



Public Council Meeting  
Tuesday, April 17, 2018 at 7:00 pm  
Location: Council Chambers

1. Call of Meeting to order
2. Adoption of Agenda for April 17, 2018
3. Delegations/Presentations
4. Adoption of Minutes of April 3, 2017
5. Business Arising from Minutes
6. Committee Meeting Reports
  - a) Planning & Development Committee – Councillor Harding
    - 1) Civic # 2-6 Fennelly's Road – Accessory Building
    - 2) Civic # 930-936 St. Thomas Line – Demolish & Replace Patio/Deck
    - 3) Civic # 869-873 Thorburn Road – Relocate Accessory Building
    - 4) Civic # 17-23 Knight's Rest – Business
    - 5) City of St. John's – Proposed Amendment to the St. John's Urban Region Regional Plan
    - 29) Permits issued from March 23<sup>rd</sup> to April 5<sup>th</sup>, 2018
  - b) Recreation/Community Services - Councillor Stewart Sharpe
    - No meeting was held
  - c) Public Works - Councillor Bartlett
    - Report to follow

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

- 1) Community and Regional Tourism Signage
- 2) Advisory Committee on the Environment
- 3) Municipal Awareness Day
- 4) Regional Transportation Plan
- 5) Chamber of Commerce
- 6) Earth Day in a Box
- 7) Municipal grant for town staff position
- 8) Drover Heights
- 9) Heritage Advisory Committee
- 10) Ferry Terminal Road Name Request
- 11) Media Training

e) Protective Services - Councillor Hanlon

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

f) Administration and Finance – Deputy Mayor Laham

- 1) Accounts for Payment
- 2) Director of Public Works Position
- 3) Crown Land – Resident refund request
- 4) Gas Tax
- 5) Connection Fees
- 6) Drovers Heights
- 7) Unoccupied Lots

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**

April 3, 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

Director of Financial Operations/Town Clerk

Director of Recreation & Community Services

Director of EcD. Marketing, Communications & Tourism

Planning and Development Coordinator

Deputy Town Clerk

Tony Pollard

Dawn Sharpe

Jeff Lawlor

Les Spurrell

Claudine Murray

Mayor McDonald called the meeting to order, welcomed the gallery of 20 persons in attendance.

**ADOPTION OF AGENDA**

Motion

Bartlett/Neary

2018-095

Resolved that the agenda dated April 3, 2018, be adopted as circulated.

Carried

Unanimously

**DELEGATIONS/PRESENTATIONS**

- None for this meeting

**ADOPTION OF MINUTES**

Motion

Hanlon/Laham

2018-096

Resolved that the minutes of March 20, 2018 be adopted as circulated.

Carried

Unanimously

**BUSINESS ARISING**

- None for this meeting

**COMMITTEE REPORTS**Planning & Development Committee Report of March 27, 2018 – presented by Councillor Harding**1. Civic # 39-43 Gail's View – Subsidiary Apartment**

Motion Harding/Laham  
**2018-097 Resolved 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.**  
 Carried Unanimously

**2. Civic # 743A Indian Meal Line - Rezoning**

Motion Harding/Hanlon  
**2018-098 Resolved 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.**  
 Carried Unanimously

**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.

Motion Harding/Bartlett  
**2018-099 Resolved 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.**  
 Carried For: Deputy Mayor Laham, Councillors Bartlett, Hanlon, and Neary  
 Against: Mayor McDonald, Councillor Harding and Stewart Sharpe

Note: Mayor McDonald and Councillor Harding stated they would like to assist the business and agree that it is difficult to locate the business, in part, because of incorrect website search engine data and also because of the heavy traffic flow in that area.

Councillor Hanlon asked Staff to work with the website search engines to correct our Town's incorrect information.

Mayor McDonald replied to Councillor Neary's inquiry of the history of Portugal Cove Road stating, Portugal Cove Road from St. John's to the Ferry Terminal, was built in 1811-the first road in the province. In 1950 or 1951, rock was cut, creating a new section of Portugal Cove Road, from Loop Drive to Hardings Hill. Councillor Bartlett supported our Heritage Committee stance, that the road has a deep history and has always been called Portugal Cove Road, and would rather assist the business with signage than change history.

#### **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.

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

Councillor Harding left the Council meeting prior to discussion of Item # 5 due to a Conflict of Interest being the councillor is an officer, employee or agent of an incorporated or unincorporated company, or other association of persons, that has a monetary interest in the matter. Deputy Mayor Laham chaired the meeting in his absence.

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

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  
2018-100

Laham/Bartlett

**Resolved 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.**

Carried

Unanimously

Note: There is concern of having sand to the water's edge. Committee will review policy to control the type of material allowed within the 10 meter buffer area.

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

Councillor Harding returned to the Council 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	Harding/Laham
<b>2018-101</b>	<b>Resolved 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.</b>
Carried	Unanimously

**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.

## Recreation & Community Services Committee report for March 28, 2018 – presented by Councillor Stewart Sharpe

### **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 major 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	Stewart Sharpe/Neary
<b>2018-102</b>	<b>Resolved that the Town become a member of the Canadian Sport Tourism Alliance in the amount of \$150.00.</b>
Carried	Unanimously

### **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 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 Brook Park Trail Concerns**

The Recreation Committee discussed concerns that a couple residents had regarding issues on Voisey 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 <b>2018-103</b>  Carried	Stewart Sharpe/Neary <b>Resolved 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.</b>  Unanimously
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Motion Stewart Sharpe/Hanlon  
**2018-104 Resolved that the Town waive the rental fee for the Recreation Centre for the PCSP Lion Club to host a pick-up area for the online fund-raiser that raised money for the chairlift for the Oliver family.**

Carried Unanimously

Motion Stewart Sharpe/Neary  
**2018-105 Resolved 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.**

Carried Unanimously

Public Works Committee Report for March 28, 2018 – presented by Councillor Bartlett

**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 Bartlett/Laham  
**2018-106 Resolved that quote from Nortrax Canada Inc. be approval in the amount of \$14,195.62 including HST.**

Carried Unanimously

**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 Bartlett/Harding  
**2018-107 Resolved 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.**

Carried Unanimously

**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.

Note: The town is in the buyers program but the town has to pay extra for painting and would typically lose money on the sale of a special colored truck.



#### 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 Bartlett/Laham

Committee recommended 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.

Councillor Hanlon, with the acceptance from Councillor Bartlett, put forth a friendly amendment as follows:

**2018-108 Committee recommended that Public Works cut a “v” into the concrete block at the end of the cross culvert to allow infiltration during high water flows based on a Transportation and Works engineering review to determine the size of the cutting. A permit will be required from the Department of Transportation and Works to conduct this work as it is within their jurisdiction.**

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

Note: Councillor Hanlon shared his concerns about cutting a V without an engineered design and redirecting an unknown amount of water.

Many years ago, a concrete barrier was placed on the West side of Portugal Cove Road which is causing the East side to flood. Councillor Harding advised that Department of Transportation & Works, nor the Town, knows where the concrete barrier came from.

The Town, when requesting a permit, will inquire into the history of the concrete barrier and ask to be given some direction on what to do to assist our residents that are being flooded.

Note: The Mayor stated that Transportation and Works knows about the flooding and engaging them will just take longer to correct the situation.

Note: Councillor Bartlett requested the application be forwarded to all Councilor's.

#### 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.

Economic Development, Marketing, Communications & Tourism Committee report for March 28, 2018  
by Councillor Neary

### **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 <b>2018-109</b> Carried	Neary/Bartlett <b>Resolved that Council adopt the amendments made to the Advisory Committee Policy.</b> Unanimously
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### **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.

### **Protective Services Committee report for March 27, 2018 – presented by Councillor Hanlon**

#### **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:**

- 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. 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 group has also requested another set of safety vests be printed for distribution. The funds for this purchase are included in the budget.

#### Admin. and Finance Committee Report of March 27, 2018 - presented by Deputy Mayor Laham

##### 1. Accounts for Payment

Motion <b>2018-110</b> Carried	Laham/Hanlon <b>Resolved that Council approve payment of regular accounts in the amount of \$14,375.00</b> Unanimously
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##### 2. Director of Public Works Position

Motion Laham/Bartlett

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

Councillor Harding requested the motion be postponed (deferred) until the next Regular Council meeting.

##### 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 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 \$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 Laham/Harding  
**2018-111 Resolved that payment of \$26,000 be made to the PCSP Chamber of Commerce in accordance with the 2018 Budget.**  
 Carried Unanimously

Note: Councillor Hanlon requested that the committee looks at the amount of support again next budget time and not automatically reuse the same amount.

## 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

The Mayor read the letter from the PCSP Lions Club regarding the Help for Holly fundraiser.

### **NEW/GENERAL/UNFINISHED BUSINESS**

Councillor Harding requested an update on the requested meeting with A.C.E. regarding steep slopes.

Councillor Hanlon put forward a request to continue the hiring freeze put in place about 6 months ago until such time Council has a chance to discuss it.

Councillor Harding requested Public Works to look into the brown water coming from the waste water facility.

### **AGENDA ITEMS/NOTICE OF MOTION**

#### **ADJOURNMENT**

Motion      Hanlon/Bartlett

**Resolved that there is no further business and this meeting is adjourned. Time is 7:49 pm.**

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Carol McDonald, Mayor

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Claudine Murray, Deputy Town Clerk



# **BUSINESS ARISING**





# **PLANNING & DEVELOPMENT**

## **Planning and Development Committee Report**

**April 10<sup>th</sup>, 2018**

**In Attendance:** Councillor Darryl Harding (Chairperson)  
Deputy Mayor Jeff Laham  
Councillor Johnny Hanlon (Items # 1-19 & 21-29)  
Les Spurrell, Planning and Development Coordinator  
Holly Duffett, Planning Technologist

**Also in Attendance:** Mayor Carol McDonald  
Chris Milley, Town Manager/Engineer

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### **1. Civic # 2-6 Fennelly's Road – Accessory Building**

**Motion:** The Committee recommends that the application for an accessory building at Civic # 2-6 Fennelly's Road be granted approval in principle as per Appendix A: Tabled Report.

### **2. Civic # 930-936 St. Thomas Line – Demolish & Replace Patio/Deck**

**Motion:** The Committee recommends that the application to demolish and replace a patio/deck at Civic # 930-936 St. Thomas Line be granted approval in principle as per Appendix A: Tabled Report.

### **3. Civic # 869-873 Thorburn Road**

**Motion:** The Committee recommends that the application to relocate an existing accessory building at Civic # 869-873 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.

### **4. Civic # 17-23 Knight's Rest - Business**

**Motion:** The Committee recommends that the application to establish a home office for a professional service business (software development) at Civic # 17-23 Knight's Rest be granted approval in principle as per Appendix A: Tabled Report.

### **5. City of St. John's – Proposed Amendment to the St. John's Urban Region Regional Plan**

The Planning Department is in receipt of a letter from the City of St. John's proposing to amend the St. John's Urban Region Regional Plan to re-designate land located at 30 Barrows Road from Public Open Space to Urban Development for the development of two single dwellings. 36 Barrows Road is also proposed to be rezoned in the same fashion as it would be the only remaining parcel of Open Space along this section of Barrows Road.

**Motion:** The Committee recommends that Council forward correspondence to the City of St. John's stating that they have no concerns with the proposed amendment.

**Items # 6 through 28 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.**

**29. Permits Issued**

**There were six (6) permits issued from March 23<sup>rd</sup> to April 5<sup>th</sup>, 2018 as per Appendix A: Tabled Report.**

**Appendix A: Tabled Report  
April 10<sup>th</sup>, 2018**

**Applications:**

**Item # 1:**

**Civic # 2-6 Fennelly's Road  
Accessory Building  
Zoning: Residential Medium Density (RMD) – Unserviced**

**The Committee recommends that the application for Civic # 2-6 Fennelly's Road be granted approval in principle, permitting the construction of an accessory building with a 10.0 % variance on the maximum building height. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Plan Policy GLU-8 (Building Setbacks), Development Regulation 11 (Variances), Development Regulation 12 (Notice of Variance), Development Regulation 39 (Accessory Buildings), and Schedule C: Residential Medium Density.**

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

**Item # 2:**

**Civic # 930-936 St. Thomas Line  
Demolish & Replace Patio/Deck  
Zoning: Traditional Community (TC) – Unserviced**

**The Committee recommends that the application for Civic # 930-936 St. Thomas Line be granted approval in principle, permitting the demolition and replacement of a patio/deck. 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 49 (Non-Conforming Use).**

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

**Item # 3:**

**Civic # 869-873 Thorburn Road  
Relocate Accessory Building  
Zoning: Protected Watershed (PW) – Unserviced**

**The Committee recommends that the application for Civic # 869-873 Thorburn Road be granted approval in principle, permitting the relocation of an existing accessory building. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 39 (Accessory Buildings) and Schedule C: Protected Watershed.**

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

Item # 4:

**Civic # 17-23 Knight's Rest**

**Business**

**Zoning: Residential Medium Density (RMD) – Unserviced**

**The Committee recommends that the application for Civic # 17-23 Knight's Rest be granted approval in principle, permitting the establishment of a home office for a professional service business (software development). Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Plan Policy RES-4 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), Schedule C: Residential Medium Density, and Schedule D: Off-Street Parking Requirements.**

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

**Other Items Discussed:**

Item # 6:

**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 further held pending receipt of information requested from the applicant.

Item # 7:

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

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

Staff advised the Committee that the required information has been received and a permit has been issued for the accessory building.

Item # 8:

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

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

The Committee requested that this item be held pending receipt of correspondence from the Heritage Advisory Committee.

Item # 9:

**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 a meeting between the Town Manager and the Advisory Committee on the Environment to discuss the proposal.

Item # 10:

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

The Committee met with residents and discussed a rodent problem they are experiencing on their property that they believe is being caused by bird feeders on an adjacent property.

The Committee requested that this item be held pending completion of a site visit to Civic # 69-75 Tolt Road and contact with Service NL.

Item # 11:

**Civic # 69-75 Tolt Road – Request to meet with the Committee**

The Planning Department is in receipt of a request to meet with the Committee regarding open rat traps on and near their property.

Staff advised the Committee that the resident was unable to attend the scheduled meeting due to work commitments.

Item # 12:

**Plan-Tech Environment – Municipal Plan Amendment No. 4, 2018 and Development Regulations Amendment No. 5, 2018 (Single Dwellings off Right of Ways)**

Planning Department is in receipt of correspondence from the Town's planning consultant regarding inconsistencies between the proposed amendment and the Town's current Municipal Plan & Development Regulations that the Department of Municipal Affairs and Environment have identified. The consultant has advised that the draft amendment will need to be re-written and the process re-started to resolve the inconsistencies.

The Committee advises Staff to contact the consultant advising them to proceed with the required re-write.

Item # 13:

**Minister of Health and Community Services – Correspondence Regarding Wellbeing of a Resident**

The Planning Department is in receipt of correspondence in response to a letter from the Mayor expressing concerns regarding the wellbeing of a resident.

The Minister has referred the Mayor's correspondence to the Minister of Children, Seniors and Social Development as that department has jurisdiction over the *Adult Protection Act*.

Item # 14:

**Request to meet with the Committee – Tiny Homes**

A member of the Committee received a request to meet with the Committee to discuss potential development of tiny homes within the Town.

The Committee agreed to schedule the meeting.

Item # 15:

**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 a meeting between the Committee and the Advisory Committee on the Environment.

Item # 16:

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

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

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

Item # 17:

**Civics # 7-9 Anglican Cemetery Road Extension – 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.

Item # 18:

**Potential Amendment to Development Regulation # 10 (Discretionary Powers of Council)**

The Committee discussed potentially amending Development Regulation # 10 to allow development at Council's discretion under certain conditions.

This item was held at the January 9<sup>th</sup>, 2018 Council meeting for 90 days while public meetings were held and information gathered. This 90 day period ended on April 9<sup>th</sup>, 2018.

A member of the Committee advised that they will forward the latest version of the proposed amendment to Staff for their review.

Item # 19:

**Potential Increase to Maximum Unserved Street Length**

The Committee discussed a potential increase in the maximum street length for unserved streets beyond 300 m (984 ft).

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

Councillor Hanlon left the meeting prior to discussion of Item # 20 due to potential conflict of interest.

Item # 20:

**Baccalieu Horizon Residential Subdivision (West Point Road) – Second Sewer Video Inspection**

The Committee discussed the outcome of the second sewer video inspection completed within the Baccalieu Horizon Residential Subdivision in preparation of the placement of the surface course asphalt within the development.

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

Councillor Hanlon returned to the meeting after discussion of Item # 20.

Item # 21:

**Old Broad Cove Road East Residential Development Scheme – Comparison Tables**

Planning Staff provided the Committee with tables comparing current and proposed development standards and use classes for their reference during the ongoing review of the draft Old Broad Cove Road East Proposed Residential Development Scheme.

Item submitted for information.

Item # 22:

**Right of Way Near Civic # 32 Bauline Line Extension**

The Committee discussed a right-of-way located near Civic # 32 Bauline Line Extension.

Staff advised that the information has been forwarded to the Recreation & Community Services Department.



Item # 23:

**Appeal to the Eastern Newfoundland Regional Appeal Board – Civic # 12-16B Mercers Road**

The Committee discussed the forwarding of documentation related to an appeal of Council's decision to reject a residential subdivision application at Civic # 12-16B Mercer's Road to the Board.

Item Submitted for Information.

Item # 24:

**Application and Permit Statistics**

The Committee discussed application & permit statistics from January to March 2018 as compared to the same time period in 2017.

Item submitted for information.

Item # 25:

**Development Control Statistics**

The Committee discussed development control statistics as of March 31<sup>st</sup>, 2018.

The Committee suggested that the Planning and Development and Economic Development, Marketing and Communications departments should work together to jointly address the number of businesses identified within the Town that have not obtained permits.

Item # 26:

**Civic # 115 Dogberry Hill Road – Parking of Commercial Vehicles**

The Committee discussed concerns received regarding parking of commercial vehicles that may be associated with an alleged siding business operating from an accessory building.

A member of the Committee will refer this matter to the Protective Services Committee.

Item # 27:

**Department of Municipal Affairs and Environment Flood Risk Mapping Study**

The Committee discussed concerns regarding a Flood Risk Mapping Study completed by the Department of Municipal Affairs and Environment, particularly related to documentation submitted to the Town from a property owner in the Mercer's Road area.

The Town Manager advised that he will request a meeting between the Department and the Committee to discuss the concerns regarding the study.

Item # 28:

**Review of Municipal Plan and Development Regulations**

The Committee discussed commencing a comprehensive review of the Town's Municipal Plan & Development Regulations this year.

Item submitted for information.

**Permits Issued:**

Item # 29:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	18-033	03/23/2018	217-231	Dogberry Hill Road	Demolition
2	18-034	03/29/2018	14	Blue Sky Drive	Site Preparation
3	18-035	03/29/2018	238-242	Tolt Road	Dwelling Renovations/Repairs
4	18-036	04/03/2018	14	Blue Sky Drive	Single Dwelling
5	18-037	04/04/2018	1465	Thorburn Road	Accessory Building
6	18-038	04/05/2018	48-56	Jera Street	Subdivide Property



Tabled items at end of  
Council Package for:

# **PLANNING & DEVELOPMENT**



# **RECREATION & COMMUNITY SERVICES**

No meeting held



# **PUBLIC WORKS**



Public Works Committee

April 11, 2018, 4:30pm

In attendance: Councillor Dave Bartlett, Chair  
Deputy Mayor Jeff Laham  
Councillor Darryl Harding  
Mayor Carol McDonald  
Staff: Chris Milley, Town Manager/Engineer  
Linda Newhook, Public Works Coordinator

**1. Grand Concourse Authority (GCA) 2018 Maintenance Agreement**

Committee was advised of the 2018 trail maintenance fees for Voiseys Brook trails. As a condition of membership, trails constructed by the GCA are maintained by GCA. Maintenance services include mowing, litter collection, vegetation removal, surface structure repairs and maintenance and repairs to all walk amenities. This is a budgeted item for 2018.

**MOTION: Committee recommends that the 2018 service fees for Voiseys Brook Trails by the Grand Concourse Authority in the amount of \$17,485.53 plus HST be approved.**

**Discussion Items**

**2. Waste Management**

- a. Eastern Regional Service Board Comparison – Committee requested an analysis of in-house Waste Management service costs in comparison to the same level of service if handled by the Eastern Regional Service Board. Staff advised once a new Director of Public Works is hired, this request can then be fulfilled.
- b. Solid Waste Presentation - In June 2016 the Multi-Materials Stewardship Board (MMSB) conducted an audit of the Town's waste management program for the purpose of understanding diversion and capture rates with respect to garbage and recycling. In 2017, Ashley Burke of the MMSB, presented the audit outcomes and recommendations for consideration. Ms. Burke has been invited to present again to the new Council and Mayor on June 20<sup>th</sup>.

**3. Road and Storm Water Issues**

- a. Portugal Cove Cross Culvert – Mayor McDonald confirmed following recent discussions with the Department of Transportation and Works that an appointed Engineer from Transportation and Works will be onsite within the next week to assess the area in question and determine an outcome for amicable resolution.
- b. Tuckers Hill Road – Staff advised no response has been received following correspondence sent to Transportation and Works on February 14<sup>th</sup> requesting interim solution to traffic hazards at the bottom of Tuckers Hill Road and Thorburn Road. Public Works will follow up with an email requesting a reply.
- c. Dogberry Hill Road Ext. – Councillor Bartlett was asked to have to have a culvert assessed for proper drainage on Dogberry Hill Road Ext. Staff advised the area in question has previously been assessed and no issues of concern were noted.



- d. Drover Heights – Following receipt of correspondence and subsequent emails from residents in Drover Heights with respect to storm water issues, a thorough assessment of the site has been conducted with the following findings:

The property in question was built well below the road grade and the slope of the driveway inevitably created a natural drainage path thus causing water issues. As this is not the result of any action by the Town, remediation of the water issues would be the property owner's responsibility.

Should the Town move forward with the installation of water and sewer in Drover Heights, this would cause disruption to the existing road and at that time redirection of the road water could be taken into consideration.

4. **Director of Public Works** – Resumes are still being accepted for the position; those currently received have not been reviewed.



Tabled items at end of  
Council Package for:

# **PUBLIC WORKS**





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



Economic Development,  
Marketing, Communications and  
Tourism Minutes  
Wednesday, April 11, 2018  
3:30 pm

In attendance: Councillor Tina Neary, Chair  
Councillor Dave Bartlett  
Jeff Lawlor, Director Economic Development

Also in attendance: Mayor Carol McDonald (Items 3-11)

**1. Community and Regional Tourism Signage**

The Director updated the committee on meetings held between town staff, the Province, ACOA and the City of St. John's on regional signage funding. We continue to collaborate with all partners to determine the scope of the project and the eligible components. The goal is to develop a joint funding application to be submitted within the next month. The project will have an open competition with a Request for Proposals to complete the work.

**2. Advisory Committee on the Environment**

ACE has requested that Council consider appointing an interim Chair as current Chair Dick Whitaker will be taking a leave of absence for personal reasons. ACE members were engaged to determine who would be interested. The EDMCT Committee discussed some options.

**Motion: The committee recommends that Sonya Rideout and Rita Anderson be named Interim Co-Chairs for the Advisory Committee on the Environment.**

We have received notification from Conservation Corps that our Green Team project has not only been approved, but, NL Hydro has chosen to sponsor the project cost of \$3500. As a result we will also now be able to fund an additional two weeks for our project lead.

**3. Municipal Awareness Day**

Due to some scheduling conflicts with the school Municipal Awareness Day will now take place on Tuesday May 8<sup>th</sup>

**4. Regional Transportation Plan**

Additional information was shared regarding the requested funds by Metrobus and the expected deliverable should the Town proceed. A \$10,000 contribution would solely focus on the town's inclusion in a survey to determine the demand for regional transportation. As this was not a budgeted item, and is limited in scope, the

town will not be proceeding with this project at this time. However, will continue to explore and consider regional transportation solutions that would benefit PCSP.

**5. Chamber of Commerce**

The Town has been advised that the Kevin Collins fundraising concert for the School Lunch Association has been canceled.

The deadline for inclusion in the Business Directory has been set at Thursday, May 10.

**6. Earth Day in a Box**

The committee considered correspondence from Newfoundland Power regarding Earth Day in a Box. Newfoundland Power is supporting municipalities in reducing paper waste for Earth Day through a campaign that will reward the municipality with the largest number of residents to sign up for paperless billing with NL Power (per capita) with a prize pack, as well as providing individual prizes. We will be taking part in this campaign.

**7. Municipal grant for town staff position**

Correspondence from FCM highlighted a funding opportunity due June 29<sup>th</sup>. The funding program is meant to support and encourage municipal work in climate change adaptation. As we are currently involved in two projects with this focus we are eligible to receive reimbursement for existing staff time on this topic. An application will be completed.

**8. Drover Heights**

Communications will be sent inviting residents of Drovers Heights to a meeting regarding a potential water and sewer project. The date is still being finalized.

**9. Heritage Advisory Committee**

Committee discussed options for potential locations for a boat building workshop including, a space below Landings Restaurant. Details and logistics are still being considered.

**10. Ferry Terminal Road Name Request**

As a result of Council's direction, following the decision not to change the portion of Portugal Cove Road in front of Landings Restaurant to Ferry Terminal Road, the Director of Economic Development has been supporting the owner of the restaurant to clarify the street name with google and TripAdvisor. Despite these efforts, the owner is still advocating for Council to reconsider the request.

**11. Media Training**

Staff is currently looking into options for specific media training for public bodies to support Council.



# **PROTECTIVE SERVICES**



## **Protective Services Committee**

Tuesday, April 10, 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

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

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

- Investigation on 2 barking dog complaints have been completed and notification sent to residents.
- Commercial vehicle parked on Town property at 8 White Ash Drive. Public Works has been notified regarding environmental concerns and possible blocking of access to property.
- Monitoring vehicles loitering in area of Rainbow Gully parking lot, and reports of threats uttered toward Town employee.
- Night patrols are reporting a number of vehicles throughout Town late at night, suspicious activity including driving without head lights, stopping in odd places, following the patrol vehicle. No reports of recent break-ins from RNC on patrol in Town.

#### **Ongoing:**

- Civic Numbering assessments being publicized through Town website, social media and Tickle newsletter.
- Traffic monitoring on Blagdon Hill and Newbury Street.
- Traffic Regulations.

MEO and Town Manager received a note of thanks from resident for the services of the Town's Municipal Enforcement Officer.

Commissionaires will be providing safety services for the Environment Fair on April 21<sup>st</sup>. The main fair is taking place at St. Lawrence Parish and the Fire Department is holding demonstrations across the street at the Portugal Cove Road Station.

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

**Responses: 7**

- 1 pole fire
- 3 medical calls
- 1 chimney fire
- 1 wire down
- 1 brush fire

**Training:**

- April 2<sup>nd</sup> – No training scheduled for Easter Monday holiday
- April 9<sup>th</sup> – SCBA Training, Gas Detector Training, new Responding App Training

**Other Activity:**

Recruit training is ongoing and remaining recruits number eight.

Volunteer Fire Department is scheduled to participate in the Environment Fair on April 21<sup>st</sup>. There will be sessions on FireSmart and demonstrations on Fire Extinguisher use.

**3. SafePCSP**

The Committee discussed the installation locations for the SafePCSP billboards and the request for the purchase of more safety vests. The Committee agreed to purchase more vests and funding for the purchase is a budgeted item.



# **ADMINISTRATION & FINANCE**



## **Administration & Finance Committee**

April 10, 2018

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

Staff: Chris Milley, Town Manager /Engineer  
Tony Pollard, Director of Financial Operations/Town Clerk  
Claudine Murray, Deputy Town Clerk

### **1. Accounts for Payment**

**MOTION:** Committee recommends Council approve payment of regular accounts in the amount of \$138,841.19, and capital accounts in the amount of \$6,120.13, for a total of \$144,961.32.

### **2. Director of Public Works Position**

Committee discussed the possibly not having a director, but rather have multiple managers.

Item referred from the April 3, 2018 Regular Council Meeting:

With the departure of the Director of Public Works, staff are seeking approval to hire for this position.

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

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

### **3. Crown Land – Resident refund request**

Committee received correspondence from a resident requesting a refund of all municipal taxes paid since the amalgamation of the Town. This request is a result of the resident applying for title to the land and being rejected by NL government.

Committee has asked staff to send a letter to the the resident and the Assistant Deputy Minister of the Land Branch of the Department of Municipal Affairs and Environment, stating that the town has always considered the land in question to belong to the resident. This will aid the resident in applying for a quick claim to deed.



#### **4. Remaining Multi Year Capital Funds**

**MOTION** The committee recommends Council transfer the remaining funds from the Nearys Pond Road Project and Spurrells Bridge Project to the Meadow Heights Project.

#### **5. Gas Tax**

After reviewing our Gas tax related projects and the requirements for filing the Annual Expenditure Report for 2017, the committee recommends the following :

**MOTION** Amend motion 2018-056 to read a final project cost for Gas tax project 205-2017-6291 of \$164,647.89

**MOTION** Amend motion 2018-055 to : submit a revised Capital Investment Plan to reflect the cost of Gas tax project 205-2016-6094 to be \$805,457.65

#### **6. Connection Fees**

The 2018 Tax Structure & Schedule of Fees document does not align with the current Water & Sewer Capital Works Cost Recovery Policy which contains local improvement assessment rates. The Town Manager will develop a new policy based on the connection fees on the schedule and levy rates per project.

**MOTION:** The committee recommends that Council annul motion #2017-372, the adoption of the Water & Sewer Capital Works Cost Recovery Policy. The fee structure in the policy has changed and the policy will not be used.

**MOTION:** The committee recommends that Council rescind the Meadow Heights improvement assessment rates adopted in motion #2017-401. The most recent connection fee schedule and the levies, on a per project basis, will be applied.

#### **7. Drovers Heights**

The committee discussed a meeting date for residents of Drovers Heights to vote if they want to proceed with the water & sewer installation project in their area. The Director of Economic Development, Marketing and Communications will be organizing this event.

#### **8. Unoccupied Lots**

The committee discussed a few tax structure issues including a two tier system for vacant land water and sewer and a potential different tax for vacant land. Revenue effects of these changes is to be explored and brought back to a future meeting.



Tabled items at end of  
Council Package for:

# **Administration & Finance**



# **CORRESPONDENCE**

Council Correspondence for April 2-13, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
4/3/2018	Stewardship Association of Municipalities (SAM)	SAM Spring AGM 2018	EDMCT Cmte
4/4/2018	Public Procurement Agency	Public Procurement Act and Regulations Training	Council and Staff
4/6/2018	Newfoundland Power	2018 Earth Day IN A BOX Contest for Municipalities	EDMCT Cmte
4/11/2018	Atlantic Infrastructure Management Network	Asset Management Training Workshops	A&F Cmte
4/13/2018	Department of Municipal Affairs and Environment	Enabling Accessibility Fund	RC Cmte



# **NEW/GENERAL/ UNFINISHED BUSINESS**



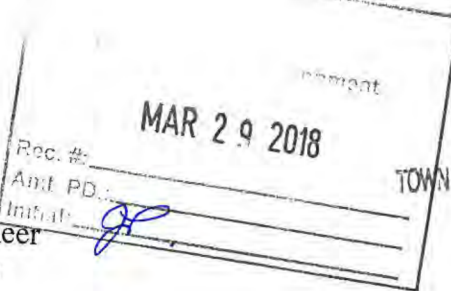
# **AGENDA ITEMS/ NOTICE OF MOTIONS**



Tabled items

# **PLANNING & DEVELOPMENT**

March 22, 2018



Chris Milley, Town Manager/Engineer  
 Town of Portugal Cove- St. Philip's  
 1119 Thorburn Road  
 Portugal Cove- St. Philip's, NL A1M 1T6

RECEIVED

Dear Mr. Milley:

**Re: Amendment to the St. John's Urban Region Regional Plan in Regards to St. John's  
 Municipal Plan Amendment Number 143, 2018 and St. John's Development Regulations  
 Amendment Number 673, 2018  
 Proposal to redesignate and rezone land to the Residential Quidi Vidi (RQ) Zone  
 PER File No. MPA1700007  
 30 & 36 Barrows Road**

I am writing on behalf of the St. John's Municipal Council to ask for your municipality's views regarding a proposed amendment to the St. John's Urban Region Regional Plan. This amendment is in regard to property at 30 & 36 Barrows Road, and would be required to accommodate amendments to the St. John's Municipal Plan and Development Regulations. This request is pursuant to direction received from the Minister of Municipal Affairs and Environment, a copy of which, dated March 16, 2018, is attached for information. The circumstances which have given rise to this consultation process are as follows.

The City received an application to rezone 30 Barrows Road from the Open Space (O) Zone to the Residential Quidi Vidi (RQ) Zone (see attached map). The intent of the rezoning is to subdivide the property and develop two single detached dwellings. An amendment to the St. John's Municipal Plan would be required to support the proposal, as the property is designated Open Space and would need to be redesignated Residential Medium Density. It was recommended that 36 Barrows Road also be redesignated and rezoned, as it is the only remaining parcel of Open Space land along this section of Barrows Road.

Planning Area 2 policies under the St. John's Municipal Plan speak to protecting the character of historic Quidi Vidi Village through appropriate Residential Development opportunities, and in keeping the scenic setting of the Village by reserving all hills as Open Space. Based on these policies it was proposed that an area of land be rezoned that would meet the requirements of the RQ Zone to permit up to four (4) single detached dwellings, while the rear portion of the property would be maintained within the Open Space Zone. Both 30 and 36 Barrows Road have both been identified for Residential Development, subject to the Quidi Vidi Village Overlay Zone and Design Guidelines, while the report also speaks to keeping the rear portion of the property (hillside) as Open Space.

# ST. JOHN'S

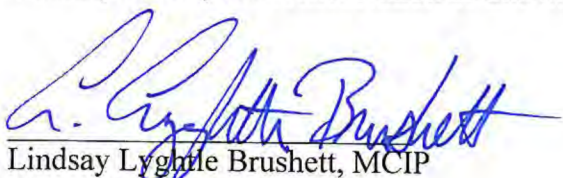


The Department of Municipal Affairs and Environment has advised the City of St. John's that the area under consideration for rezoning is designated "Public Open Space" under the St. John's Urban Region Regional Plan, and would require the area be redesignated to "Urban Development".

The Minister of Municipal Affairs and Environment has advised the City that the proposed Regional Plan amendment would be considered subsequent to the City completing the public consultation process required under Section 14 of the Urban and Rural Planning Act, 2000, concurrent with the public consultation required for the City's proposed Municipal Plan and Development Regulations amendments. The Minister also advised that the City of St. John's is to provide a public consultation opportunity with all municipalities that are subject to the St. John's Urban Region Regional Plan. This is provided for the information and consideration of your municipality.

We would appreciate a written response on the proposed amendment to the St. John's Urban Region Regional Plan by May 1, 2018. Please forward your comments to the undersigned at (fax) 576-2340 or email [llyghtlebrushett@stjohns.ca](mailto:llyghtlebrushett@stjohns.ca).

Thank you for your consideration of this matter.

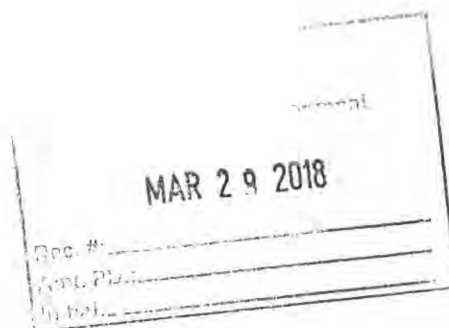


Lindsay Lyghtle Brushett, MCIP  
Planner III

Department of Planning, Engineering & Regulatory Services

LLB/kab

Enclosures



Supporting documentation is available  
upon request from Deputy Town Clerk

## Ashley Mackinnon

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**From:** Les Spurrell  
**Sent:** April-13-18 12:07 PM  
**To:** Ashley Mackinnon  
**Subject:** FW: PC-SP MPA 4 and DRA 5, 2018

Copied.

**Les Spurrell**  
Planning & Development  
Coordinator  
T: 709.895.8000  
F: 709.895.3780



1119 Thorburn Road  
Portugal Cove-St. Philip's  
A1M 1T6

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**From:** Reginald Garland [<mailto:rgarland@plantechenvironment.com>]  
**Sent:** Monday, April 09, 2018 3:09 PM  
**To:** Les Spurrell  
**Subject:** Fw: PC-SP MPA 4 and DRA 5, 2018

Les:

Earlier I provided you with comments on MPA 4 and DRA 5 as provided by Lindsay Church at Municipal Affairs. I later spoke to Lindsay for further explanation regarding her comments.

In essence, Municipal Affairs will not release the amendments until the inconsistencies regarding the policies outlined in the Plan and the amendment documents are met. This would involve re-writing the amendments to satisfy Municipal Affairs, but would it meet the original intention of Council?

I wait for your direction.

Reg

---

**From:** Reginald Garland  
**Sent:** April 9, 2018 9:10 AM  
**To:** Les Spurrell  
**Subject:** Fw: PC-SP MPA 4 and DRA 5, 2018

FYI

See below

---

**From:** Church, Lindsay <[LindsayChurch@gov.nl.ca](mailto:LindsayChurch@gov.nl.ca)>  
**Sent:** April 4, 2018 10:52 AM  
**To:** Reginald Garland  
**Subject:** PC-SP MPA 4 and DRA 5, 2018

Hi Reg,

I've reviewed Portugal Cove – St. Philip's Municipal Plan Amendment No. 4, 2018 and Development Regulations Amendment No. 5, 2018 for review and release, and identified a few inconsistencies:

- Policy TC-5 proposes to allow development on existing vacant lots on a 'public right-of-way' or a 'traditional right-of-way'. By definition, a "Public Right-of-Way" does not allow new residential buildings on property with only public right-of-way access.

**Definition of 'Public Right-of-Way'**

means a route across private or Crown land that may be followed, but not deviated from, by members of the public. A public right-of-way may serve the same function as a public street or road, but is not publicly-maintained. No new buildings for residential use shall be built on property with only public right-of-way access unless alternative and appropriate access, as approved by the Town Engineer and Town Council, and Provincial approvals as applicable, is provided

That is to say, Policy TC-5 contradicts the definition of 'Public Right-of-Way' as defined in the Town of Portugal Cove – St. Philip's Development Regulations.

- **Regulation 47. Lot Frontage** requires all new residential buildings be erected on a lot that fronts directly onto a public road or street, except for 'historic existing lots'. Policy TC-5 and condition 13 in the Traditional Community Land Use Zone Table applies to existing vacant lots. Is it the intention of Council to apply TC-5 to 'historic existing lots'?

Please feel free to contact me if you'd like to discuss.

Thanks,

Lindsay



**Lindsay Church, MCIP**  
Planner III, Local Governance and Planning  
Municipal Affairs and Environment  
(T) 709.729.5414 | (F) 709.729.3923  
[lindsaychurch@gov.nl.ca](mailto:lindsaychurch@gov.nl.ca)

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TOWN OF PORTUGAL COVE-ST-PHILIP'S

Government of Newfoundland and Labrador  
 Department of Health and Community Services  
 Office of the Minister

MAR 29 2018

RECEIVED

COR-2018-070623/01

MAR 27 2018

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

Dear Ms. McDonald:

I am writing in response to your letter dated March 7, 2018, in which you expressed concern about the well-being of a town resident.

I note that you have brought your concerns to the attention of a number of government agencies. As you are aware, those agencies are not at liberty to provide feedback to the Town regarding their engagement with the resident without that individual's consent. Additionally, while the agencies can ensure that the individual is aware of options for assistance that may be available, an individual who is deemed to have mental capacity has the right to decide whether or not to pursue those options.

In this province, the Department of Children, Seniors and Social Development oversees the *Adult Protection Act*, a law which protects adults who do not understand or appreciate the risk of abuse and neglect. In the case of reported abuse or neglect, the situation will be reviewed by a social worker and, if appropriate, a plan will be put in place to protect the adult. I am referring your letter to my colleague, the Honourable Minister Lisa Dempster, so that she may engage the appropriate officials in her department to look into the concerns you have raised in accordance with the provisions of the *Act*.

I commend your efforts to assist an individual from your community whom you perceive to be at risk, and I hope this is helpful.

APR 02 2018	
Rec. #:	_____
Amt. PD:	_____
Initial:	_____

Sincerely,

**JOHN HAGGIE, MD, FRCS**  
 MHA-Gander  
 Minister

cc: Hon. Lisa Dempster  
 Minister of CSSD



Tabled items

# **PUBLIC WORKS**

**Claudine Murray**

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**From:** [REDACTED]  
**Sent:** Wednesday, August 17, 2016 8:05 PM  
**To:** [REDACTED]  
**Subject:** Issues

**From:** [REDACTED]  
**Date:** October 18, 2009 8:42:40 PM NDT  
**To:** Rodney Cumby <[Rodney.Cumby@pcsp.ca](mailto:Rodney.Cumby@pcsp.ca)>  
**Cc:** [REDACTED]  
**Subject:** Now 37

## ISSUES

October 18/09

1a. Some time ago, [REDACTED] from [REDACTED] reported that water was flowing onto his property after heavy rainstorms as the road is slanted towards his property with no ditching or barrier. He feared flooding in his basement. [REDACTED] Now he has water in his basement.



March 6, 2018

Re: Surface water runoff at [REDACTED]

To the Town Council of PCSP;

Please accept this letter about the surface water runoff problem on [REDACTED], which needs a ditch and culvert system installed, to divert the water to the river at the bottom of [REDACTED]. In the current state, without a drain, the water is continuously flowing onto, pooling and eroding our property. This is not only our home but also a registered home-based business, therefore, safety and aesthetics are a



concern.

This has been brought to the attention of the Town and staff on numerous occasions for about a decade and there has never been any attempt at a resolution. We are requesting to have the issue and our driveway fixed by the Town, and it is our hope that this ongoing problem will be dealt with by the current council and fixed once and for all.

Below you will find two links to private Youtube videos showing the runoff; one on June 6, 2012 and one March 8, 2018. You will also see an email attachment, of an email from [REDACTED], who has known about this from the beginning and who took it to council on our behalf nearly a decade ago.

5-minute Runoff video from June 6, 2012 - [REDACTED]

Video from March 8, 2018 - [REDACTED]



**THE ISSUE – shown well in the 2012 video**

The issue is that surface water from rain, severe storms and spring thaw, runs down the roads perpendicular to us and parallel to us, and it ends up in our driveway. The water travels on top of the road and not along the sides, and the road even seems to be pitched toward us, causing the water to gain momentum. It then follows the eroded ruts, parallel to the front of our lawn, then splits into two tracks as it meets the paved driveway. There, the rut is as deep as the height of a small water bottle and it was once even deeper before we raked it level. It has also travelled along the side of the house,



flooding the backyard.

One track travels across the driveway, then turns to form a pool on the other side where we park our truck. The other track goes toward our house, and pools only 10' from our well (red bucket in pic), which may pose a water contamination concern, from oil and gas from the road.

The other puddle is behind my car and clients often park there, directly over the water. These two large puddles are a daily battle to avoid when getting two children in and out of either vehicle, whether it be water, mud or ice. They are troublesome when filled with water or mud, but a safety concern for us and our clients, when icy.



## CORRESPONDENCE

When we first bought the house, we thought the previous owner hadn't taken care of the property. We then spent money repairing our front lawn and driveway, sweeping off the rock, filling in a hole or two with asphalt patch. It took us two years to realize that it wasn't them at all, but that there was a major issue with runoff. All the work was undone again.

██████████ is a near neighbour and he would see us working to keep the driveway clear. He approached us about taking it to the Town on our behalf, as he knew that the property damage was a valid concern. There were several mentions of it in meetings and at one point, Roy Burry in public works said, that the matter had been "dealt with" but he had no reason to say that because nobody had communicated that to us. The only thing ever done was when Chris Neary backed up with a truck and filled the rut with rock to level it out. Then all that rock ended up on our property as well. We do not know why they did that (other than cosmetic) and we weren't even consulted or notified.

There is no ditch to catch the water and no culvert to guide it down to the river at the bottom of the street. Years ago, ██████████ said they were going to do just that and a few weeks after, there was a new council, and nothing happened. Over the past 10 years, our concerns have been ignored or undermined by past council and public works staff, and each time we brought it up again, the council changed, the staff left, or they were let go. Each time, the next staff member would not know about the issue and we would have to start our explanation over again, like a cycle.

Admittedly, time got away from us as we began to raise our young family and we were more casual and passive in our approach, but we now must move forward as the preventable erosion of our driveway has gone from an easy fix, to total disrepair.

## IMPACT

We feel that our property damage has impacted our lives in many ways, both personally and professionally.

During the first two spring clean-ups, we spent money and time repairing the lawn with seed and sod, along with asphalt patch and tar for the pavement. We swept the loose rock and debris with a broom and a leaf blower. Eventually, we couldn't sweep because the rock had to be shoveled and carried away with a wheelbarrow. Now, the lawn and driveway are full of debris and rock. Most of the asphalt is gone and the rest is cracked.

During the spring of 2009, only one year after learning about the runoff, there was a severe rainstorm that flooded our basement. Following this, we had to dig up our backyard to install weeping tile and a French drain, in order to prevent this from happening again.

*IMPACT cont'd*

We are concerned with the damage negatively impacting our property value. About five years ago we had our property appraised for a loan and it affected the loan amount. A realtor also told us we would have to spend at least \$15,000 on our property if we were to even consider selling our house. We cannot afford to rebuild our driveway and repair our lawn, only for this to happen again. We have plans to improve on our property and cannot until the water issue is fixed. We want to erect a permanent business sign but are held back because it would be placed in the area of disrepair.

What used to be only a nuisance, is now an absolute safety hazard to visitors and clients. Our children cannot run, play, draw with chalk, or ride bikes and scooters on their own driveway. We have to always be aware of where we are stepping; Is there a puddle with water, mud, ice? Will we trip in large pieces of cracked asphalt from the edge of the road or slip and fall from loose rock? Will we step on glass, nails and other debris washed down from the road? This must mean our clients are thinking the same thing.

We cannot keep the sand and rock out of our house because it is always underfoot. We wonder if personal and professional insurance will cover us if there was a slip and fall, or damage to a vehicle from bumping it underneath. Clients have started parking on the street, as to avoid bumping and in return they are placing themselves at a greater risk for their car being hit and personal risk by walking on the road.

If when we first moved in, we thought the owner hadn't taken care of the property or must have been lazy, just imagine what our neighbours and clients are thinking about us. The property is an absolute eye-sore, it looks so unprofessional to our clients and it is embarrassing. We are not neglectful people and our property implies that we are.



It is time for action in this matter. We are ready for our property to stop looking like this...



...and to start looking perfectly groomed like our neighbours without runoff problems.



Tabled items

# **Administration & Finance**

**Accounts for Payment - April 10, 2018**

**REGULAR ACCOUNTS:**

<b>S0041184</b>	<b>3/7/2018</b>	<b>A. Harvey &amp; Company</b> 104.43ton road salt	<b>\$</b>	<b>13,078.29</b>
<b>RF 2018-3</b>	<b>3/22/2018</b>	<b>City of St. John's</b> 911 services & stand-by allocation 2018	<b>\$</b>	<b>67,309.90</b>
<b>16616</b>	<b>4/1/2018</b>	<b>City of St. John's</b> Landfill use - March2018	<b>\$</b>	<b>10,555.50</b>
<b>99784</b>	<b>4/2/2018</b>	<b>Municipal Assessment Agency</b> 2nd Quarter assessment fees	<b>\$</b>	<b>29,497.50</b>
<b>947537</b>	<b>3/22/2018</b>	<b>Nortrax</b> JD 544K Rental Mar23-Apr19	<b>\$</b>	<b>8,050.00</b>
<b>947534</b>	<b>3/22/2018</b>	<b>Nortrax</b> JD 624K Rental Mar23-Apr19	<b>\$</b>	<b>10,350.00</b>
TOTAL REGULAR ACCOUNTS:			<b>\$</b>	<b><u>138,841.19</u></b>

**CAPITAL ACCOUNTS:**

<b>pymt#3 Healeys holdback</b>	<b>3/16/2018</b>	<b>Weir's Construction Ltd.</b>	<b>\$</b>	<b>6,120.13</b>
TOTAL CAPITAL ACCOUNTS:			<b>\$</b>	<b><u>6,120.13</u></b>
<b>GRAND TOTAL:</b>			<b>\$</b>	<b>144,961.32</b>

**Town of Portugal Cove-St.Philips**  
**BNK1 - BNS CURRENT ACCT**  
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**CHEQUE REGISTER**

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Number	Issued	Amount	SC	Status	Status Date
047207	03/21/2018 Northeast Minor Hockey Association	300.00	A/P	OUT-STD	03/21/2018
	03202018 Northeast Eagles Midget A	300.00			
047208	03/22/2018 Portugal Cove-St. Philip's Chamber of Commerce	26,000.00	A/P	CLEARED	03/31/2018
	2018 Economic Dev Support 2018 Economic Development Support	26,000.00			
047211	03/27/2018 PCSP Lion's Club	1,000.00	A/P	OUT-STD	03/27/2018
	2018-084 Donation - Help for Holly fundraiser	1,000.00			
047219	03/29/2018 Atlantic Cash & Carry	742.06	A/P	OUT-STD	03/29/2018
	34702210388835 winter carnival prizes, easter events supplie	743.55			
	34702210388837 Refund	-1.49			
047220	03/29/2018 Banom Inc.	20.40	A/P	OUT-STD	03/29/2018
	31518 gloves	20.40			
047221	03/29/2018 Bell Mobility Inc. (Radio Division)	211.04	A/P	OUT-STD	03/29/2018
	2-1005733 Replace antenna on FD truck,maint on repe	211.04			
047222	03/29/2018 Benson Buffett	3,684.61	A/P	OUT-STD	03/29/2018
	77827	154.56			
	77830	1,150.86			
	77831	110.50			
	77832	110.50			
	77833	405.72			
	77834	289.80			
	77835	1,227.43			
	77888	235.24			
047223	03/29/2018 Brunswick News Inc	343.85	A/P	OUT-STD	03/29/2018
	1771005 job ad-director of public works	343.85			
047224	03/29/2018 Canadian Living	16.90	A/P	OUT-STD	03/29/2018
	2018Subscription magazine subscription library	16.90			
047225	03/29/2018 David Beckett	501.97	A/P	OUT-STD	03/29/2018
	MDOANS18 travel advance MDOANS conference	501.97			
047226	03/29/2018 Executive Coffee	99.85	A/P	OUT-STD	03/29/2018
	0000193940 coffee, creamers	99.85			
047227	03/29/2018 Frederick Hollett	2,863.50	A/P	OUT-STD	03/29/2018
	000819 reimb - repairs to bunker pants	46.00			
	Mar11-17 FD consultations Mar11-17	1,437.50			
	Mar18-24 FD Consultations Mar18-24	1,380.00			
047228	03/29/2018 Irving Oil Limited	1,758.60	A/P	OUT-STD	03/29/2018
	932436 Gas	1,758.60			
047229	03/29/2018 Jaywil Software Development Inc.	337.97	A/P	OUT-STD	03/29/2018
	MN0001529 Support for library software	135.70			
	XT00002535 hosted web opac annual - library software	202.27			
047230	03/29/2018 Kelly Belly	73.78	A/P	OUT-STD	03/29/2018
	HealthyCooking reimb supplies for healthy cooking seminar-	73.78			
047231	03/29/2018 Lester Spurrell	1,675.89	A/P	OUT-STD	03/29/2018
	MDOANS18 travel advance - MDOANS conference	960.01			
	QQEZ2M Reimb-flights MDOANS conference	715.88			
047232	03/29/2018 Madonna Sharpe	173.22	A/P	OUT-STD	03/29/2018
	08539S Reimb- paddys day seniors social	173.22			
047233	03/29/2018 Martins Fire Safety Ltd.	227.70	A/P	OUT-STD	03/29/2018

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Number	Issued		Amount	SC	Status	Status Date	
	74209	inspect kitchen at rec center	227.70				
047234	03/29/2018	Neopost Canada	173.99	A/P	OUT-STD	03/29/2018	
	6185796	postage meter lease	173.99				
047235	03/29/2018	Northeast Avalon Times	833.75	A/P	OUT-STD	03/29/2018	
	6059	march advertising	833.75				
047236	03/29/2018	Paul Daly	690.00	A/P	OUT-STD	03/29/2018	
	17093	photography - council headshots	690.00				
047237	03/29/2018	Richard Murphy	1,380.00	A/P	OUT-STD	03/29/2018	
	Mar19-25	FD Consultations - Mar19-25	1,380.00				
047238	03/29/2018	Ritche Perez	300.00	A/P	OUT-STD	03/29/2018	
	15	Easter hunt photography	300.00				
047239	03/29/2018	Rogers Payment Centre	106.35	A/P	OUT-STD	03/29/2018	
	Mar18	Cable - FD	106.35				
047240	03/29/2018	SaltWire Network Inc.	1,229.08	A/P	OUT-STD	03/29/2018	
	TM00009198	director of public works job ad	552.01				
	TM00009247	director of public works job ad	677.07				
047241	03/29/2018	Taste of Home	22.98	A/P	OUT-STD	03/29/2018	
	2018Sub	magazine subscription library	22.98				
047242	03/29/2018	Triware Technologies Inc.	2,006.75	A/P	OUT-STD	03/29/2018	
	183609	sonic wall subscription license	2,006.75				
047243	03/29/2018	Joseph Martin	100.00	A/P	OUT-STD	03/29/2018	**
	J.Martin 2018-071	Joseph Martin - NLSA Prov Team	100.00				
047244	03/29/2018		334.81	A/R	OUT-STD	03/29/2018	
047245	03/29/2018		247.00	A/R	OUT-STD	03/29/2018	
047246	03/29/2018		148.85	A/R	OUT-STD	03/29/2018	
047247	03/29/2018		250.00	A/R	OUT-STD	03/29/2018	
047248	03/29/2018	Freightway International Ltd.,	118.32	A/R	OUT-STD	03/29/2018	
047249	03/29/2018	CIBC MORTGAGES INC.	1,810.52	A/R	OUT-STD	03/29/2018	
047250	03/29/2018	CIBC MORTGAGES INC.	1,840.15	A/R	OUT-STD	03/29/2018	
047252	04/06/2018	ADT Security Services Canada Inc.	709.85	A/P	OUT-STD	04/06/2018	
	3680642	alarm monitoring Apr1-Jun30-Office	158.53				
	3832112	alarm monitoring Apr1-Jun30-Voiseys hut	137.83				
	3832113	alarm monitoring Apr1-Jun30-Rainbow gully	137.83				
	3832114	alarm monitoring Apr1-Jun30-Rec center	137.83				
	3832115	alarm monitoring Apr1-Jun30-Depot	137.83				
047253	04/06/2018	Anna Humphrey	210.00	A/P	OUT-STD	04/06/2018	
	2018Reading	TD Canadian Childrens Book Week Readin	210.00				
047254	04/06/2018	Atlantic Offshore Medical Services	193.78	A/P	OUT-STD	04/06/2018	
	IN156679	FFW Assessment	193.78				
047255	04/06/2018	Automotive Supplies (1985) Ltd	472.08	A/P	OUT-STD	04/06/2018	
	179021	front & rear pads, front & rear rotars, oil filter	472.08				
047256	04/06/2018	Canadian Linen & Uniform Service	229.53	A/P	OUT-STD	04/06/2018	
	6500319959	mat rental	76.51				
	6500321050	mat rental	76.51				
	6500322323	mat rental	76.51				
047257	04/06/2018	Clay Cafe Avalon Inc.	638.25	A/P	OUT-STD	04/06/2018	
	20180321	Easter Egg paint night	638.25				
047258	04/06/2018	Cummins Eastern Canada	175.38	A/P	OUT-STD	04/06/2018	

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Number	Issued	Amount	SC	Status	Status Date
	029-5018 Compressor plug, unit #32	175.38			
047259	04/06/2018 Dan Pickett	90.79	A/P	OUT-STD	04/06/2018
	Reimb-Twinrix2 reimb-twinrix	90.79			
047260	04/06/2018 Elyse Sparkes	56.58	A/P	OUT-STD	04/06/2018
	mileage Apr18 mileage claim-lib supplies Mar7-28	56.58			
047261	04/06/2018 Emco Supply	100.05	A/P	OUT-STD	04/06/2018
	12619082-00 hydrant out of order discs	100.05			
047262	04/06/2018 EXP. Services Inc.	215.28	A/P	OUT-STD	04/06/2018
	426820 Healeys Pond Intersection	215.28			
047263	04/06/2018 Fastenal Canada Company	242.12	A/P	OUT-STD	04/06/2018
	NFMOU177042 Binstock for Depot	242.12			
047264	04/06/2018 Fluent IMS	1,495.00	A/P	OUT-STD	04/06/2018
	INV-2934 RM Responding for FD	1,495.00			
047265	04/06/2018 Frederick Hollett	1,339.75	A/P	OUT-STD	04/06/2018
	000009 reimb-repairs to bunker pants	17.25			
	Mar25-31 FD Consultations Mar25-31	1,322.50			
047266	04/06/2018 GCR Tire Centers	204.58	A/P	OUT-STD	04/06/2018
	931-65854 Tire repairs	204.58			
047267	04/06/2018 Harbourside Transportation Consultants	4,830.01	A/P	OUT-STD	04/06/2018
	1038 traffic impact study Dogberry Hill	4,830.01			
047268	04/06/2018 Harvey & Company Limited	973.86	A/P	OUT-STD	04/06/2018
	1045140 Uni t#35 - Surge tank, cap, oil filter, filter kit	973.86			
047269	04/06/2018 Jelly Bean Entertainment	350.00	A/P	OUT-STD	04/06/2018
	5011 easter camp activity	350.00			
047270	04/06/2018 Joe Donkers	53.30	A/P	OUT-STD	04/06/2018
	Mileage Jan-Mar Mileage claim Jan -Mar18	53.30			
047271	04/06/2018 Kathryn Nicole Kelly	276.00	A/P	OUT-STD	04/06/2018
	Mar2018 tutoring March 2018	276.00			
047272	04/06/2018 Kent Building Supplies	768.22	A/P	OUT-STD	04/06/2018
	15582142 rakes & shovels	300.30			
	15583275 rope - Rec games	9.17			
	15599638 Shelving and computer partition Library	129.56			
	15600919 Shelving and computer partition Library	40.91			
	1741504 12 bags of ice melt	288.28			
047273	04/06/2018 KPennell	640.00	A/P	OUT-STD	04/06/2018
	Feb10-Mar31 Tutoring Feb10-Mar31, 2018	640.00			
047274	04/06/2018 Krista Holden	450.00	A/P	OUT-STD	04/06/2018
	Mar1-29 Adult fitness Mar1-29	450.00			
047275	04/06/2018 Maxxam Analytics Inc.	218.50	A/P	OUT-STD	04/06/2018
	BE3317979 water testing WWTP	218.50			
047276	04/06/2018 Municipal Development Officers Association of Nova Scotia	300.00	A/P	OUT-STD	04/06/2018
	18Reg DBeckett Registration for conference - D.Beckett	150.00			
	18Reg LSpurrell Registration for conference - L.Spurrell	150.00			
047277	04/06/2018 Newfoundland Distributors Ltd.	46.23	A/P	OUT-STD	04/06/2018
	30274476 Bit & Bolt for Unit #40	46.23			
047278	04/06/2018 Newfound Disposal Systems Ltd.	55.94	A/P	OUT-STD	04/06/2018
	0000529881 paper shredding	55.94			
047279	04/06/2018 Newfoundland Design Associates Ltd.	3,264.82	A/P	OUT-STD	04/06/2018

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Number	Issued		Amount	SC	Status	Status Date
	2018042	Refund - Nearys Pond Reconstruct	-1,151.18			
	2018055	Meadow Hgts sewer service	4,416.00			
047280	04/06/2018	North Atlantic	<b>3,903.32</b>	A/P	OUT-STD	04/06/2018
	247305	furnace maint	118.81			
	3930	Diesel	3,078.35			
	3963	Furnace oil	706.16			
047281	04/06/2018	Orkin Canada Corporation	<b>354.21</b>	A/P	OUT-STD	04/06/2018
	IN-8382111	Pest control-Depot	77.05			
	IN-8382218	pest control-rec center	79.93			
	IN-8382224	Pest control-rainbow gully	41.98			
	IN-8382236	pest control-Generator shed	96.60			
	IN-8382254	pest control-Voiseys Brook	58.65			
047282	04/06/2018	Parts for Trucks	<b>162.15</b>	A/P	OUT-STD	04/06/2018
	40411876-00	Antifreeze	162.15			
047283	04/06/2018	Plk-Fast Express Inc.	<b>44.85</b>	A/P	OUT-STD	04/06/2018
	DC-1846	Courier service	44.85			
047284	04/06/2018	Princess Auto Ltd.	<b>74.74</b>	A/P	OUT-STD	04/06/2018
	834266	pliers,filter,wrench	74.74			
047285	04/06/2018	Protek Industries	<b>1,210.95</b>	A/P	OUT-STD	04/06/2018
	21058	26 bags cold patch	403.65			
	21065	26 bags cold patch	403.65			
	21109	26 bags cold patch	403.65			
047286	04/06/2018	Quality Hotel & Suites	<b>855.60</b>	A/P	OUT-STD	04/06/2018
	40717147	Room Rental - BJ Hibbs / Dewayne Whitew	855.60			
047287	04/06/2018	Richard Murphy	<b>1,408.75</b>	A/P	OUT-STD	04/06/2018
	Mar26-Apr1	FD consultations Mar26-Apr1	1,408.75			
047288	04/06/2018	Royal Freightliner	<b>2,058.53</b>	A/P	OUT-STD	04/06/2018
	50881	3 DEF coolant lines Unit #32	512.21			
	50903	2 fuel filters & oil filter unit #32	122.87			
	50921	oil filter, fuel filters, unit #40	198.92			
	50954	Cabin filter Unit #48	30.49			
	550156	Unit 40 - dozer valve and wiring harness	1,194.04			
047289	04/06/2018	SaltWire Network Inc.	<b>309.12</b>	A/P	OUT-STD	04/06/2018
	TM00009344	dic use ad-39-43 Gails View	309.12			
047290	04/06/2018	SME	<b>460.00</b>	A/P	OUT-STD	04/06/2018
	045098	shipping container rental	460.00			
047291	04/06/2018	Steele Communications	<b>1,828.50</b>	A/P	OUT-STD	04/06/2018
	257636-1	radio ad-best of pcsp	362.25			
	257772-1	radio ad-best of pcsp	1,104.00			
	257780-1	radio ad-best of pcsp	362.25			
047292	04/06/2018	Telelink Call Centre	<b>413.62</b>	A/P	OUT-STD	04/06/2018
	C9139-1804	phone answering service	413.62			
047293	04/06/2018	Vigilant Management Inc.	<b>2,974.22</b>	A/P	OUT-STD	04/06/2018
	1147	water metering project	143.75			
	1148	Water loss program	382.38			
	1149	Strategic plan	284.63			
	1150	Lifestyle Center	1,598.51			
	1151	Healeys Pond Cres	267.39			

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	1153	Town Depot planning	125.06			
	1154	2018 Capital budget estimates	172.50			
047294	04/06/2018	Windco Enterprises	<b>45.94</b>	A/P	OUT-STD	04/06/2018
	20180309	Town flag and NL flag	45.94			
047295	04/06/2018	iCompass Technologies	<b>6,900.00</b>	A/P	OUT-STD	04/06/2018
	18344	meeting manager pro software	6,900.00			
047296	04/06/2018	Nortrax	<b>7,475.00</b>	A/P	OUT-STD	04/06/2018
	941464	JD 544k rental Mar16-Apr12	7,475.00			
047297	04/06/2018	CIBC Mellon	<b>12,303.79</b>	A/P	OUT-STD	04/06/2018
	March2018	March18 pension contributions	12,303.79			
047298	04/06/2018	CIBC Mellon	<b>9,843.03</b>	G/L	OUT-STD	04/06/2018
047299	04/06/2018	N.A.P.E.	<b>1,581.64</b>	G/L	OUT-STD	04/06/2018
047300	04/06/2018	Cal Ollerhead	<b>12,732.33</b>	G/L	OUT-STD	04/06/2018
<b>Cheque Totals Issued:</b>			<b>137,164.08</b>			
<b>Void:</b>			<b>0.00</b>			
<b>Total Cheques Generated:</b>			<b>137,164.08</b>			
<b>Total # of Cheques Listed:</b>			<b>84</b>			

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TOWN OF PORTUGAL COVE-ST-PHILIPS

MAR 21 2018

RECEIVED

March 21, 2018

To Tony Pollard, Town Clerk/CFO  
Chris Milley, Town Manager

The following notice

With reference to the property as per attached; the province has rejected all claims by my family for title to the property. Therefore, I am requesting a refund of all municipal taxes paid, since the amalgamation of the town Portugal Cove, St. Philips, as related to said property.

Thank you

[REDACTED]

[REDACTED]

**REGISTERED MAIL**

**Date: February 8, 2017**



**NOTICE**

Take notice that Her Majesty the Queen in Right of Newfoundland & Labrador claims to be the owner of all that piece or parcel of land situated and being at **Portugal Cove Road, Portugal Cove – St. Philips, Newfoundland and Labrador**, and outlined on the attached Schedule B, by virtue of the said lands being Crown lands.

Under the provisions of Section 25 of the *Lands Act*, any person having an adverse claim to the title claimed by Her Majesty the Queen in Right of Newfoundland & Labrador shall make application under the *Quieting of Titles Act* to have his or her title judicially investigated within sixty (60) days of the date of service of this Notice.

If an application is not made within those sixty (60) days, any claim that the adverse claimant may have is barred and the adverse claimant will have no right to make an application under the *Quieting of Titles Act*, the *Lands Act* or any other Act or law in respect to the lands that are the subject of this Notice.

Further information or clarification may be obtained by contacting Steve Barnable, Regional Lands Manager, Eastern Regional Office, Department of Municipal Affairs P.O Box 8700, Howley Building, Higgins Line, St. John's, NL, A1B 4J6, email: [stevebarnable@gov.nl.ca](mailto:stevebarnable@gov.nl.ca) or by telephone: 729-2654, Fax: 729-0726.

Yours truly,

A handwritten signature in black ink, appearing to read 'Tony Grace'.

**Tony Grace**  
Assistant Deputy Minister, Lands Branch  
Department of Municipal Affairs



# Government of Newfoundland & Labrador

## Department of Municipal Affairs

**NOTE TO USERS**

The information on this map was compiled from land surveys registered in the Crown Lands Registry.

Since the Registry does not contain information on all land ownership within the Province, the information depicted cannot be considered complete.

The boundary lines shown are intended to be used as an index to land titles issued by the Crown. The accuracy of the plot is not sufficient for measurement purposes and does not guarantee title.

Users finding any errors or omissions on this map sheet are asked to contact the Crown Titles Mapping Section, Howley Building Higgins Line St. John's Newfoundland.

Users finding error or omissions can contact the Crown Titles Mapping Section by telephone at 729-0061. Some titles may not be plotted due to Crown Lands volumes missing from the Crown Lands registry or not plotted due to insufficient survey information.

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

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



Scale 1:6,736  
 Compiled on April 08, 2016

### Crown Lands Division



# MANAGING ASSETS FOR SUSTAINABLE COMMUNITIES

A CIP TRAINING SERIES



**WHEN:** April 16th, 2018  
9:30am-2:00pm

**WHERE:** Petty Harbour | Community Centre  
35 Main Street, A0A 3H0

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