



Public Council Meeting
Tuesday, April 3, 2018 at 7:00 pm
Location: Council Chambers

1. Call of Meeting to order
2. Adoption of Agenda for April 3, 2018
3. Delegations/Presentations
4. Adoption of Minutes of March 20, 2017
5. Business Arising from Minutes
6. Committee Meeting Reports
 - a) Planning & Development Committee – Councillor Harding
 - 1) Civic # 39-43 Gail's View – Subsidiary Apartment
 - 2) Civic # 743A Indian Meal Line - Rezoning
 - 3) Civic # 1933-1945 Portugal Cove Road – Request to Change Road Name
 - 4) Civic # 69-75 Tolt Road – Complaint Regarding Rodent Traps
 - 5) Department of Fisheries and Land Resources – Crown Land Referral (Civic # 24 Keeley Lane)
 - 6) Civic # 13-19 Belbin's Road – Condition of Dwelling at Civic # 5-11 Belbin's Road
 - 7) Department of Natural Resources – Revision to Quarry Permit at Civic # 533 Bauline Line Extension
 - 22) Permits issued from March 9th to March 22nd, 2018
 - b) Recreation/Community Services - Councillor Stewart Sharpe
 - 1) Canadian Sport Tourism Alliance (CSTA)
 - 2) Terry Fox Run
 - 3) Voisey's Brook Park Trail Concerns
 - 4) Wooden Boat Museum
 - 5) Go Bus – Regional Planning
 - 6) Easter Employment
 - 7) Community Grants
 - c) Public Works - Councillor Bartlett
 - 1) Quote – Axle Cooling System
 - 2) Quote – Driver Feedback Signs Upgrading
 - 3) New Vehicles
 - 4) Storm Water Issues
 - 5) Solid Waste Presentation

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

- 1) Community Signage**
- 2) Advisory Committee Policy**
- 3) Advisory Committee on the Environment**
- 4) Municipal Awareness Day**
- 5) Service Level Review**
- 6) Regional Transportation Plan**
- 7) Best of PCSP Community Awards**
- 8) Communications Coordinator**
- 9) Tickle Swim**
- 10) Tourism Brochure**
- 11) Chamber of Commerce**

e) Protective Services - Councillor Hanlon

- 1) Commissionaires – Municipal Enforcement**
- 2) FES Updates**
- 3) Safe PCSP**

f) Administration and Finance – Deputy Mayor Laham

- 12) Accounts for Payment**
- 13) Director of Public Works Position**
- 14) Connection fees**
- 15) Drivers Heights**
- 16) PCSP Chamber of Commerce Financial Support**

7. Correspondence

8. New/General/Unfinished Business

9. Agenda items/Notice of Motions etc.

10. Adjournment



DELEGATIONS / PRESENTATIONS



MINUTES



TOWN OF PORTUGAL COVE-ST. PHILIP'S

March 20, 2018

Regular Public Council Meeting 7:00 p.m.

IN ATTENDANCE

Mayor

Deputy Mayor

Councillors

Carol McDonald

Jeff Laham

Dave Bartlett

Johnny Hanlon

Darryl J. Harding

Tina Neary

Madonna Stewart Sharpe

Town Manager/Engineer

Director of Public Works

Director of Recreation & Community Services

Planning and Development Coordinator

Deputy Town Clerk

Chris Milley

Gail Tucker

Dawn Sharpe

Les Spurrell

Claudine Murray

Mayor McDonald called the meeting to order, welcomed the gallery of 16 persons in attendance.

ADOPTION OF AGENDA

Motion Hanlon/Laham

2018-076 Resolved that the agenda dated March 6, 2018, be adopted as circulated.

Carried Unanimously

DELEGATIONS/PRESENTATIONS

- None for this meeting

ADOPTION OF MINUTES

Motion Bartlett/Hanlon

2018-077 Resolved that the minutes of February 20, 2018 be adopted as circulated.

Carried Unanimously

BUSINESS ARISING

Town Manager report:

1. Attended the UMC meetings with our representative which was held by MNL on Wednesday and Thursday of last week. There were a number of topics that you will hear about from our representative later, if not today then in a Council meeting to follow. The focus was on asset management for municipalities. Currently the Town of Portugal Cove-St. Philip's is considered the forerunner in the province as we already have our asset management plan done, take part in many asset management activities in the area and have a number of policies in place already.

The UMC in general, invited all the CAO's/Town Managers to attend these UMC meetings on a regular basis, twice a year, on the opposite time frame as the Economic Development staff who have been going for a number of years to these meetings. These are a reflection of the advances they are able to attain by having both the CAO's and elected staff in the same meeting.

2. Since the last Council meeting, a number of staff were able to get together and complete the asset management readiness scale. Similar to the last item, Town of Portugal Cove-St. Philip's is currently the first and only municipality that has completed this critical tool in the province. Quite an achievement for us to get this far ahead with the Council's work.
3. Director of Public Works last day is March 23, 2018. We wish her the best. With Council's permission you may have seen the ads in the newspaper and on different sites. Due to the freeze on hiring, I will bring forward a motion to fill that position

COMMITTEE REPORTS

Planning & Development Committee Report of March 13, 2018 – presented by Councillor Harding

1. Civic # 115-129 Bennett Road Single Dwelling

Motion Harding/Laham

2018-078 Resolved that the application to construct a single dwelling at Civic # 115-129 Bennett Road be rejected as per Appendix A: Tabled Report.

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

Motion: Councillor Hanlon

2. Civic # 608-610 Old Broad Cove Road Accessory Building

Motion Harding/Bartlett

2018-079 Resolved that the application to construct an accessory building at Civic # 608-610 Old Broad Cove Road be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

3. Civic # 2-6 Emberley Road Business (Home Office)

Motion Harding/Hanlon

2018-080 Resolved that the application to establish a home office as a home occupation at Civic # 2-6 Emberley Road be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

4. Civic # 1539A Portugal Cove Road Request to Change Civic Numbers

Motion Harding/Stewart Sharpe

2018-081 Resolved that the request to change the civic numbers adjacent to Civic #1539A Portugal Cove Road so that this property would not have in the address and reflect frontage directly on a publicly maintained street be granted in accordance with the Town of Portugal Cove-St. Philip Civic Numbering Policy.

Carried Unanimously

5. Civic # 6 Thorpe Road Business at Civic # 1519-1523 Road

The Planning Department is in receipt of correspondence regarding traffic concerns related to a take-out food service business (gourmet meals to go) approved at Civic # 1519-1523 Thorburn Road.

The Committee advises Staff to respond to the correspondence advising that the issuance of a permit to operate the business is subject to access approval from the Department of Transportation & Works.

6. Civic # 244-254 Tolt Road and Civic # 69 Bradbury Road Property Boundaries

The Committee discussed the common boundary line between Civic # 244-254 Tolt Road and Civic # 69 Bradbury Road and the location of a fence in relation to the boundaries.

The Committee advised Staff to correspond with both property owners advising that Council has looked into the matter as much as they could but that it is a civil matter between property owners. If any further research regarding the discrepancy in property surveys is to be completed it will be the responsibility of the individuals to complete.

7. Crown Land Application Referral for Civic # 163 Witch Hazel Road

Motion Harding/Laham

2018-082 Resolved that further to Motion # 2018-051, wherein Council recommended approval of an application for Crown Land at Civic # 163 Witch Hazel Road to the omission of an existing road reservation from Witch Hazel Road to Beachy Cove Ponds to maintain public access to the waterbody that it be resolved that Council amend the above Motion to read to the retention of 15 meters of the existing Crown land Road Reservation for public access from Witch Hazel Road to Beachy Cove Ponds.

Carried Unanimously

Councillor Hanlon noted that the retention of the 15 meters of the existing Crown land Road Reservation will act as a buffer zone between two different properties.

8. Items # 8 through 15 are other items that were discussed at the Committee meeting.

Detailed information regarding these items can be found in Appendix A: Tabled Report.

16. Permits Issued

There were five (5) permits issued from February 23rd to March 8th, 2018 as per Appendix A: Tabled Report.

Recreation & Community Services Committee report for March 15, 2018 – presented by Councillor Stewart Sharpe

1. East Coast Trails (ECT)

The Recreation Committee had the opportunity to meet Mr. Randy Murphy, President of East Coast Trails and Mr. Patrick Ryan, Vice President. Mr. Murphy presented an overview of what the East Coast Trails Association was and the project that which they are requesting funding from the Town. As indicated in the correspondence received from East Coast Trails, the project scope is to re-develop the existing trail from Topsail Beach, through the Town of Paradise and through Portugal Cove St. Philip Total cost of the project is \$49,000 with a request of \$28,600. Attached is the map outlining the trail and the MOU between the Town and ECT. The Recreation Committee request that all council review the MOU and if you have any recommendations to please forward them to staff for the next committee meeting.

Note: the referenced map outlining the trail and the MOU between the Town and ECT is available in the supporting documents package.

2. Voisey Brook Walking Trails

The Recreation Committee discussed correspondence that was received from a resident regarding snowmobiles on Voisey Brook Walking Trails. Although the resident suggested that barricades be put in place to prevent access by the snowmobiles, this would cause fire and emergency access issues. However the Commissionaires will be notified of the concerns and be sure to look into this issue further.

3. Programs and Special Events

The Recreation Department has a number of programs and special events taking place over the next month. To keep council and residents aware of what upcoming schedules, please see those listed below:

- a. Seniors Paddy Day Event March 16th
- b. Clay Cafe Paint Night March 21st

- c. Easter Party and Sleigh Rides March 24th
- d. Easter Camp April 2nd 6th
- e. Rescheduled Snow and Stars Hike April 13th
- f. Best of PCSP April 16th

4. Community Grants

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

- | | |
|---------------------------|--|
| Motion
2018-083 | Stewart Sharpe/Neary
Resolved that the Town donate \$50 per player for a total of \$300 to the Midget A Northeast Eagles Hockey Provincial Team members from Portugal Cove St. Philip's listed; Carter Stevens, Adrian Stevens, Riley Wilkens, Lucas Heath, Naythan Stone, and Tyler Sheppard. |
| Carried | Unanimously |
| | |
| Motion
2018-084 | Stewart Sharpe/Neary
Resolved that the Town donate \$1000.00 to Lisa Oliver to assist with her fund-raising efforts to install a chair lift in her van for her daughter Holly. |
| Carried | Unanimously |

Public Works Committee Report for March 14, 2018 – presented by Councillor Bartlett

1. Animal Control Partnership with Town of Torbay

Committee reviewed the rates and proposed hours for animal control services at Council of Whole. Committee discussed the benefits of the service in providing a cost-effective solution to animal control for the Town and recommended a one-year trial period utilizing the minimum number of hours per week. Staff will forward correspondence back to the Town of Torbay.

- | | |
|---------------------------|---|
| Motion
2018-085 | Bartlett/Laham
Resolved that Council grant approval of a partnership with the Town of Torbay for Animal Control services for five (5) hours per week and to be reviewed one (1) year from commencement. |
| Carried | Unanimously |

2. Correspondence Drover Heights

Correspondence was received from residents in Drover Heights with respect to storm water issues. Staff will assess the site and file history and report back to a future committee meeting on status.

3. Quotes Fleet Diagnostic Equipment

Three quotes were reviewed for the purchase of diagnostic equipment for the Town heavyduty fleet. This equipment will allow for the scanning, diagnosing and troubleshooting of heavy equipment codes, resulting in more efficient repair turnaround times.

Motion Bartlett/Hanlon
2018-086 Resolved that Council grant approval of the purchase of a Bosch ESI HD Diagnostics Tool from Carquest at a cost of \$9,195 plus HST.
 Carried Unanimously

4. Seasonal Public Works Staff Recalls and Postings

Staff presented a list of positions required for spring/summer/fall operations within the Public Works Division for the purpose of seeking approval for recall or posting. Where no call back is available, the appropriate recruitment process will be followed.

Motion Bartlett/Laham
2018-087 Resolved that Council grant approval to call back and/or post the following seasonal positions:
Heavy Equipment Operator (x2)
Municipal General Worker, Facilities (x4)
Municipal General Worker, Streets (x2)
Water/Wastewater Technician, Plant (x1)
Water/Wastewater Technician, Field (x1)
Collector Operator (x1)
 Carried Unanimously

5. Snow Clearing Property Damage Claim

A damage claim was presented to Committee for the following civic address: 4 Larkspur Lane.

This claim was submitted as per the claim process requesting replacement of sod and pipes from an irrigation system. The area of claim is within the Town street reservation therefore, as per Section 4 of the Town Snow Clearing Regulations, Town will not be responsible for any damage caused within the Street Reservation. The claim for the replacement of the irrigation system is recommended for denial.

Motion Bartlett/Laham
2018-088 Resolved that Council denies claim for damages to irrigation system as per the Town Snow Clearing Regulations.
 Carried Unanimously

6. Heritage Display Cases: Request was received to build display cases which will be placed at Brookside Intermediate to house the display of the Town heritage artifacts.

7. Hazardous Waste Day: Staff were asked to explore options that would allow the Town to offer a hazardous waste collection day for the residents.

Economic Development, Marketing, Communications & Tourism Committee report for March 15, 2018
by Councillor Neary

1. Community Signage

The City of St. John's has completed a draft of their regional "hub and spoke" signage plan and have identified Portugal Cove – St. Philip's as a potential pilot project for neighboring municipalities. They are finalizing the report and will share with us soon.

Town staff met ACOA regarding funding for our community and tourism wayfinding signage. Next steps and advice are being considered by ACOA and will be discussed with Council and Chamber of Commerce in the coming weeks.

2. Heritage Committee

The committee reviewed a request to join the Heritage Committee

Motion 2018-089 Carried	Neary/Bartlett Resolved that George Withers be appointed to the Heritage Committee. Unanimously
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Our Heritage Coordinator has been working with the Recreation Department in looking for options for new dories for the regatta. A proposal has been developed in conjunction with the Wooden Boat Museum that would see us purchase one dory and two dories that are incomplete. We would have public workshops to complete those two dories. Staff will finalize the plan for Council's consideration. This is a budgeted item.

3. Advisory Committee on the Environment

Councillor Neary updated the committee on the monthly ACE meeting including Green Team application, Millers Pond Study and Environmental Fair. ACE has been asked to provide input on steep slopes, a small development and wetlands.

The Director updated the committee on the Climate Adaptation projects. A tentative schedule has been developed by ICLEI and Conservation Corps for a mix of local and national workshops that will inform the town's strategy.

4. SharePoint

As the Town is transitioning to a new iCompass platform for Council and committee minutes and reports discussions have started on how best to use SharePoint moving forward. The Director of

Economic Development will work with the Deputy Town Clerk to address the needs of Council from a records and information management perspective. The coming solutions will be user friendly to residents and Council.

5. Community Advertising

The committee discussed two promotional avenues for the town:

a) Business View magazine was looking to profile the town. A requirement is to send a letter to businesses to ask them to advertise in the magazine at a high cost. The market is international. Committee determined this is not a good fit and an unreasonable expectation on local businesses. We will not proceed.

b) Horizons is a provincial publication administered by the Telegram. The exposure is great and many communities in Newfoundland and Labrador advertise here as a means of promoting their community. This was a budgeted item and we will proceed with his publication.

Councillor Neary noted the budget for this item was for \$3000.

6. Urban Municipalities Caucus (UMC) Meetings

On March 14th and 15th MNL hosted UMC meeting with representatives of the 23 largest communities in Newfoundland and Labrador. The two-day event had three streams. CAO's and Town Mangers, Council Reps and Economic Development staff had three different agendas, with some overlap. The Director of Economic Development had training on an Economic Development Toolkit and its facilitation process. This process will be done with Chamber of Commerce.

7. Chamber of Commerce

The Director of Economic Development attended the Chambers meeting on March 7th and assisted the facilitation of the Chamber SWOT analysis on March 14th. We continue to work closely with the Chamber on community signs and the business directory as well as general discussions on how better to position the town from a business and tourism perspective moving forward.

8. Service Level Review

Council and senior staff had a workshop with Twells Con the draft of the Service Level Review on Monday, March 12th. Changes are being made and the final draft will be submitted to Council by the end of March.

9. Regional Transportation Plan

Metrobus is bringing back a regional project that was planned for a couple years ago. The past

Council had budgeted \$10,000 to support a regional transportation plan. This plan was not completed in that budgeted year, therefore we never made a financial contribution. Metrobus is looking for the support of this Council to complete the work. The past proposal will be shared with Council for their review and consideration.

10. Best of PCSP Community Awards

Nominations have been extended to March 20th. Fred Hutton has confirmed that he will be emceeding again this year.

Protective Services Committee report for March 13, 2018 – presented by Councillor Hanlon

1. Commissionaires – Municipal Enforcement

The Municipal Enforcement Officer offered the following update on activity since the last Committee meeting:

4. Standard patrols and monitoring
5. Suspicious vehicle noted in Nearys Pond area at approx. 1 a.m., followed up Portugal Cove
6. Road and out to city limits.
7. 100 snow clearing warning tickets issued since the beginning of the season, the most issued in any season.
8. Increased patrols during lunch times for Rainbow Gully Park, reports of illegal activity.
9. 2 ongoing investigations for barking dogs after 11 p.m.
10. 3 ongoing investigations of roaming dogs.
11. Continued traffic monitoring of Blagden Hill and Newbury Street areas.
12. Research and continued development for Traffic regulations.

The MEO patrols will begin assessing properties throughout the community for compliance with the Civic Numbering Policy. This is a proactive approach to the upcoming compliance deadline in July 2018. An information card will be produced for the MEOs to leave with residents who are not currently compliant. The next edition of the Tickle newsletter will also contain a reminder of the deadline and a full article on the importance of Civic Numbering.

It was noted that the increase in patrols and visible MEO presence throughout the community is having a definite positive impact.

Note: The Town Manager/Engineer noted the Civic Numbering document is a Town regulation, not a Town policy.

2. FES Updates - activity since last Committee meeting:

Responses: 5

- 4 Medical calls
- 1 Chimney fire

Training:

- March 5th Pre-incident planning exercise
- March 12th no training scheduled due to prior scheduling of R2MR course on Saturday

FES-NL Annual Fire School schedule is out now and will be held in Grand Falls-Windsor from May 26th to June 1st. All information has been distributed to FD membership and the deadline for members to apply is set for April 6th.

Recruit training started on March 6th and there are a total of 10 new recruits.

Other Activity:

Department hosted a tour for the Beavers and a fire prevention presentation at station 2 on March 6th.

The Committee reviewed the letter to accompany the new pumper truck request to be submitted to the Province this week. It has also been reviewed by the Town Manager.

The FireSmart application has been submitted.

An application has also been prepared for bunker gear funding. The Committee gave direction for the Chiefs to proceed.

The Committee discussed the previous inquiry into the Town receiving fire services from St. John Regional Fire Department and the weighing costs associated. At the time, SJRFD was not interested in providing the service and the associated costs well outweighed the current costs of the PCSP Volunteer Fire Department. The Chair requested that the Chief contact

Gerry Peach of SJRFD to make an up to date inquiry on interest and costs.

3. Traffic Regulations

The draft PCSP Traffic Regulations have been posted to the Town website as of March 7th for residents to review and provide feedback. The deadline for community input is March 20th.

AMENDMENT:

The deadline has now passed and the Town has not received any input to date. We can consider the draft PCSP Traffic Regulations suitable for submission to the Department of Transportation to support a request to be granted authority to adopt and enforce municipal traffic regulation. Therefore:

Motion	Hanlon/Neary
2018-090	Resolved that the Town of Portugal Cove-St. Philip's submit to the Minister of Transportation & Works the draft PCSP Traffic Regulations and a request for an order to delegate authority under Section 189 and 190 of the Highway Traffic Act to adopt and enforce these regulations.
Carried	Unanimously

Once the Town has received an order for delegated authority from the Minister, a Notice of Motion to adopt the regulations will follow. The regulations may be revised prior to adoption based on any input received during Ministerial review.

Admin. and Finance Committee Report of March 1, 2018 - presented by Deputy Mayor Laham

1. Accounts for Payment

Motion	Bartlett/Hanlon
2018-091	Resolved that Council approve payment of regular accounts in the amount of \$32,625.34, and capital accounts in the amount of \$52,274.23, for a total of \$84,899.57.
Carried	Unanimously

2. Killick Coast Mayors Meeting

On February 22, 2018 the Mayors from the six Killick Coast towns held their quarterly meeting and discussed sharing common services between the towns, such as, bulk purchasing and building inspector services to decrease over all costs. There was also a discussion on partnership with Torbay in regards to constructing the extension for Jack Burne Arena. Further discussion on all items will occur.

3. Carried Forward Correspondence: Request for tax relief based

The committee reviewed a letter received from Holy Rosary Parish requesting exemption from paying water and sewer tax on their properties, namely the Hall, Church and Rectory. The town will reply in a letter to grant a discount.

4. Information Management

The committee continued discussion on the process of receiving correspondence and access and control of records. Discussion on tabling documents verses including documentation in the minutes will be brought to a working group. Further discussion on all items will occur.

The possibility of changing the Council meeting schedule for July and August was discuss and was decided to remain status quo.

5. Correspondence: St. John's Regional Fire Department

The committee received routine correspondence containing the 2018 Schedule of Fees for dispatch, response and stand-by services. Committee requested staff look into the availability and cost of using the Department services full time.

6. Correspondence: Request for Tax Relief

The Committee discussed a business that was not able to be open in 2016 and therefore is requesting a refund of their business, water and sewer taxes for 2016. Whereas the business had no activity in 2016 through no fault of their own, the committee has agreed with the request and will send a letter to the business.

7. Water and Sewer Connection Fees

Since this council has taken office, it has committed to re-evaluating the Water & Sewer Capital Works Cost Recovery Policy with a focus on a solution that uses fixed connection fees rather than local improvement assessments for properties fronting on existing streets. The A&F Committee has reviewed the connection fees, which have not changed since 2011, to consider the impact they will have on the cost recovery model and have proposed some updated fees. The recommended fees give the greatest benefit to existing home owners who receive new servicing followed by current vacant landowners and then future development. As the deadline for updating the 2018 fee schedule is March 31, 2018 the A&F Committee is bringing forward these fees for adoption tonight. The new fees would apply to all connections in 2018, including new and existing projects that have not yet been billed.

The committee will later recommend a revision of the Water & Sewer Capital Works Cost Recovery Policy to align with the adopted fees and address what should be done with the levy portion of the policy that deals with future subdivision development.

Motion	Bartlett/Hanlon
2018-092	Resolved that the amended 2018 Schedule of fees with changes to the Water & Sewer Connection & Other Fee section be adopted.
Carried	Unanimously

Note: The committee should prepare and send clear communication to the residents explaining the fee structure.

8. 2014-2017 Multi-Year Capital Works Projects

Motion	Bartlett/Hanlon
2018-093	Resolved that Council seek approval from Department of Municipal Affairs and Environment to borrow Town's portion of the 2014-2017 multi-year capital works projects in the amount of \$755,050 for a 10 year term and 10 year amortization at a rate of 3.77% with the Royal Bank.
Carried	Unanimously

9. Accounts Receivable Item

The Director of Financial Operations presented information on outstanding accounts and committee recommends the following:

Motion Bartlett/Hanlon
2018-086 Resolved that account DONSQ001 in the amount of \$7,338.92 and account ATLAN002 in the amount of \$1,560.00 be written off as uncollectable.
 Carried Unanimously

CORRESPONDENCE

Council Correspondence for March 6 - 16, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
3/6/2018	St. John's Regional Fire Department	2018 Schedule of Fees	A&F Cmte
3/7/2018	Resident	Transport of Soil and Gravel	P&D Cmte
3/9/2018	Canadian Garden Council	Get the jump on Spring	RC Cmte
3/12/2018	Resident	Water runoff issues	PW Cmte
3/14/2018	Department of Municipal Affairs	Circular Use of Municipal Water, Sewer and Roads Master Construction Specifications	PW and P&D Committees
3/14/2018	Gary Summers Unlimited	Mental Health Workshop	Council
3/14/2018	Resident	Voisey's Brook walking trails	RC Cmte
3/15/2018	Fisheries and Oceans	Decline in Trout and Whitefish	ED Cmte
3/16/2018	DMAE	Training Opportunities	Council & Staff

NEW/GENERAL/UNFINISHED BUSINESS

AGENDA ITEMS/NOTICE OF MOTION

ADJOURNMENT

Motion Hanlon/Laham

Resolved that there is no further business and this meeting is adjourned. Time is 7:46 pm.

Carol McDonald, Mayor

Claudine Murray, Deputy Town Clerk



BUSINESS ARISING



PLANNING & DEVELOPMENT

Planning and Development Committee Report

March 27th, 2018

In Attendance: Councillor Darryl Harding (Chairperson) (Items # 1-4, 6-14 & 16-22)
Deputy Mayor Jeff Laham
Councillor Johnny Hanlon (Items # 1-3, 5, 7-15 & 18-21)
Les Spurrell, Planning and Development Coordinator
Ashley MacKinnon, Planning Technician

Also in Attendance: Mayor Carol McDonald
Three Residents (Item # 14)
Resident (Item # 15)

Motion: **1. Civic # 39-43 Gail's View – Subsidiary Apartment**
The Committee recommends that the application for a subsidiary apartment at Civic # 39-43 Gail's View be granted approval in principle as per Appendix A: Tabled Report.

Motion: **2. Civic # 743A Indian Meal Line - Rezoning**
The Committee recommends that the application to rezone an area of land from Agriculture to Mixed Use at Civic # 743A Indian Meal Line be rejected as per Appendix A: Tabled Report.

Motion: **3. Civic # 1933-1945 Portugal Cove Road – Request to Change Road Name**
The Committee reviewed correspondence received from the resident and the Heritage Advisory Committee in relation to the request.
The Committee recommends that the request to rename the portion of Portugal Cove Road (from the intersection with Beachy Cove Road to the ferry terminal) to "Ferry Terminal Road" be refused.

4. Civic # 69-75 Tolt Road – Complaint Regarding Rodent Traps
The Planning Department is in receipt of correspondence expressing concerns regarding rodent traps placed near the common boundary between Civics # 69-75 and 77-81 Tolt Road.

The Committee advised Staff to forward correspondence to the resident advising that the Province and the Town have no regulations regarding the use or types of rodent traps.

Councillor Harding left the meeting prior to discussion of Item # 5. Deputy Mayor Laham chaired the meeting in his absence.

5. Department of Fisheries and Land Resources – Crown Land Referral (Civic # 24 Keeley Lane)

The Planning Department is in receipt of a referral regarding an application for a licence to occupy an area of Crown land along the shoreline of Butlers Pond at Civic # 24 Keeley Lane for residential use (wharf, slipway, patio/deck and boathouse).

Motion: The Committee recommends that Council correspond with the Department of Fisheries and Land Resources advising that the Town recommends approval of the license to occupy Crown Land at Civic # 24 Keeley Lane with a note that Council have concerns regarding the placement of sand near the waters of Butler's Pond.

Councillor Harding returned to the meeting after discussion of Item # 5.

6. Civic # 13-19 Belbin's Road – Condition of Dwelling at Civic # 5-11 Belbin's Road

The Planning Department is in receipt of correspondence expressing concerns regarding the condition of a dwelling currently being occupied at Civic # 5-11 Belbin's Road and the Town's response to previous correspondence on the same matter from a different resident.

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

7. Department of Natural Resources – Revision to Quarry Permit at Civic # 533 Bauline Line Extension

Motion: The Committee recommends that Council correspond with the Department of Natural Resources advising that the Town has no objections to the revision of the Quarry Permit for Civic # 533 Bauline Line Extension to include drilling, blasting, and crushing activities.

Items # 8 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 six (6) permits issued from March 9th to March 22nd, 2018 as per Appendix A: Tabled Report.

**Appendix A: Tabled Report
March 27th, 2018**

Applications:

Item # 1:

Civic # 39-43 Gail's View

Subsidiary Apartment

Zoning: Residential Rural (RR) – Unserviced

The Committee recommends that the application for Civic # 39-43 Gail's View be granted approval in principle, permitting a subsidiary apartment. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), and Schedule C: Residential Rural.

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

Item # 2:

Civic # 743A Indian Meal Line

Rezoning

Zoning: Agriculture & Mixed Use (AG & MIX) – Unserviced

The Committee recommends that the application to rezone a parcel of land from Agriculture to Mixed Use at Civic # 743 Indian Meal Line be rejected as the proposal is contrary to the Town's Municipal Plan and Development Regulations 2014-2024 as it would promote development in a remote area of the Town where piped services is not expected in the foreseeable future which does not comply with Plan Policy GL-2 (General Layout Policies) and Section 3.4.1 (Residential), and is contrary to a Motion of Council (Motion # 2014-386) from November 18th, 2014 regarding rezoning of Agriculture zoned lands.

The Administrator recommended that this application be rejected.

Other Items Discussed:

Item # 8:

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 receipt of information requested from the applicant.

Item # 9:

Civic # 118-120 Neary's Pond Road – Application for Accessory Building

The Committee reviewed an application for an accessory building at Civic # 118-120 Neary's Pond Road that requires additional information for processing.

The Committee requests that this application be held pending Staff forwarding correspondence to the property owner advising of the information required to process the application.

Item # 10:

Civic # 17-23 Knight's Rest – Application for Business

The Committee reviewed an application to establish a home office for a professional business (software developing) at Civic # 17-23 Knight's Rest that requires a discretionary use ad.

The Committee requests that this application be held pending Staff forwarding the discretionary use ad to The Telegram for publishing.

Item # 11:

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

On February 15th, 2018 the Committee met with a property owner to discuss previous applications for residential subdivisions at Civic # 12-16B Mercer's Road and Civic # 432 Old Broad Cove Road that had been rejected by Council.

The Committee discussed the status of an ongoing appeal to the Eastern Newfoundland Regional Appeal Board regarding the proposal for Civic # 12-16B Mercer's Road and the Committee advised Staff to forward information requested to the Board.

Item # 12:

Civic # 201A Beachy Cove Road – Land Use Zone Readjustment

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

The Committee requests that this item be held pending further discussion.

Item # 13:

Civic # 31-51 Hogan's Pond Road – Wetland Delineation

The Planning Department is in receipt of a report from Stantec Consulting Inc. regarding the delineation of a wetland (in accordance with Schedule E: Environmental Protection Overlay Condition # 6) for the potential construction of single dwellings.

The Committee requested that this item be held pending discussion with the Town Manager at the next meeting.

Item # 14:

Civic # 77-81 Tolt Road – Meeting with the Committee

The Planning Department is in receipt of a request to meet with the Committee regarding a rodent problem they are experiencing on their property that they believe is being caused by bird feeders on an adjacent property.

Staff will complete a site visit to the neighbouring property and contact Service NL with a request for them to perform a site visit.

Councillor Harding left the meeting prior to discussion of Item # 15. Deputy Mayor Laham chaired the meeting in his absence.

Item # 15:

Civic # 24 Keeley Lane – Meeting with the Committee

The Planning Department is in receipt of a request to meet with the Committee regarding a Removal Order issued by the Town.

The Committee advised Staff to contact the resident advising that the Order will remain in effect until such time that all conditions listed within the approval in principle letter have been fulfilled and permits for the development can be issued by the Town.

Councillor Harding returned to the meeting after discussion of Item # 15.

Item # 16:

Civics # 33-37, 39-41 and 36-40 Alfred's Drung – Proposed Seniors Rental Units

The Planning Department is in receipt of correspondence regarding the potential construction of three rental buildings (with 2-3 units per building) for seniors at Civics # 33-37, 39-41 and 36-40 Alfred's Drung. The proposed buildings would be serviced with on-site well and septic systems.

The Committee advised Staff to correspond with the property owner advising that the Town is currently undergoing a review of all development standards and will correspond further regarding their proposal once this review has been completed.

Item # 17:

Civic # 14 Larkspur Lane – Accessory Building at Civic # 820B St. Thomas Line

The Planning Department is in receipt of correspondence requesting a status update regarding a Removal Order for an accessory building constructed at Civic # 820B St. Thomas Line.

Staff advised the Committee that as of the time of the meeting a response had already been forwarded to the resident advising of the next court date regarding the matter.

Item # 18:

Steep Slope Regulations

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

The Committee requests that this item be held pending further discussion.

Item # 19:

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 documentation at the next meeting.

Item # 20:

Civics # 7-9 Anglican Cemetery Road – Dwelling Extensions

The Committee discussed processing of an application for dwelling extensions which were approved by Council and permits have been issued.

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

Item # 21:

Traditional Community Zoning Boundaries

The Committee discussed the current boundaries of the Traditional Community zones.

The Committee advised Staff to contact the Heritage Advisory Committee and request that they review and provide comments on the current locations of the Traditional Community zoning boundaries.

Permits Issued:

Item # 22:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	18-027	03/09/2018	15	Country Garden Road	Accessory Building
2	18-028	03/12/2018	534-536	Old Broad Cove Road	Accessory Building & Carport
3	18-029	03/14/2018	17-19	Hibbs Place	Dwelling Extension
4	18-030	03/14/2018	92-94	Windsor Heights	Business
5	18-031	03/14/2018	4	Brentwood Avenue	Business
6	18-032	03/20/2018	53	Bauline Line Extension	General Repairs & Maintenance



Tabled items at end of
Council Package for:

PLANNING & DEVELOPMENT



RECREATION & COMMUNITY SERVICES

In Attendance: Chairperson, Councilor Madonna Stewart-Sharpe
Councilor Tina Neary
Councilor Johnny Hanlon

Staff: Dawn Sharpe, Director of Recreation and Community Services

1. Canadian Sport Tourism Alliance (CSTA)

Nick Miller, Sports Coordinator presented to the Recreation Committee his report on the Canadian Sport Tourism Alliance Congress that he attended in Halifax from March 6th to 9th. Currently the Town is not a member of the CSTA but attending this conference has shown major benefits to becoming a member. The biggest advantage is learning what mayor sporting events the Town could propose by meeting with all the National sporting organizations. From the discussion with Nick, the Recreation Committee would like to put forward the following recommendation:

MOTION: Committee recommends that the Town become a member of the Canadian Sport Tourism Alliance in the amount of \$150.00.

2. Terry Fox Run

On Thursday March 22nd staff met with Kirk Leech, new coordinator for the Terry Fox Association in Newfoundland. Mr. Leech is a member of the community and he approached the Town about hosting a Terry Fox Run at Voisey's Brook Park. The Recreation Department is very excited about this partnership and looks forward to working with Mr. Leech to confirm the details. This event will be posted in the Newsletter, on the website, and on facebook. Full details will be passed along to Council as they become available.

3. Voisey's Brook Park Trail Concerns

The Recreation Committee discussed concerns that a couple residents had regarding issues on Voisey's Brook Trail. The concerns were dogs off leash, owners not picking up after their dogs, and ATV/snowmobiles on the trails. Staff has addressed some of this issues with signage and bags along the trail ways but it will also be addressed in the next edition of the Newsletter. Staff will contact the residents to see if they would like to meet to discuss what other action they would like to propose.

4. Wooden Boat Museum

The Recreation Committee discussed the proposal that was brought forward at the last Council meeting by the EDMC Committee. The Director of EDMC, Director of Recreation and Community Services and the Heritage Coordinator have set up a meeting to discuss the options for the proposal and will bring them back to Council for direction.

5. Go Bus – Regional Planning

A resident contacted the Director of Recreation and Community Services regarding the Go Bus and if the Town has any services such as this to offer the residents of the community. The Recreation Committee felt that this would be a great issue for the Inclusion Committee to discuss at their next meeting on Wednesday, April 4th. The meeting is a strategic planning session and this issue can be researched and recommendations will be brought back to Council.

6. Easter Employment

April 2nd to 6th the Recreation Department is holding an Easter Camp at Brookside Intermediate. There are 35 youth registered and 3 councilors hired for the camp. We are also availing of a College of the North Atlantic Recreation Student, Kellie Loader. We anticipate this camp will be a huge success with staff planning field trips, crafts, games, and much more. Full report of the camp will be given at the next committee meeting.

7. 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 \$100 to the 1st Portugal Cove Scouting Group to assist with the purchase of new outdoors/camping equipment for their members.

MOTION: Committee recommends that the Town waive the rental fee for the Recreation Centre for the PCSP Lion's Club to host a pick-up area for the online fund-raiser that raised money for the chairlift for the Oliver family.

MOTION: Committee recommends that the Town waive the fee of the Recreation Centre for the Rainbow 50+ Club to cohost a Massage Therapy session with the Bell Island 50+ Club.



Tabled items at end of
Council Package for:

RECREATION & COMMUNITY SERVICES



PUBLIC WORKS



Public Works Committee
March 28, 2018, 4:30pm

In attendance: Deputy Mayor Jeff Laham
Councillor Darryl Harding
Mayor Carol McDonald
Staff: Linda Newhook, Public Works Coordinator
Damien Bridger, A. Foreman Public Works
Regrets: Councillor Dave Bartlett, Chair

1. Quote – Axle Cooling System

Staff advised that an axle cooling system is required for one of the front end loaders. Quote was received from the supplier for parts and labour. Although this expenditure is unexpected, it is within the budget for vehicle maintenance

MOTION: Committee recommends that quote from Nortrax Canada Inc. be approval in the amount of \$14,195.62 including HST.

2. Quote – Driver Feedback Signs Upgrading

Staff provided quote which was received from supplier of driver feedback signs to upgrade data retrieval from manual roadside to Cloud based. Quote received was for \$19,815.65 however budgeted amount was \$11,000.

MOTION: Committee recommends that this budgeted line item in the amount of \$11,000 be moved to Heavy Equipment Maintenance to offset the cost of report item #1 above, installation of Axle Cooling System.

Discussion Items

- 3. New Vehicles - Town Colors:** Staff recommended exploring available color options for new vehicles which are scheduled for purchase in 2018 in an effort to cut costs. Staff will discuss options that conform with branding standards with Director, Economic Development, Marketing and Communications and present back at a future committee meeting.
- 4. Storm Water Issues – Portugal Cove Road:** Committee requested that the Public Works Division undertake remediation efforts to alter the flow of storm water which is being held up in a cross culvert in the area of Portugal Cove Road (Old Cart Road).

MOTION: Committee recommends that Public Works cut a “v” into the concrete block at the end of the cross culvert to allow infiltration during high water flows. A permit will be required from the Department of Transportation and Works to conduct this work as it is within their jurisdiction.



5. **Solid Waste Presentation:** Committee confirmed June 2018 would work best for Council's calendars to have the solid waste audit findings presented. This is the same audit findings presented to previous Council members in 2017.



Tabled items at end of
Council Package for:

PUBLIC WORKS



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



Economic Development,
Marketing, Communications and
Tourism Minutes
Wednesday, March 28, 2018
3:30 pm

In attendance:

Councillor Tina Neary, Chair
Councillor Madonna Stewart Sharpe
Jeff Lawlor, Director, Economic
Development, Marketing and Comms
Mayor Carol McDonald (items 1-9)

Also in attendance

1. Community Signage

The Committee was updated on the project. The proposed approach is that the Town of Portugal Cove – St. Philip's will take ownership of our "spoke" of tourism signage into our community and develop unique municipal signage and wayfinding. The process would be a pilot for other neighboring communities. A meeting is taking place with the City of St. John's, Department of Tourism, Culture, Industry and Innovation, ACOA and the Town of PCSP to discuss next steps and funding.

2. Advisory Committee Policy

The Committee reviewed amendments to the Advisory Committee Policy that better defines the size, appointment process and special leave for the committee and members.

Motion: The Committee recommends the amendments made to the Advisory Committee Policy.

3. Advisory Committee on the Environment

The Climate Adaptation Projects with Conservation Corps and International Council for Local Environmental Initiatives have both officially started. Local meetings and outreach will begin in April-May.

The Environmental Fair has over 20 vendors registered, and will take place on Saturday, April 21st.

We are exploring some new approaches to both the Community Clean-up and Gardening Awards, including engagement with local business.

We received correspondence from Stewardship Association of Municipalities who are hosting their AGM in Stephenville May 24-25. We are considering options on who will represent the Town.

4. Municipal Awareness Day

MNL is still confirming the date of Municipal Awareness Day. In order to plan and coordinate with the school we will be hosting our event on Wednesday, May 9th, it will be jointly organized with the Recreation Department.

5. Service Level Review

The final report will be submitted to Council for review prior to the next Committee meeting.

6. Regional Transportation Plan

Additional information will be shared with Council with regards to Metrobus's proposed regional project. The Chamber of Commerce will be engaged for input.

7. Best of PCSP Community Awards

The award winners have been set and invitations are being distributed. The event will take place on Monday, April 16th at the Legion.

8. Communications Coordinator

Ms. Stephanie Tucker has been hired as the new Communications Coordinator. The Committee reviewed some of her work with the Conservation Corps, including her series "EcoVision" and a mock commercial for the PCSP Easter Party that was used during the interview process. We are very excited to have Stephanie join our team, her skills in content and video development will allow us to better engage with residents than ever. Her start date is Monday, April 9th.

9. Tickle Swim

The Director of Economic Development updated the Committee on the Tickle Swim for Mental Health that we support each year. Details for the event are being worked out with event chair Sheilah O'Leary and Canadian Mental Health Association of NL. The tentative date is August 18th.

10. Tourism Brochure

The Committee reviewed correspondence from MNL regarding a tourism brochure distribution company. The Town is working on a tourism brochure with the Chamber of Commerce and have the resources to distribute ourselves.

11. Chamber of Commerce

The business mixer scheduled for Thursday, March 29th was cancelled due to unforeseen circumstances.



Tabled items at end of
Council Package for:
**ECONOMIC DEVELOPMENT,
MARKETING,
COMMUNICATIONS AND
TOURISM**



PROTECTIVE SERVICES



Protective Services Committee

Tuesday, March 27, 2018

4:00PM

IN ATTENDANCE: Councilor Johnny Hanlon, Committee Chair
Councilor Tina Neary
Councilor Dave Bartlett
Heather Coughlan, Employee & Public Relations Administrator
Fred Hollett, Co-Chief – Volunteer Fire Department (Items #1-2)
Peter Morey, Commissionaires NL (Item #1)
Norma Reid, SafePCSP (Item #3)

1. Commissionaires – Municipal Enforcement

The Municipal Enforcement Officer offered the following update on activity since the last Committee meeting:

- Met with RNC to discuss traffic concerns in the Town, speeding in school zones and other areas, Newbury Street and Blagdon Hill traffic restrictions, suspicious vehicles and video evidence being kept on file if needed.
- Spoke with two residents who were plowing snow over the fire hydrants next to their homes. This is a very unsafe practice.
- Assisted Planning & Development in delivering two removal orders to residents.
- Issued two letters to residents regarding their dogs roaming off leash.
- Civic Numbering: we will be checking for compliance during night time, this is to ensure that emergency responders can find an address easily at night. We will be using our spot light so residents will have to be notified by a variety of communications in the Town.

Ongoing:

- Rainbow Gully Park, stepped up lunch time patrols for illegal activity.
- Investigating two barking dog complaints.
- Traffic monitoring of Blagdon Hill and Newbury Street.
- Traffic Regulations

A notification of the Civic Numbering patrols and use of the spot light during night time hours will be posted to the Town's website and social media pages. As well, an article is being developed for the May – June edition of the Tickle newsletter. The draft door knocker was also reviewed.

The draft Traffic Regulations have been submitted to the Minister of Transportation and Works requesting an order of delegated authority to adopt and enforce through the issuance of tickets.

2. FES Updates - activity since last Committee meeting:

Responses: 4

- 1 Medical call
- 2 residential alarm bells
- 1 commercial alarm bells

Training:

- March 19th – Mass Casualty Management & Triage
- March 26th – Ventilation Theory

Other Activity:

Separate applications to FES-NL (GNL) for a replacement pumper and eight (8) sets of firefighter protective ensemble (bunker gear) have been completed and submitted.

Updated St. John's Regional Fire Department protection costs information is ongoing. Co-chiefs met with Chief Peach on March 22nd and it is anticipated more complete information will be available for the Committee meeting on April 10th.

3. SafePCSP

The Committee met with Norma Reid of the community group SafePCSP to review the status of ongoing and upcoming projects. The Committee had agreed to cover the cost of three (3) billboard signs as part of the SafePCSP Slow Down Campaign in October. The funding for these signs is a budgeted item, and the purchase and installation of these signs is proceeding.



ADMINISTRATION & FINANCE



Administration & Finance Committee

March 27, 2018

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

Staff: Chris Milley, Town Manager /Engineer
Claudine Murray, Deputy Town Clerk

1. Accounts for Payment

MOTION: Committee recommends Council approve payment of regular accounts in the amount of \$14,375.00

2. Director of Public Works Position

With the departure of the Director of Public Works and pursuant to previous motion of Council, with respect to a hiring freeze, staff are seeking approval to hire for this position.

In accordance with the Hiring Non-Unionized Personnel Policy, the appointment of the selected person will be ratified in a future motion of Council.

MOTION Committee recommends that Council approve hiring a Director of Public Works, an essential position for the Town.

3. Connection fees

As the newly adopted 2018 Tax Structure & Schedule of Fees document does not align with the current Water & Sewer Capital Works Cost Recovery Policy, the Town Manager is working on a revision of the policy.

Once the revised policy is adopted by Council, a communication will be sent to residents to explain the changes in the document and the policy.

4. Drovers Heights

The committee is planning to send notification to the residents of Drovers Heights. The notification is of a meeting to gather input on the water and sewer project in that area.

5. PCSP Chamber of Commerce Financial Support

As a part of the 2018 Budget, Council has committed to financially supporting the PCSP Chamber of Commerce with \$26,000. The Chamber made a request for funds prior to the Administration and Finance Committee meeting of March 13th however, it was not brought forward to Council for an official motion. As a result, rather than delay the process an additional two weeks, Council was engaged to consider paying the committed funds and ratifying the decision later, to which they unanimously agreed. Payment was subsequently made to the Chamber.

MOTION: The committee recommends that payment of \$26,000 be made to the PCSP Chamber of Commerce in accordance with the 2018 Budget.



CORRESPONDENCE

Council Correspondence for March 19-29, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
3/22/2018	Resident	Condition of 5-11 Belbins Road	P&D Cmte
3/26/2018	Brochure Distribution Company	Program Offer	ECMCT Cmte
3/18/2018	Resident 1	Comments re Amendment 10	P&D Cmte
3/18/2018	Resident 2	Comments re Amendment 10	P&D Cmte
3/19/2018	Resident 3	Comments re Amendment 10	P&D Cmte
3/26/2018	Stewardship Association of Municipalities	AGM May 2018	ECMCT Cmte
3/29/2018	Dept. of Health and Community Services	Well-Being of town resident	Will go to P&D Cmte
3/29/2018	NL Association of Professional Planners	Municipal Asset Management Plan workshop	Will go to A&F Cmte
3/29/2018	Lions International	Thank you for supporting Help for Holly Auction fundraiser	Council



Portugal Cove – St. Philip's

Dear Help for Holly Auction Fundraiser supporter,

On behalf of the Portugal Cove-St. Philip's Lions Club, I am very pleased to announce that because of your support, we were successful in raising the \$25,765 needed to purchase a rear entry conversion lift for Holly Oliver.

Funds received were as follows: Auction bids - \$9,817, personal and corporate monetary donations - \$9,450, donation from the Portugal Cove-St. Philip's Lions Club - \$6,498 for a total of \$25,765.

Whether you donated an auction item, or gave a personal or corporate monetary donation, you were instrumental in helping make this project a success. Over 1300 people joined the group to bid on auction items and share the story.

Thanks to you, Holly will have the ability to wheel in and out of the family vehicle, easily get to and from appointments, and most importantly enjoy more time out of the house with her family. This project unified our Club, our citizens, the business community and the Torbay Lions, behind a common goal. The outpouring of support and well wishes spread throughout and beyond our town boundaries in unprecedented fashion.

The Portugal Cove-St. Philip's Lions Club and the Oliver family would like to express our thanks for your generous donation.

For 100 years, where there's a need, there's a Lion.

Sincerely,

Lion Suzette Moss - Portugal Cove-St. Philip's Lions Club



NEW/GENERAL/ UNFINISHED BUSINESS



AGENDA ITEMS/ NOTICE OF MOTIONS



Tabled items

PLANNING & DEVELOPMENT

Item # 3

LS Restaurant Ltd.

"Landings Seafood House"

P.O. Box 616

1933 Portugal Cove Road

Portugal Cove - St. Philips, NL

A1M 3R6

January 22, 2018

Ms. Holly Duffett

Planning Technologist

Planning and Development Dept.

Cc. Carol McDonald

Jeff Laham

Jeff Lawlor

Dear Ms. Duffett

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

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

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

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

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

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

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

Thank you and Regards,

Jim Parsons

Owner

Landings Restaurant

Heritage Committee
Portugal Cove - St Philip's

March 23, 2018

The Honorable Carol McDonald
Mayor of the Town of Portugal Cove - St. Philip's
1119 Thorburn Road
Portugal Cove-St. Philip's, NL
A1M 1T6

RE Request to Change Road Name – Owner Landing's Restaurant

Dear Mayor,

The Heritage Committee has read with interest the applicants reasoning for this request.

We would like to start by saying the Heritage Committee does not agree with a section of this historic road being renamed. Portugal Cove is steeped in history, as is Portugal Cove Road. This road was the first road built in 1811 by the Newfoundland Government from St. Johns to another community.

It was a major undertaking at the time. The purpose was to create a shipping link from St. Johns to Bell Island, and major centers in Conception Bay and elsewhere. Packet ships would deliver mail, passengers and goods from St. Johns to their ports of call and vice versa. It is our opinion that Portugal Cove Road ends at the Ferry terminal.

If council should approve this request, it would be a major negative and we believe regressive blow to our cherished history, of Portugal Cove and the Portugal Cove Road.

Another consideration would be, what about if another business or homeowner, should make a similar request to have another part or parts of the road renamed, for whatever reason? Once a standard or precedent is set, how do you deal with that for future requests. We could be headed down a very slippery slope.

We have many different types of business operations in PCSP, which are not on a main road in full view, and they seem to do fine. The Tilt House, just to mention one, you can't even see it from the main road, and they do quite well. And we have many others in similar circumstances.

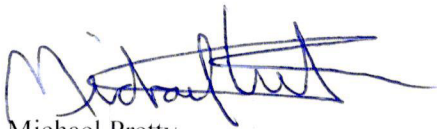
It is our opinion that it is the responsibility of the entrepreneur, to choose a location which is best suited for their operation, and not complain or put the onus on council after the fact. We believe, this particular applicant may be working through some marketing issues, which is understandable for a new business.

How difficult is it to describe your business as next to the Ferry Terminal, or the wharf or in the old fish plant in Portugal Cove, it has been there for some 400 years. The issue stated with the post office etc, is not a council problem, and we are sure if approached properly can be worked out. We have determined that a person or business cannot have a PO Box and a Street address registered with Canada Post for mail delivery, you can one but not both. Usually a P.O. Box is chosen for privacy reasons or ease of delivery, again this is not a council issue. If you have a PO Box and are having a parcel delivered, then you as a private citizen (resident) or business need to provide a civic or street address.

Please do not get the Heritage Committee wrong, we are very pro business, and would love to see each and every one succeed and prosper, thusly our community prospers as well. But not at the expense of destroying our magnificent history, which we and future generations will always hold dear to our hearts.

The Heritage Committee has now started to create a list of possible road names for new roads, subdivisions etc. We would be willing to meet with developers and such to assist them in naming new roads.

Perhaps council has other means within its mandate to assist or advise this particular business owner. But renaming part of Portugal Cove Road should not be an option. Of note Google Maps has that portion listed as ferry terminal Road but that was never an official, like wise Bocker Place [REDACTED] is listed on Google as Bocker Drive.

A handwritten signature in blue ink, appearing to read 'Michael Pretty', with a stylized flourish extending to the right.

Michael Pretty
Chair
Heritage Committee
Portugal Cove - St Philip's

From: [REDACTED]
Date: March 19, 2018 at 1:41:22 PM NDT
To: <darrylj.harding@pcsp.ca>
Subject: Follow up from our call

Dear Mr. Harding:

This email is in follow-up to our conversation of Friday (March 16). Thank you for your call and for meeting with me regarding my concerns about the rat traps being placed near and along the boundary of my property (and until more recently on my property). In response to the letter which Mr. Beckett sent to my neighbor, [REDACTED], regarding this situation, I received a message from [REDACTED]. He advised me that he will continue to lay out the open rat traps but he will not be placing them directly on my property. This means he will place them on and near the boundary of my property and the dangers to my family and other residents and their pets will continue. This is causing me great anxiety particularly as spring approaches and the traps are more exposed.

This situation has been going on since last summer and I have been seeking direction from the town as to how I might address the problem. I am feeling threatened and in danger not only for myself but for other residents. I would like to give you three recent examples of situations that could have been very tragic.

First I will try to explain where the traps are being placed. The area is an open stretch between myself and my neighbor's property (like a trench which runs up the back garden and into the wooded area which overlaps onto properties on Skinners Road). [REDACTED] has a fenced in area and the traps are exposed on my side. I am forwarding a picture in another email. The trench was created when [REDACTED] dug up his land for his house and garden. He left dead trees and debris on my property and this was where until more recently, he left the traps. It is an area that children and pets would easily choose if they were crossing over the properties.

The first example of a very dangerous situation has to do with three children (possibly between the ages of 10 and 12) who came down through my back garden from Skinner's Road in this very area. They were looking for an old bike trail. Another has to do with my surveyor whom I caught just before he went into that area when pegging out my land. He expressed shock at the open traps and the number of them (there were more than 10). He is a longtime resident of this town and said he had never seen anything like it. A third example has to do with a beautiful large dog (a special breed and obviously a beloved pet) who ran down through that very area and has done so before. If the traps were exposed when the children and dog were in the area, and if I hadn't caught my surveyor in time, there would likely have been serious harm and in the case of the dog, possibly death. As for myself and my family, I am very concerned as we have garden projects planned for this summer and near the area where the traps are laid. I also want to clear of the debris laid there by my neighbour.

I am asking for your help once again in addressing this issue of the open rat traps. They are extremely dangerous and it is only a matter of time before something terrible happens if they are left as they are. As you indicated, rat traps should be inside some type of enclosure.

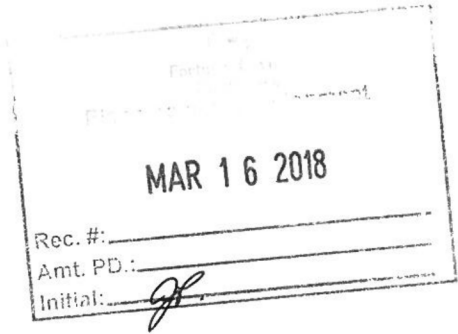
Thank you very sincerely for hearing my concerns and taking action to address them.

[REDACTED]



Item # 5

Government of Newfoundland and Labrador
Fisheries and Land Resources



In Reply Please Quote
File Reference No.
1039506


MAR 14, 2018

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: 153572
Application Type: Licence
Purpose: Use: Wharf, Slipway(s), Deck and Boathouse
Location: Butlers Pond, PCSP
Area (hectares): 0.05
Frontage (metres): 50
Map Number: 01N10
Comments:

REFERRAL AGENCY ONLY

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

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

Branch/Division: [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.

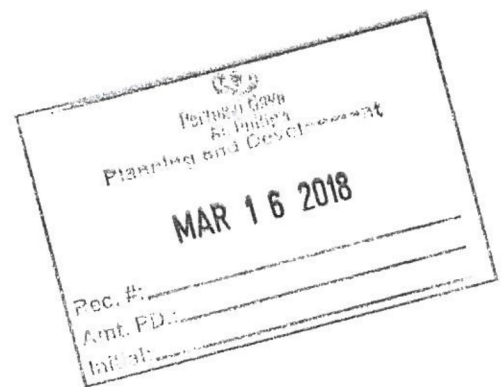
SCHEDULE OF REFERRAL AGENCIES

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

WATER RESOURCES, MGMT DIV.
Dept. of Municipal Affairs & Environment
709-729-2563

Portugal Cove – St. Philip's
709-895-8000
pcsp@pcsp.ca

Provincial Archaeology Office
Martha Drake
709-729-2462



Item # 7

From: [REDACTED]
Sent: March-20-18 1:08 PM
To: Carol McDonald <Carol.McDonald@pcsp.ca>; darylj.hardin@pcsp.ca <CarolMcDonald@pcsp.ca>
Cc: Chris Milley <Chris.Milley@pcsp.ca>; LesSpurrel@pcsp.ca; David Beckett <David.Beckett@pcsp.ca>
Subject: Building at Civic # 5-11 Belbin Road

I note from Council Minutes that the town has received a concern from Civic # 12 Coady's Road about the condition of the dwelling at Civic # 5-11 Belbin Road.

The minutes read " The Planning Department is in receipt of correspondence expressing structural and health concerns regarding an existing dwelling currently being occupied at Civic # -11 Belbin 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."

I suggest that advising the correspondent of "applicable provincial government agencies to contact" will not solve the problem brought to the town's attention. I live [REDACTED] and have some knowledge of the condition of the property and the circumstances involved. No single agency of government at the provincial or municipal level has the knowledge, skills, jurisdiction, and authority to address the multitude of issues this case presents. Having the PCSP citizen, who raised these concerns, contact provincial agencies will simply mean he/she will be bounced from one jurisdiction to another with no resolution of the problem.

[REDACTED], I share the concerns raised by the citizen in the above referenced correspondence, and I would like to see the matter addressed with due consideration to the occupant. Given the foregoing, I

suggest that a more effective way to achieve the desired outcome would be for Council to form a small task force of provincial and municipal specialists (including a social worker) to address the humanitarian and other challenges associated with moving the occupant to a suitable accommodation and taking whatever action is appropriate to bring the dwelling up to code or demolish it.

If you wish me to appear before the Planning Committee to discuss this matter further, I would be pleased to do so.



David Beckett

From: Quarries <Quarries@gov.nl.ca>
Sent: Tuesday, March 27, 2018 3:17 PM
To: Les Spurrell; David Beckett
Subject: Chris Squires Enterprises - Drilling & Blasting in quarry permit
Attachments: Chris Squires Enterprises - Drilling & Blasting & Crushing.pdf; Quarry Permit Standard Terms & Conditions.pdf

Good afternoon,

Thank you for contacting us to discuss concerns relating to the blasting that occurred at the Chris Squires Enterprises quarry site located off Bauline Line Extension. We reviewed the file, and although a detailed referral was conducted on this application in 2015, the applicant did not specifically outline that drilling and blasting and crushing were planned activities for the site.

Given that the original application outlined that the intention was for a rock quarry, the permit holder assumed he was also approved for blasting. However, as part of the Department's due diligence, we would appreciate your comments on these proposed activities. The applicant admitted this was an oversight on his part; there was no intention to conduct unauthorized activities at the site.

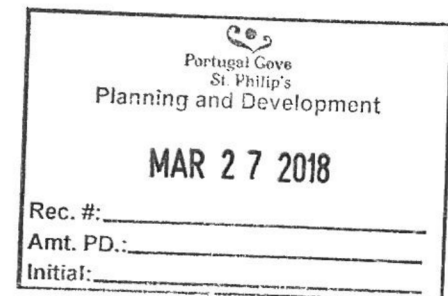
To facilitate this review, we have attached a copy of the original application for this site with the proposed addendums highlighted on page 2.

Each quarry permit issued by the Department is subject to the Quarry Permit Standard Terms & Conditions which include a number of conditions on blasting. I have attached a copy of this with those sections relevant to blasting highlighted on the attached. Of course, if the Town has any other conditions it would like to add, these can also be included on the permit.


If you have any questions or concerns, please don't hesitate to contact me.

Best regards,

Andrea Devereaux, P.Geo,
Quarry Materials Compliance Officer
Mineral Lands Division, Department of Natural Resources
Office: 709.729.6410 Cell: 709.727.2757
www.nr.gov.nl.ca/nr/mines/quarries



"This email and any attached files are intended for the sole use of the primary and copied addressee(s) and may contain privileged and/or confidential information. Any distribution, use or copying by any means of this information is strictly prohibited. If you received this email in error, please delete it immediately and notify the sender."

 Portugal Cove St. Philip's Planning and Development
MAR 27 2018
Rec. #: _____
Amt. PD.: _____
Initial: _____



Tabled items

Recreation & Community Services

Canadian Sport Tourism Alliance Congress:

March 6TH to 9TH 2018

Halifax Nova Scotia

Conference review:

The CSTA Congress attracts delegates from all over Canada and the USA, over 400 delegates attended the conference this year. The congress is attended by Cities, Municipalities and Provinces from all over Canada. The conference is also attended by all National and Provincial sport organization from across Canada. The Conference has three main streams included 1) Sport Tourism 2) Sponsorship and Hosting / 3) Planning Sports Events.

1. Sport Tourism -

Sessions Attended:

Sports Tourism 101: Topics include scope of sport tourism, case studies, trends, issues and opportunities in the fastest growing tourism industry segment. If you're a first-timer at SEC, grab your rookie ribbon at the registration desk and buckle up to learn more about the fastest growing segment of the tourism industry.

Steam Cycle Presentation: This session will provide a holistic overview of CSTA's steam2.0 and steam pro2.0 programs. Topics to be discussed include everything from the basic information about economic impact assessments, the inputs required for the model, the outputs delivered from the model, the differences between the original model and version 2.0, as well as a practical discussion from the people who use the model. Panelists will provide a brief case study and explanation about how economic impact information is utilized and why it is important.

Sports Tourism Assessment Template: CSTA has developed the Sport Tourism Assessment Template (STAT) that will give member communities, of all sizes and budgets, an online tool to help provide a snapshot of where you are today so planning is based on industry standards within sport tourism.

2. Sponsorship -

Sessions Attended:

Driving Maximum sponsorship Value: In the increasingly competitive sponsorship market, this session will explain how IMI and Swimming Canada work together to provide measurable ROI for existing partners, and how IMI's data is used to attract new prospects.

What Sponsorship Want: Changing sponsorship landscape: Proposal development for partnerships is often a major weakness in many organizations. This panel discussion will involve a combination of sponsors and properties/communities to explore the status of the sponsorship discipline today, what sponsors are looking for, and the elements of an attractive proposal from a corporate perspective.

3. Planning Sporting Events -

Sessions Attended:

When things don't go as planned- In today's world, we cannot take safety & security for granted. Over the past year we have witnessed several catastrophic events at concerts, sporting events, and festivals. As the event planner, property manager or sport organization you are responsible for the safety and security of your event participants.

GX – the guest experience: How to prepare for safety: With CX and UX becoming part of the business lexicon, how can sport events deliver.

CSTA Membership –

CSTA'S members have access to the latest trends news and information related to sport tourism industry. Canada fastest Growing tourism segment. The Growth in Sport Tourism is a phenomenon that is evident not only in major cities but in smaller communities as well. Becoming a member of the CSTA is also gives you access to the Speed dating session that take place at the Congress each year. CSTA Speed Dating is when Municipalities and Cities have a chance to sit down with National and provincial Sports Organization to see what tournament and events they have to offer. The cost of membership to CSTA would be \$150.00.



Tabled items

PUBLIC WORKS

Nortrax Canada Inc.

15 Allston St

Mount Pearl, NL A1N 0A3

Phone: 709-368-9660

Fax: 709-368-1146

H.S.T. (R888119591) Q.S.T. (1018694685)

**Remit payment to:****Nortrax Canada Inc.**

PO Box 15699

Station A

Toronto ON

M5W 1C1

*** PROFORMA INVOICE ***

Invoice To Account No: 14087

Quote Expires: 04/09/2018

SERVICE QUOTATION

TOWN OF PORTUGAL COVE
1119 THORBURN ROAD
PORTUGAL COVE ST. PHILIP'S NL
A1M1T6

Bus Phone: 709-895-8000

Deliver To:

TOWN OF PORTUGAL COVE
1119 THORBURN ROAD
PORTUGAL COVE ST. PHILIP'S NL
A1M1T6

Bus Phone: 709-895-8000

Invoice Number:

Invoice Date 03/15/2018

Location: 60

Work Order Number: 198138

Payment Type: Account

Customer PO No: ?

Make/Model: 2012 JOHN DEERE 624K

Meter Reading: 1735

Serial Number: 1DW624KZLCD648005

Equipment Number: W83314

Fleet Number:

Page: 1 of 3

GEN1 Retail**CONCERN:**

QUOTE ON PARTS AND LABOUR TO INSTALL AXLE COOLING SYSTEM

CORRECTION:

<u>PartNumber</u>	<u>Description</u>	<u>Quantity</u>	<u>Net Price</u>	<u>Extended Price</u>	<u>Taxed Ind</u>
19M3212	Cap Screw	2.00	5.36	\$10.72	Y
19M7361	M12 X 50 12.9	2.00	3.70	\$7.40	Y
19M7785	M10 X 25 10.9	8.00	1.35	\$10.80	Y
19M7786	M10 X 30 10.9	4.00	2.33	\$9.32	Y
19M7835	SCREW	4.00	2.46	\$9.84	Y
19M7865	SCREW	1.00	1.77	\$1.77	Y
19M7866	SCREW	3.00	1.88	\$5.64	Y
19M7950	CAP SCREW	2.00	6.08	\$12.16	Y
24H1391	WASHER	2.00	1.05	\$2.10	Y
24M7242	WASHER	2.00	5.24	\$10.48	Y
24M7296	WASHER	8.00	1.54	\$12.32	Y
34M7250	SPRING PIN	2.00	1.10	\$2.20	Y
38H1031	Tee Fitting	3.00	47.97	\$143.91	Y
38H1094	ELBOW FITT	1.00	27.68	\$27.68	Y
38H1338	ADATER	2.00	18.81	\$37.62	Y
61H1004		1.00	0.00	\$0.00	Y
61H1005		7.00	0.00	\$0.00	Y
62H1011	ADAPTER FI	1.00	19.40	\$19.40	Y
62H1012	ADAPTER FI	2.00	36.61	\$73.22	Y
62H1019	Adapter Fitting	3.00	65.46	\$196.38	Y
62H1043	ADAPTER FI	1.00	48.68	\$48.68	Y
AH77869	Clip	1.00	7.79	\$7.79	Y
AT220925	OIL FILTER	2.00	56.96	\$113.92	Y
AT312932	Fitting	2.00	75.80	\$151.60	Y
AT324290	OIL PUMP	1.00	1,795.60	\$1,795.60	Y
AT329269	DIPSTICK	1.00	32.43	\$32.43	Y

CONTINUED ON NEXT PAGE->

Nortrax Canada Inc.

15 Allston St

Mount Pearl, NL A1N 0A3

Phone: 709-368-9660

Fax: 709-368-1146

H.S.T. (R888119591) Q.S.T. (1018694685)

**Remit payment to:****Nortrax Canada Inc.**

PO Box 15699

Station A

Toronto ON

M5W 1C1

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Invoice To Account No: 14087

Quote Expires: 04/09/2018

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TOWN OF PORTUGAL COVE
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Bus Phone: 709-895-8000

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1119 THORBURN ROAD
PORTUGAL COVE ST. PHILIP'S NL
A1M1T6

Bus Phone: 709-895-8000

Invoice Number:

Invoice Date 03/15/2018

Location: 60

Work Order Number: 198138

Payment Type: Account

Customer PO No: ?

Make/Model: 2012 JOHN DEERE 624K

Meter Reading: 1735

Serial Number: 1DW624KZLCD648005

Equipment Number: W83314

Fleet Number:

Page: 2 of 3

AT330592	OIL COOLER	1.00	1,590.25	\$1,590.25	Y
AT330606	Bracket	1.00	211.99	\$211.99	Y
AT330678	Bracket	1.00	211.99	\$211.99	Y
AT332605	HYDRAULIC	1.00	163.60	\$163.60	Y
AT333055	HOSE, HYDR	1.00	87.91	\$87.91	Y
AT333057	HOSE, HYDR	1.00	108.29	\$108.29	Y
AT333062	Hydraulic Hose	1.00	194.94	\$194.94	Y
AT334170	Hydraulic Hose	1.00	101.26	\$101.26	Y
AT335179	Hydraulic Hose	4.00	42.22	\$168.88	Y
AT371083	HOSE, HYDR	1.00	262.37	\$262.37	Y
AT371099	FILTER FILTER ASSEMBLY	2.00	159.19	\$318.38	Y
AT386450	OIL FILTER	1.00	63.00	\$63.00	Y
AT409630	Hydraulic Hose	1.00	331.66	\$331.66	Y
AT409631	Hydraulic Hose	1.00	333.39	\$333.39	Y
AT409827	HOSE, HYDR	1.00	87.98	\$87.98	Y
AT409828	HOSE, HYDR	1.00	120.61	\$120.61	Y
R116296	Cover	1.00	40.79	\$40.79	Y
R135543	WASHER	2.00	1.45	\$2.90	Y
R136495	GASKET	3.00	8.67	\$26.01	Y
R136514	Spacer	1.00	92.78	\$92.78	Y
R47172	Washer	2.00	0.55	\$1.10	Y
R504604	SCREW	2.00	7.64	\$15.28	Y
R517353	Filler Neck	1.00	78.31	\$78.31	Y
R70921	Adapter Fitting	2.00	18.66	\$37.32	Y
RE537637	COOLANT TE	2.00	41.83	\$83.66	Y
T213828	Plate	1.00	51.78	\$51.78	Y
T218003	LABEL	2.00	8.44	\$16.88	Y
T225866	Dipstick Tube	1.00	45.28	\$45.28	Y
T234564	Plate	1.00	67.84	\$67.84	Y
T238029	Adjusting Strap	1.00	24.99	\$24.99	Y
T304367	Plate	1.00	220.72	\$220.72	Y
T350654	GASKET	1.00	17.64	\$17.64	Y

CONTINUED ON NEXT PAGE->

Nortrax Canada Inc.

15 Allston St

Mount Pearl, NL A1N 0A3

Phone: 709-368-9660

Fax: 709-368-1146

H.S.T. (R888119591) Q.S.T. (1018694685)

**Remit payment to:**

Nortrax Canada Inc.

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Station A

Toronto ON

M5W 1C1

*** PROFORMA INVOICE ***

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Quote Expires: 04/09/2018

SERVICE QUOTATION**Invoice Number:**

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Page: 3 of 3

TOWN OF PORTUGAL COVE
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PORTUGAL COVE ST. PHILIP'S NL
A1M1T6

Bus Phone: 709-895-8000

Deliver To:TOWN OF PORTUGAL COVE
1119 THORBURN ROAD
PORTUGAL COVE ST. PHILIP'S NL
A1M1T6

Bus Phone: 709-895-8000

T76252	CLAMP	1.00	10.40	\$10.40	Y
T77613	ORS # 6 O'RING	1.00	1.95	\$1.95	Y
T77857	ORS # 8 O'RING	7.00	2.02	\$14.14	Y
T81029	NUT	2.00	3.05	\$6.10	Y
U12547	O-RING	2.00	2.85	\$5.70	Y

Miscellaneous Charges:

Environmental Fees	\$144.00
Shop Supplies	\$65.00

Labor:	\$4,800.00	Parts:	\$7,961.05	OL&M:	\$0.00	Misc:	\$209.00	Sub-Total:	\$12,970.05
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Advisor: Terry Upshall

Labor:	\$4,800.00
Parts:	\$7,961.05
OL&M:	\$0.00
Misc:	\$209.00
GST:	\$0.00
PST:	\$0.00
HST:	\$1,225.57
QST:	\$0.00

Grand Total: \$14,195.62**TERMS AND CONDITIONS**

Received by:

Date:



Tabled items

**ECONOMIC DEVELOPMENT,
MARKETING,
COMMUNICATIONS
AND TOURISM**

Town of Portugal Cove-St. Philip's

Advisory Committee Policy

Pursuant to the authority vested in the Town Council of Portugal Cove- St. Philip's the Town Council has adopted this policy on the 17th of January, 2017.

1.0 TITLE

1.1 This document shall be known and cited as the Advisory Committee Policy.

2.0 DEFINITIONS

2.1 “**Council**” shall mean the Town Council of Portugal Cove – St. Philip's.

2.2 “**Town**” shall mean the Town of Portugal Cove – St. Philip's.

2.3 “**Resident**” shall mean residents of Portugal Cove-St. Philip's.

2.4 “**Non-Residents**” shall mean not a current resident of Portugal Cove- St. Philip's.

2.5 “**Advisory Committee**” shall mean any active advisory committee in which Council appoints.

2.6 “**Members**” shall mean any member of an Advisory Committee for the Town of Portugal Cove-St. Philip's.

3.0 POLICY STATEMENT:

3.1 The Town Council of Portugal Cove- St. Philip's may choose to have volunteer advisory committees made up of individuals who wish to support a cause and assist Council. The purpose of this policy is to ensure that all advisory committees of the Town of Portugal Cove- St. Philip's operate in a manner that is supportive of Council, the Town and Town staff. It is also to ensure that any and all advisory committees adhere to the same operating procedures.

4.0 APPLICATION:

4.1 This policy shall apply to all members of the Town Council, Town staff, all advisory committee members, and those interested in joining an advisory committee.

5.0 POLICY PROCEDURE:

5.1 Council can choose to have an advisory committee on any subject matter that they feel is necessary to obtain further knowledge, support, and allow Council to better serve the Town.

5.2 Advisory committees appointed by Council will remain in effect for six (6) months following a municipal election. Only under extenuating circumstances will Council discuss and vote for a termination of an advisory committee.

5.3 Council can appoint and/or reinstate past advisory committees members within six (6) months following a municipal election.

5.4 An advisory committee will report to a standing committee of Council chosen by Council. All requests to Council and information will be communicated through this Committee of Council.

5.5 A Council liaison and a Staff liaison will be appointed to each advisory committee and will be expected to attend regularly scheduled meetings.

5.6 The staff liaison will be responsible for scheduling committee meetings, agendas, minutes, and working with the committee to advance the strategic priorities of Council.

5.7 Residents who are interested in volunteering for an advisory committee shall submit in writing a small description of why they would like to join and some information about themselves. This information will be sent to the responsible Committee of Council for review

5.8 Non-residents who are interested in volunteering for an advisory committee shall submit in writing a small description of why they would like to join and some information about themselves. This information will be sent to the responsible Committee of Council for review. Non Residents shall be educated in or have experience in the field of the advisory committee.

5.9 Council will appoint a Chairperson to be the main contact with the Staff liaison, and Council liaison. The Chairperson will work directly with the Staff liaison and advisory committee members to organize meetings and initiatives. Other committee members may be assigned other specific titles and duties.

5.10 Notice of withdrawing from an advisory committee shall be provided in writing to the Staff liaison.

5.11 Advisory committees will meet once a month with the support of Staff and Council liaisons.

5.12 Committee members are expected to treat fellow members, residents, town staff and liaisons professionally and respectfully. Members are to act in the best interest of the Town and any defamatory, abusive, or inappropriate behaviors will not be tolerated and will result in immediate termination.

5.13 A maximum of 9 appointed members will make up any give advisory committee, unless otherwise stated by Council.

5.14 An appointed member may request special leave from the advisory committee for no more than 6 months. Following a six month absence they will be removed from the committee. They may seek to make reappointment in the future.

6.0 REPEALS

6.1 None.

7.0 AMENDMENTS

7.1 None.

8.0 DATE EFFECTIVE/RESOLUTION

8.1 Date effective: January 17, 2017 Motion #: 2017-018



Tabled items

Administration & Finance

Accounts for Payment - March 27, 2018

REGULAR ACCOUNTS:

18344	3/1/2018	iCompass Technologies	\$	6,900.00
		Meeting manager pro software		
941464	3/14/2018	Nortrax	\$	7,475.00
		JD 544K rental Mar16-Apr12		
		TOTAL:	\$	14,375.00

Town of Portugal Cove-St. Philips
BNK1 - BNS CURRENT ACCT
 Cheques from 000001 to 047207 dated between 03/10/2018 and 03/20/2018

CHEQUE REGISTER

Printed: 3:46:20PM 03/20/2018

Page 1 of 3

Number	Issued	Amount	SC	Status	Status Date
047155	03/16/2018 Association of NL Archives (ANLA) Workshop03292018 Legal issues for archives workshop	50.00 50.00	A/P	OUT-STD	03/16/2018
047156	03/16/2018 Atlantic Offshore Medical Services IN156307 FFW Assessment	581.33 581.33	A/P	OUT-STD	03/16/2018
047157	03/16/2018 Bazel Hibbs 2018CleanWater Clean & Safe drinking water workshop-trave	390.60 390.60	A/P	OUT-STD	03/16/2018
047158	03/16/2018 Bugden Signs 36472 Winter carnival signs	891.25 891.25	A/P	OUT-STD	03/16/2018
047159	03/16/2018 Dewanye Whitewick 2018CleanWater Clean & Safe drinking water workshop-trave	390.60 390.60	A/P	OUT-STD	03/16/2018
047160	03/16/2018 E C Boone 14319 Town Hall Sign ReFace - Related to Siding	3,337.25 3,337.25	A/P	OUT-STD	03/16/2018
047161	03/16/2018 EnviroMed Detection Services 31807 Gas detection replacement	3,943.35 3,943.35	A/P	OUT-STD	03/16/2018
047162	03/16/2018 ESRI Canada Limited 90118664 GIS online license - PW	3,892.75 3,892.75	A/P	OUT-STD	03/16/2018
047163	03/16/2018 Frederick Hollett Mar4-10 FD Consultations Mar4-10	1,437.50 1,437.50	A/P	OUT-STD	03/16/2018
047164	03/16/2018 Nick Miller Halifax-Claim Travel claim-halifax conference	299.31 299.31	A/P	OUT-STD	03/16/2018
047165	03/16/2018 Nordik Blades 00022765 blade for plow	4,973.75 4,973.75	A/P	OUT-STD	03/16/2018
047166	03/16/2018 Pinnacle Office Solutions 131970 Copier maint	316.20 316.20	A/P	OUT-STD	03/16/2018
047167	03/16/2018 Richard Murphy Mar5-11 FD Consultations Mar5-11	1,322.50 1,322.50	A/P	OUT-STD	03/16/2018
047168	03/16/2018 SaltWire Network Inc. TM00009081 job ad - librarian	460.41 460.41	A/P	OUT-STD	03/16/2018
047169	03/16/2018 Skilven Publications Inc. 19730 talks zone renewal-PW	343.85 343.85	A/P	OUT-STD	03/16/2018
047170	03/16/2018 Stewart McKelvey 90621197 s.30 90621762 [REDACTED]	6,043.62 3,249.31 2,794.31	A/P	OUT-STD	03/16/2018
047171	03/16/2018 Telus Jan, Feb, Mar Jan-Mar monthly fee for AVL system s.30	2,784.15 2,784.15	A/P	OUT-STD	03/16/2018
047172	03/16/2018 VitoPittura 11099 paint night - winter carnival	1,689.75 1,689.75	A/P	OUT-STD	03/16/2018
047173	03/16/2018 VitalAire 3294734 monthly lease oxygen	19.80 19.80	A/P	OUT-STD	03/16/2018
047174	03/16/2018 Windco Enterprises 20180187 install light bulbs in depot-aerial service	243.23 243.23	A/P	OUT-STD	03/16/2018
047175	03/16/2018 Legrow, Jamie	1,400.00	A/R	OUT-STD	03/16/2018
047176	03/16/2018 CIBC Mellon Feb18 Pension contributions Feb2018	12,340.43 12,340.43	A/P	OUT-STD	03/16/2018
047177	03/16/2018 CIBC Mellon	9,872.34	G/L	OUT-STD	03/16/2018
047178	03/16/2018 N.A.P.E. s.30	1,725.64	G/L	OUT-STD	03/16/2018
047179	03/16/2018 Benson Buffett [REDACTED]	1,509.87	G/L	OUT-STD	03/16/2018

**

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of Portugal Cove-St.Philips
BNK1 - BNS CURRENT ACCT
 Cheques from 000001 to 047207 dated between 03/10/2018 and 03/20/2018

CHEQUE REGISTER

Printed: 3:46:20PM 03/20/2018

Page 2 of 3

Number	Issued	Amount	SC	Status	Status Date
047181	03/20/2018 Automotive Supplies (1985) Ltd 176095 oil and fuel filters	166.95 166.95	A/P	OUT-STD	03/20/2018
047182	03/20/2018 Canadian Linen & Uniform Service 6500318790 mat rental	76.51 76.51	A/P	OUT-STD	03/20/2018
047183	03/20/2018 Construction Signs 35745 road sign	155.25 155.25	A/P	OUT-STD	03/20/2018
047184	03/20/2018 CPWA 2018-676155 membership 2018	759.00 759.00	A/P	OUT-STD	03/20/2018
047185	03/20/2018 East Coast Hydraulics 0000041256 2 hydraulic hoses, unit #30	88.25 88.25	A/P	OUT-STD	03/20/2018
047186	03/20/2018 EnviroMed Detection Services 31803 gas detection unit end of life trade up QRAE	3,425.85 3,425.85	A/P	OUT-STD	03/20/2018
047187	03/20/2018 FedEx 2-341-08466 shipping- filing cabinet keys	16.72 16.72	A/P	OUT-STD	03/20/2018
047188	03/20/2018 Home Depot 2451871 paint for road barricades	57.47 57.47	A/P	OUT-STD	03/20/2018
047189	03/20/2018 IBS of Atlantic Provinces 60016524 battery for WWTP Pcove	111.49 111.49	A/P	OUT-STD	03/20/2018
047190	03/20/2018 Kent Building Supplies 15385438 material for pipe cover-rec center 15570878 4 boards, rope-rec supplies, 2x4 for road ba	165.26 31.34 133.92	A/P	OUT-STD	03/20/2018
047191	03/20/2018 Maxxam Analytics Inc. BE3314736 water testing	109.25 109.25	A/P	OUT-STD	03/20/2018
047192	03/20/2018 North Atlantic 3727 Furnace oil 3742- diesel	4,493.44 1,012.90 3,480.54	A/P	OUT-STD	03/20/2018
047193	03/20/2018 Overhead Door Company 58817 repairs to overhead doors	227.70 227.70	A/P	OUT-STD	03/20/2018
047194	03/20/2018 Parts for Trucks 40410965-00 30 jugs DEF fluid, case rust check 40411064-00 light bulbs - inventory, tread locker, strobe li	696.20 515.71 180.49	A/P	OUT-STD	03/20/2018
047195	03/20/2018 Richard Murphy Mar12-18 FD Consultations Mar12-18	1,408.75 1,408.75	A/P	OUT-STD	03/20/2018
047196	03/20/2018 Telus Mar18 Cells	2,140.73 2,140.73	A/P	OUT-STD	03/20/2018
047197	03/20/2018 Wesco 120557 emergency exit lights	195.67 195.67	A/P	OUT-STD	03/20/2018
047198	03/20/2018 Western Hydraulic 2000 Ltd. 6307 Unit #31 cutting edge	258.75 258.75	A/P	OUT-STD	03/20/2018
047199	03/20/2018 Frederick Hollett 102608726 reimb-training rope	54.00 54.00	A/P	OUT-STD	03/20/2018
047200	03/20/2018 Chris Milley Mar18 TRAVEL ALLOWANCE	200.00 200.00	A/P	OUT-STD	03/20/2018
047201	03/20/2018 Gail Tucker Mar2018 TRAVEL ALLOWANCE	200.00 200.00	A/P	OUT-STD	03/20/2018
047202	03/20/2018 A. Harvey & Company Ltd. S0040383 road salt	18,041.37 18,041.37	A/P	OUT-STD	03/20/2018
047203	03/20/2018 City of St. John's	8,833.97	A/P	OUT-STD	03/20/2018

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of Portugal Cove-St.Philips
BNK1 - BNS CURRENT ACCT
 Cheques from 000001 to 047207 dated between 03/10/2018 and 03/20/2018

CHEQUE REGISTER

Printed: 3:46:20PM 03/20/2018

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Number	Issued		Amount	SC	Status	Status Date
	16283	landfill use Feb18	8,833.97			
047204	03/20/2018	Pyramid Construction	14,570.82	A/P	OUT-STD	03/20/2018
	Claim3PCove Sidewalks (HB	Claim#3 PCove Sidewalks - holdback relea:	14,570.82			
047205	03/20/2018	Telus	37,703.41	A/P	OUT-STD	03/20/2018
	32893145	AVL System & Oct-Dec Monthly charges	37,703.41			
047206	03/20/2018	Triware Technologies Inc.	5,750.00	A/P	OUT-STD	03/20/2018
	183199	block of prepaid computer support	5,750.00			
Cheque Totals Issued:			160,166.29			
Void:			0.00			
Total Cheques Generated:			160,166.29			
Total # of Cheques Listed:			51			

* - Partial payment was made on Invoice

** - Name on Check was modified