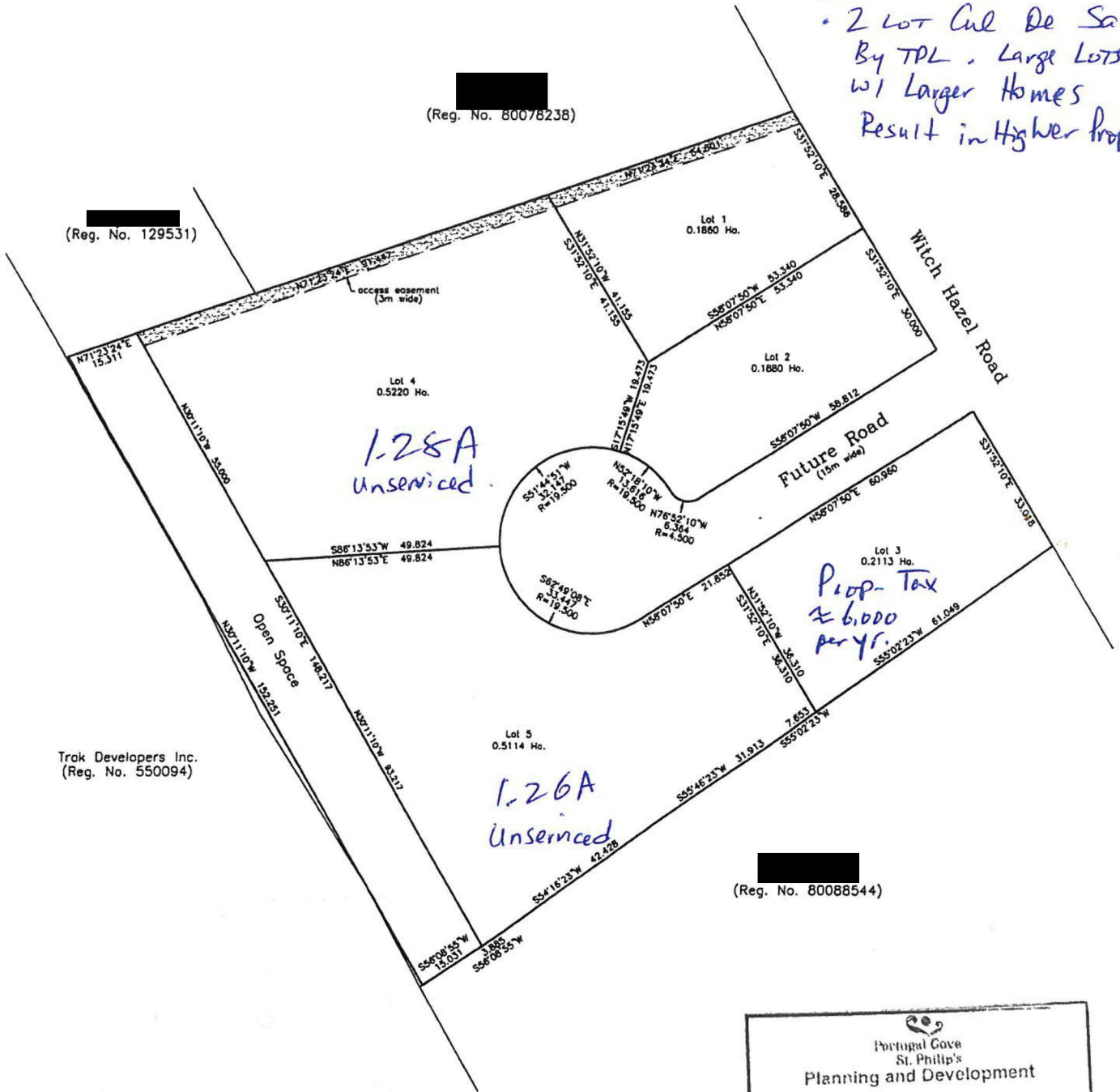
PROPOSED SUBDIVISION


13-3A



Proposal #1(a)

- 2 Lot Cul De Sac  
By TPL - Large Lots  
w/ Larger Homes  
Result in Higher Prop. Tax

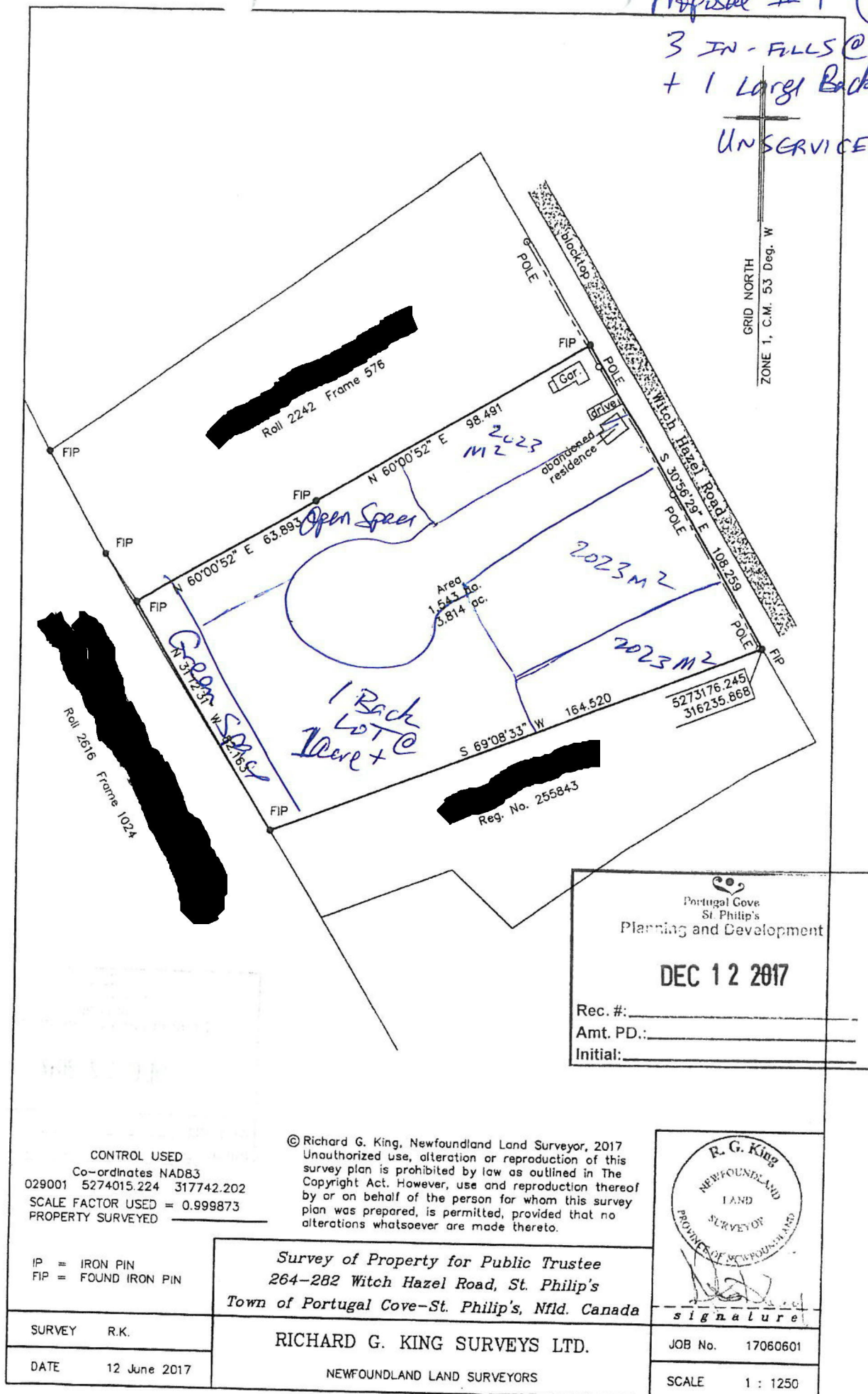


 Portugal Cove St. Philip's Planning and Development	
DEC 12 2017	
Rec. #:	_____
Amt. PD.:	_____
Initial:	<u>g</u>

248-260 Witch Hazel Road  
Portugal Cove/St. Philip's, NL

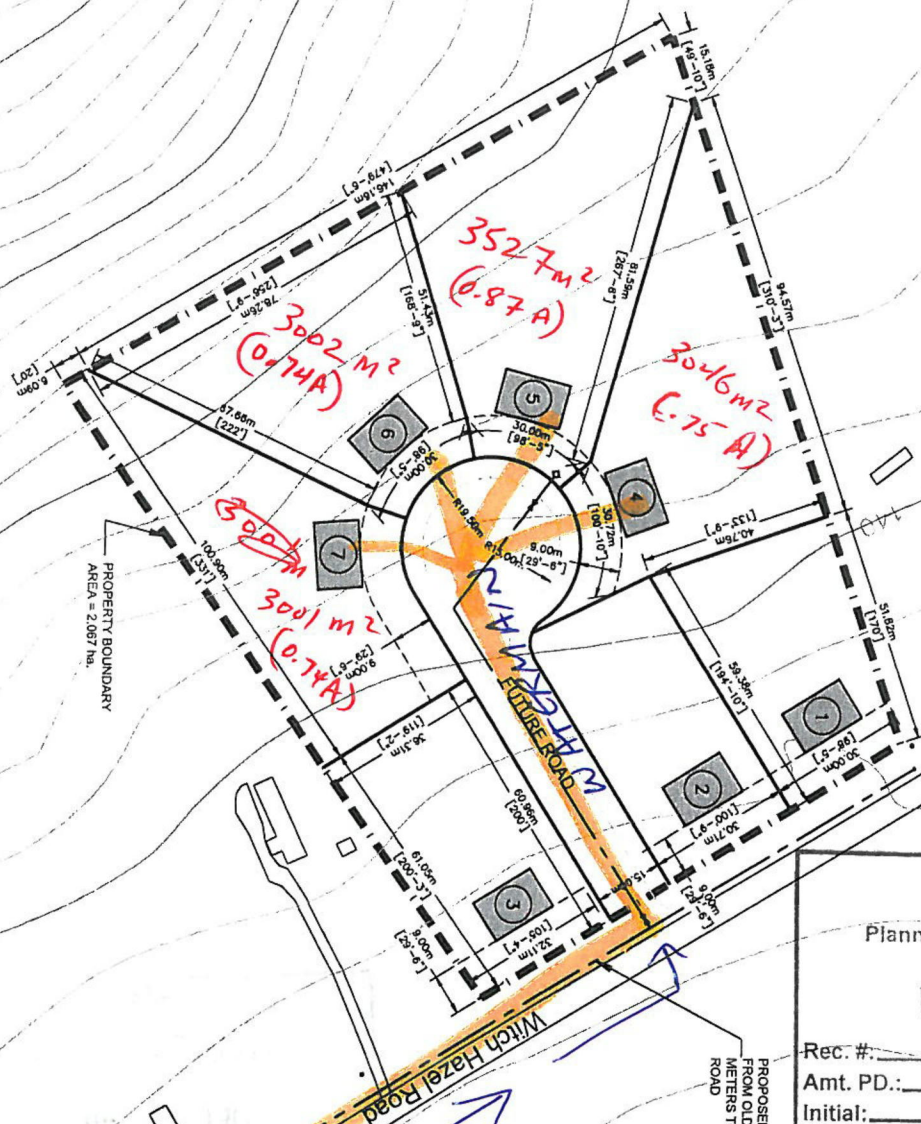
3 IN - FILLS @  $\frac{1}{2}$  Acre  
+ 1 Large Back Lot

GRID NORTH  
ZONE 1, C.M. 53 Deg. W





- Town return Open Space to TPL
- TPL Bring Water from old Broad Cove Rd.
- 4 Lot Yield At  $3/4$  Acre each



-Watermain  
from Old Broad  
Cove Rd

Portugal Cove  
St. Philip's  
Planning and Development

DEC 12 2017

Rec. #

Amt. PD.:

Initial:

PROPOSED WATERMAIN EXTENSION  
FROM OLD BROAD COVE ROAD, 446  
METERS TO INTERSECTION OF FUTURE  
ROAD

LOT No.	AREA M <sup>2</sup>	LOT No.	AREA M <sup>2</sup>
1	1883.6	4	3046.0
2	1866.1	5	3527.1
3	2113.1	6	3002.4
		7	3001.0

LOT No.	SUBDIVISION LOTS
	AREA M <sup>2</sup>
4	3046.0
5	3527.1
6	3002.4
7	3001.0

PROPOSED BUILDING LOTS WOULD CONFORM TO THE TOWN OF PORTUGAL, COVE - ST PHILIPS RESIDENTIAL, MEDIUM DENSITY (RMD) ZONE REQUIREMENTS.

NOTES

DWELLING  
FOOTPRINT  
INDICATED

No.	DESCRIPTION	DATE
REVISIONS		

## REVISIONS

57

PRIME CONSULTANT



MAEDesign Limited

**CONSULTING ENGINEERS**

TEL (709) 834-1554 FAX (709) 834-1558

DRAMA BY: DALE BODFORD	DATE: JULY 19, 2011
------------------------	---------------------

CHECKED BY:	DATE

APPROVED BY	DATE
-------------	------

SCALE: 1:750 (A2 SHEET)

A DETAIL NO.

QUANTITY NO.  
WIRE DETAIL, REQUIRED

DRAWING NO.  
WHERE DETAIL

Product	Price	Quantity	Total Revenue
Product A	\$10	100	\$1,000
Product B	\$20	50	\$1,000
Product C	\$30	33	\$990
Product D	\$40	25	\$1,000
Product E	\$50	20	\$1,000
Product F	\$60	17	\$1,020
Product G	\$70	14	\$980
Product H	\$80	12	\$960
Product I	\$90	11	\$990
Product J	\$100	10	\$1,000

PRODUCED BY LOT

PROPOSED / LOT  
SUBDIVISION

WITCH HAZEL ROAD  
TOWN OF PORTLAND, ME

TOWN OF PORTUGAL COVE -  
ST PHILIPS, NL

10

DRAWING TITLE

14-00000

## PRELIMINARY CONCEPT PLAN

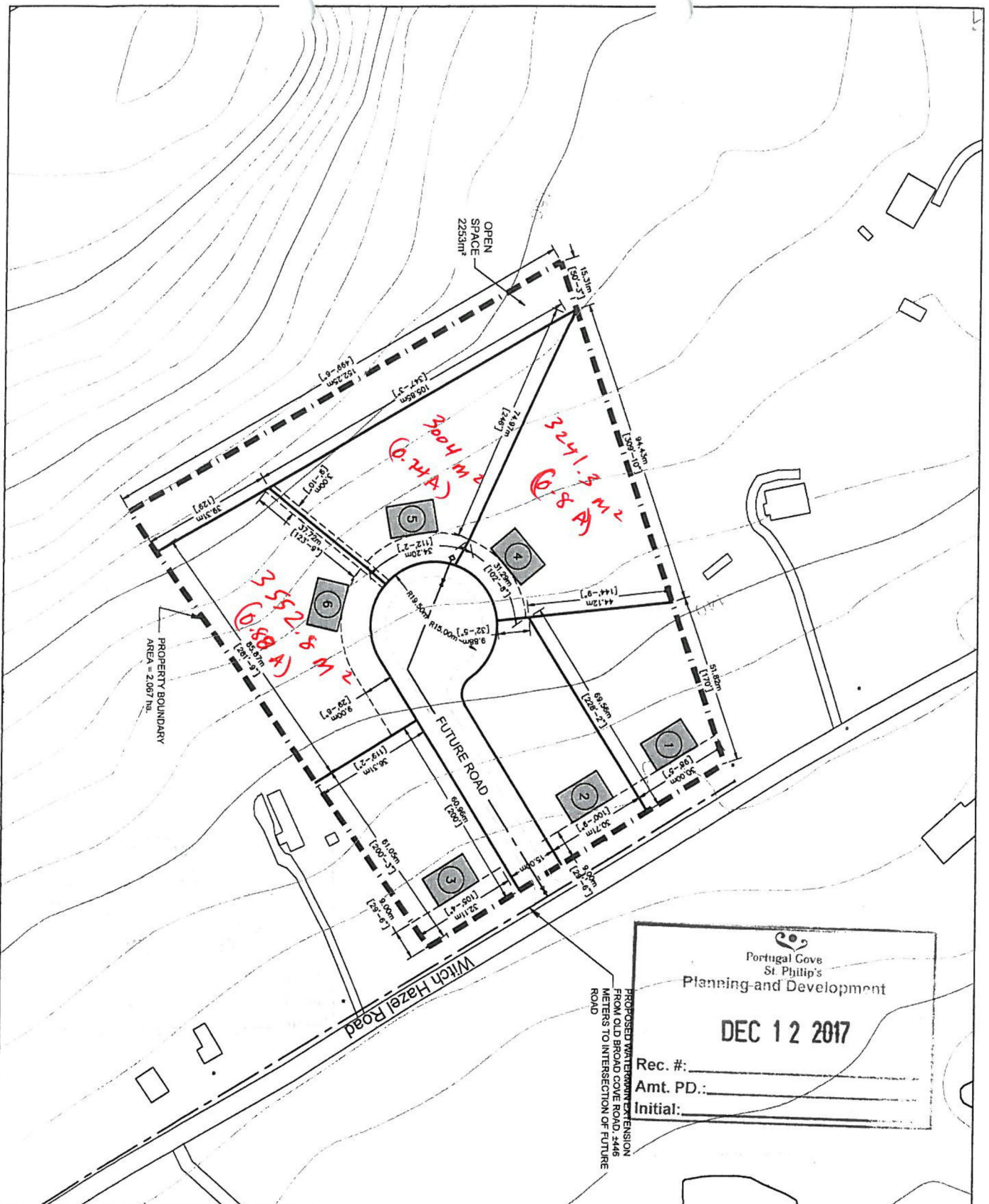
## CONCEPT PLAN

PROJECT No.	DRAWING No.
-------------	-------------

2013.156 C-1

C-1  
SHEET 1 OF 1

[illegible]



Portugal Cove  
St. Philip's  
Planning and Development

**DEC 12 2017**

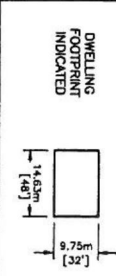
Rec. #: \_\_\_\_\_  
Amt. PD.: \_\_\_\_\_  
Initial: \_\_\_\_\_

PROPOSED WATERWAY EXTENSION  
FROM OLD BROAD COVE ROAD, 446  
METERS TO INTERSECTION OF FUTURE  
ROAD

NOTES

LOT No.	INFILL LOTS	LOT SUBDIVISION LOTS
1	2096.0	4
2	2063.8	5
3	2113.1	6

PROPOSED BUILDING LOTS WOULD CONFORM TO THE TOWN OF PORTUGAL COVE - ST PHILIPS RESIDENTIAL MEDIUM DENSITY (RMD) ZONE REQUIREMENTS.



No.	DESCRIPTION	DATE
01	ISSUED FOR APPROVAL	JUL 14/16



**MAEDesign Limited**  
CONSULTING ENGINEERS

Tel: (709) 834-1554 Fax: (709) 834-1556  
Drawn by: DATE: 14/16  
Checked by: DATE: 14/16  
Approved by: DATE: 14/16

Scale	1:750 (2 sheets)
A	DATE NO.
B	DRAWING NO.
C	WHERE DATA REQUIRED
	DATE REVISED

PROPOSED 6 LOT  
SUBDIVISION  
WITCH HAZEL ROAD  
TOWN OF PORTUGAL COVE -  
ST PHILIPS, NL

PROJECT TITLE  
PRELIMINARY  
CONCEPT PLAN

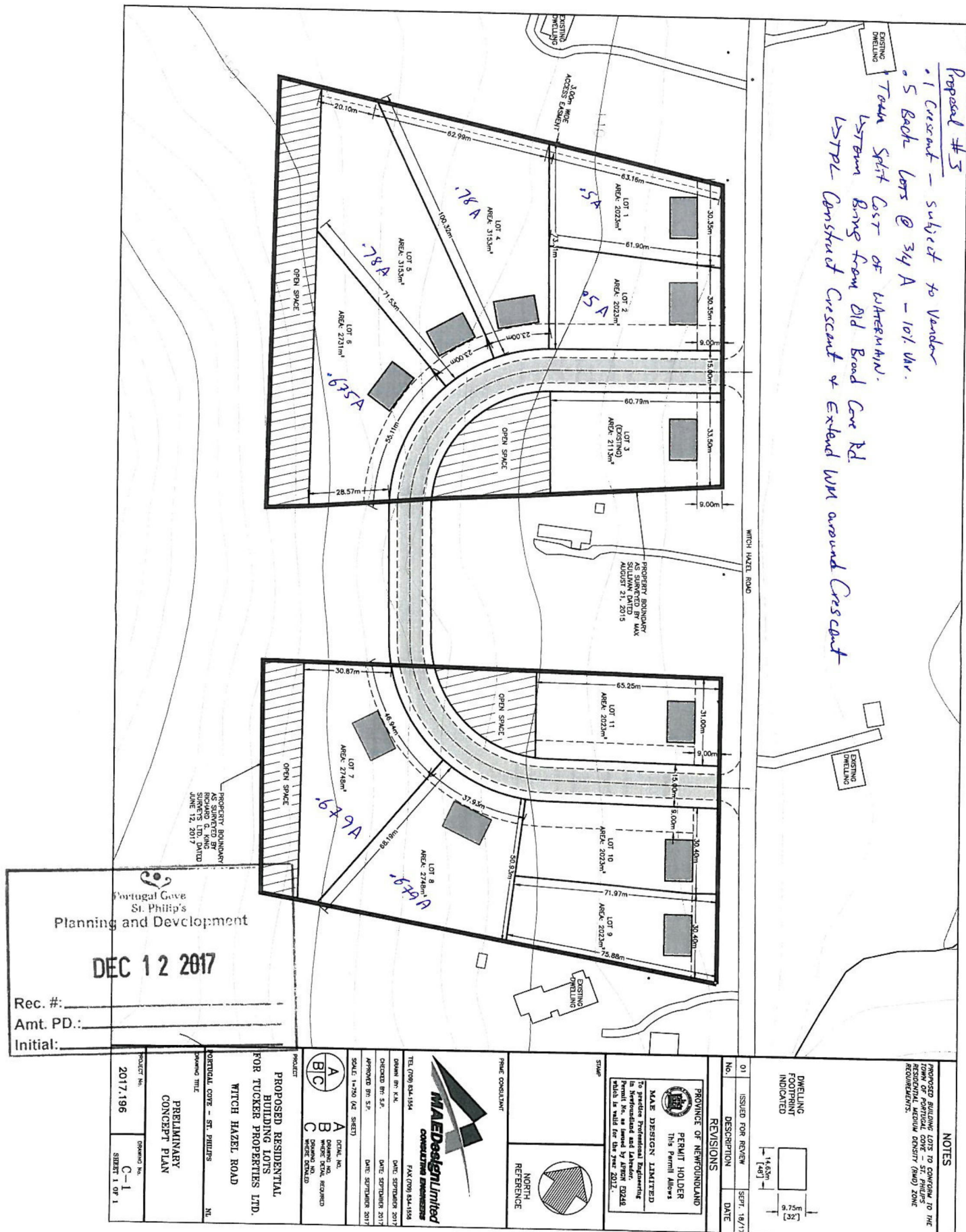
PROJECT No.  
2013.156

DRAWING No.  
C-1

SHEET 1 OF 1



- 1 Crescent - subject to Vendor
- 5 Back lots @ 344 A - 101. W.R.
- Town Split Cost of WATERMAN.
- ↳ Turn Ring from Old Broad Cove Rd.
- ↳ TPL Construct Crescent & Extend W.R. around Crescent





December 29, 2017

Ms. Ashley MacKinnon

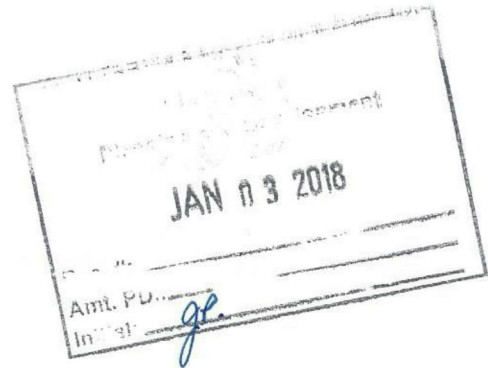
Planning Department

Town of Portugal Cove-St. Philips

1119 Thorburn Road

Portugal Cove-St. Philips, NL

A1M 1T6



Dear Ashley,

As per our telephone conversation on the 29<sup>th</sup> of December 2017 regarding house numbering for 150A Bennett's Road. I find it very confusing with the A number because people think it is a basement apartment and also for mail delivery. The house cannot be seen from the public road so people think it is in my house at 150 Bennett's Road.

The 150A was assigned to this property around the year 2000 because it was approved as a back lot development. It is fronting on a public road with 6 other properties accessing from this road. However, I constructed and maintain this road which I would like the Town to consider taking over this road and maintaining it and also assigning my 150A a proper number.

Looking at other properties built on private roads they have their own numbers. If you wish to get further information on this matter please contact me at 895-2405.



150 Bennett's Road, PCSP., nl., A1M 1X3

Portugal Cove St. Philip's Planning and Development	
DEC 29 2017	
Rec. #:	_____
Amt. PD.:	_____
Initial:	_____

January 25, 2018

Ms. Ashley MacKinnon

Planning Department

Town of Portugal Cove-St. Philips

1119 Thorburn Road


Portugal Cove-St. Philips, NL

A1M 1T6

Dear Ashley,

Further to our telephone conversation on January 25, 2018. I am suggesting that we name the road "Walt's Road" and you can forward me the number you are assigning to this road which is now known as 150A Bennett's Road.

In the Meantime, Mr. David Brazil, MHA is looking into the town taking over this road as a public road and being maintained by the town of pcsp.

  
150 Bennett's Road, PCSP., nl., A1M 1X3

Portugal Cove St. Philip's Planning and Development	
JAN 25 2018	
Rec. #:	_____
Amt. PD.:	_____
Initial:	<i>del</i>



Town of Portugal Cove-St. Philip's  
1119 Thorburn Road  
Portugal Cove-St. Philip's, NL A1M 1L1

TOWN OF PORTUGAL-COVE-ST-PHILIP'S

FEB 02 2018

RECEIVED

Attn. Town Manager

Dear Mr. Milley:

We the undersigned and our four sisters are part owners of [REDACTED]  
Because of the delapidated condition of the property, we are requesting an inspection by the Town of the structural, electrical and safety of the dwelling currently occupied by our brother, [REDACTED]. He is living in squalor and in dangerous conditions without water and sewer. Please see attached assessment by a certified property appraiser. He states that the house is un-inhabitable and behind repair. He further states that the only recourse is to tear it down and he gave a verbal estimate of the cost of demolition.

In the event of a fire in the dwelling, unaware volunteer firemen could be at risk of injury from holes in the floor in certain areas and also the fact that a chimney was removed on the lower level but is still intact on the second floor extending through the first roof. There is a new roof over the old roof. Without support, wind or fire damage could cause this to crash through the ceiling to the bottom level. A very dangerous situation for anyone below. This is a most unusual situation and not readily detected without a close inspection. Arnold, himself, is in danger, but will do nothing. The roof has been leaking for years, ceilings inside are falling down everywhere. Mold, flies, rats, filth and dirt are evident everywhere.

This property and unkempt grounds are a complete eyesore and a disgrace to the community. Neighbours are fed up but don't like to make trouble. We would like to have the house condemned, so that we can proceed with its removal and restore it to the beautiful property that it was.

[REDACTED] now a senior and we are warned by the Government to report abuse of a senior, even if self inflicted. WE have tolerated his behaviour since he refused to do anything to support himself. Now that he is receiving OAS, CPP and GIS, he can pay his own way. The sooner that this could be addressed the better for us, [REDACTED] and the Town.

It is with regret that we do this but, as I suspect you know, this has gone on long enough. Please let us know the result of your inspection.

Yours sincerely;

[REDACTED]

Portugal Cove St. Philip's Planning and Development	
FEB 06 2018	
Rec. #:	_____
Amt. PD.:	_____
Initial:	<i>gp</i>

Client Reference No.

File No : 17435

BRENT PELLEY APPRAISALS INC.  
SUITE 301, 44 TORBAY ROAD  
ST. JOHN'S, NL  
A1A 2G4

OFFICE OF THE PUBLIC TRUSTEE

UNIT 401, VIKING BUILDING  
136 CROSBIE ROAD, ST. JOHN'S, NL A1B 3K3

Address of Property

PORTUGAL CV-ST. PHILIPS, NL

Market Value \$

\$210,000

In accordance with your request and authorization, an investigation, analysis and appraisal report on the above described property has been completed for the purpose of estimating the Market Value. After careful consideration of all factors that affect value, the market value was estimated to be as referenced above.

This estimate is subject to the Limiting Conditions contained herein and to which the reader's attention is specifically directed. The following report presents the basis of all opinions expressed herein.

The information contained herein should be sufficient for your purposes. Should you require further information or clarification as to any portion of this report, please contact me.

I certify that I have no interest, present or contemplated in the property appraised.

Yours truly,

BRENT A. PELLEY CRA

Portugal Cove  
St. Philip's  
Planning and Development

FEB 06 2018

Rec. #: \_\_\_\_\_  
Amt. PD.: \_\_\_\_\_  
Initial: \_\_\_\_\_

## ADDENDUM

Borrower	File No. 17435	
Property Address	Case No.	
City PORTUGAL CV-ST. PHILIPS	Province NL	Postal Code
Lender OFFICE OF THE PUBLIC TRUSTEE		

### Site Comments

WE HAD INSPECTED THE SUBJECT PROPERTY ON JUNE 16, 2017. THE PROPERTY CONTAINS A OLDER 2 STOREY HOME THAT WAS OCCUPIED BY A FAMILY MEMBER. THE HOME WAS CONSIDERED TO BE IN A STANDARD OF VERY POOR DEPLORABLE CONDITION AND INHABITABLE BY TODAY'S CONVENTIONAL STANDARDS. THE HOME DOES NOT OFFER ANY POTENTIAL FOR RENOVATION AND CONSIDERING THE ZONING OF THE SUBJECT SITE, ITS OVERALL SIZE AND FRONTAGE THE PROPERTY OFFERS A ALTERNATE USE AS POTENTIAL RESIDENTIAL LOTS.

### HIGHEST AND BEST USE

THE THE PROPERTY IS ZONED [TC] TRADITIONAL COMMUNITY AND THE IMMEDIATE AREA IS SERVICED BY MUNICIPAL WATER SEWER. WE HAVE HAD DISCUSSIONS WITH THE TOWN OF ST. PHILIPS PLANNING DEPT. AND BASED ON THE INFORMATION AVAILABLE UNDER THIS ZONING, THE PROPERTY MAY OFFER POTENTIAL FOR UP TO THREE RESIDENTIAL LOTS. THE TOWN REPORTED THAT SUCH APPROVAL WOULD BE SUBJECT TO A PROPER APPLICATION AND APPROVAL FROM THE TOWN AND THAT THE PROPERTY COULD BE CONNECTED TO THE EXISTING SERVICES.

BASED ON THE INFORMATION REPORTED FROM THE TOWN REPRESENTATIVE AND ZONING REGULATIONS IT IS OF OUR OPINION THAT THE PROPERTY OFFERS A HIGHEST AND BEST USE AS RESIDENTIAL BUILDING LOTS AND IS ESTIMATED TO HAVE POTENTIAL FOR UP TO THREE LOTS BASED ON THE SITE FRONTAGE AND TOTAL AREA REQUIREMENTS. REMOVAL OF THE EXISTING DWELLING AND OLDER GARAGE AT THE REAR WOULD BE REQUIRED AND SITE CLEAN UP IN COMPLIANCE WITH THE TOWN OF PORTUGAL COVE -ST. PHILIPS.

### EXTRA ORDINARY ASSUMPTIONS

WE HAVE BASED OUR VALUATION AND ESTIMATE OF THE HIGHEST AND BEST USE OF THE PROPERTY ON THE REPORTED INFORMATION BY THE TOWN OF PORTUGAL COVE-ST. PHILIPS. OUR VALUATION IS BASED ON THE PROPERTY HAVING A SUCCESSFUL APPROVAL THROUGH A PROPER DEVELOPMENT APPLICATION TO SUBDIVIDE THE PROPERTY INTO THREE RESIDENTIAL LOTS. IF FOR ANY REASON THE DEVELOPMENT APPLICATION IS NOT APPROVED OUR VALUATION WOULD BE SUBJECT TO CHANGE.

FOR THE PURPOSES OF OUR VALLATION WE HAVE ESTIMATED A TYPICAL LOT SIZE OF THE SUBJECT PROPERTY BY DIVIDING THE PROPERTY EVENLY BY 3. EACH LOT SIZE MAY BE DIFFERENT UPON A PROPER SUBDIVISION SURVEY AND WE HAVE ONLY ESTIMATED EACH LOT SIZE FOR THE PURPOSES OF OUR ANALYSIS.

OUR VALUATION DOES NOT TAKE INTO CONSIDERATION ANY DEVELOPMENT FEES OR CONNECTION SERVICES.

### COMMENTS AND CONDITIONS OF APPRAISAL CONT....

AS NOTED IN OUR HIGHEST AND BEST THE PROPERTY OFFERS VERY GOOD POTENTIAL FOR SUBDIVISION INTO THREE RESIDENTIAL LOTS. IN OUR ANALYSIS WE HAVE BROKEN THE SUBJECT SITE INTO THREE TYPICAL SIZE LOTS BASED ON ZONING INFORMATION FOR THE PURPOSES OF OUR ANALYSIS. EACH OF THE THREE POTENTIAL LOTS OFFER THE POTENTIAL FOR DIFFERENT OCEAN VIEWS AND DIFFER IN OVERALL LOT APPEAL. CONSIDERING THE PURPOSES OF DESCRIPTION ONLY WE HAVE TITLED EACH POTENTIAL LOT A, B, AND C. FOR OUR ILLUSTRATION. OUR DIRECT SALES COMPARISON APPROACH HAS CONSIDERED THE CENTER LOT HAVING A PARTIAL OCEAN VIEW ARRIVING AT A FINAL VALUE OF \$70000.00. LOT NO C AT A ESTIMATED VALUE OF \$60000.00 BEING THE MOST EASTERLY LOT AND LOT NO A THE MOST WESTERLY LOT OFFERING THE BEST OCEAN VIEWS AND OVERALL APPEAL AT A ESTIMATED VALUE OF \$80000.00.

BASED ON THE ABOVE OUR ESTIMATED TOTAL VALUE FOR THE SUBJECT PROPERTY IS ESTIMATED AT \$210000.00.

### Comments on Sales Comparison

ALL SALES ARE OF VACANT LOTS LOCATED IN THE GENERAL MARKET AREA TO THAT OF THE SUBJECT PROPERTY. ALL SALES OFFER GOOD MARKET SUPPORT, HOWEVER, ADJUSTMENTS WERE REQUIRED FOR VARIOUS MARKET DIFFERENCES.

ESTIMATED VALUE OF THE CENTER LOT B AT \$70000.00 - SEE ADDITIONAL COMMENTS ON CONDITIONS OF APPRAISAL.

Portugal Cove  
St. philips  
Planning and Development

FEB 06 2018

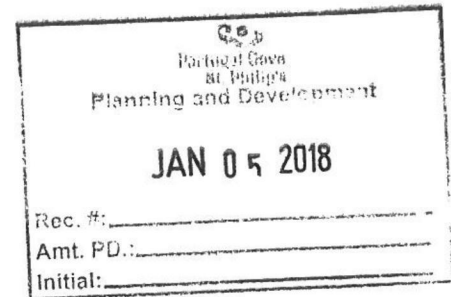
Rec. #: \_\_\_\_\_  
Amt. PD.: \_\_\_\_\_



[REDACTED]

04 January 2018

Town of Portugal Cove-St. Philips  
1119 Thorburn Road  
Portugal Cove-St. Philips NL A1M 1T6



Attention: Department of Planning and Development

Re: transport of unsecured volatile material

I wish to bring to your attention a problem that I think should be addressed by your department and by the Town Council.

In the past several weeks, residential construction was started in my immediate neighbourhood, whereby numerous large truckloads of debris were carried out and even more numerous truckloads of dirt and gravel were carried in to the site. The site location is just beyond the cul de sac at the end of Hanlons Road.

The transporting of the material stopped just prior to Christmas week, as I recall, and the backhoe/frontend loader work also stopped at that time. A large mound, or a small mountain of dirt remains on the site, uncovered, I presume until construction resumes. At the moment, a light layer of snow is on it.

The passing of the loaded trucks on Hanlons Road close to my home left a thick coating of dirt on my front deck entrance, about which I made no complaint, knowing I would have to clean it off.

Then came the gale force winds 21, 22, and 23 December that covered my entire house with grit, especially coating my windows, to the extent that, even were it warm enough, I would not have gone outside and applied a cloth because I think I would have scratched the glass.

Since then, we have had snow that is causing the dirt to run down over the windows, the sills, and the clapboard. I expect the rain in the current forecast will have a similar effect. In addition, I have an air exchanger that brought that dust and dirt into my house. I have had to remove and wash the filters, something I pay to

have done every fall. It was done in September.

It is my understanding that the Town of Portugal Cove-St. Philips has no policy or regulation regarding the transportation and securement of volatile or hazardous material. However, regulations do exist under the Highway Traffic Act under Cargo Securement Regulations:

[http://www.assembly.nl.ca/legislation/sr/regulations/rc040152.htm#22\\_](http://www.assembly.nl.ca/legislation/sr/regulations/rc040152.htm#22_)

See Section 31: (1) (2) (3) (4)

I have spoken with [REDACTED] of Indian meal Line, the developer of the site in question, to let him know that I am presenting this letter with my concerns to your department and to Council. He told me that the issue had not even occurred to him. He was not advised by PCSP regarding this issue. I understand that he will be living in the home under construction, and I look forward to having the [REDACTED] as my neighbours.

Please advise as to what your department, and the Town accepts as its responsibility in the matter of the piled loose soil/gravel now on the site, and in the matter of transporting unsecured volatile material within the Town's jurisdiction.

I appreciate your immediate attention to my concern.

Respectfully,

[REDACTED]





Government of Newfoundland and Labrador  
Department of Fisheries and Land Resources

Lands Branch  
Eastern Regional Lands Office

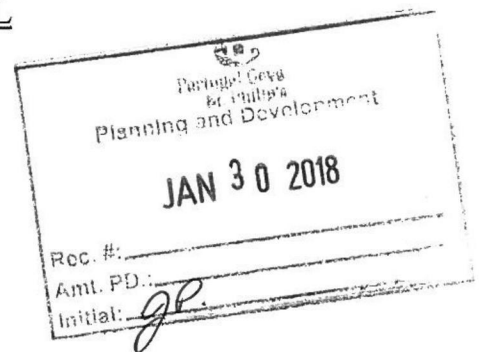
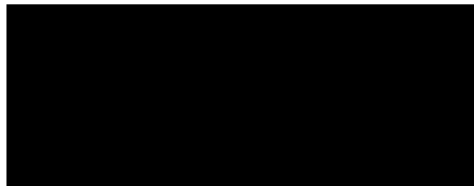
1039305

**This e-referral has been sent to you for your recommendation.** Other referrals have been sent to the Department(s) and/or agencies on the schedule located in the e-referral folder. **YOU HAVE TWENTY-ONE (21) DAYS FROM THE DATE OF THIS REFERRAL TO PROVIDE YOUR RECOMMENDATION ON THIS APPLICATION. IF NO RESPONSE IS RECEIVED BY THE END OF 21 DAYS, IT SHALL BE ASSUMED THAT THERE ARE NO OBJECTIONS/RESTRICTIONS TO THIS APPLICATION.**

Please be advised that the site on the map, located in the e-referral folder, cannot be altered or relocated in any way without the prior approval of the Regional Lands Office.

### APPLICATION FOR CROWN LANDS – REFERRAL

Applicant:



Telephone:



Application Number: 153205

Application Type: Grant

Purpose: Section 4

Use: Extension for Existing Garden, Tool Shed and Greenhouse

Location: St. Philips

Area (hectares): 0.12

Frontage (metres): 36

Map Number: 01N10

Comments:

#### **REFERRAL AGENCY ONLY**

**Date:** [Click here to enter a date.](#)

**Department/Agency:** [Click here to enter text.](#)

**Address:** [Click here to enter text.](#)

**RECOMMENDATION:** [Click here to select your recommendation.](#)

**COMMENTS:** [Click here to enter text.](#)

**Name of Respondent:** [Click here to enter text.](#)

**Phone No.:** [Click here to enter text.](#)

**PLEASE RETURN, ELECTRONICALLY, THIS FORM AS A PDF WITH RECOMMENDATIONS AND ANY ATTACHMENTS YOU MAY HAVE.**

## FOR DEPARTMENT USE ONLY

Page 4

## SUMMARY OF AGENCY REFERRALS

	Approved	Refused	Comments Attached	Date Sent	Date Received
<input checked="" type="checkbox"/> Government Service Centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Mines Branch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Transportation Branch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/> Urban and Rural Planning Division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Municipal Assessment Agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Environmental Assessment Division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Water Resources Division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Dept. of Fisheries and Aquaculture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Agriculture Branch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Forestry Branch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Wildlife Division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Parks Division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Municipal Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Fisheries and Oceans (Federal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Tourism Development Division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/> Other LMO Avalon North	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/> Other St. Philip's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" type="checkbox"/> Other Historic Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Officers Comments: LMA checked					

Jan. 20, 2018  
DateJanie Haddy  
Lands Management/Lands Officer

## Recommendation of Regional Office:

☐ Approved (Complete section below)
 ☐ Refused (Give reason)

Date \_\_\_\_\_ Regional Lands Manager \_\_\_\_\_

This section to be completed by Regional Office when approval is recommended.

Area approved \_\_\_\_\_ Frontage \_\_\_\_\_ Consideration/Rental \_\_\_\_\_ Back/Rental \_\_\_\_\_

☐ Lease
 ☐ Grant
 ☐ Licence
 ☐ Other
 ☐ Type \_\_\_\_\_
Cabinet approval required ☐ Yes ☐ No

Special instructions to surveyor (if any): \_\_\_\_\_

## Departmental decision:

☐ Approved
 ☐ Refused
 ☐ Deferred
 ☐ To Cabinet

Special instructions: \_\_\_\_\_

Date \_\_\_\_\_

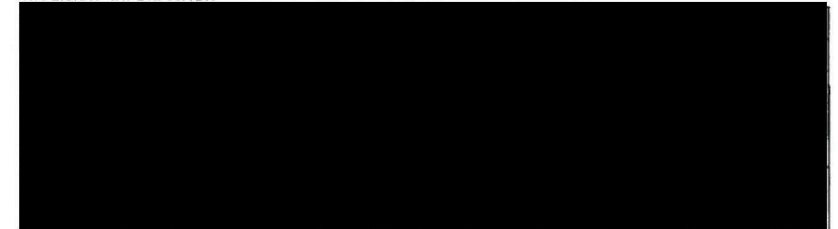
Authorized Signing Official \_\_\_\_\_

 Newfoundland  
Labrador  
Fisheries and Land Resources
PLOTTED  
IN GISAPPLICATION FOR  
CROWN LANDS

## FOR DEPARTMENT USE ONLY

 APPLICATION NO. 153205 RECEIPT NO. 093762  
 FILE NO. 1-39305 AMOUNT \$172.50 DATE Nov 29/17  
 DATE REGISTERED Jan. 20, 2018 INDICATED ON PLAN NO \_\_\_\_\_  
 INITIAL JH TOPO NO. \_\_\_\_\_ INITIAL IF

## APPLICANT INFORMATION



## PROPOSED TENURE AND USE

TYPE OF APPLICATION	<input type="checkbox"/> LEASE	<input checked="" type="checkbox"/> GRANT	<input type="checkbox"/> LICENCE TO OCCUPY
LAND USE	<input type="checkbox"/> RESIDENCE	<input type="checkbox"/> COTTAGE	<input type="checkbox"/> AQUACULTURE
	<input type="checkbox"/> COMMERCIAL (provide detailed description below)	<input checked="" type="checkbox"/> OTHER (provide details below)	<input type="checkbox"/> AGRICULTURE (provide details below)
Extension of private property and continue maintenance & gardening, also to upgrade greenhouse for personal use & gardening.			
DESCRIBE BUILDINGS TO BE ERECTED (if applicable)			
DIMENSIONS: LENGTH _____ WIDTH _____			
PROPOSED WATER AND SEWAGE FACILITIES (if applicable)			
<input type="checkbox"/> WELL <input type="checkbox"/> SEPTIC <input type="checkbox"/> MUNICIPAL WATER <input type="checkbox"/> MUNICIPAL SEWER <input type="checkbox"/> OTHER (provide details below)			
NA			

JAN 30 2018



# LAND DESCRIPTION

Page 2

1. THE LAND IS SITUATED AT  
Adjacent to Ciox #351-353 Benchy Cove Rd.  
 IN THE ELEPHANT DISTRICT OF  
Conception Bay East - Bell Island

2. IS THE LAND APPLIED FOR LOCATED WITHIN MUNICIPAL BOUNDARIES? ☒ YES ☐ NO

3. APPROXIMATE DIMENSIONS OF THE LAND

4. DISTANCE TO CLOSEST WATERBODY 800 METERS CONCEPTION BAY + BENCHY COVE BND.

5. IS THE SITE ACCESSIBLE BY ROAD? ☒ YES ☐ NO

IF NO, WILL THE SITE REQUIRE NEW ROAD CONSTRUCTION FOR ACCESS? ☐ YES ☒ NO

IF YES, WHAT WILL BE THE APPROXIMATE LENGTH OF THE ROAD? \_\_\_\_\_ METERS

FOR SITES WITHOUT ROAD ACCESS PLEASE INDICATE METHOD OF TRANSPORTATION ☐ WALKING ☐ A.T.V. ☐ BOAT ☐ SNOWMOBILE ☐ AIRCRAFT

FOR SITES WITHOUT ROAD ACCESS, LOCATION OF ACCESS ROUTE MUST BE INDICATED ON THE MAP ATTACHED TO THE APPLICATION AND ACCESS BY A.T.V. MUST BE IN ACCORDANCE WITH A.T.V. REGULATIONS.

6. IS THE SITE PRESENTLY OCCUPIED: FENCES, BUILDINGS, SIGNS, CLEARING, LOCAL UNDERSTANDING? ☒ YES ☐ NO

IF YES, STATE YEAR OCCUPATION COMMENCED, AREA OCCUPIED AND NAME OF PERSON WHO DEVELOPED OR OCCUPIED THE LAND

Since 1993, I was given permission by the town to manage & maintain this property for use of home gardening. We have constructed a temporary greenhouse & tool shed.

7. ARE YOU AWARE OF ANY EVIDENCE OF PREVIOUS LAND USE, SUCH AS FENCES, BUILDINGS, SIGNS, CLEARING, LOCAL UNDERSTANDING, ETC? ☐ YES ☒ NO

IF YES, STATE YEAR OCCUPATION COMMENCED, AREA OCCUPIED AND NAME OF PERSON WHO DEVELOPED OR OCCUPIED THE LAND

## DESCRIPTION OF LAND

Please Note: When your application is accepted by this Department you are required to identify the site in the field by clearly marking your corner posts. If there is a discrepancy between the area marked in the field and the area indicated on the map, the latter shall prevail.

Sketch the land applied for showing distance to prominent nearby features such as buildings, fences, road intersections. Map must also be attached.

BOUNDED ON NORTH BY \_\_\_\_\_

BOUNDED ON SOUTH BY Her Majesty The Queen V.W.S. & TRANS

BOUNDED ON EAST BY Witch Hazel Rd Extension

BOUNDED ON WEST BY Benchy Cove Road.

PLEASE NOTE: IT IS THE POLICY OF THE CROWN LANDS DIVISION TO ACCEPT APPLICATIONS ON A FIRST COME - FIRST SERVED BASIS. APPLICATIONS MUST BE FULLY COMPLETED, WITH A MAP SHOWING THE EXACT LOCATIONS OF THE LAND APPLIED FOR TOGETHER WITH THE APPLICATION FEE. ONLY THEN WILL THE APPLICATION BE ACCEPTED AND DEEMED REGISTERABLE BY THIS DEPARTMENT.

## SKETCH

Page 3

USE THE AREA BELOW TO SKETCH THE LAND APPLIED FOR SHOWING DISTANCE TO PROMINENT NEARBY FEATURES SUCH AS BUILDINGS, FENCES, ROAD INTERSECTIONS. MAP MUST ALSO BE ATTACHED

See attached highlighted area.

## AFFIDAVIT OF APPLICANT (to be read carefully)

I, \_\_\_\_\_ do hereby make oath and declare as follows:

(a) The information contained in this application is true and correct to the best of my knowledge and belief.

(b) I have inspected the land applied for and have found no evidence of occupation (with the exception of No. 6 and/or No. 7 on page 2, where applicable).

(c) I am not aware of any adverse claim to the land applied for by any person(s).

(d) I recognize and accept that I am solely responsible for correctly identifying the parcel of land that is the subject of this application.

(e) I fully understand that acceptance of this application by the Department does not give me any rights or privileges in relation to the land under application.

(f) I FULLY UNDERSTAND THAT THE LAND IS NOT TO BE OCCUPIED UNTIL I RECEIVE A FULLY EXECUTED TITLE DOCUMENT.

(g) I FULLY UNDERSTAND THAT UNDER SECTION 14 OF THE LANDS ACT, THE MINISTER OF FISHERIES AND LAND RESOURCES OR THE LIEUTENANT-GOVERNOR IN COUNCIL MAY CANCEL, AMEND OR OTHERWISE DEAL WITH THE GRANT, LEASE, LICENCE OR EASEMENT AT ANY TIME PRIOR TO THE DELIVERY OF A FULLY EXECUTED TITLE DOCUMENT.

Sworn before me At St John's NL

this 29 day of November 17

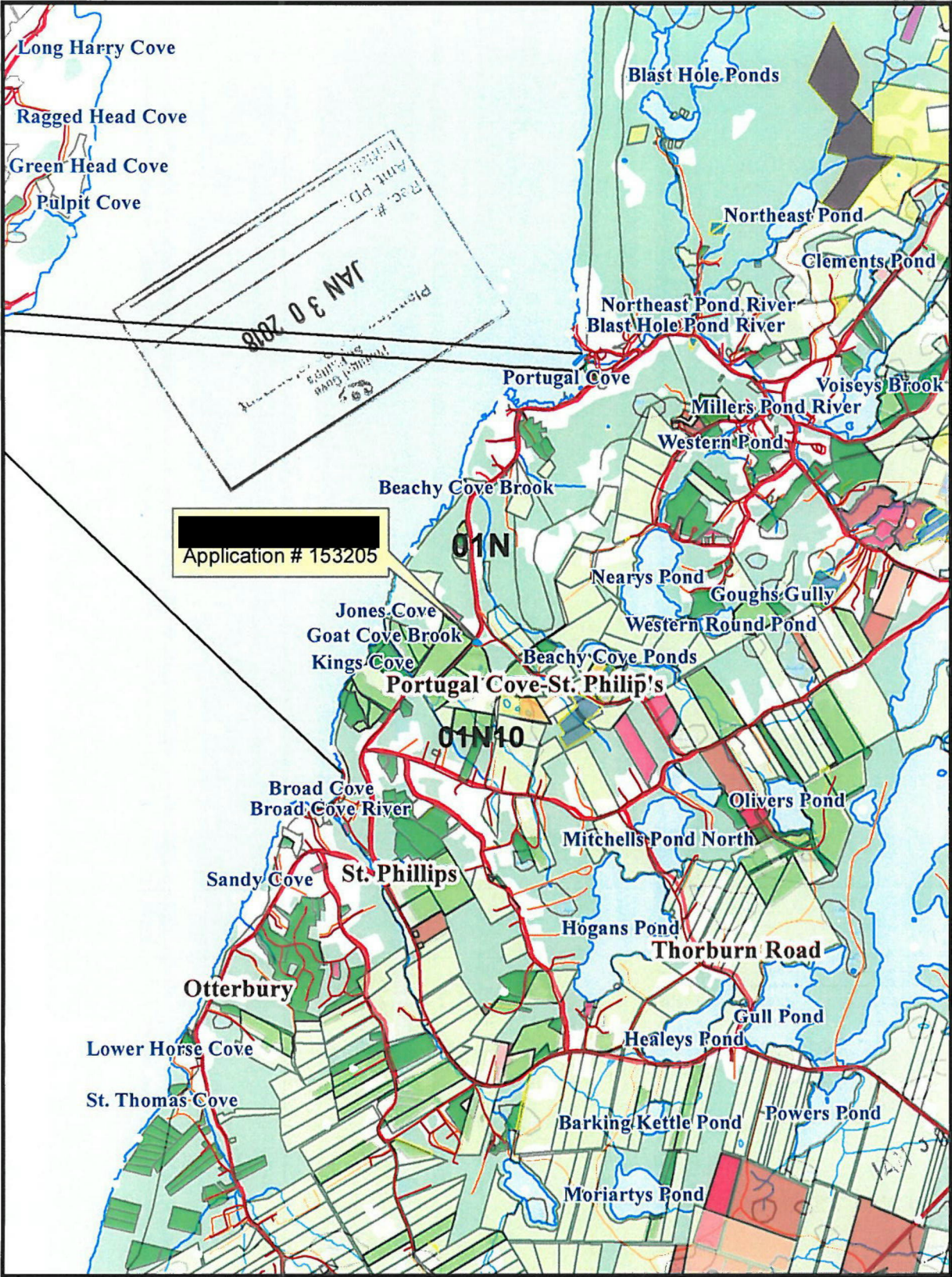
James W. Farewell  
 Official Administering Oath

[Signature]  
 Applicant's Signature

NOTE: A non-refundable processing fee of ONE HUNDRED AND FIFTY DOLLARS (\$150.00 plus H.S.T.) must accompany this application to the Province of Newfoundland and Labrador. Cheques or money orders are to be made payable to the NEWFOUNDLAND EXCHEQUER ACCOUNT.



# Government of Newfoundland & Labrador Department of Fisheries & Land Resources



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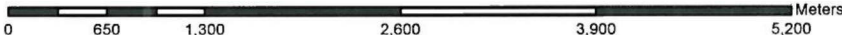
The User hereby indemnifies and saves harmless the Minister, his officers, employees and agents from and against all claims, demands, liabilities, actions or cause of actions alleging any loss, injury, damages and matter (including claims or demands for any violation of copyright or intellectual property) arising out of any missing or incomplete Crown Land titles, and the Minister, his or her officers, employees and agents shall not be liable for any loss of profits or contracts or any other loss of any kind as a result.

For inquiries please contact a Regional Lands Office.  
Corner Brook - 637-2390  
Gander - 256-1400  
Clareville - 466-4074  
St. John's - 729-2654  
Goose Bay - 896-2488

## Crown Lands Administration Division

Scale 1:50,000

Compiled on September 25, 2017





## **SCHEDULE OF REFERRAL AGENCIES**

LAND MANAGEMENT OFFICER ( AVALON NORTH)  
Department of Municipal Affairs  
709-729-2654

Teresa Murphy, GSC  
SERVICE NL  
709-729-3699

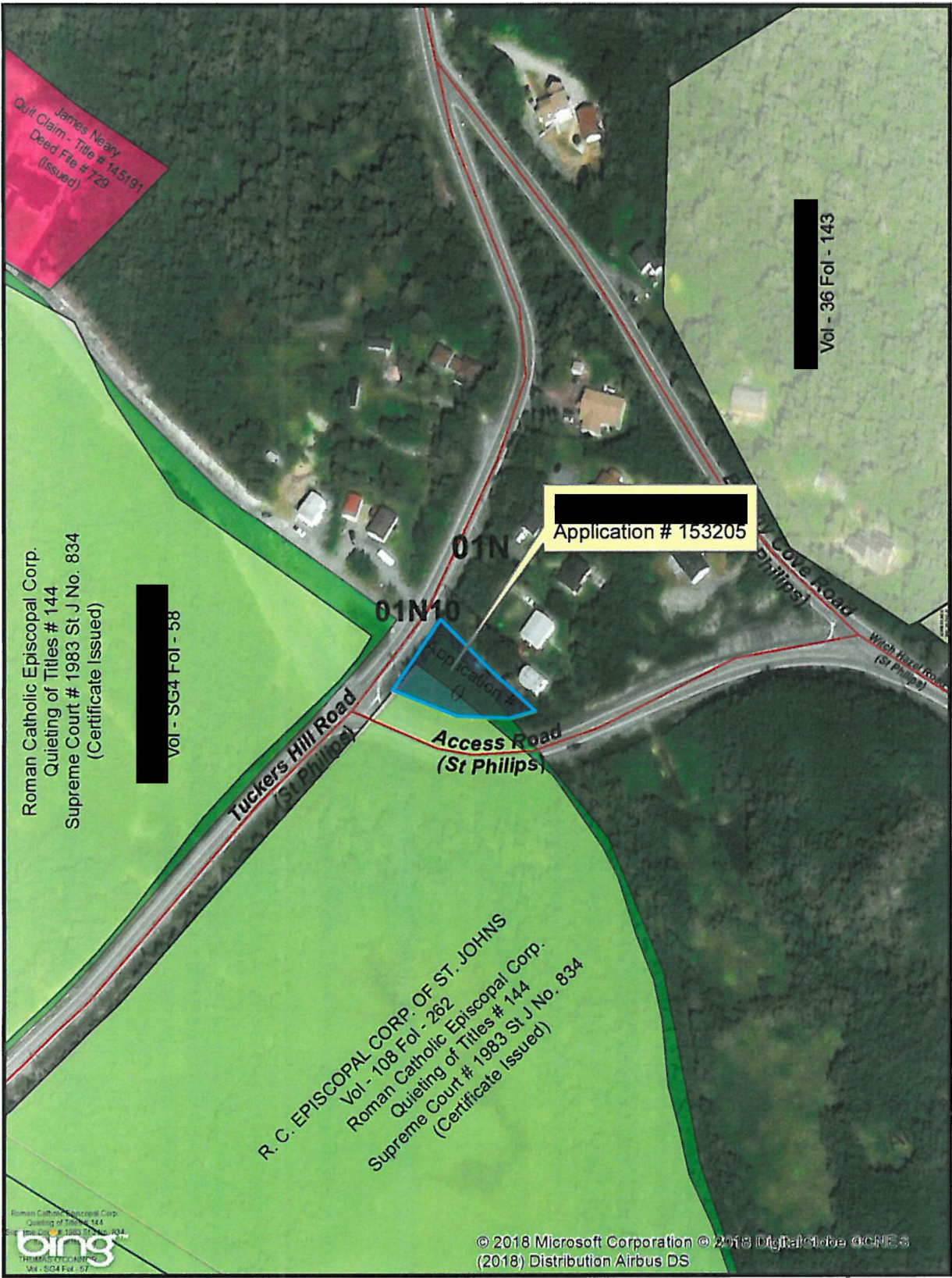
Dept. of Municipal Affairs and Env.  
Local Governance and Planning  
709-729-3090

Portugal Cove – St. Philip's  
709-895-8000  
[pcsp@pcsp.ca](mailto:pcsp@pcsp.ca)

Provincial Archaeology Office  
Martha Drake  
709-729-2462



# Government of Newfoundland & Labrador Department of Fisheries & Land Resources



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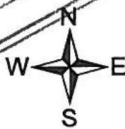
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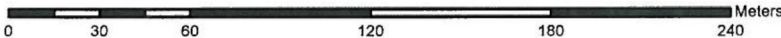
2018



## Crown Lands Administration Division

Scale 1:2,500

Compiled on September 25, 2017





Lands Branch  
Eastern Regional Lands Office

1034614

**This e-referral has been sent to you for your recommendation.** Other referrals have been sent to the Department(s) and/or agencies on the schedule located in the e-referral folder. **YOU HAVE TWENTY-ONE (21) DAYS FROM THE DATE OF THIS REFERRAL TO PROVIDE YOUR RECOMMENDATION ON THIS APPLICATION. IF NO RESPONSE IS RECEIVED BY THE END OF 21 DAYS, IT SHALL BE ASSUMED THAT THERE ARE NO OBJECTIONS/RESTRICTIONS TO THIS APPLICATION.**

Please be advised that the site on the map, located in the e-referral folder, cannot be altered or relocated in any way without the prior approval of the Regional Lands Office.

**APPLICATION FOR CROWN LANDS – REFERRAL**

Applicant: BICKERSTAFFE FARMS & NURSERIES LTD.  
131 Witch Hazel Rd  
Portugal Cove-St.Philips NL  
A1M 3N3

Telephone: [REDACTED] (O): 7096872668

Application Number: 151631

Application Type: Lease

Purpose: Agriculture

Use: Commercial Production of Strawberries,  
Raspberries, Blackberries and Cherries

Location: Portugal Cove - St. Philip's

Area (hectares): 2.28

Frontage (metres): 68

Map Number: 01N10

Comments:

**REFERRAL AGENCY ONLY**

**Date:** [Click here to enter a date.](#)

**Department/Agency:** [Click here to enter text.](#)

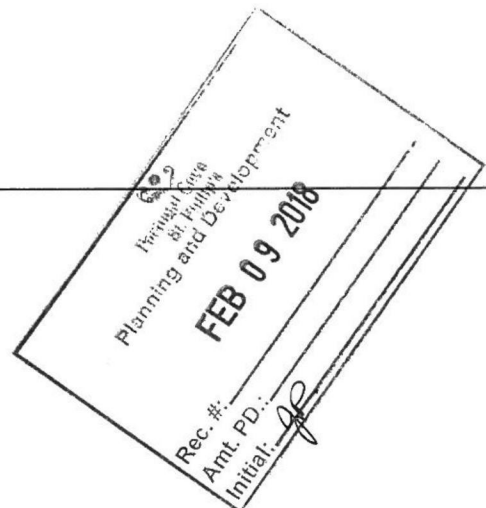
**Address:** [Click here to enter text.](#)

**RECOMMENDATION:** [Click here to select your recommendation.](#)

**COMMENTS:** [Click here to enter text.](#)

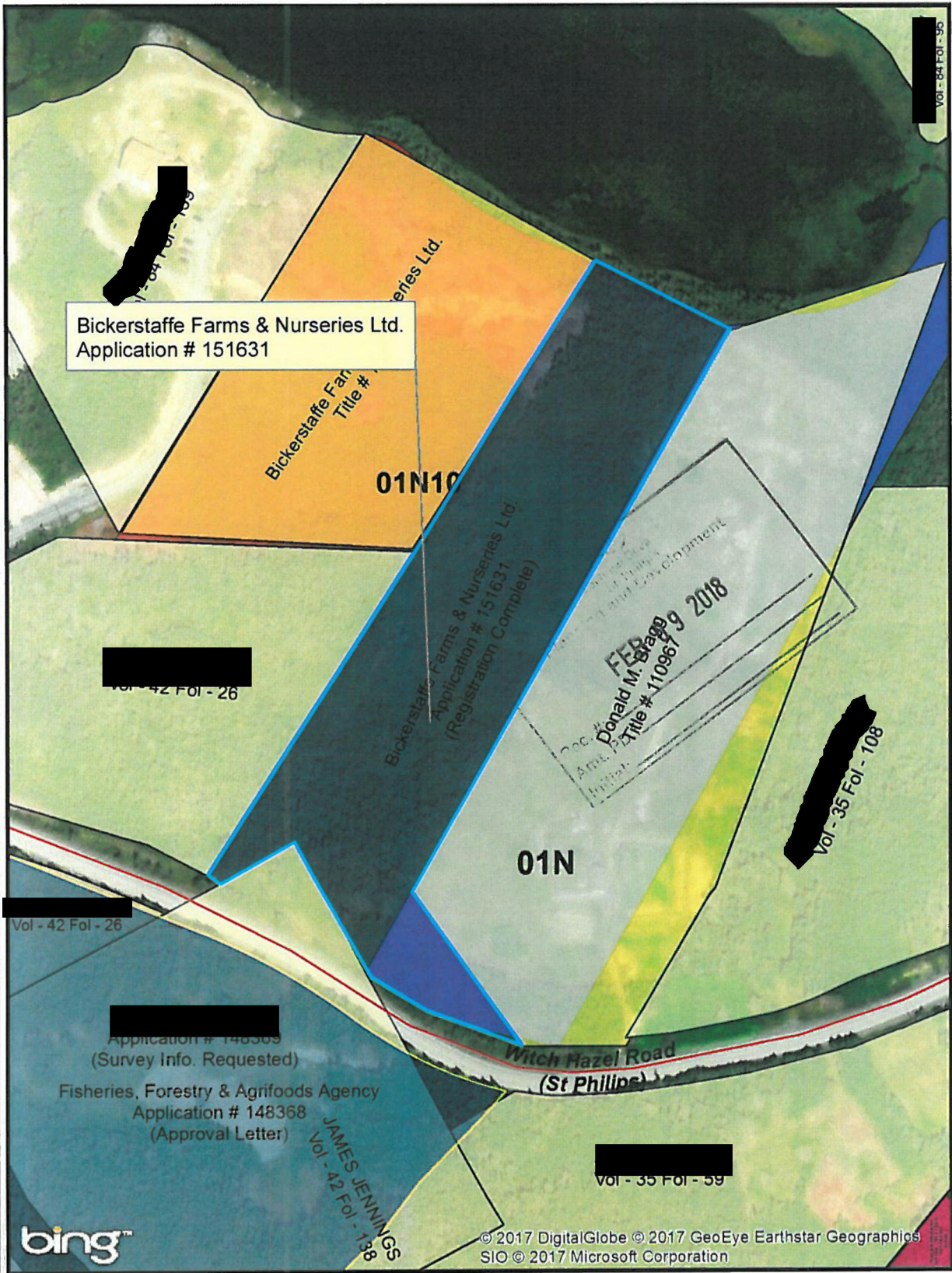
**Name of Respondent:** [Click here to enter text.](#)

**Phone No.:** [Click here to enter text.](#)



**PLEASE RETURN, ELECTRONICALLY, THIS FORM AS A PDF WITH RECOMMENDATIONS AND ANY ATTACHMENTS YOU MAY HAVE.**





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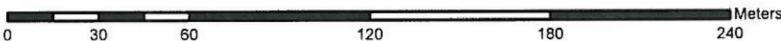
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Goose Bay - 896-2488



**Crown Lands Administration Division**

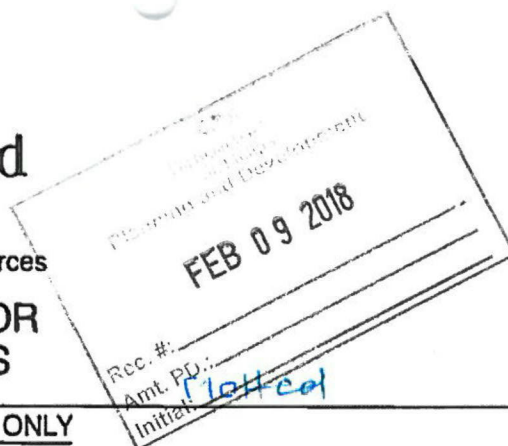




# Newfoundland Labrador

Fisheries and Land Resources

## APPLICATION FOR CROWN LANDS



### FOR DEPARTMENT USE ONLY

APPLICATION NO. 151631 RECEIPT NO. 88159  
 FILE NO. I-34614 AMOUNT \$172.50 DATE Apr 10, 2017  
 DATE REGISTERED May 23, 2017 INDICATED ON PLAN NO. \_\_\_\_\_  
 INITIAL JH TOPO NO. \_\_\_\_\_ INITIAL JH

### APPLICANT INFORMATION

SURNAME <b>BICKERSTAFFE</b>	GIVEN NAME <b>FARMS &amp; NURSERIES</b>	MIDDLE NAME <b>LTD.</b>	AGE <b>1994</b>
MAILING ADDRESS <b>131 WITCH HAZEL ROAD</b>			
CITY/TOWN <b>PORTUGAL Cove- ST. PHILIPS</b>		PROVINCE <b>NL</b>	POSTAL CODE <b>A1M 3N3</b>
BUSINESS TELEPHONE <b>709-687-2668</b>		HOME TELEPHONE [REDACTED]	
ARE YOU A RESIDENT OF THE PROVINCE OF NEWFOUNDLAND AND LABRADOR? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		ARE YOU AN EMPLOYEE OF THE DEPARTMENT OF FISHERIES AND LAND RESOURCES? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
HAVE YOU, YOUR SPOUSE, OR ANY DEPENDENT CHILDREN EVER APPLIED FOR, OR RECEIVED LAND FROM THE CROWN? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
IF YES, SPECIFY TITLE NO(s). <u>FOR BICKERSTAFFE FARMS</u>			

### PROPOSED TENURE AND USE

TYPE OF APPLICATION	<input checked="" type="checkbox"/> LEASE	<input type="checkbox"/> GRANT	<input type="checkbox"/> LICENCE TO OCCUPY
LAND USE	<input type="checkbox"/> RESIDENCE <input type="checkbox"/> COTTAGE <input type="checkbox"/> AQUACULTURE <input checked="" type="checkbox"/> AGRICULTURE (provide details below) <input type="checkbox"/> COMMERCIAL (provide detailed description below) <input type="checkbox"/> OTHER (provide details below)		
<u>COMMERCIAL PRODUCTION STRAWBERRIES, RASPBERRIES</u>			
<u>BLACK BERRIES AND CHERRIES</u>			
<u>HIGH TUNNEL GREENHOUSE TO PROTECT</u>			
DESCRIBE BUILDINGS TO BE ERECTED (if applicable)			
DIMENSIONS: LENGTH <u>24</u> WIDTH <u>84</u>			
PROPOSED WATER AND SEWAGE FACILITIES (if applicable)			
<input checked="" type="checkbox"/> WELL <input type="checkbox"/> SEPTIC <input type="checkbox"/> MUNICIPAL WATER <input type="checkbox"/> MUNICIPAL SEWER <input type="checkbox"/> OTHER (provide details below)			
<u>ALREADY APPROVED ADJACENT BY <del>GOVT</del></u>			
<u>DEPT OF ENVIRONMENT</u>			

## LAND DESCRIPTION

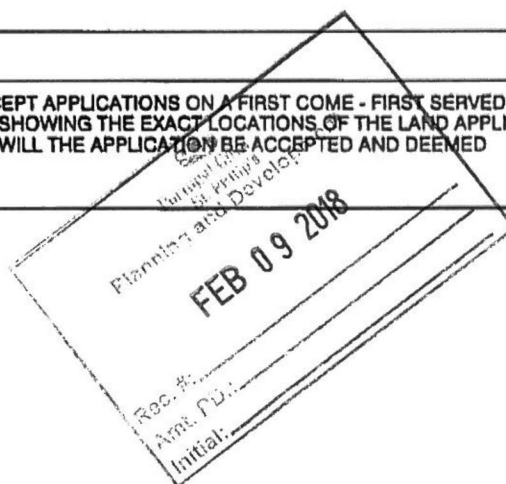
1. THE LAND IS SITUATED AT <u>131 WITCH HAZEL ROAD</u>	
IN THE ELECTORAL DISTRICT OF _____	
2. IS THE LAND APPLIED FOR LOCATED WITHIN MUNICIPAL BOUNDARIES? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
3. APPROXIMATE DIMENSIONS OF THE LAND FRONTAGE <u>SEE ATTACHED.</u> metres DEPTH _____ metres	
4. DISTANCE TO CLOSEST WATERBODY <u>FROM HIGH WATER MARK</u> <u>14</u> metres	NAME OF WATERBODY (if applicable) <u>BEACHY COVE POND</u>
5. IS THE SITE ACCESSIBLE BY ROAD? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
IF NO, WILL THE SITE REQUIRE NEW ROAD CONSTRUCTION FOR ACCESS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IF YES, WHAT WILL BE THE APPROXIMATE LENGTH OF THE ROAD? <u>NONE</u> metres
FOR SITES WITHOUT ROAD ACCESS, PLEASE INDICATE METHOD OF TRANSPORTATION <input type="checkbox"/> WALKING <input type="checkbox"/> A.T.V. <input type="checkbox"/> BOAT <input type="checkbox"/> SNOWMOBILE <input type="checkbox"/> AIRCRAFT	
FOR SITES WITHOUT ROAD ACCESS, LOCATION OF ACCESS ROUTE MUST BE INDICATED ON THE MAP ATTACHED TO THE APPLICATION AND ACCESS BY A.T.V. MUST BE IN ACCORDANCE WITH A.T.V. REGULATIONS.	
6. IS THE SITE PRESENTLY OCCUPIED; FENCES, BUILDINGS, SIGNS, CLEARING, LOCAL UNDERSTANDING? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
IF YES, STATE YEAR OCCUPATION COMMENCED, AREA OCCUPIED AND NAME OF PERSON WHO DEVELOPED OR OCCUPIED THE LAND _____ _____ _____	
7. ARE YOU AWARE OF ANY EVIDENCE OF PREVIOUS LAND USE, SUCH AS FENCES, BUILDINGS, SIGNS, CLEARING, LOCAL UNDERSTANDING, ETC.? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
IF YES, STATE YEAR OCCUPATION COMMENCED, AREA OCCUPIED AND NAME OF PERSON WHO DEVELOPED OR OCCUPIED THE LAND _____ _____ _____	

## DESCRIPTION OF LAND

Please Note: When your application is accepted by this Department you are required to identify the site in the field by clearly marking your corner posts. If there is a discrepancy between the area marked in the field and the area indicated on the map, the latter shall prevail.

Sketch the land applied for showing distance to prominent nearby features such as buildings, fences, road intersections. Map must also be attached.

BOUNDED ON NORTH BY	<u>PLEASE SEE ATTACHED</u>
BOUNDED ON SOUTH BY	_____
BOUNDED ON EAST BY	_____
BOUNDED ON WEST BY	_____
PLEASE NOTE IT IS THE POLICY OF THE CROWN LANDS DIVISION TO ACCEPT APPLICATIONS ON A FIRST COME - FIRST SERVED BASIS. APPLICATIONS MUST BE FULLY COMPLETED, WITH A MAP SHOWING THE EXACT LOCATIONS OF THE LAND APPLIED FOR TOGETHER WITH THE APPLICATION FEE. ONLY THEN WILL THE APPLICATION BE ACCEPTED AND DEEMED REGISTERABLE BY THIS DEPARTMENT.	







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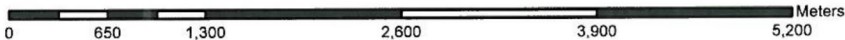
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Gander - 256-1400  
Clarenville - 466-4074  
St. John's - 729-2654  
Goose Bay - 896-2488



**Crown Lands Administration Division**

**Scale 1:50,000**

Compiled on December 08, 2016



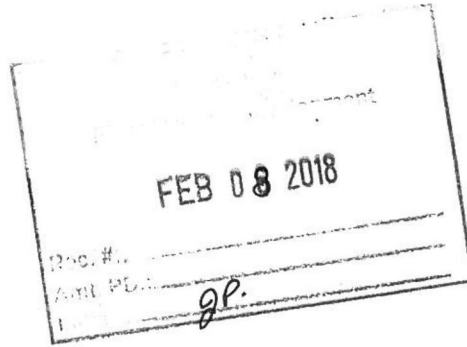


**SCHEDULE OF REFERRAL AGENCIES**

John Del Rizzo AGRIFOODS DIVISION  
FORESTRY & AGRIFOODS AGENCY  
709-729-6599



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



Dear Mr. Spurrell,

I am writing this letter as a formal request for information regarding the 2014 PCSP Community Council decision, to have land 'frozen' for Residential Development at [REDACTED]. The land in question that I am referring to lies between the residential properties of [REDACTED] at [REDACTED] and [REDACTED].

It was only after the recent passing of my father, [REDACTED] that myself and my family discovered that the aforementioned land was 'frozen by the town for residential development', back in 2014. Of course, we were surprised and dismayed how something like this could happen without any consultation with family members. As you can understand, we have many questions and we are requesting information related to this matter.

- \*Why was this land frozen in 2014?
- \*Why was there no Public Hearings or Proposals for Land development discussed on this matter?
- \*Does the land being frozen, back in 2014 have an expiration date or a re-evaluation date?
- \*Why was there no discussion with the owners of the property on this action?
- \*How is future development of this property affected if next generation children want to build a Residential Home on our family property?

As many of you may indeed be aware, this portion of land on St. Thomas' Line, has been in the [REDACTED] family for almost 100 years now, the property has always been kept fenced, cared for and kept within guidelines of the town in relation to property, development, and taxes. There are copies of Legal Surveys done on this site and are in the possession of the current council.

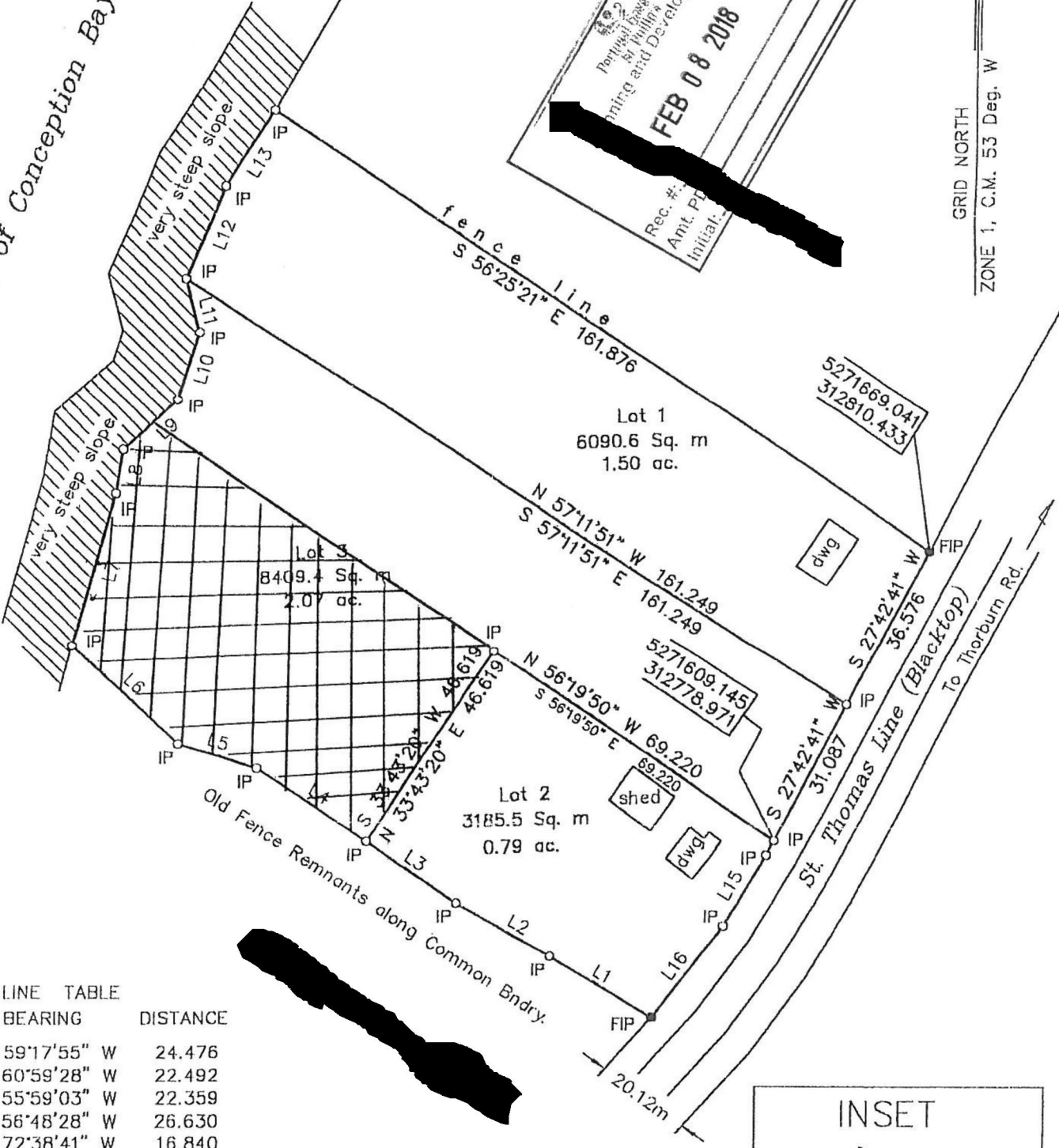
Let me assure you that we are indeed quite upset by the realization and finding out that this land is deemed frozen. WE expect your full cooperation in helping us understand how something like this could have happened without any notification to our family. We anticipate that you will provide full explanations of what transpired in 2014 and help us to understand what all this means for proposed future family development.

We have sought out legal council on this matter, but, we will wait to hear back from you with a timely reply to our questions, before retaining legal council. Eagerly awaiting your reply.

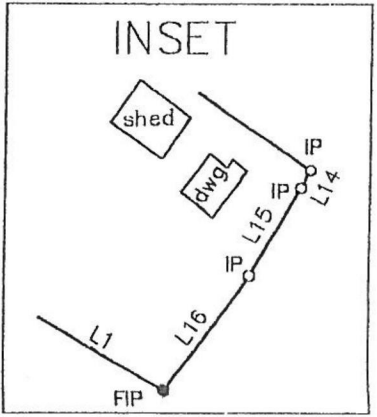
Respectfully Submitted

[REDACTED]

Waters of Conception Bay

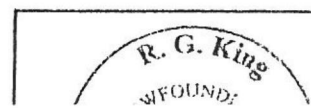


LINE	LINE BEARING	TABLE DISTANCE
L1	N 59°17'55" W	24.476
L2	N 60°59'28" W	22.492
L3	N 55°59'03" W	22.359
L4	N 56°48'28" W	26.630
L5	N 72°38'41" W	16.840
L6	N 46°33'11" W	29.741
L7	N 15°11'41" E	32.480
L8	N 9°19'18" E	8.909
L9	N 47°28'55" E	14.805
L10	N 16°56'59" E	14.862
L11	N 14°39'18" W	11.229
L12	N 22°18'16" E	20.509
L13	N 32°25'37" E	18.456
L14	S 27°42'41" W	3.296
L15	S 30°03'56" W	16.797
L16	S 37°09'50" W	23.662



CONTROL USED  
Co-ordinates NAD83  
026678 5272045.501 313605.540

© Richard G. King, Newfoundland Land Surveyor, 2009  
Unauthorized use, alteration or reproduction of this  
survey plan is prohibited by law as outlined in The  
Copyright Act. However, use and reproduction of this



15-006-054-033  
EASTERN NEWFOUNDLAND REGIONAL APPEAL BOARD

BETWEEN [REDACTED] APPELLANT  
AND Town of Portugal Cove-St. Philip's RESPONDENT  
RESPECTING Refusal : Convenience Store at 1082-1088, Thorburn Road

Dear Town:

This is to inform you that an appeal was registered with the Eastern Newfoundland Regional Appeal Board on February 7, 2018. Enclosed is a copy of the appellant's submission appeal initiated against the Town.

The Board is bound by section 42 of the *Urban and Rural Planning Act, 2000* (the "Act"), which outlines matters that the Board can hear. The Board may determine that an appeal is invalid if the matter is outside its jurisdiction. Therefore, please indicate below in the appropriate box what the decision being appealed is with respect to:

- ☐ an application to undertake a development;
- ☐ a revocation of an approval or a permit to undertake a development;
- ☐ the issuance of a stop work order; and
- ☐ a decision permitted under this or another Act to be appealed to the board.

FEB 15 2018	
Rec. #:	
Amt. PD.:	
Initial:	AM

The following information is required within **15 days** of receipt of this letter. In providing the documentation, **please check the items and return this check list along with your submission.** The information being collected for the purposes of determining and administering an appeal in accordance with Section 42(8) of the *Urban and Rural Planning Act, 2000* and the *Development Regulations (CNLR 3/01)*. **To distinguish the authority's documents, please page number your submission.**

- ☐ a letter outlining the chronological order of events that lead to the decision being appealed omitting other personal information,
- ☐ a copy of the Authority's development decision letter
- ☐ a copy of all council minutes only relating to the matter
- ☐ a location plan and zoning map indicating the proposed site and/or pictures
- ☐ a copy of the development application and any supporting information provided by the appellant/developer; do not include letters of support or objections but a statement that council considered such input if applicable
- ☐ a copy of any comments, approvals or recommendations made by any other Government department or public body
- ☐ any other relevant correspondence together with a statement outlining any further action taken by the Authority
- ☐ a list of persons (include mailing addresses) whom the Authority considers particularly affected by this decision and who should be notified

When an appeal is filed under section 42 of the *Act*, in accordance with section 45(1) of the *Act*, all work related to the development under appeal shall not proceed. Section 45(1) states:

*45(1) Where an appeal is made under section 42, the development with respect to the appeal, work related to that development or an order that is under appeal shall not proceed or be carried out, pending a decision of the board.*

Please take note of section 8 of the *Minister's Development Regulations, 2000*, which states:

*8. (1) Immediately upon notice of the registration of an appeal the appropriate authority shall ensure that any development upon the property that is the subject of the appeal ceases.*

*(2) Sections 102 and 104 of the Act apply to an authority acting under subsection (1).*

*(3) Upon receipt of a notification of the registration of an appeal with respect to an order under section 102 of the Act, an authority shall not carry out work related to the matter being appealed.*

The authority should ensure that this requirement is enforced and inform any other party that is affected.

Yours truly,



Robert Cotter, Secretary  
Newfoundland Regional Appeal Board

Copy to: appellant(s).

2	
Public Works and Planning and Development	
FEB 15 2018	
Rec. #:	
Amt. PD.:	
Initial:	

**Regional Appeal Boards**  
**c/o Department of Municipal Affairs & Environment,**  
**Government of Newfoundland Labrador**

File #:

(office use only)

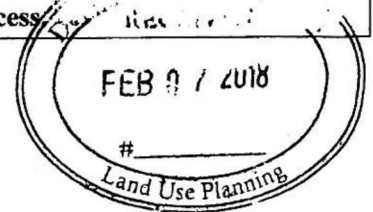
**APPEAL SUMMARY FORM**

- Your appeal and fee must be filed with the Regional Appeal Board (Attention: Robert Cotter) at the address below within the 14 day appeal period.
- The following information is required. With this form, you **must** submit:
  - ☒ a copy or summary of the decision being appealed
  - ☒ statement outlining the grounds for your appeal
  - ☒ appeal fee \$200.00 plus HST (total \$230.00)

In providing the documentation, please check the items indicating that they are submitted with this appeal form.

All information submitted will become part of a public appeal process.

1. (Please check one of the following) Did you,
- ☒ submit a development or building application to the Authority.
  - ☐ receive an Order;
- Or, are you
- ☐ an interested third party.



2. I am appealing a decision made under (please check one)
- ☒ Town of Portugal Cove - St. Philips Municipal Plan and Development Regulations
  - ☐ Interim Development Regulations
  - ☐ Local Area Plan
  - ☐ Protected Area Plan
  - ☐ Protected Road Zoning Regulations
  - ☐ Highway Sign Regulations
  - ☐ S. 240 of the City of Mount Pearl / Corner Brook Acts
  - ☐ S. 194 or 404 of the Municipalities Act

Regional Appeal Boards  
Planning and Development

**FEB 15 2018**

Rec. #: \_\_\_\_\_

Amt. PD.: \_\_\_\_\_

Initial: \_\_\_\_\_

3. What decision are you appealing? (please check one)
- ☐ Approval
  - ☒ Refusal
  - ☐ Order
  - ☐ Conditions of an Approval

4. What is the street address of the subject property/development? 1082-1088 Thorburn Rd
5. When did the Authority make its decision? 23/01/18  
Day Month Year
6. When did you receive notification of this decision? 01/02/18  
Day Month Year
7. Please include any documentation from the authority related to the appeal.

I certify that the information provided above is true to the best of my knowledge and belief.

Name: \_\_\_\_\_

(Please Print)

Day Month Year

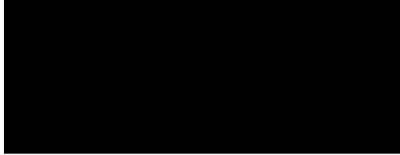
This information is being collected for the purposes of determining and administering an appeal in accordance with Section 42(8) of the *Urban and Rural Planning Act, 2000* and the *Development Regulations (CNLR 3/01)*.

This information will be managed in compliance with the *Access to Information and Protection of Privacy Act*.





February 1<sup>st</sup>, 2018



Re: Proposed Business (Convenience Store) at Civic # 1082-1088 Thorburn Road. Zoning: Protected Watershed\Residential Low Density (PW\RLD) - Unserved

Dear [Redacted]

At a meeting of the Portugal Cove-St. Philip's Town Council, held **January 23<sup>rd</sup>, 2018**, your application to establish a convenience store business at Civic # 1082-1088 Thorburn Road was presented and reviewed. It was resolved by Council that your application 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. Council's decision was made in accordance with Development Regulation 102 (Discretionary Uses) of the Town's Municipal Plan and Development Regulations 2014-2024.

**Conditions Subject to Appeal**

You have a right to appeal this decision under Section 42 (1) of the *Urban and Rural Planning Act, 2000*. The appeal and a fee of \$200.00 plus HST must be submitted to the Secretary to the Regional Appeal Boards at the Department of Municipal Affairs and Environment, Howley Building, Higgins Line, P. O. Box 8700, St. John's, NL, A1B 4J6, within **14 days** after the person who made the original application appealed from has received the decision being appealed (as per Section 42 (4) of the Act). 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.

Sincerely,

Holly Duffett, P.Tech.  
Planning Technologist

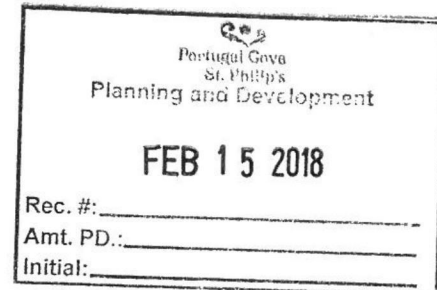
Portugal Cove St. Philip's Planning and Development	
<b>FEB 15 2018</b>	
Rec. #:	_____
Amt. PD.:	_____
Initial:	_____

TO: Regional Appeal Boards  
c/o Dept. of Municipal Affairs & Environment  
Government of NL

FROM: [REDACTED]  
PJ's Groceteria Ltd.

RE: 1082-1088 Thorburn Rd, PC-SP

DATE: February 7, 2018



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To Whom It May Concern.

I submit this letter in order to appeal the decision by PC-SP Town Council to "reject" my "application to establish a convenience store business at Civic # 1082-1088 Thorburn Road."

According to correspondence received from Holly Duffett, PC-SP's Planning Technologist on February 1, 2018, our application was "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."

I submit to you that the School Board of NL, by its own printed regulations, singularly contradicts Council's concerns by stipulating that 1.6 km, within range of any school property, be considered a "walk-zone." The School Board does not identify any circumstances for which it will make an exception to this "walk-zone" rule, outside of "children of parents with special needs." As such, if you live within 1.6 kms of any school, regardless of road conditions, weather, traffic congestion, presence (or lack thereof) of curbs, side-walks or cross-walks, a child is mandated **by the School Board of NL** to walk to school.

It is worth noting that Civic address # 1082-1088 Thorburn Rd. is only 1km away from Brookside Intermediate, if one was to travel from the front door of the school, along the roadway, to the premises in question. Furthermore, it bears mentioning, if one was to walk from the school, cutting through the adjacent park and Town Council property, it is only a distance of 0.3 km, **both well within the identified 'walk-zone' stipulated by the School Board.**

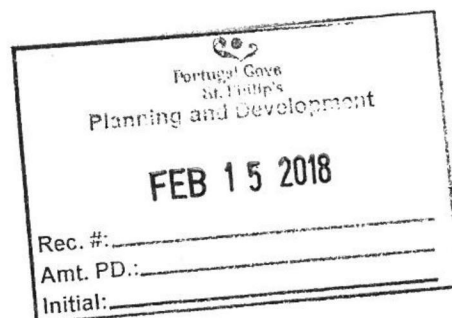
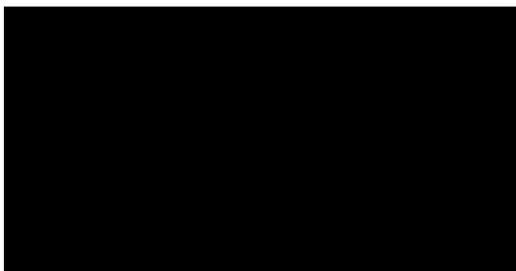


Additionally, it is worth noting that, prior to the completion of Brookside Intermediate, all children from Beachy Cove Elementary attended Leary's Brook Junior High, the designated 'feeder school' until this 2017-2018 academic year. *It was – and still is, for it's current students - the sanctioned protocol of LBJH to involve the parents of their student body (grades 7-9) in deciding whether their child was permitted to leave school grounds at lunch-time, to walk along the centrally located and very busy intersection/roadway of Thorburn Rd, to go to the Avalon Mall or other surrounding businesses for lunch. Using a simple permission slip from the LBJH Administration, **parents could either allow or not allow their child to leave school property.** It was/is not a School or Administrative decision whether to grant a child permission to leave school grounds. It was/is left to the parent's discretion to decide whether their child is capable of making the trek along Thorburn Rd to go to lunch. If the parents granted permission to their child, it was/is also up to that parent to ensure their child is educated in traffic safety and capable of following the rules of the road.*

It is perfectly reasonable to expect that the same protocol could be – and *should be* – applied to the students of Brookside Intermediate (grades 7-9), as far as making the trek across the road to Civic address 1082-1088 Thorburn Rd.

Furthermore, by "rejecting" our application to establish a convenience store business at 1082-1088 Thorburn Rd, on the basis that it will "create a safety risk for students of the school walking along and crossing Thorburn Rd" to visit the premises, it stands to reason that the Town of PC-SP could 'reject' a multitude of business applications, should we pursue them on behalf of ourselves or any prospective tenants in the future, based on the same argument; namely: any other food service (ie. fast food, coffee shop, ice cream parlour) that the children might be enticed to frequent. Is it the Town's intention to "reject" all similar applications in the future, based on its current 'safety risk' concerns? This seems very likely, in the absence of any other identified reasons for 'rejection', presented by the Town for this current application.

Thank you for your time and consideration.



15-006-054-033  
EASTERN NEWFOUNDLAND REGIONAL APPEAL BOARD

February 13, 2018

BETWEEN	[REDACTED]	APPELLANT
AND	Town of Portugal Cove-St. Philip's	RESPONDENT
RESPECTING	Refusal: Convenience Store at 1082-1088, Thorburn Road	

This acknowledges that an appeal has been registered with the Eastern Newfoundland Regional Appeal Board on February 7, 2018. The Regional Appeal Boards are established in accordance with the *Urban and Rural Planning Act, 2000* (the "Act"). In accordance with section 42(3) of the *Act*, the Board is responsible for making a decision in accordance with applicable plans, schemes and development regulations as it relates to the matter being appealed.

**Appeal requirements**

Section 42 of the *Act* outlines the jurisdiction the Board has regarding development decisions, specifically what can be appealed to this Board. As per section 42(5) of the *Act*, an appeal must be made in writing and shall include the following:

- (a) a summary of the decision
- (b) the grounds for the appeal
- (c) the required fee.

**Development shall not proceed**

Please note that when an appeal is filed under section 42 of the *Act*, in accordance with section 45(1) of the *Act* all work related to the development under appeal shall not proceed. Section 45(1) states:

*45(1) Where an appeal is made under section 42, the development with respect to the appeal, work related to that development or an order that is under appeal shall not proceed or be carried out, pending a decision of the board.*

**Appeal process**


Please note that all information submitted will become part of a public appeal process. Appeal information can be released to the public at any time. The subject matter as stated will also be advertised in the appropriate newspaper. You will be notified of the time, place and date of your hearing not fewer than 7 days before the scheduled hearing and will receive an appeal package prior to the scheduled hearing containing the following:

- Appellant(s) submission;
- Authority(s) submission;
- technical and planning advice (completed by the Department's Planner); and
- any other public submission(s).

**Appeal fees**

c/o Department of Municipal and Intergovernmental Affairs, P.O. Box 8700, St. John's, NL Canada A1B 4J6

Tel: 709-729-3090 Fax: 709-729-0477

 Portugal Cove St. Philip's Planning and Development
<b>FEB 15 2018</b>
Rec. # _____
Amt. PD.: _____
Initial: _____

15-006-054-033

**EASTERN NEWFOUNDLAND REGIONAL APPEAL BOARD**

Under section 44(2) of the *Act*, the appeal fee paid by the appellant(s) to the board shall be retained by that board. As per section 44(3) of the *Act*, if an appeal is successful, then the appeal fee will be paid to the appellant by the council, regional authority or authorized administrator that made the appealed decision.

Should you have any questions please contact the Secretary at 709-729-3088 or email [rcotter@gov.nl.ca](mailto:rcotter@gov.nl.ca)

Yours truly,




Robert Cotter

Secretary

Newfoundland Regional Appeal Boards

Copy to: Town of Portugal Cove-St. Philip's ✓

 Portugal Cove St. Philip's Planning and Development  <b>FEB 15 2018</b> Rec. #: _____ Amt. PD.: _____ Initial: _____
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Tabled items

# **PROTECTIVE SERVICES**

**Protective Services Committee**  
**APPENDIX A: TABLED MEO REPORT**

Protective Services Committee:

MEO Report for February 2018

- Traffic changes on Newberry and Blagdon, information sent to Sgt. Paul Didham of RNC asking him to inform all division of the changes and asked for stepped up patrols in area.
- Notice of removal placed on a vehicle that has been parked on White Ash Drive, it is on Town land so it will be towed and held for 30 days.
- Roaming dog complaints, still have 3 active reports that we are investigation.
- Extra patrols in Rainbow Gully and Brookside School, reports of illegal activity.
- 84 Snow Clearing Warning tickets issued to date.
- New GPS tracking device has been installed in our vehicle.

Upcoming:

- Traffic Regulations finalize

**Protective Services Committee**  
**APPENDIX B: ASIST TRAINING FOR VFD**

To: Protective Services committee

FR: FD Co-Chiefs

Date: Feb. 6, 2018

RE: ASIST (Applied Suicide Intervention Skills Training)

Committee;

Further to our discussion on Jan 30, 2018, we have looked into and considered the ASIST training initiative.

Following in italics is the response from the SJRFD. You will note that they do not train in this skill set, and their role in such is not primary, but rather a support role only.

*We respond to attempted suicides or suicides only if requested by police or ambulance. We do not play a primary role unless it becomes a rescue or medical call. We do not provide training to the firefighters for this reason. We also do not respond to such calls as hangings or overdose unless it is requested by the ambulance for assistance. If we do show up on a suicide or attempted and weren't requested by another agency, chances are we didn't know the situation.*

*Whether or not you respond to an attempted suicide or suicide is up to you. Right now if the PSAP (911 answering center, SJRFD) knows it is an attempted suicide, it is put over to the police, and then the dispatchers follow up with ambulance. I am not sure if they notify you given it is a medical call but it depends on the situation.*

The dispatch protocol for PCSP FD is the same as well. Such a call is routed to the police and ambulance and not the FD. Our involvement will only be in a support role or if the true nature of the call is not clear and subsequently may be considered a medical call. The most recent response, which turned out to be a suicide in the fall of 2017, saw us dispatched due to the nature of the incident not being clear. On arrival it was a confirmed suicide and our services were not required. The matter was totally managed by the police and ambulance.

Another situation in the past few months saw a situation whereby a person was threatening another and subsequently barricaded themselves in a room. We were dispatched as there was an indication that there may be an injury, but advised not to approach the scene until the police were on the scene to assume a primary responsibility and role. The FD services were not required and the matter was left in the hands of the police and ambulance.

We have also canvassed the FD's in the immediate region to determine whether or not they have addressed such training or deem it necessary. Responses as follows;

Town of Torbay: NO, only a support role if called upon by police or ambulance.

Town of Pouch Cove: NO, only a support role if called upon by police or ambulance.

Town of Holyrood: NO, only a support role if called upon by police or ambulance.

Town of CBS: NO, only a support role if called upon by police or ambulance.

We recognize that the possibility of the FD encountering a possible suicide situation cannot be discounted. But given the range of training and other areas of need that must be addressed in keeping the FD capable, and in view of the existing protocols in place at this time, we do not see ASIST as a priority need for the FD at this time.

If perchance we did encounter such a situation the appropriate contacts would be made immediately to activate and acquire the appropriate agencies to address the matter. The role of the FD would remain in a support mode to the responsible agencies.

Internally we have the R2MR (Road 2 Mental Readiness) program and the town's EAP initiative via Trio/Morneau Shepell to provide assistance to the members of the FD.

## Protective Services Committee

### APPENDIX C: BEACH FIRES

**To: Protective Services Committee**

**FR: FD Co-Chiefs**

**Date: Feb. 7, 2018**

**RE: Beach Fires**

**Background:** At the protective Services (PS) committee meeting of Jan 30, 2018 the subject of beach fires/bonfires on beaches within the town were brought forward by ACE (Advisory Committee on the Environment). ACE was expressing concerns regarding the nature of materials being burnt, which includes plastics etc. thereby posing an environmental hazard to the beach, adjacent waters and immediate area.

Given the matter focuses on open air fires within the community, the FD Co-Chiefs were tasked to look into the matter.

The PS committee also referenced the activities and actions undertaken in other communities, specifically the Town of Logy Bay Middle Cove Outer Cove (LBMCO) with Middle Cove beach, and the Town of Conception Bay South (CBS) with Topsail beach.

**Regulatory:** The applicable legislation being referenced for this review is;

- A. Forest Fire Regulations under the Forestry Act
- B. Open Air Fire Regulations 2015; Town of PCSP

#### **Forest Fire Regulations:**

The current forest fire regulations do not require a permit to burn on a beach. Following in italics is an excerpt from the regulation, section 4. (B)(i)(ii)(iii);

#### ***Exceptions***

***4. Notwithstanding section 3, a person may light a fire on forest land or within 300 metres of forest land without a permit***

***(a) in a prepared location in a provincial, national, municipal or private park that has facilities to contain open pit fires when permission to light those fires is granted by a park attendant who is responsible for supervision in the park during the period the park is open to the public and every park shall have fully functional back tank pumps of a type approved by the forest service each with a 20 litre tank filled with water and located at a central point in the park where open pit fires are permitted and provided that there are at least 2 pumps for every 10 prepared sites in a park;***

***(b) on a sand or gravel beach or quarry if***



- (i) the fire is located at a distance of not less than 15 metres from the nearest woods, brush or other flammable material,*
- (ii) the fire does not exceed a surface area of 0.4 square metres,*
- (iii) the fire is located at a distance of not more than 1.25 metres from a body of water whose surface area exceeds 10 square metres;*

In conversation with forestry officials they have verified the legislation, but noting that these regulations are only in effect during forest fire season. It was indicated that beach fires are not typically an issue of significant concern from a forest protection perspective. If beach fires were reported as posing a threat they may investigate, but their ability to monitor such is extremely limited. There is nothing limiting or restricting open air fires, from their perspective, outside of forest fire season.

### **Open air fire Regulations, Town of Portugal Cove St. Philips**

In 2015 the town enacted an open air burning regulation. Section 2 of the regulation defines its purpose as follows in italics;

*These regulations are enacted to increase fire prevention to protect the safety, health, welfare and property of the public within the town of Portugal Cove St. Philip's from open air fires that may spread. It also intends to reduce the likelihood of nuisance caused by the burning or spread of an open air fire.*

The town regulation requiring permits for open air fires is a year round requirement, and not limited to fire season as is the forestry burning permit.

The immediate issue that needs clarification is whether or not the town regulation extends its authority to the beach down to the water line. It is suspected that the town jurisdiction extends only to the high water mark. The OHWM (ordinary high water mark) being the high tide mark or the demarcation line formed where vegetated land transitions to beach rock or sand.

If the town's authority does not include the beaches then the requirement for a permit to burn is negated. (See following information on LBMCOB and CBS).

Notwithstanding the jurisdiction discussion with respect to the beaches, if permits were to be considered for the beaches, the ability to manage and address the need for permits to burn on the beaches is also rather complicated. Given that the general populace who frequent the beaches are not limited to only citizens of the town, and the timing of such is not consistent. Persons visit the beaches of the NE Avalon from all over, and the idea of a beach fire is not always the immediate reason to attend at a beach, but is rather a secondary consideration based upon a variety of factors such as weather conditions, or the availability of appropriate fuels for a fire.

Note: The jurisdiction component becomes a moot point, when one considers the balance of this document.

### **Town of Logy Bay – Middle Cove – Outer Cove (LBMCOB)**

Middle Cove beach is known as a popular location for persons to gather and is not limited to citizens of LBMCOB. This beach has a high visitation and beach fires are not uncommon. The town of LBMCOB has an arrangement with the province to address the area as it is considered a park. The town's limitation is

to the provided parking lot only for provision of upkeep, and jurisdiction does not extend unto the beach specifically.

The Town of LBMCOOC has although, in the interest of public safety and awareness, voluntarily posted a sign which indicates some basic points regarding burning and other measures. (See attached photo). This is not enforceable by the town but does serve the interest of public safety and the upkeep of the beach.

### **Town of Conception Bay South (CBS)**

Topsail Beach is also a popular location for persons to gather, as is Middle Cove. Visitors are not limited to CBS citizens only. Beach fires occur at this location as well.

The Town of CBS does not consider the beach within its jurisdiction but given the fact the beach is an attraction, the town has taken a voluntary role to keep the area clean and safe. The town has posted signage to address fire safety and general public safety. Further to signage CBS has also gone an extra step in providing steel fireplaces on the beach area, which serve to containing the fires persons wish to have. (See attached photo). The fireplaces do not totally prevent persons from lighting a fire on the beach, but does serve as a means of some fire control if persons use the fireplaces.

### **Town of Portugal Cove St. Philips (PCSP)**

The town has several locations which are known location for beach fires from time to time. St. Philips beach NE and SW of the St. Philips harbour access, Beachy Cove and Hibbs beach north of the ferry terminal breakwater.

As mentioned earlier, the ability to address permitting for beach fires in the town is extremely limited and the jurisdictional authority is in question. Even if permitting could be addressed, the merit of such has to be considered given the random visitation of people to the beaches.

PCSP's ability to implement certain measures as LBMCOOC and CBS have done, is extremely limited as there is not ready access to the areas, like there is with Middle Cove or Topsail beach which have designated road access and parking lots etc.

It should be noted that the FD has not had any emergency responses to beach fires, or public expressions of concern or inquiries regarding such for the past number of years.

### **PCSP options to address beach fires;**

1. Implement a public education and awareness action vis social media and local communication means such as The Tickle or NE Avalon Times
2. Post voluntary signage only as LBMCOOC and CBS have done.

### **Co-Chiefs recommendation;**

The town action options 1 and 2.

**NOTE;** Signs can be developed before spring.



Tabled items

# **Administration & Finance**

**Accounts for Payment - February 13, 2018**

**REGULAR ACCOUNTS:**

<b>15935</b>	<b>2/1/2018</b>	<b>City of St. John's</b> Landfill Use Jan 2018	<b>\$</b>	<b>12,823.29</b>
<b>899818</b>	<b>1/10/2018</b>	<b>Nortrax</b> 624K Rental Dec29-Jan25	<b>\$</b>	<b>10,350.00</b>
<b>899822</b>	<b>1/10/2018</b>	<b>Nortrax</b> 544K Rental Dec29-Jan25	<b>\$</b>	<b>8,050.00</b>
<b>2018</b>	<b>2/2/2018</b>	<b>Triware Technologies Inc.</b> Computer/server annual support	<b>\$</b>	<b>11,690.90</b>
		<b>TOTAL REGULAR ACCOUNTS:</b>	<b>\$</b>	<b><u>42,914.19</u></b>

**CAPITAL ACCOUNTS:**

<b>1072</b>	<b>11/30/2017</b>	<b>Vigilant Management Inc.</b> MYCW - Meadow Heights	<b>\$</b>	<b>8,876.58</b>
<b>1073</b>	<b>11/30/2017</b>	<b>Vigilant Management Inc.</b> MYCW - Nearys Pond	<b>\$</b>	<b>6,222.65</b>
		<b>TOTAL CAPITAL ACCOUNTS:</b>	<b>\$</b>	<b><u>15,099.23</u></b>

<b>GRAND TOTAL:</b>	<b>\$</b>	<b>58,013.42</b>
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Town of Portugal Cove-St. Philips

BNK1 - BNS CURRENT ACCT

Cheques from 000001 to 047008 dated between 02/01/2018 and 02/12/2018

CHEQUE REGISTER

Printed: 11:36:07AM 02/12/2018

Page 1 of 6

Number	Issued		Amount	SC	Status	Status Date
046911	02/01/2018	Canadian Playground Safety Institute	394.75	A/P	OUT-STD	02/01/2018
	14103	Recertification exam, Playground Equip Sta	394.75			
046912	02/01/2018	Canadian Linen & Uniform Service	75.93	A/P	OUT-STD	02/01/2018
	6500310688	mat rental	75.93			
046913	02/01/2018	Can Association of Mun. Administrators	316.25	A/P	OUT-STD	02/01/2018
	2018	membership 2018	316.25			
046914	02/01/2018	Capital Auto Centre	448.50	A/P	OUT-STD	02/01/2018
	14648	replacement of windshield unit#22	448.50			
046915	02/01/2018	Chris Neary	12.30	A/P	OUT-STD	02/01/2018
	MSCNL	travel claim - MSCNL workshop	12.30			
046916	02/01/2018	Cintas Canada Limited	597.68	A/P	OUT-STD	02/01/2018
	5009531904	first aid kit refills - PW & FD	597.68			
046917	02/01/2018	Corporate Express	93.87	A/P	OUT-STD	02/01/2018
	46474238	rechargeable batteries-FD	51.74			
	46534518	binders	42.13			
046918	02/01/2018	Dwayne Rowe	52.28	A/P	OUT-STD	02/01/2018
	03068Z	reimb-funeral attendance	52.28			
046919	02/01/2018	East Coast Hydraulics	169.58	A/P	OUT-STD	02/01/2018
	0000040505	Unit #38 - heater hose 25ft	169.58			
046920	02/01/2018	Eastern Medical Supplies Ltd.	34.50	A/P	OUT-STD	02/01/2018
	0000279512	3 teaching stethoscopes-FD	34.50			
046921	02/01/2018	Emco Supply	113.28	A/P	OUT-STD	02/01/2018
	12617696-00	puck for M cavity hydrant	113.28			
046922	02/01/2018	EnviroMed Detection Services	230.86	A/P	OUT-STD	02/01/2018
	31536	repairs to impact pro meter-FD	230.86			
046923	02/01/2018	Fastenal Canada Company	10.35	A/P	OUT-STD	02/01/2018
	NFM0U175854	maint supplies-vehicle maint	10.35			
046924	02/01/2018	Frederick Hollett	1,437.50	A/P	OUT-STD	02/01/2018
	Jan21-27	FD consultation Jan 21-27	1,437.50			
046925	02/01/2018	Glen Carew	3,000.00	A/P	OUT-STD	02/01/2018
	WC2018	entertainment - winter carnival 2018	3,000.00			
046926	02/01/2018	Harbourside Transportation Consultants	2,371.88	A/P	OUT-STD	02/01/2018
	984	traffic impact study - Dogberry Hill	2,371.88			
046927	02/01/2018	Image 4 Printing & Design Inc.	96.60	A/P	OUT-STD	02/01/2018
	18372	business cards	96.60			
046928	02/01/2018	Irving Oil Limited	873.06	A/P	OUT-STD	02/01/2018
	237673	gas	873.06			
046929	02/01/2018	Kent Building Supplies	372.65	A/P	OUT-STD	02/01/2018
	15512054	screws for brackets Fire Dept & screw tips f	45.26			
	15513727	8pcs oak 8ft long, clear stain	216.51			
	15514690	ShopVac	110.88			
046930	02/01/2018	Mandy Young	167.19	A/P	OUT-STD	02/01/2018
	201	tupperware containers - FD	167.19			
046931	02/01/2018	Mr. Electric	194.35	A/P	OUT-STD	02/01/2018
	207914327	repair heater bathroom Rainbow Gully hut	194.35			
046932	02/01/2018	Municipal Safety Council NL	60.00	A/P	OUT-STD	02/01/2018
	138	MSCNL Safety workshop	60.00			

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**Town of Portugal Cove-St.Philips**  
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Number	Issued		Amount	SC	Status	Status Date
046933	02/01/2018	Northeast Avalon Times	977.50	A/P	OUT-STD	02/01/2018
	5997	January ad, dis use ad	977.50			
046934	02/01/2018	North Atlantic	2,705.06	A/P	OUT-STD	02/01/2018
	2970	dyed diesel	2,705.06			
046935	02/01/2018	Nortrax	861.47	A/P	OUT-STD	02/01/2018
	908033	Bell, slide, bolt for unit #53	861.47			
046936	02/01/2018	Orkin Canada Corporation	354.21	A/P	OUT-STD	02/01/2018
	IN-8250567	pest control-depot	77.05			
	IN-8250569	pest control-generator shed	96.60			
	IN-8250586	pest control-rainbow gully	41.98			
	IN-8250587	pest control-rec centre	79.93			
	IN-8250626	pest control-voiseys	58.65			
046937	02/01/2018	Overhead Door Company	279.68	A/P	OUT-STD	02/01/2018
	58368	overhead door repairs - depot	230.00			
	58392	weather stripping Thorburn Road FDept Ovi	49.68			
046938	02/01/2018	Parish of St. Lawrence	100.00	A/P	OUT-STD	02/01/2018
	E. Dicks	Donation in memory	100.00			
046939	02/01/2018	Parts for Trucks	718.44	A/P	OUT-STD	02/01/2018
	40406633-00	25 Jugs Def Fluid, ice scrapers, 2 btls air gu	628.42			
	40406891-00	mini battery charger for digital sign, connect	90.02			
046940	02/01/2018	PCSP Volunteer Fire Department	2,750.00	A/P	OUT-STD	02/01/2018
	1/4Social18	1st Quarter social fund 2018	2,750.00			
046941	02/01/2018	Princess Auto Ltd.	11.48	A/P	OUT-STD	02/01/2018
	782408	2 table clamps- welder	11.48			
046942	02/01/2018	Protek Industries	869.40	A/P	OUT-STD	02/01/2018
	20859	Cold patch - 56	869.40			
046943	02/01/2018	Richard Murphy	1,581.25	A/P	OUT-STD	02/01/2018
	Jan22-28	FD consultation Jan 22-28	1,581.25			
046944	02/01/2018	Rona	247.02	A/P	OUT-STD	02/01/2018
	2462267	ice melt 12 bags	247.02			
046945	02/01/2018	Royal Freightliner	1,117.58	A/P	OUT-STD	02/01/2018
	55346F-1	Transmission line hoses unit#32	169.90			
	FRCS188297	maintenance unit#40	947.68			
046946	02/01/2018	Sharpe's Convenience Store	251.66	A/P	OUT-STD	02/01/2018
	411610-438622	supplies for rec events and lib events	137.26			
	438622	FD gas fire1	114.40			
046947	02/01/2018	Telelink Call Centre	423.58	A/P	OUT-STD	02/01/2018
	C9139-1802	telephone answering service	423.58			
046948	02/01/2018	Tulk Tire & Service Ltd.	527.62	A/P	OUT-STD	02/01/2018
	29362	Tire repairs rental loaders - Unit 43 and 53	527.62			
046949	02/01/2018	Vigilant Management Inc.	13,850.35	A/P	OUT-STD	02/01/2018
	10710	Water loss program	1,224.75			
	1074	strategic plan	402.50			
	1075	Lifestyle centre	862.51			
	1076	Healeys Pond Cres	2,036.95			
	1077	Town Depot	625.32			
	1079	2018 Capital budget Estimate	1,380.01			
	1095	Water metering project	2,923.88			

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	1097	Meadow Heights	4,394.43			
046950	02/01/2018	Wajax Industrial Components	21.60	A/P	OUT-STD	02/01/2018
	BK098701	Freight Charge - Gear Selector - Unit40	17.25			
	RIN004573446	Keystock for pully Unit #49	4.35			
046951	02/01/2018	Western Hydraulic 2000 Ltd.	1,905.06	A/P	OUT-STD	02/01/2018
	5901	spreader for sander Unit #31 (piece that wa	1,531.31			
	5959	clutch assembly - unit #49	373.75			
046952	02/01/2018	You Store Limited	391.00	A/P	OUT-STD	02/01/2018
	Dec17	storage unit rental - heritage comm	195.50			
	Jan18	storage unit rental - heritage comm - Jan18	195.50			
046954	02/09/2018	AGD Foodservice	675.75	A/P	OUT-STD	02/09/2018
	2239332	Winter Carnival Community breakfast suppl	675.75			
046955	02/09/2018	Atlantic Cash & Carry	281.78	A/P	OUT-STD	02/09/2018
	34702310180779	winter carnival supplies	208.08			
	34702310180780	School pizza party - xmas 17 event	73.70			
046956	02/09/2018	Bell Mobility Inc. (Radio Division)	273.13	A/P	OUT-STD	02/09/2018
	2-1004859	Install radio Unit 60 - rental loader	273.13			
046957	02/09/2018	Big Erics Inc.	31.73	A/P	OUT-STD	02/09/2018
	77961	Forks for Kitchen	31.73			
046958	02/09/2018	Canadian Linen & Uniform Service	151.86	A/P	OUT-STD	02/09/2018
	6500311854	mat rental	75.93			
	6500313008	mat rental	75.93			
046959	02/09/2018	Cancoppas	1,529.50	A/P	OUT-STD	02/09/2018
	103004	Repairs to portable DO analyzer	1,529.50			
046960	02/09/2018	Chris Peinsynski	133.80	A/P	OUT-STD	02/09/2018
	Officer1	travel claim-fire officer 1 course	133.80			
046961	02/09/2018	Construction Signs	77.63	A/P	OUT-STD	02/09/2018
	35612	road sign	77.63			
046962	02/09/2018	Eastern Medical Supplies Ltd.	400.20	A/P	OUT-STD	02/09/2018
	0000280188	Replacement Packs for Defibrillator Equipm	276.00			
	0000280357	O2 for life kit FD	124.20			
046963	02/09/2018	Fastenal Canada Company	488.07	A/P	OUT-STD	02/09/2018
	NFMOU172018	Shop Supplies - rags, cotton gloves	127.28			
	NFMOU175965	Binstock items - nuts and bolts	360.79			
046964	02/09/2018	Fireworks FX Inc.	3,423.77	A/P	OUT-STD	02/09/2018
	30661	Xmas Fireworks display	2,999.99			
	30725	Xmas Fireworks display	423.78			
046965	02/09/2018	Frederick Hollett	1,437.50	A/P	OUT-STD	02/09/2018
	Jan28-Feb3	FD consultations Jan28-Feb3	1,437.50			
046966	02/09/2018	GFL Environmental Inc.	752.07	A/P	OUT-STD	02/09/2018
	E60000042429	dump/replace garbage bin	752.07			
046967	02/09/2018	Home Depot	90.69	A/P	OUT-STD	02/09/2018
	0460359	ceiling tiles for town hall	90.69			
046968	02/09/2018	Irving Oil Limited	1,163.03	A/P	OUT-STD	02/09/2018
	132049	Gas	1,163.03			
046969	02/09/2018	Kent Building Supplies	223.94	A/P	OUT-STD	02/09/2018
	15527270	eye hooks for rec game	35.94			
	15530905	plywood, screws, 2x4, strapping shelving de	103.56			

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	15532241	plywood, screws, 2x4, strapping shelving de	84.44			
046970	02/09/2018	Krista Holden	150.00	A/P	OUT-STD	02/09/2018
	Jan18	adult fitness Jan18	150.00			
046971	02/09/2018	Maxxam Analytics Inc.	327.75	A/P	OUT-STD	02/09/2018
	BE3307390	water testing	327.75			
046972	02/09/2018	Mr. Electric	3,913.45	A/P	OUT-STD	02/09/2018
	207188374	Replace ballasts at Voisey Brook Hut	194.35			
	207289702	Replace ballasts at Voisey Brook Hut	713.43			
	207290715	2 extra ballasts for inventory	566.95			
	207298694	electric outlet Stn. 2	672.32			
	207943943	LED lights x2 VBrook Hut exterior	1,766.40			
046973	02/09/2018	Newfound Disposal Systems Ltd.	274.46	A/P	OUT-STD	02/09/2018
	0000525926	paper shredding	165.60			
	0000526751	paper shredding	108.86			
046974	02/09/2018	Newfoundland Design Associates Ltd.	2,668.67	A/P	OUT-STD	02/09/2018
	2018002	Meadow Hgts Sewer services	2,668.67			
046975	02/09/2018	Nicole Clark	700.00	A/P	OUT-STD	02/09/2018
	WC petty cash18(2)	petty cash for winter carnival events	700.00			
046976	02/09/2018	Noah Squires	100.00	A/P	OUT-STD	02/09/2018
	2018-021	Community grant-2018 Boxing Nationals	100.00			
046977	02/09/2018	North Atlantic Supplies Inc.	579.37	A/P	OUT-STD	02/09/2018
	54196	Public Works Clothing as in Comments	579.37			
046978	02/09/2018	NorthEast Avalon Joint Council	300.00	A/P	OUT-STD	02/09/2018
	NEAJC2018-13	2018 Membership fee	300.00			
046979	02/09/2018	North Atlantic	6,951.17	A/P	OUT-STD	02/09/2018
	3152	Diesel	2,489.55			
	3249	Furnace oil	1,429.48			
	3318	Diesel	3,032.14			
046980	02/09/2018	Nortrax	342.94	A/P	OUT-STD	02/09/2018
	909184	slide unit53	342.94			
046981	02/09/2018	Parts for Trucks	479.39	A/P	OUT-STD	02/09/2018
	40407062-00	2 rolls wire	47.96			
	40407157-00	WIRE, FUSE PANEL, CYLINOID UNIT #40	71.73			
	40407266-00	drain valve unit40	283.94			
	40408652-00	2 tail lights, 2 plugs for Unit #40	75.76			
046982	02/09/2018	Pik-Fast Express Inc.	44.85	A/P	OUT-STD	02/09/2018
	DC-1778	Courier Service	44.85			
046983	02/09/2018	Princess Auto Ltd.	349.53	A/P	OUT-STD	02/09/2018
	789969	trailer hitch and reciever and ball - for gene	165.57			
	796732	portable wheel balancer	183.96			
046984	02/09/2018	Protek Industries	1,738.80	A/P	OUT-STD	02/09/2018
	20701-	cold patch pallet - WS	869.40			
	20709	Cold Patch	869.40			
046985	02/09/2018	PWC Safe Grad Committee	1,000.00	A/P	OUT-STD	02/09/2018
	2018-020	Community grant - PWC Safe Grad 2017/18	1,000.00			
046986	02/09/2018	Richard Murphy	1,293.75	A/P	OUT-STD	02/09/2018
	Jan29-Feb4	FD Consultations Jan29-Feb4	1,293.75			
046987	02/09/2018	Royal Freightliner	1,607.36	A/P	OUT-STD	02/09/2018

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	FRCS192742	Repairs to Unit #40 - alternator and wiring	1,607.36			
046988	02/09/2018 SME		<b>460.00</b>	A/P	OUT-STD	02/09/2018
	44897	storage unit rental	460.00			
046989	02/09/2018 Telus Going Mobile Wireless		<b>51.75</b>	A/P	OUT-STD	02/09/2018
	FRESHIN42355	phone upgrade Council	51.75			
046990	02/09/2018 Tickle Trunk Entertainment		<b>100.00</b>	A/P	OUT-STD	02/09/2018
	wc2018	face painting/balloon twister-winter carnival	100.00			
046991	02/09/2018 Valero Energy Inc.		<b>740.50</b>	A/P	OUT-STD	02/09/2018
	4111599854	Diesel	740.50			
046992	02/09/2018 Vigilant Management Inc.		<b>9,979.14</b>	A/P	OUT-STD	02/09/2018
	1110	Water Loss program	710.13			
	1111	Water metering project	3,851.07			
	1112	Sidewalks-Dogberry Hill rd	1,875.94			
	1113	Strategic Plan	86.25			
	1114	Lifestyle centre	2,932.50			
	1115	Healeys Pond Cres	523.25			
046993	02/09/2018 Western Hydraulic 2000 Ltd.		<b>120.87</b>	A/P	OUT-STD	02/09/2018
	6066	Unit #31 - wire harness for blade	120.87			
046994	02/09/2018 Xerox Canada Ltd.		<b>1,210.20</b>	A/P	OUT-STD	02/09/2018
	F52069762	copier maint	1,210.20			
046995	02/09/2018 Xylem Canada Compnay		<b>412.52</b>	A/P	OUT-STD	02/09/2018
	3558291730	Remove and install pump at St. Philip's Plar	412.52			
046996	02/09/2018 Zone Defense		<b>690.82</b>	A/P	OUT-STD	02/09/2018
	C27774	15m cable-backup camera unit 40	690.82			
046997	02/09/2018 Workplace Health, Safety and Compensation Commission		<b>52,693.86</b>	A/P	OUT-STD	02/09/2018
	A0547295	2018 Workplace, health & safety commissio	52,693.86			
046998	02/09/2018 CIBC Mellon		<b>16,147.85</b>	A/P	OUT-STD	02/09/2018
	Jan18	January pension contributions 2018	16,147.85			
046999	02/09/2018 CIBC Mellon		<b>12,918.28</b>	G/L	OUT-STD	02/09/2018
047000	02/09/2018 N.A.P.E.		<b>2,121.05</b>	G/L	OUT-STD	02/09/2018
047001	02/09/2018 [REDACTED]		<b>248.09</b>	A/R	OUT-STD	02/09/2018
047002	02/09/2018 A. Harvey & Company Ltd.		<b>62,564.94</b>	A/P	OUT-STD	02/09/2018
	S0038995	Road salt	28,488.46			
	S0039341	road salt	34,076.48			
047003	02/09/2018 ESRI Canada Limited		<b>5,888.00</b>	A/P	OUT-STD	02/09/2018
	90117045	GIS software annual support 2018	5,888.00			
047004	02/09/2018 Grand Concourse Authority		<b>7,243.66</b>	A/P	OUT-STD	02/09/2018
	17153	Claim#4 Rainbow gully softball field lighting	7,243.66			
047005	02/09/2018 Nortrax		<b>25,875.00</b>	A/P	OUT-STD	02/09/2018
	907290	john deere 544K rental Jan19-Feb15	7,475.00			
	911242	JD 624K rental - Jan26-Feb22	10,350.00			
	911243	JD 544K rental Jan 26-Feb22	8,050.00			
047006	02/09/2018 Pardy's Waste Management & Industria Services Lt		<b>54,999.99</b>	A/P	OUT-STD	02/09/2018
	12312017	sludge removal-motion#2017-498	54,999.99			
047007	02/09/2018 Weir's Construction Ltd.		<b>21,311.17</b>	A/P	OUT-STD	02/09/2018
	250556	1001.7 ton Winter sand	21,311.17			

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Number	Issued	Amount	SC	Status	Status Date
Cheque Totals Issued:		350,800.95			
Void:		0.00			
Total Cheques Generated:		350,800.95			
Total # of Cheques Listed:		96			

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TOWN OF PORTUGAL COVE-ST. PHILIP’S 2018 TAX STRUCTURE & SCHEDULE OF FEES

PROPERTY TAX:

6.5 Mils with a minimum tax of \$20.00 for all Property Tax.

DISCOUNT - APPLICABLE TO PROPERTY TAX ONLY:

5% discount on current property tax, if payment of all outstanding debts (current and prior, including current water/sewer and all debts, taxes or otherwise) is received and paid in full by discount date of **March 30, 2018**, with the following additional condition: To qualify for the 5% discount – Property Tax payments from any Financial Institutions (electronic or otherwise) must be received by the Town no later than March 15, 2018 for processing. **NO 5% Early Payment Discount for payments made by credit card.**

OTHER DISCOUNT:

Residential Property owners in receipt of the **Guaranteed Income Supplement (GIS)** may be eligible for a 20% Property Tax reduction on the Property Tax portion of the invoice for their principal place of residence in the Town of Portugal Cove-St. Philip’s. A **mandatory application** providing proof of eligibility by way of an entitlement letter from Service Canada confirming receipt of GIS is required. The calculation for the 20% reduction will be applied prior to the additional 5% early payment discount (if applicable) or when calculating payment plans. Note: this discount does not apply to any vacant lands or summer residences. Property owners who qualify for this option, may avail of any of the payment options. **NO 5% Early Payment Discount for payments made by credit card.**

PAYMENT OPTIONS:

**Discount Date:** Payment in full by discount date of March 30, 2018  
(\* Note Condition on Financial Institution Payments as specified above)

**Interest Free:** Payment Plan for payment in full interest free with post-dated cheques or credit card payments **submitted in January for a choice of either:** 6 equal monthly payments (January to June inclusive) **OR** 8 equal monthly payments (January to August inclusive) **OR** 12 equal monthly payments by Pre-Authorized Debit Agreement from your bank/financial institution (January to December ). No discount available with this interest free option. The interest free option is valid only if all cheques/payments are made good. Interest will be reinstated if any cheques are returned by the bank.

Visa, MasterCard, Interac, and Electronic payment services available.

INTEREST:

Charged at the rate of **1 %** per month simple interest on the unpaid balance of all outstanding invoices at the end of each month commencing January 2018. Exception: Interest not applicable to 2018 invoices paid by the discount date or having interest free plans in place.  
**All invoices are due and payable as of the invoice date.**

BUSINESS TAX:

FOR BUSINESS TAX BASED ON ASSESSMENT:

General Business.....8.1 Mils  
includes all categories except the following and their applicable rates:  
Farms .....1.5Mils  
Daycare & 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  
**(Minimum tax \$200.00 on all the above including General Business)**

FOR BUSINESS TAX BASED ON GROSS REVENUE:

No Fixed Place Of Business .....1% of Gross Annual Revenue (Minimum \$ 200.00)  
Home Based .....0. 6% of Gross Annual Revenue (Minimum \$ 200.00)

**UTILITIES AND CABLE TELEVISION** ..... 2.5% Gross Revenue as per Taxation of Utilities and Cable Televisions Companies Act

WATER & SEWER TAX:

RESIDENTIAL WATER/SEWER TAXES:

Water Only .....\$450.00 Yearly Per Unit  
Sewer Only .....\$175.00 Yearly Per Unit  
Water & Sewer .....\$625.00 Yearly Per Unit

COMMERCIAL WATER/SEWER TAXES:

Water Only .....\$480.00 Yearly Per Unit  
Sewer Only .....\$235.00 Yearly Per Unit  
Water & Sewer .....\$715.00 Yearly Per Unit  
Fish Plant Water & Sewer.....\$150.00 per month  
Ferry Water Fill Up.....\$975.00 per month

WATER & SEWER CONNECTION & OTHER FEES:

Hookup Fee to an **Existing** residential and/or commercial property:  
Water only Connection Fee .....\$1250.00  
Sewer only Connection Fee .....\$1250.00  
Storm Sewer Connection Fee.....\$1250.00

Hookup Fee for **New Construction** of residential and/or commercial property:  
Water only Connection Fee .....\$1750.00  
Sewer only Connection Fee .....\$1750.00  
Storm Sewer Connection Fee.....\$1250.00  
**Transfer Fee** (for the transfer of water and sewer services from existing connected structure to a newly constructed structure at same civic address, transfer charge for each type of service as follows:  
Water .....\$350.00 Sewer.....\$350.00  
Storm Sewer.....\$350.00

Fee for connecting Curb Stop to vacant lot without hookup.....\$500.00

Pavement Cut Fee and Deposit.....\$600.00  
(Deposit portion in the amount of \$500 is Refundable after 12 Months upon Council approval)

Hydrant Use .....\$50.00  
Reconnection Fee (Disconnection resulted from non-payment of Taxes).....\$50.00  
Water & Sewer turn on or turn off, as per resident’s request .....\$25.00

OTHER MISCELLANEOUS FEES:

Tax Certificate .....\$150.00  
Zoning/Compliance Certificates .....\$150.00  
Returned Cheques for any reason.....\$25.00  
Photocopies (letter & legal size) (B& W) .....25 cents per page  
Photocopies (letter & legal size) (Color).....50 cents per page  
Aerial map requests & Photocopies 11”x17” or greater (Color).....\$2.50 per page  
Aerial map requests & Photocopies 11”x17” or greater (B & W) .....\$1.00 per page

DOG LICENSE FEES:

License (Mandatory).....No charge  
First Pickup.....\$50.00  
Second Pickup.....\$100.00  
Third and Subsequent Pickup.....\$150.00  
Pound Fees (Per Day) .....\$20.00  
Euthanasia Fee & Related Fees (Charged to Owner).....Cost Recovery

IMPORTANT NOTICE:

**ALL FEES ARE NON-REFUNDABLE INCLUDING DEVELOPMENT APPLICATION PROCESSING and PERMIT FEES.** (EXCEPTION: DEPOSITS) The cost of other permits requested and not listed will be determined at the time of approval by PCSP Town Council.

PLANNING AND DEVELOPMENT FEES:

RESIDENTIAL DEVELOPMENT FEES:

Application Processing Fee Per Lot.....\$50.00  
Dwellings/Extension (over 10 Sq.M./Subsidiary Apartments.....\$3.00 Per Sq.M.  
Extensions (under 10 Sq.M.) combined processing/permit fee.....\$50.00  
Accessory Buildings (New/Extension, under 15 Sq.M) combined processing/ permit fee.....\$50.00  
Accessory Buildings (over 15 Sq.M).....\$2.00 Per Sq.M  
Occupancy Permit Deposit.....\$400.00  
Occupancy Permit Fee.....\$100.00  
Request for Extension of Permit .....\$50.00  
Application Processing Fee New Residential Business (Combined processing/permit fee).....\$100

COMMERCIAL DEVELOPMENT FEES:

Application Processing Fee Per Lot.....\$100.00  
Commercial Buildings/ Accessory Buildings/ Extensions.....\$4.00 Per Sq. M.  
Accessory Buildings for Commercial Agriculture Development.....\$3.00 Per Sq. M.  
Occupancy Permit Deposit.....\$400.00  
Occupancy Permit Fee.....\$100.00  
Request for Extension of Permit .....\$100.00  
Application Processing Fee New Commercial Business (Combined processing/permit fee)...\$200.00  
Mobile Vendors/Direct Sellers Permit Per Year.....\$50.00

ASSESSMENT FEES per Lot for ALL Residential and Commercial lots

Recreation Assessment Fee .....\$700.00  
Infrastructure Improvement Assessment Fee.....\$1000.00  
Note: *For all Subdivision building lot approvals, this fee is to be paid prior to the issuance of a Development Permit’ for the subdivision. For all other building lot approvals, this fee is to be paid prior to the issuance of a ‘Building Permit’.*

SUBDIVISIONS (RESIDENTIAL & COMMERCIAL):

Planned layouts/concept plans are required with development applications for: (a) new subdivisions/ cul-de sacs with road construction and (b) extensions of existing subdivisions/ cul-de sacs.

PROCESSING FEE FOR INITIAL CONCEPT PLANS:

Per Lot for Residential Subdivisions .....\$100.00  
Per Lot for Commercial Subdivisions.....\$150.00  
Important: Please note that permit and processing fees will apply to individual applications for each lot after the initial concept plan is approved.

SUBDIVISION DEVELOPMENT FEES:

Municipal Service Connection Fees – cost of connecting “Subdivision infrastructure to Town Infrastructure: Fees for water, sanitary sewer, and storm sewer services to be the same as Hook-up fees for New Construction of Residential and/or Commercial property.

PUBLIC OPEN SPACE ALLOCATION:

Fees to be charged as per Council Regulations applicable to the development.

PROFESSIONAL FEES (Cost Recovery)

All engineering, legal, planning, surveying, public advertising or any legitimate cost incurred by the Town is the responsibility of the developer/ applicant. A deposit (to be determined by the Town) may be required prior to the Town incurring these costs. In the event that the real cost exceeds the deposit, the developer/ applicant is responsible for full cost recovery.

MUNICIPAL PLAN & DEVELOPMENT REGULATIONS AMENDMENT FEES:

Application processing fee.....\$50.00  
Development Regulations Amendment fee.....\$500.00  
Development & Municipal Plan Amendment fee.....\$750.00  
Development , Municipal Plan and Regional Plan Amendment fee.....\$1,000.00

OTHER ASSESSMENT AND DEVELOPMENT FEES:

Quarry Referral Processing Fee.....\$100.00  
Quarry Permit .....\$500.00  
Stop Work Order/Removal Order Fee.....\$500.00  
Variance Requests.....\$50.00  
Infrastructure Damage Deposit (new dwelling construction and when otherwise required)...\$1,000.00

**Combined Processing/Permit Fees:**

Demolition & Removal.....\$50.00  
Culvert/Patio/Deck/Swimming Pool .....\$50.00  
Repairs & Maintenance (Structural Changes) .....\$50.00  
Backfilling .....\$100.00  
Advertisement\Sign.....\$100.00

**Building & Developing Activity without a Permit:**

First offence.....Warning issued  
Second offence.....50% cost of permit (or \$50.00, whichever is greater)  
Third & subsequent offences.....100% cost of permit (or \$100.00, whichever is greater)



**iCompass**

Proposal for  
**Town of Portugal Cove – St.Philip's**

---

**Prepared for:** Claudine Murray, Deputy Clerk

Monday January 29, 2018

**Prepared by:**  
Scott Neufeld  
Director of Demand Generation  
iCompass Technologies, Inc



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## Welcome to *iCompass*!

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Thank you for affording us the opportunity to provide you with this proposal for our ***Meeting Manager Pro (MMP)*** and ***Records Manager (RM)***. Should you require any additional information, require clarification or have any questions whatsoever please feel free to contact me at your convenience.

## *We Can Help - iCompass is an Industry Leader*

---

iCompass provides:

- **INDUSTRY LEADING** implementation speed.
- **UNLIMITED** support, coaching and training
- 'Easy as That' fees which offer **BEST OVERALL VALUE**

iCompass provides ***CivicWeb***, the leading Solutions for cloud-based *Meeting, and Records Management* for Municipal Clerks who are swamped with never-ending tasks related to managing their meeting process, records administration and tracking responsibilities.

***CivicWeb*** automates meeting and records management workflow in one system, and facilitates open governance through comprehensive and seamless access to information. It provides real-time pulse and complete visibility into what's going on across the entire organization.

iCompass routinely has its customers up and running in two (2) meeting cycles via our '***Easy as That***' Training Program. Our customers' immediate ROI is also realized in part due to our true all-inclusive pricing model, cloud-based service, no IT involvement, no expensive consultants, no over-built systems and no costly RFP process.





## Our 'Best in Class' CivicWeb Tools



**Meeting Manager Pro (MMP)** – streamlines the creation, approval and distribution of agenda packets, minutes, meeting decisions/actions, and management of records.

Includes the following modules:

- **Meeting Manager** (unlimited Meeting Templates)
  - *Agenda & AgendaNotes* (iPad®, Web and PC versions)
  - *Minutes*
- **Action Tracking**
  - *Meeting Tracker + Report Tracker*
  - *Output Document Capability* (1 for each Tracker, if applicable)
- **Records Center**
  - *Records Center Custom Banner*
  - *Records Center Connector*
  - *Records Center Enterprise Search*
- *SharePoint Connector, Laserfiche Connector*, (if applicable)

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### Highlights:

- Increased visibility into the entire meeting process through a 'dashboard' view of all agendas, minutes and actions created, approved, distributed, and stored
- Reduction of the repetitive 'copy and paste' process when preparing, approving and distributing agendas, minutes, related forms and actions
- Continuous 'Life of an Item' flow with Meetings Actions flowing in and out of various meetings, reports and dashboards.
- Creation of agenda items electronically
- Last minute changes can be easily and quickly accommodated
- Multiple types of attachments can be used, and there is no limit to how many
- There is no limit to the number of templates, and you have complete control to make changes to existing templates or create new ones
- Automatic page re-numbering, even for last minute additions to the agenda
- Built-in approval process with e-mail notification
- Final agendas, minutes, and related documents can be quickly and easily posted to a designated website (via the **Records Center** module) for public and/or staff access
- Ability to project HTML split screen view of agenda during meetings
- Hard copies of agendas, minutes, forms and actions lists can be printed any time
- Minutes are pre-populated for quick on-the-fly minute taking during meetings
- Capture and tracking of meeting decisions and action item follow-up
- Ability to manage and provide online access to historical and archived records for both the public and/or staff using the **Records Center** module
  - Automatically OCR documents as they are inputted into the system
  - Drag and drop file management
  - Document destruction logging
  - Manage access levels and security options
  - Document searching and sharing
- Powerful search capabilities
- Flexible access levels and security options



## ***AgendaNotes (Web, iPad® and PC Versions)***

### ***AgendaNotes (Web Version) Highlights:***

- Access to any electronic agenda as soon as it is published
- View the agenda and attachments on any device
- Add notes to agenda headings and items
- Hot links straight to your notes for quick review
- Easily print the agenda and your notes at any time

### ***AgendaNotes (iPad® Version) Highlights:***

- Access to any electronic agenda as soon as it is published
- Download the agenda and attachments to an iPad®
- User security maintained through login / password controls
- Highlight text with a swipe
- Place sticky notes right on reports and attachments
- Free hand circle and mark-up your entire agenda
- Auto sync grabs updates and agenda items on the go
- Hot links straight to your notes for quick review
- Easily print the agenda and your notes at any time

### ***AgendaNotes (PC Version) Highlights:***

- Access to any electronic agenda as soon as it is published
- Download the agenda and attachments to a Windows compatible laptop or desktop computer
- Add notes to agenda headings and items
- Easily print the agenda and your notes at any time
- Hot links straight to your notes for quick review
- Options to download some or all attachments – great for dial-up users



**Records Manager (RM)** - Enables you to address the core requirements of Records Management with an easy to use and affordable solution – and you can start using it within DAYS of purchase.

Includes the following modules:

- *Records Manager*
  - Classification Scheme & Retention Schedule
- *Action Tracking*
  - *Public Records Request Tracker* and *Archives Tracker*
  - *Output Document Capability* (1 for each Tracker, if applicable)
  - *InTouch* (for *Public Records Request Tracker* only)
- *Records Center*
  - *Records Center Custom Banner*
  - *Records Center Connector*
  - *Records Center Enterprise Search*

#### Highlights:

- Records Management capabilities for managing items, documents, and uploaded files
- Manage paper and electronic records, including location of records (building, room, box, folder)
- Dashboard – one place to do your Records Management work including powerful searching
- Integrated hierarchical classification/retention schemes, with the ability to easily search by classification
- Includes **Records Center** the **Archives Tracker** and the **Public Records Request Tracker**
- Easily classify existing **CivicWeb** documents (agendas and minutes), and uploaded documents & files
- Management of retention schedules (disposition and destruction) - view records ready to move to the next state
- Powerful and flexible filtering of most subsets of the database – customized per user (department, disposition date, location, active vs. archived, etc.)
- Highly flexible ‘metadata’ support – incorporate those most important search fields and add new ones
- Track boxes of records in storage, managing movement to archive and destruction with included **Archives Tracker** – helps with your box labelling as well
- Pre-defined and custom filtering of records into working lists and standard searches – output to Excel / Word
- Ability to assign security to records, including metadata and attached files, and to assign security to users to restrict access to records, and records management functionality

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- Supports import and storage of most image and document file types
  - Ability to search full text of OCR scanned electronic documents
  - Maintain your Vital Records on line – for storage, searching and disaster recovery
  - Manage legal holds of records – preventing destruction while in place
  - Flexible security management
  - Supports sending email notification with link to specific record
  - Audit logging of records management activities and edits
  - Facilitates instant publishing of records to the public using **Records Center**
-



## Our Value

---

Using **CivicWeb**, Municipal Clerks manage their meeting and records management workflows up to 75% faster, enabling the shifting of resources to other pressing priorities.

This is due to our **‘Easy as That’** Training Program, true all-inclusive pricing model, cloud-based service, no IT involvement, no expensive consultants, no over-built systems and no costly RFP process.

## Commitment to our Customer Community

---

- Our focus is the public sector only – over the past 16 years, we have built a customer base of 400 local government and other public sector customers, serving over 2,000 public sector employees and over 1 million members of the general public.
- Our **CivicWeb** tools are built specifically for public sector organizations and assist in delivering open, accessible and green government
- We have a *Customer Advisory Board* – chaired by a customer and the agendas for these meetings are set by the customers
- We facilitate collaboration among our customer community via tools such as the ability to conduct searches across the public folders of our customers’ *Records Center* sites (Records Center Enterprise Search), user groups, one-day regional user sessions, our annual user conference, monthly collaboration webinars, newsletters and blogs

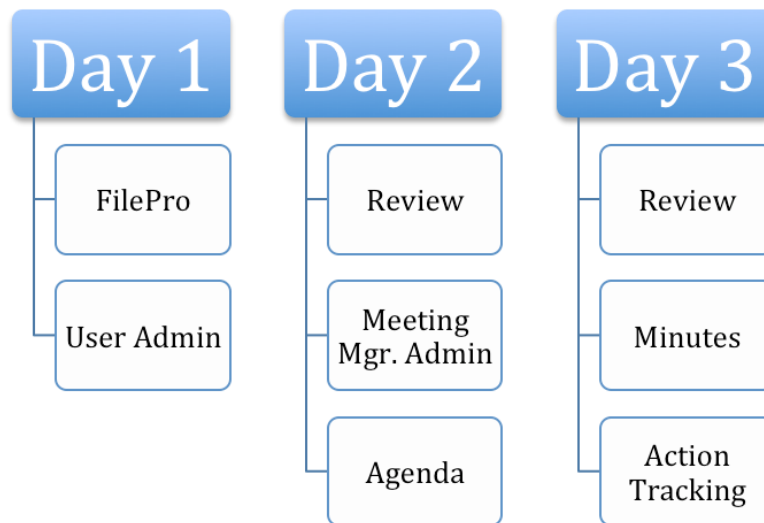


## ***'Easy as That' Training Program & the Industry's Fastest Implementation***

---

### ***'Easy as That' Training Program***

Our industry-leading *'Easy as That' Training Program* ensures that you are up and running quickly - in less than 20 hours – with our *Meeting Manager Pro*, or *Records Management Solution*. Note – if you purchase only *Action Tracking*, the training is less than 6 hours respectively – see below.



#### **Highlights:**

- On-line, workshop style training with an instructor leading each module
- The training is interactive and typically takes place over a three-day period during the same week – if applicable Records Manager training is on day four
- Workshop Time – Opportunity to get hands on with each module with immediate access to the Instructor for assistance
- Chat session for collaboration with other customer participants
- The modules you attend, thus the number of days required will depend on the services you have purchased:
  - *Meeting Management Solution* – days 1, 2 and 3
  - *Records Management Solution* – days 1, and 4 plus the *Action Tracking* part of Day 3
  - *Records Center* only – day 1
  - *Action Tracking* only – day 1 plus part of Day 3

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**Prior to ‘Easy as That’ Training, the following implementation activities happen:**

**1. Kick-Off Call – 15 mins**

**Purpose:**

- Official hand-off from iCompass Sales to Customer Success
- Introductions of key implementation personnel on both sides of project
- Agreement on implementation timelines
- Agreement on Success Criteria for the project

**2. Business Analysis Session – 45 mins**

**Purpose:**

- Quick review of Success Criteria
- Understand your workflow and processes
- Confirm configuration settings for your system

**3. Launch Session – 30 mins**

**Purpose:** To provide you with a walk-through of the system configured with your settings for the first time prior to the start of the ‘Easy as That’ Training the following week

**Post ‘Easy as That’ Training, the following implementation activities happen:**

**1. Customer Acceptance Sign-off (on your last day of training)**

**Purpose:** Official sign-off for the implementation of your system

**2. Coaching Sessions**

**Purpose:** To ensure success in your use of the Services to which you subscribe

- Each coaching session is 1 hour in length and there is a session for each module



## Unlimited Support, Coaching & Training

---

### **Unlimited Support:**

- The Customer may designate up to 3 individuals who will be registered with iCompass as authorized Champions eligible for free and unlimited support throughout the duration of the relationship.
- Only authorized Champions will receive support – inquiries from others within the Customer's organization will be directed to the authorized Champions.
- Support requests will be documented and e-mailed to the authorized Champion making such requests (as well as added to the Customer Resource Center) so as to minimize support requests in the future.
- 1-800 telephone and e-mail support during the business hours of 5:30 AM to 5:30 PM (Pacific Time), Monday-Friday (not including stat holidays).
- Support calls will be answered by a human being 24 hours/day, 7 days/week.
- iCompass will respond to incoming Support calls within 10 mins of our Customer Success Team receiving them, and we'll do so by phoning the Customer back.
- "Support" is defined as follows: *"iCompass providing the Customer assistance either over the phone or via e-mail related to the Customer's use of the Services."*

### **Unlimited Coaching Sessions:**

- The Customer may request an unlimited number of Coaching Sessions for designated individuals throughout the duration of the relationship.
- An authorized Champion must make such requests.
- Each Coaching Session will last between 15 and 30 minutes.
- The Customer will commit to making best efforts to provide iCompass with a minimum of one week's notice of any cancellation or rescheduling of Coaching Sessions. The Customer may cancel or reschedule a Coaching Session twice with less than one week's notice without penalty. After the second occurrence, there will be a \$200 fee charged to the Customer for each subsequent occurrence.

### **Unlimited Training Sessions:**

- The Customer may request an unlimited number of free Training Sessions for designated individuals throughout the duration of the relationship.
- Such training will be provided via our *'Easy as That' Training Program* - On-line, workshop style training with an instructor leading each module.
- An authorized Champion must make such requests.
- The Customer will commit to making best efforts to provide iCompass with a minimum of one week's notice of any cancellation or rescheduling of participation within Training Sessions. The Customer may cancel or reschedule participation within a Training Session twice with less than one week's notice without penalty. After the second occurrence, there will be a \$200 fee charged to the Customer for each subsequent occurrence.



### **Other 'Best in Class' Customer Resources:**

- Monthly educational webinars
- iCompass Customer Resource Center which includes a growing collection of quick reference guides and videos
- iCompass Template Libraries for easy searching and review of sample documents from dozens upon dozens of other iCompass customers. Such documents include agendas, minutes, forms, classification schemes/retention schedules, etc.

## **Unlimited Storage Space**

Unlimited storage for meeting documents in our state of the art network facility provides continual back-up and redundancy to ensure your files are always at your fingertips.

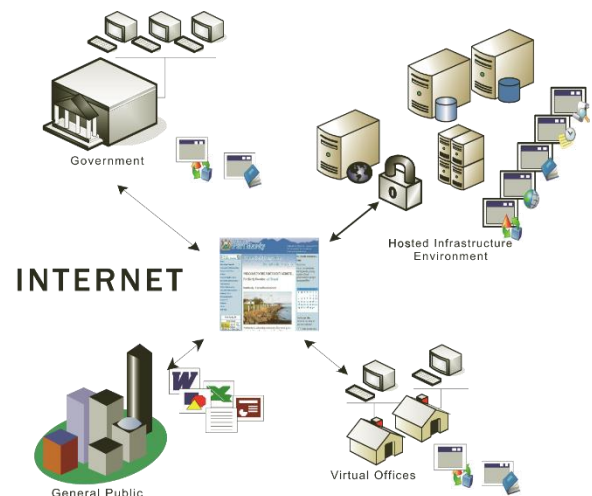
Up to 50 GB of storage is included in the Records Manager solution fees set out in this quote. Additional storage may be provided, and is calculated and payable on an annual basis.

## **Our Cloud Delivery Model - Software as a Service (SaaS)**

Our **CivicWeb** tools are delivered over the Internet and our customers only require a web browser to access and use them. **Overall, the SaaS model is a much lower-cost delivery of software services - you no longer have to over spend or build in-house!**

### **Key Benefits:**

- Joining a community of other Small Local Government municipalities for best practice improvement.
- All feature updates included.
- Constant redundant back-up of all information.



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## ***‘Easy as That’ Fees***

### **Meeting Manager Pro (MMP):**

- Includes *Meeting Manager Pro*, *Action Tracking*, *Document Center*, *Records Center*, *Records Center Connector*, and *AgendaNotes* (iPad®, Web and PC versions)
- Includes *Laserfiche*, *SharePoint*, and *Granicus Connectors* (if applicable)
- Unlimited storage for meeting related documents
- 5GB of storage for non-meeting documents
- Includes unlimited meeting templates (agendas & minutes)
- Includes 2 trackers created in *Action Tracking* (*Meeting Tracker* + *Report Tracker*)
- Includes ‘Easy as That’ Training, implementation, & support
- Includes unlimited users within your organization
- Includes all regular upgrades to the modules

### **CivicWeb Portal (CWP):**

- Meeting schedules, agendas, minutes, voting and attendance records are all included.
- Linked to website
- Delivers information to the public automatically
- Automatically refreshes with the latest information once it is complete
- Meeting schedules, agendas, minutes, voting and attendance records are all included.

### **Records Manager (RM):**

- Includes Records Manager, Action Tracking, and Records Center modules.
- Includes standard classification scheme and retention schedule for your region.
- 50GB of additional storage for non-meeting documents
- Includes 2 Trackers created in Action Tracking (Public Records Request Tracker + Archives Tracker)
- Includes ‘Easy as That’ Training, implementation, & support as detailed within this document
- Includes unlimited users within your organization
- Includes all regular upgrades to the modules.

Annual Fee
<b>\$6,000</b>
<b>Included</b>
$  \begin{array}{r}  \$7,400 \\  - \$1,500^* \\  \hline  \mathbf{\$5,900}  \end{array}  $ <p><small>*Discount applied when bundled with Meeting Manager Pro</small></p>



### Terms & Conditions:

- The annual fees outlined herein are guaranteed for **thirty (30) calendar days** from the date of issuance.
- The annual fees outlined herein are based on a one year auto renew service agreement.
- The annual fees includes hosting in the facilities of our managed hosting service partner, technical support (e-mail and 1-800 support), maintenance, on-line training sessions, regular upgrades to the software and storage space.
- All annual fees are payable up front.
- Your license will include unlimited users from your organization.

## 6 Month Money Back Guarantee

---

iCompass wants our customers to feel safe in committing to a future of electronic agendas and records management. The iCompass 'Easy as That' implementation model provides a quick and stress free on-boarding experience. We are driven to provide the best customer experience possible. If at any point you become dissatisfied in the first 6 months you can walk away with a full refund.

## Conclusion

---

Again, thank you for affording us the opportunity to provide you with this proposal for our **CivicWeb** Services. With over 18 years of experience serving over 400 public sector customers, we trust that you will find great value in our services.

Please feel free to contact me if you have any questions, require any further clarification or wish to have a service agreement prepared in order to proceed with this proposal. I can be reached at 250-299-8335.

Sincerely,

Scott Neufeld  
Director of Demand Generation  
iCompass Technologies, Inc.

ATIPPA Requests January 1, 2017 to December 31, 2017			
Requestor	# of request	# of questions	Time spent on requests & related complaints (in hours)
#1	108	304	665.5
2	5	13	28.5
3	2	9	18
4	2	4	17
5	2	4	6
6	1	3	32
7	2	3	5.5
8	2	3	5.5
9	2	2	7
10	1	2	6
11	1	1	7.5
12	1	1	4
13	1	1	2
Total	130	350	804.5

OIPC Complaints 2013-Dec. 31, 2017	
Requests from:	# of requests received
#1	28
Others	2

PCSP ATIPPA Summary of monthly requests for 2017					
Request Initiation Date	No. of Requests (from #1)	Time spent on requests (in hours)		No. of Requests (from others)	Time spent on requests (in hours)
Jan	6	36.5		1	5
Feb	11	65		2	17
Mar	10	29		10	81
Apr	19	137		0	-
May	12	42.5		3	11
June	5	20.5		1	5
July	7	27		1	7.5
August	16	168.5		1	3.5
September	4	14		0	-
October	5	34.5		2	6.5
November	8	70		1	2.5
December	5	21		0	-
Total	108	665.5		22	139



Tabled items

# **CORRESPONDENCE**



February 12, 2018

(6.5.19)

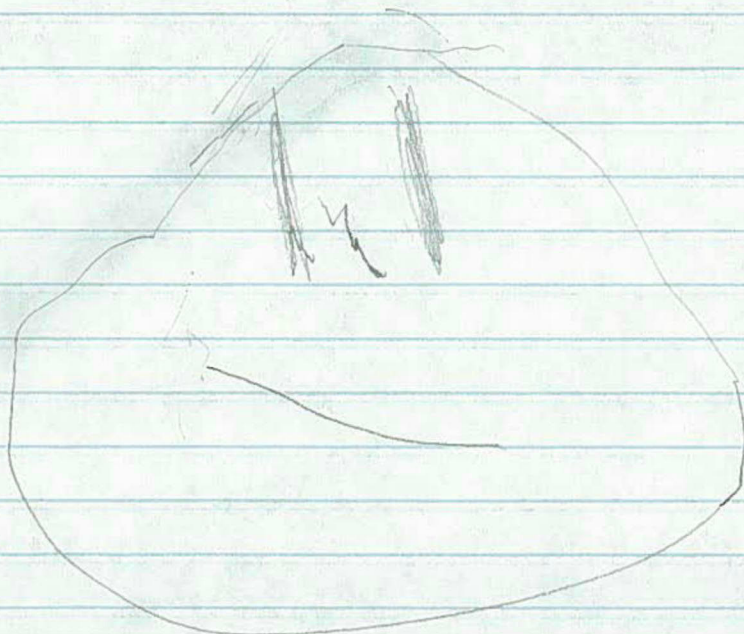
your worship,

Thank you for coming to read to us the most recent chapter of the whispering tree. My name is [REDACTED]

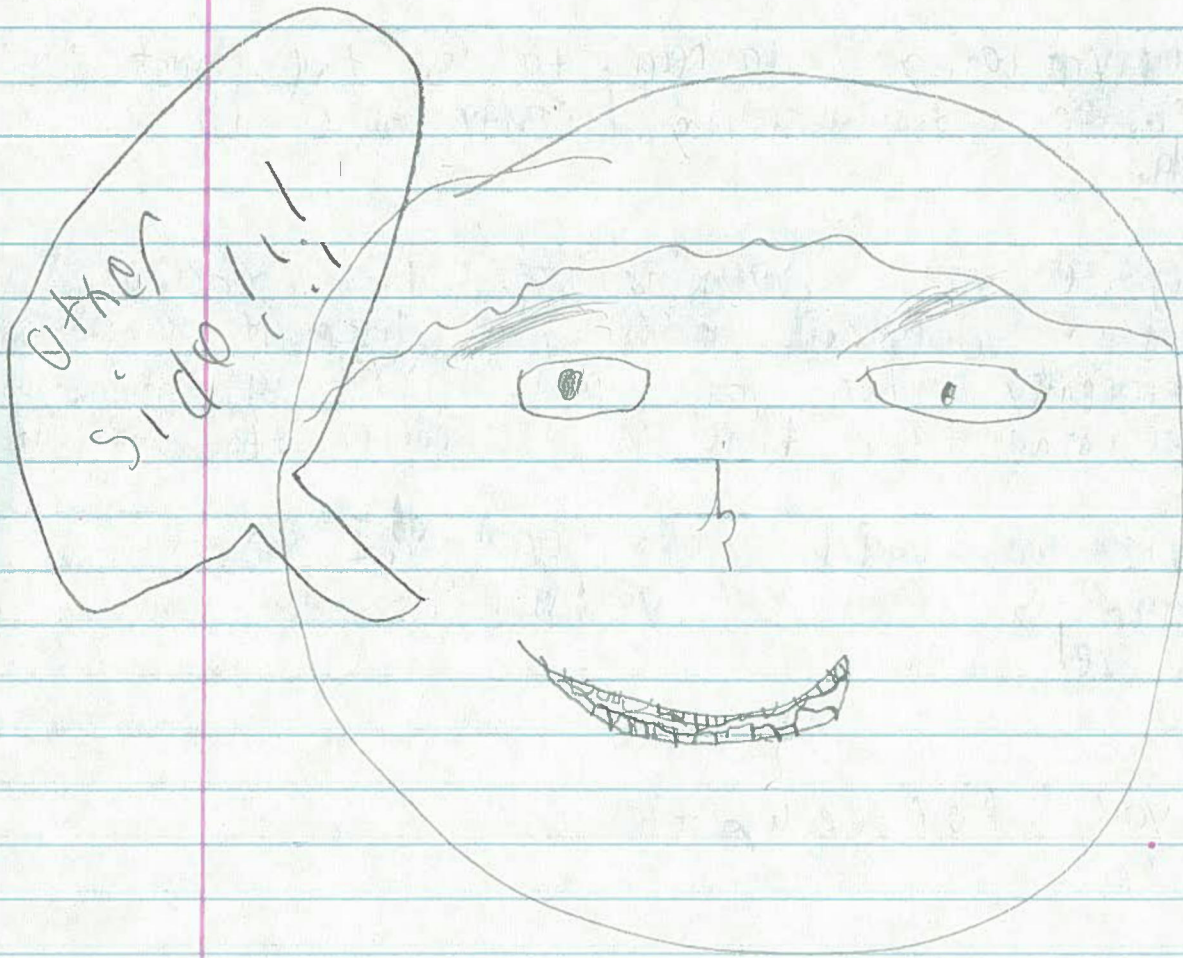
I Appreciate you spending your time for us rather than yourself. I also felt like it was told differently when you read it. <sup>you</sup> Thank you again, thank you for spending your time on us rather than yourself.

Anyways, how are you? I hope good. I also being mayor is fun for you. Well, it's a new period. Bye!

Thank you for your time,









Your Worship:

Hi, my name is [REDACTED] You came to our class a couple of weeks ago. Thank you for coming to read the whispering tree: Chapter 5. Your visit was wonderful!

I will tell you about myself. My name is [REDACTED] and I am 9 years old. My birthday is March 30<sup>th</sup>. My favorite colour is blue and I love pizza! Plus owls are my favorite animal! I love art and music, and I participated in the spelling bee! I am a soccer player and I illustrate books with one of my friends. I would like to be a writer when I grow up. I participate in many things, with my friends or not!

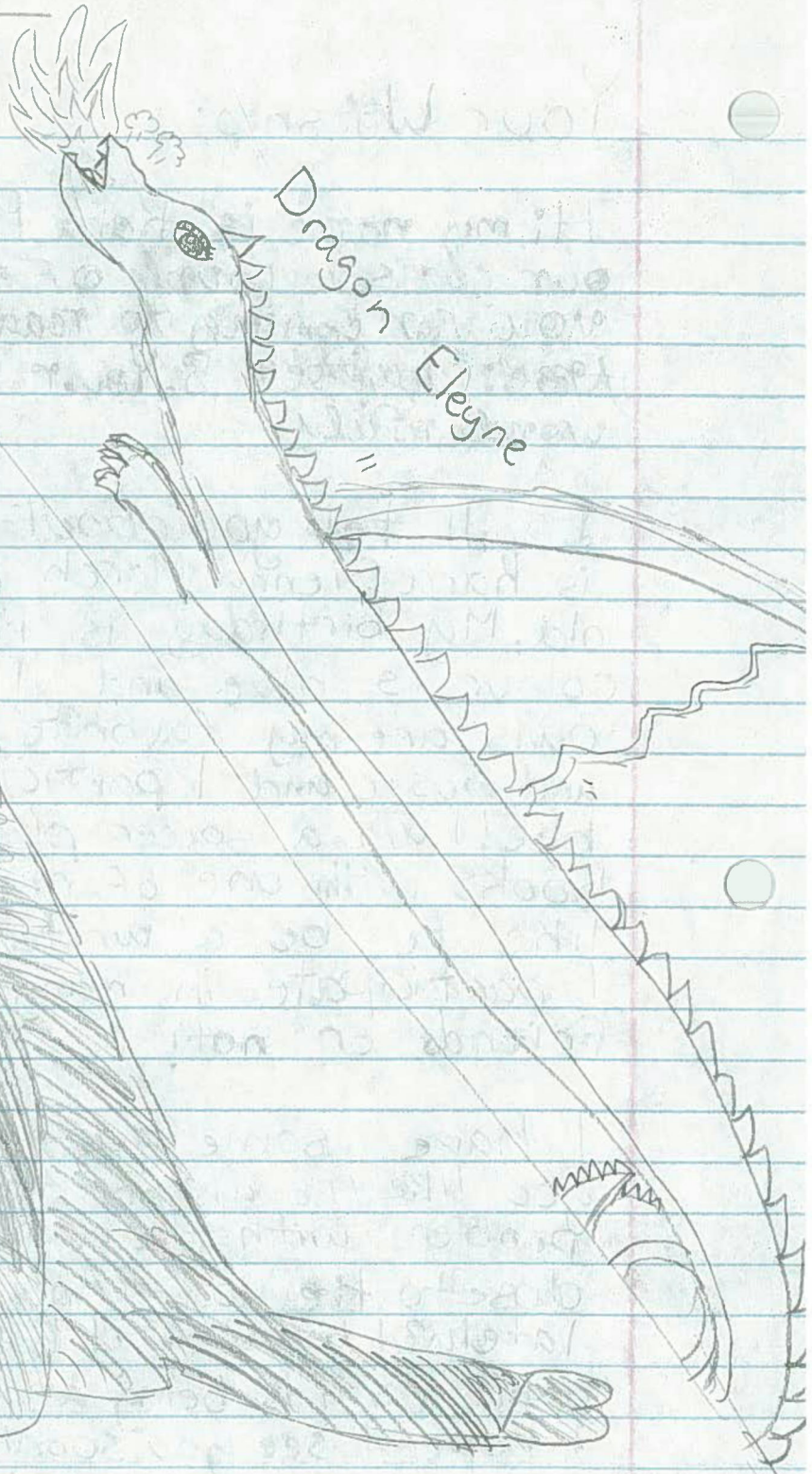
I have some questions for you: Do you like the whispering tree? How is the problem with the garage 9 inches too close to the house? Any other problems lately? I hope not! I bet you have your hands full! Is being a mayor difficult? I hope I see you soon!

Kind regards,

[REDACTED]

P.S. Flip over the letter!





WITNEY IS  
MY NAME  
SQUACK!





February 12, 2018



Your Worship:

Africa  
AFRICA  
Afrika

Hello my name is [redacted]  
you had visited our class a few weeks ago. Thank you for coming to read us chapter 5 of the whispering tree. I really was happy when you came in and started reading the whispering tree. I was astonished when Mme Paula had said that you were the Maior of the town of Portugal Cove St. Philips. I was having a great time and you were very funny too!

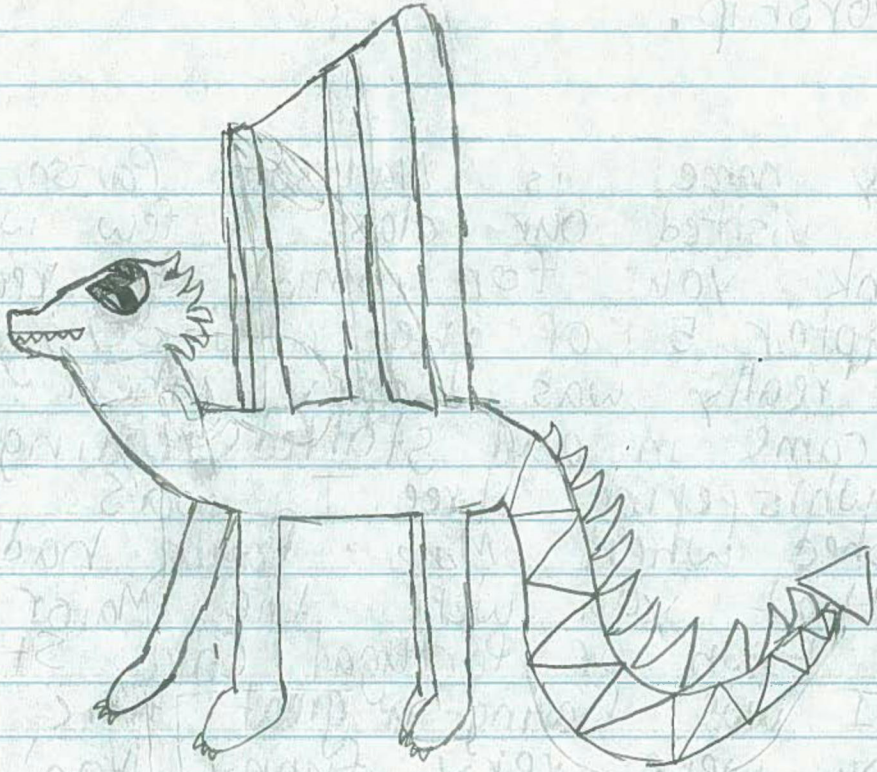
What did it feel like being a Maior? Was there any problems you have while trying something? Do you sometimes have to ask somebody else for help when you can't handle it? I hope you have already solved the conflict with the old couples garage that was 9 inches too close to their house 😊. If I were a Maior that would've been very hard because I have absolutely no experience with Maior stuff! I never imagined it would be so hard to be a Maior!

Many thanks,

[redacted]

P.S. Look on the other side!







Feb 12 2018

Mustafa

Your Worship:

My name is Julie I'm in Mrs. Paula's grade 4 Class you came to our class a few weeks ago it was really fun.

I wanted to say thank you so much for coming to our class, thank you so much for the pins and the excitement you brought to our class. You also told us about your job and it was really COOL!!!

So we read the Sixth Chapter of the Whispering tree it was AWESOME!!! I will tell you about it. So Camelia told Henry to go to NUT ISLAND but one of those guys who were throwing spires at Henry and Camelia threw a spire at Henry BUT WAIT There was a NUT on the end. So Henry passed out and he drifted to NUT ISLAND, but all the whispering trees were saying it's coming it's coming it's coming, and they said over and over again, and Henry yells WHAT IS COMING he is so Confused. Then he saw a leaf that leads to a bunch of ocean beasts. Henry gave one of the ocean beasts a flower but then he started to cry.

NOW I HAVE A FEW QUESTIONS

- Are you still working on the garage thing if so what did you decide?
- Where do you live?
- Did you enjoy your visit to our class?

Turn to other side



Please right back

Kind Thanks,



THANK

YOU!!!

BYE!!!



February 12

your worship:



Thank you so much for coming  
in last week!! In case you  
don't know who I am, my name  
is [REDACTED] who is  
10 years old, born on Jan 7  
2008.

I loved talking with you about  
how Oliver was so incorrect about  
how mayors can be girls and  
boys and how you do your  
job of being a mayor.

## QUESTIONS

↓

1. Do you like being a mayor  
(circle one of them) yes or no, ?
2. Did you like to read to us  
yes or no, ?
3. Did you like the whispering  
tree story?
4. What was your favorite part  
in the story?
5. Did you like talking to us about being a mayor?

Sincerely,  
[REDACTED]



February  
12 2018

Dear Mr Mac Donald

Thank you for coming to  
our class and reading a story.

I hope you like it I like it hope you  
had a great time.

Thank you,

[REDACTED]

✓



February  
12, 2018,

February 14, 2018

Your Worship:

My name is [REDACTED], you came to my class not too long ago to read "The Whispering Tree" to my grade 4 classroom. Everybody loved it especially me and you read it with so much awesome expressions! It was so cool that you took the time to come to my class!

In chapter 6 Camellia is taken by a large, muscular boy on the edge of a rock. Camellia tells Henry to get to the island. Once Henry is on the island a massive ogre-beast emerges from the ground!

Thank you,  
[REDACTED]



\* ENR 4/7/12  
2018

Dear MS. Macdonald,  
Thank you for coming to  
our class.

I hope you have a  
good time.

Warm wishes

Sincerely,





February 12, 2015  
Your Worship.

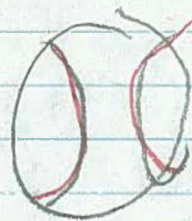
Thank you for  
communion.

My father is [REDACTED]

Whispering tree that the  
food more often be [REDACTED]

I find it interesting  
when you are  
divine. I heard  
that people come to  
you when they have  
problems.

Thanks you for your time,  
[REDACTED]





took my  
12  
2018



Your Worship:

Hello my Name is [redacted] and you came to our class to read the whispering tree!! It was truly a pleasure to have you read to us. Why? because you usually don't have your may read to you and your classe!!

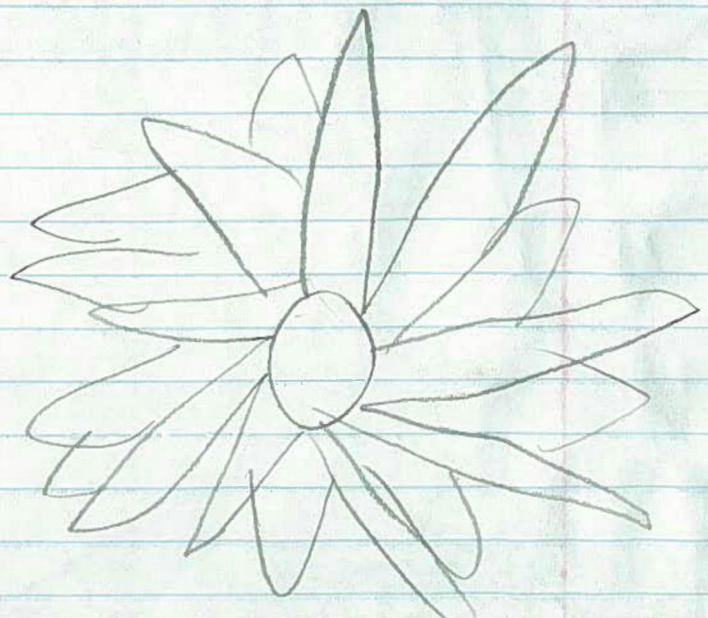


I really love the little gift you gave me it was so sweet of you if I'd knew you were coming I'd probably given you a little something. ☺

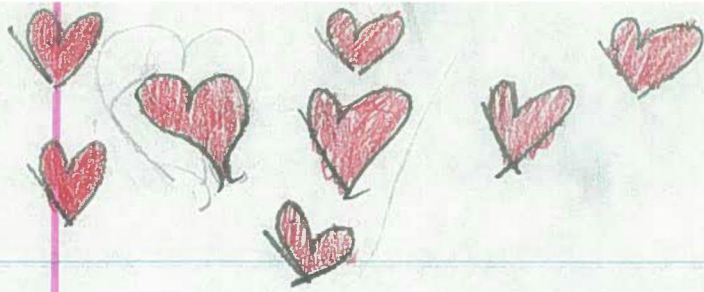
My favourite part was when you said your granddaughter read you Your worship! ☺ That was very funny!

My only question is do you have to be born in Poosp to be mayor of Poosp?

Many thanks,








February 12 20

2 your warship:

3 Thank you for coming to our class to read the whispering  
4 tree I am [redacted] When you came to my class to read the  
5 whispering tree it was one of my favorite days of my life. I'm in  
6 Mrs. Paulas class grad 4 I have 20 kids in my class. I loved  
7 when you read the whispering tree because you had trouble with  
8 some names it was hilarious. I love the pine it was so cool  
9 even cooler than Kool-Aid and I love Kool-Aid. P.S. you're the Beast  
10 myer azer. 

11 1. Do you now what Beanie Boos are \_\_\_\_\_ ?

12 2. Do you like Beanie Boos \_\_\_\_\_ ?

13 3. Scale 1 to 10 how hard is it being a myer \_\_\_\_\_ ?

14 4. Do you like Being a myer \_\_\_\_\_ ?

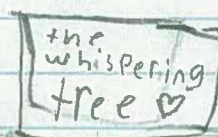
15 5. Scale 1 to 10 how fun is it helping people. \_\_\_\_\_ ?

16 6. What's your favorite animal? \_\_\_\_\_ ?

17 7. What's your favorite color. \_\_\_\_\_ ?

18 8. What's the hardest thing about being a myer \_\_\_\_\_ ?

19 9. What's the easiest thing about being a myer \_\_\_\_\_ ?





February 14  
2018

Kamela

Your Worship:

My name is [REDACTED] I am in grade 4  
(Mme Paula) I was VERY surprised when you  
came. You are a AMAZING READER! I hope you  
enjoyed reading the Whispering tree with us.  
THANK YOU!! ♥

Here is an update on the Whispering tree.  
Camellia was taken by one of those  
CRAZY men but before the man took Camellia  
she told Henry "Swim as fast as you can to  
Nut Island." So when Henry was on Nut Island  
a magic leap led him to a HUGE ogre  
beast. The ogre beast was a bit scared  
but a single tear dripped down his face.

What I learned about being a mayor was  
it is NOT all ways easy. You need to make  
ALOT of hard choices for your town and  
people. Not everybody

- Do you get scared when it is time to vote mayor?
- Do you enjoy your job?

Sincerely [REDACTED] ♥



February, 12,  
2018

Blair

## Your Worship:

My name is [REDACTED], I am in Madame Paula grade 4 classe. You came to our class a week ago and you read the Whispering Tree to us. But I was not here because I had a ear infection. The people in my classe told me about you and I heard that you are a good reader too. you are so nice.

I hope the chapter 5 of the Whispering tree was good. I heard it in school when it was lunch. Chapter 5 was so so good. Chapter 6 was good too, in chapter 6 there was more oger-beast one was crying because Henry gave him a flower but I think he was crying of joy. Camellia got takeing in the water, they were swimming to nut Island.

Questions, what is it like to be a mayor?

How much work is it to be a mayor?

Is it fun to be a mayor?

Do you have any pets?

Thank you for your time,  
[REDACTED]



February 12  
2018.

Your worship.

Thank you for coming to visit my class,  
my name is [REDACTED]! A few days ago you  
came to my class because you wanted to read  
the wiperin tree.

I learned a lot about being mayor  
when you were here. My friend Sienna  
set it up with my teacher Mrs  
Coughage. I love pigs I really want a  
pig. I'd name it Chary because  
Chary is a name I wanted to name  
a pig for ever.

Thank you for your time,  
[REDACTED]



February  
12, 2018

Your Worship:

Hello my name is [REDACTED]  
You came to visit our class a few  
week ago it was a really fun visit!

Do you like reading the whispering tree  
You only read the 5 chapter but are  
you liking the whispering tree. It very  
interesting I really want to read the  
whole book but I can't it really  
fun reading with you I never heard  
that there was a mayor for Portugal  
Cove but now I know you!

I was born in [REDACTED] before  
my parents were married we move in to  
a blue house but when I was 4 we move  
to Portugal Cove our house was getting  
bulid so we stay at our nan's house  
my sister [REDACTED] was born and my Cousin  
[REDACTED] we went to Africa for  
someone wedding then my family went  
home we live on [REDACTED] port  
cove I have 6 people in my family

[REDACTED] I am the oldest  
in my family I had one pet  
it was a fish her name was  
Sky She was dieing so she is in



February 12 2018

Your Workshop:

Thank you for coming out class it was the best time.

My name is [REDACTED] Thank you for reading chapter 5 of The Whispering tree and the best part was or Mayor come to our school. And lead to us!

I wonder if being a Mayor is fun. But I would think it is the best job in the world.

I really like hockey so if I had to pick one for a job it would be hockey because I love hockey

It was the best best best time in the world to have you lead to us

Thank you for your time,  
[REDACTED]





February 12, 2018

Your Workshop:

**THANK YOU** My name is [redacted]  
[redacted] from grade 4 Paula Courage's  
class, BCE. The Chapter of the whispering  
tree that you read was the  
**BEST!** Having a Mayor come  
in to our school, it was awesome!

I hope being a mayor is the  
best job you can think of and  
that it's a lot of fun.

In the whispering tree we  
discovered a colony of ugle  
beasts trapped on our island.  
It was an exciting chapter and  
we all wish you were there.

Did you solve the "a inches  
to close" problem? If so: great!

It was an honour to have  
you come in. Again **THANK YOU**

Sincerely, [redacted] P. [redacted]



February 12, 2018

Your worship  
Thank you for coming to our class. It was a blast

My name is [REDACTED] and you might remember me when I said all mayors are men but I think ~~I~~ made a mistake.

We are so lucky to have are mayor. Like out of all the people in the world are mayor came! That was the best day of my life.

I loved it when you read the whispering tree to ~~at~~ the class. P.S I loved the pins that you gave to me.

Thank you for your time,  
[REDACTED]



February 12,  
2018



Your Worship:

Hi MY Name is [REDACTED] A few days ago you came too my grade 4 class to read the whispering tree. So I am fighting this to say a huge THANK YOU!

I learned a lot from you about being a Mayor. I know now from you that you can vote once you are 18. I wanted to ask you something did you always live here like for your whole life? And now I know what. Conflict is now so thank you. I think we are VERY VERY lucky. So thank you for your time.

Thank You for Your time,

[REDACTED]