



Public Council Meeting  
Tuesday, May 1, 2018 at 7:00 pm  
Location: Council Chambers

1. Call of Meeting to order
2. Adoption of Agenda for May 1, 2018
3. Delegations/Presentations
4. Adoption of Minutes of April 17, 2017
5. Business Arising from Minutes
6. Committee Meeting Reports
  - a) Planning & Development Committee – Councillor Harding
    - 1) Civic # 18-28 Mitchell's Pond Place – Demolition and Single Dwelling
    - 2) Civic # 1303-1309 Thorburn Road – Patio/Deck
    - 3) Civic # 34 Oliver's Pond Place - Business
    - 4) The Porches of St. Philip's Residential Subdivision – Request to Change Street Names
    - 26) Permits issued from April 6 to April 19, 2018
  - b) Recreation/Community Services - Councillor Stewart Sharpe
    - 1) Sports Facilities Sponsorship and Revenue
    - 2) East Coast Trails
    - 3) Grand Concourse Authority – Indian Meal Line ROW
    - 4) Government of Canada Enabling Accessibility Fund
    - 5) Community Grants
  - c) Public Works - Councillor Bartlett
    - 1) 2018 Fleet Requirements
    - 2) Correspondence from Dogberry Hill Road Ext. Resident
    - 3) Waste Management Solid Waste Presentation
    - 4) Road and Storm Water Issues
    - 5) Round Pond Road Path
    - 6) Crosswalk on Bennetts Road
    - 7) Traffic Calming Reviews - Update

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

- 1) Advisory Committee Updates
- 2) Chamber of Commerce
- 3) Public Engagement on Development Regulations
- 4) Media Training
- 5) Drover Heights Water and Sewer Project
- 6) Tourism Signage and Wayfinding
- 7) Service Level Review
- 8) Earth in a Box – NL Power
- 9) Landings Restaurant Correspondence

e) Protective Services - Councillor Hanlon

- 1) Commissionaires – Municipal Enforcement
- 2) FES Updates
- 3) Feeding Wildlife Regulations
- 4) Speed Bump Requests
- 5) Resident Pat Pender

f) Administration and Finance – Deputy Mayor Laham

- 1) Accounts for Payment
- 2) Conflict of Interest
- 3) Unoccupied Lots
- 4) Seasonal Hiring
- 5) Impairment Policy

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 17, 2018

Regular Public Council Meeting 7:00 p.m.

**IN ATTENDANCE**

Mayor

Deputy Mayor

Councillors

Carol McDonald

Jeff Laham

Dave Bartlett

Johnny Hanlon

Tina Neary

Madonna Stewart Sharpe

Director of Financial Operations/Town Clerk

Deputy Town Clerk

Tony Pollard

Claudine Murray

Mayor McDonald called the meeting to order, offering regrets from Councillor Harding and welcomed the gallery of 18 persons in attendance.

**ADOPTION OF AGENDA**

Motion

Bartlett/Hanlon

2018-112

Resolved that the agenda dated April 17, 2018, be adopted as circulated.

Carried

Unanimously

**DELEGATIONS/PRESENTATIONS**

- April 2018 was proclaimed Child Abuse Prevention month

**ADOPTION OF MINUTES**

Motion

Bartlett/Hanlon

2018-113

Resolved that the minutes of April 3, 2018 be adopted as circulated.

Carried

Unanimously

**BUSINESS ARISING**

## Town Managers (Acting) Report

- Condolences to Councillor Stewart Sharpe on the passing of her Father
- Condolences to Town Manager Milley on the passing of his Mother-In-Law
- Everyone stood for a minute in silence to honor those involved in the Humboldt Broncos tragedy
- Best of PCSP Awards were held on April 17 and was a huge success. Congratulations and thanks to our staff for making it the success it was.
- The date of April 30<sup>th</sup> has been set to hold a meeting with residents of Drover Heights to obtain feedback on the proposed Water & Sewer project in their area. Invite letters will be sent to residents tomorrow.

**COMMITTEE REPORTS**Planning & Development Committee Report of April 10, 2018 – presented by Councillor Laham**1. Civic # 2-6 Fennelly Road Accessory Building**

Motion Laham/Hanlon

**2018-114 Resolved that the application for an accessory building at Civic # 2-6 Fennelly Road be granted approval in principle as per Appendix A: Tabled Report.**

Carried Unanimously

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

Motion Laham/Bartlett

**2018-115 Resolved 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.**

Carried Unanimously

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

Motion Laham/Hanlon

**2018-116 Resolved 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.**

Carried Unanimously

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

Motion Laham/Bartlett

**2018-117 Resolved that the application to establish a home office for a professional service business (software development) at Civic # 17-23 Knight Rest be granted approval in principle as per Appendix A: Tabled Report.**

Carried Unanimously

## 5. City of St. John Proposed Amendment to the St. John Urban Region Regional Plan

The Planning Department is in receipt of a letter from the City of St. John proposing to amend the St. John 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 Laham/Hanlon  
**2018-118 Resolved that Council forward correspondence to the City of St. John stating that they have no concerns with the proposed amendment.**  
 Carried Unanimously

**Items # 6 through 28** are other items that were discussed at the Committee 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 23rd to April 5th, 2018 as per Appendix A: Tabled Report.

## Recreation & Community Services Committee

- **No meeting was held**

## Public Works Committee Report for April 11, 2018 – presented by Councillor Bartlett

### 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 Bartlett/Laham  
**2018-119 Resolved 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.**  
 Carried Unanimously

### 2. Waste Management

- Eastern Regional Service Board Comparison Committee requested an analysis of inhouse 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 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 20th.

### **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 14th 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 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.

Economic Development, Marketing, Communications & Tourism Committee report for April 11, 2018 by Councillor Neary

### **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 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 <b>2018-120</b>  Carried	Neary/Bartlett <b>Resolved that that Sonya Rideout and Rita Anderson be named Interim Co-Chairs for the Advisory Committee on the Environment.</b>  Unanimously
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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 8th

### **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 in clusion 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<sup>th</sup>.

## **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 29th. 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 Drover 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 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 Committee report for April 10, 2018 – presented by Councillor Hanlon

#### **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.
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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.

Admin. and Finance Committee Report of April 10, 2018 - presented by Deputy Mayor Laham

**1. Accounts for Payment**

Motion Laham/Stewart Sharpe  
**2018-121 Resolved that 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.**  
 Carried Unanimously

**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 Laham/Bartlett  
**2018-122 Resolved that Council approve hiring a Director of Public Works, an essential position of the Town.**  
 Carried Unanimously

**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 Laham/Neary  
**2018-123 Resolved that Council transfer the remaining funds from the Nearys Pond Road Project and Spurrells Bridge Project to the Meadow Heights Project.**  
Carried Unanimously

## **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 A Laham/Stewart Sharpe  
**2018-124 Resolved that Council amend motion 2018-056 to read a final project cost for Gas tax project 205-2017-6291 of \$164,647.89**  
Carried Unanimously

Motion B Laham/Hanlon  
**2018-125 Resolved that Council 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**  
Carried Unanimously

## **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 A Laham/Hanlon  
**2018-126 Resolved 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.**  
Carried Unanimously

Motion B Laham/Hanlon  
**2018-127 Resolved 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.**  
Carried Unanimously

## **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.

## **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 MOTION**

## **ADJOURNMENT**

Adjournment was moved by Councillor Bartlett, and seconded by Councillor Hanlon.

**Resolved that there is no further business and this meeting is adjourned. Time is 7:31 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 24, 2018**

In Attendance: Councillor Darryl Harding (Chairperson) (Items # 1-23 & 25-26)  
Deputy Mayor Jeff Laham  
Councillor Johnny Hanlon (Items # 1-18 & 20-26)  
Les Spurrell, Planning & Development Coordinator  
Holly Duffett, Planning Technologist

Also in Attendance: Mayor Carol McDonald  
Tony Pollard, Director of Finance  
Two Developers (Item # 10)

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**1. Civic # 18-28 Mitchell's Pond Place – Demolition and Single Dwelling**  
**Motion:** The Committee recommends that the application to demolish a single dwelling and accessory building and construct a single dwelling at Civic # 18-28 Mitchell's Pond Place be granted approval in principle as per Appendix A: Tabled Report.

**2. Civic # 1303-1309 Thorburn Road – Patio/Deck**  
**Motion:** The Committee recommends that the application for a patio/deck at Civic # 1303-1309 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.

**3. Civic # 34 Oliver's Pond Place - Business**  
**Motion:** The Committee recommends that the application to establish a standalone boarding house residential business (bed and breakfast with day spa) at Civic # 34 Oliver's Pond Place be granted approval in principle as per Appendix A: Tabled Report.

**4. The Porches of St. Philip's Residential Subdivision – Request to Change Street Names**  
**A. Motion:** The Committee recommends that Council rescind Motion # 2016-051, which established the street names within The Porches of St. Philip's Residential Subdivision, due to requested changes to the street names.

**B. Motion:** The Committee recommends that the following street names be used within The Porches of St. Philip's Residential Subdivision:

- Markham Drive – Street 'A'
- Papenburg Place – Street 'C'
- Trosa Street – Street 'D'

Items # 5 through 25 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

**26. Permits Issued**

**There were eighteen (18) permits issued from April 6 to April 19, 2018as per Appendix A: Tabled Report.**

**Appendix A: Tabled Report  
April 24, 2018**

**Applications:**

Item # 1:

**Civic # 18-28 Mitchell's Pond Place**

**Demolition & Single Dwelling**

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

The Committee recommends that the application for Civic # 18-28 Mitchell's Pond Place be granted approval in principle, permitting the demolition of a dwelling and accessory building, and construction of a single dwelling. 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), Schedule C: Residential Medium Density, and Schedule E: Environmental Protection Overlay.

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

Item # 2:

**Civic # 1303-1309 Thorburn Road**

**Patio/Deck**

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

The Committee recommends that the application for Civic # 1303-1309 Thorburn Road be granted approval in principle, permitting 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) and Schedule E: Environmental Protection Overlay.

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

Item # 3:

**Civic # 34 Oliver's Pond Place**

**Business**

**Zoning: Residential Low Density (RLD) – Unserviced**

The Committee recommends that the application for Civic # 34 Oliver's Pond Place be granted approval in principle, permitting the establishment of a stand-alone boarding house residential business (bed and breakfast with day spa). 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-3 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), Schedule C: Residential Low 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 # 5:

**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 this location.

The Committee requested that this application be held pending Staff corresponding with the applicant regarding the requirement for submission of the information requested within 8 weeks in accordance with Development Regulation 19 (Deferment of Application).

Item # 6:

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

The Committee discussed an application to subdivide property and construct a single dwelling at this location that proposed to service two dwellings from one on-site well and septic system.

The Committee requested that this item be held pending Staff contacting the applicant to discuss options for compliant development of the property.

Item # 7:

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

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

Staff advised the Committee that correspondence had been received from the Heritage Advisory Committee suggesting moving the zoning boundary for Portugal Cove to include Beachy Cove and Ridge Road. The Committee requested that this item be held pending Staff contacting the Heritage Programs & Services Coordinator for further clarification regarding the correspondence.

Item # 8:

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



Item # 9:

**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.

Staff advised the Committee that they had completed a site visit and emailed pictures, along with a request to reopen the file, to Service NL. Staff also advised that they had received a response from Service NL indicating that they would follow up with the property owner of Civic # 69-75 Tolt Road.

The Committee requested that this item be held pending receipt of further correspondence from Service NL and discussions with property owners on either side of Civics # 69-75 & 77-81 Tolt Road to see if they have been experiencing any rodent problems.

Item # 10:

**Meeting with the Committee – Tiny Homes**

The Committee met with developers to discuss potential development of tiny homes within the Town.

The Committee discussed the possibility of creating Regulations regarding tiny homes within the Town and advised that they would look into the potential Regulations during a comprehensive review of the Town Plan & Development Regulations.

Item # 11:

**Civics # 1777 & 1779-1781 Portugal Cove Road – Request to Extend Permits**

The Planning Department is in receipt of a request to extend the Site Preparation Permits for these properties. The approvals in principle for the development of single dwellings on these lots expired on February 26, 2018.

The Committee advised Staff to extend the approvals in principle for a further year and to advise the applicant that Building Permits must be issued within the one year extension or new applications will be required for Council's review.

Item # 12:

**Civics # 17-19 Hibbs Place – Structure Under Construction**

The Planning Department is in receipt of correspondence regarding a dwelling extension under construction on this property.

The Committee advised Staff to respond to the correspondence received advising that a permit has been issued for the dwelling extension and that it is compliant with the Town's Municipal Plan & Development Regulations.

Item # 13:

**Bickerstaffe Road Extension – Request to Reduce Asphalt Width**

The Planning Department is in receipt of a request to allow a reduction in the minimum asphalt width for an extension to Bickerstaffe Road from 6 m to 5 m for the driving lanes and from 15 m to 12 m for the turnaround as a wider asphalt width would require ditch work to be completed on adjacent properties and the reduced width would match the existing surface of Bickerstaffe Road.

The Committee requested that it is item be held pending Staff contacting the applicant and advising of options for development to comply with the Town's standards.

Item # 14:

**Steep Slope Regulations**

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

The Committee requested that this item be held pending a meeting between the Committee and the Advisory Committee on the Environment.

Item # 15:

**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 requested that this item be held pending further discussion.

Item # 16:

**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 # 17:

**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, 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 draft amendment wording will be presented to Staff at the next Committee meeting for use to prepare a Report for Council's review during consideration of the proposed amendment.

Item # 18:

**Potential Increase to Maximum Street Lengths**

The Committee discussed a potential increase in the maximum street lengths for serviced and unserviced streets beyond 300 m (984 ft).

The Committee requested that this item be held pending referral to the Public Works Department and Fire Department for comments regarding the proposed extension.

Councillor Hanlon left the meeting prior to discussion of Item # 19 due to potential conflict of interest.

Item # 19:

**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.

A consensus amongst the Committee could not be reached during this meeting on any potential future action regarding this matter to be taken by the Town.

Councillor Hanlon returned to the meeting after discussion of Item # 19.

Item # 20:

**Old Broad Cove Road East Residential Development Scheme – Meeting to Discuss Proposed Changes**

Staff requested to schedule a meeting with the Committee to discuss finer details regarding the development scheme than what was previously discussed with Council as a whole.

The Committee advised that a meeting be scheduled and for Staff to forward an invitation for this meeting to all members of the Committee.

Item # 21:

**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.

The Town Manager contacted Municipal Enforcement requesting that they drive by during the night to identify if any activity is on-going. Checks were performed over a one week period after 11:00 pm and no evidence of heavy equipment activity was identified.

Item submitted for information.

Item # 22:

**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.

Staff advised the Committee that the Town Manager had contacted the Department and was awaiting confirmation of the meeting. The Committee requests that this item be held pending scheduling of the meeting.

Item # 23:

**Civic # 24-26 King's Hill Road – Removal Order**

The Committee discussed a Removal Order placed on the dwelling and accessory building due to safety concerns regarding the condition of the structures. The deadline for compliance was April 11, 2018. Staff performed a site visit on April 12, 2018 and confirmed that the Order had not been complied with.

Staff advised the Committee that the property owner had scheduled a meeting for the following day to submit an application for development of the property. The Committee requested that this item be held pending the results of this meeting.

Councillor Harding left the meeting prior to discussion of Item # 24.

Item # 24:

**Civic # 24 Keeley Lane – Removal Order**

The Committee discussed a Removal Order placed on development activity completed without a permit. The deadline for compliance was April 15, 2018. Staff did not complete a site visit to check compliance as Council passed a Motion at the April 3, 2018 meeting to approve a Crown Land referral that would lead to the issuance of permits for this development.

The Committee advised Staff that the Removal Order remains in effect until such time that permits for the developments can be issued; however, no further action is required at this time.

Councillor Harding returned to the meeting after discussion of Item # 24.

Item # 25:

**Alternative Sewage Systems**

The Committee discussed a meeting with a representative for the Blivet System. The Committee also discussed an application recently submitted for a residential subdivision that would incorporate this system.

The Committee agreed to schedule the meeting.

**Permits Issued:**

Item # 26:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	18-039	04/06/2018	9	Oceans Edge	Occupancy
2	18-040	04/06/2018	231-233	Beachy Cove Road	Occupancy
3	18-041	04/06/2018	180-204	Witch Hazel Road	Subdivide Property
4	18-042	04/09/2018	180-204	Witch Hazel Road	Single Dwelling
5	18-043	04/09/2018	180-204	Witch Hazel Road	Accessory Building
6	18-044	04/09/2018	1	Little Powers Pond Road	Occupancy
7	18-045	04/10/2018	118-120	Neary's Pond Road	Accessory Building
8	18-046	04/10/2018	8-10	Emberley's Road	Dwelling Extension
9	18-046	04/11/2018	608-610	Old Broad Cove Road	Dwelling Extension
10	18-047	04/12/2018	238-242	Tolt Road	Connection to Water
11	18-048	04/12/2018	27	Bickerstaffe Road	Test Holes
12	18-048	04/12/2018	474	Dogberry Hill Road	Accessory Building
13	18-049	04/12/2018	8-10	Emylia Place	Subdivide Property
14	18-050	04/12/2018	23-25	Gail's View	Occupancy
15	18-051	04/12/2018	138-142	Bennett's Road	General Repairs
16	18-052	04/17/2018	4	Summer Cove	Site Preparation
17	18-053	04/18/2018	137-139	Neary's Pond Road	Accessory Building
18	18-054	04/18/2018	2-6	Fennelly's Road	Accessory Building



# **RECREATION & COMMUNITY SERVICES**

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

Staff: Dawn Sharpe, Director of Recreation and Community Services  
Sports Coordinator (Item #1 only)

**1. Sports Facilities Sponsorship and Revenue**

Nick Miller, Sports Coordinator presented at the Chamber of Commerce Meeting on Wednesday, April 18<sup>th</sup> regarding "Sponsorship and Sport Tourism" opportunities and the positive effects of this industry on our business community. The response from the Chamber was very positive as well as enlightening to the members. Nick will follow up over the next few weeks and mail a sponsorship package to all Chamber members. The Chamber has also agreed to post the information on its website and any other social media platforms they avail off.

The projected revenue for Rainbow Gully Soccer Pitch and Softball Pitch as well as Voisey's Softball Pitch for May to August was presented to the committee. With the Minor Soccer and Minor Softball field rental fees waived, the total projected revenue to date is \$68,625. The donate field time is valued at \$13,560. The total included fees and donations is \$82,185.

**2. East Coast Trails**

The Recreation Committee reviewed the Memorandum of Understanding between the Town and East Coast Trails Association and would like to put forward the following recommendation:

**MOTION: Committee recommends that the Town sign the Memorandum of Understanding with East Coast Trails and allocate \$28,600 towards the re-development of the section of trail in Portugal Cove – St. Philip's.**

**3. Grand Concourse Authority – Indian Meal Line ROW**

The Recreation Director completed a site visit with Jamie Billard, Executive Director of Grand Concourse Authority. The trail is approximately 90% complete the roughed in phase. There have been a couple of concerns from residents whose homes back on the trail. The Recreation Committee will review these concerns once the trial has been completed. In the meantime GCA will prepare a quote for a privacy fence to be installed on the ROW between 2 homes located off Indian Meal Line.

#### **4. Government of Canada Enabling Accessibility Fund**

The Recreation Committee discussed possible projects for application under the Enabling Accessibility Fund. Paving of the parking area and walkway inside the park gates at Voisey's Brook as well as replacing the ramp at the Town Hall was suggested. Deadline for the grant is May 24<sup>th</sup>. If any Councillor would like to make any other suggestions, please let the Director of Recreation and Community Services know via email.

#### **5. Community Grants**

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

**MOTION: Committee recommends that the Town waive the rental fee for the Recreation Centre and donate prizes for a fundraiser for Lisa Cooney.**

**MOTION: Committee recommends that the Town donate \$100.00 to Jessica Hall to assist with her travels to Halifax, NS, May 4<sup>th</sup>-6<sup>th</sup> for Junior NL Basketball Association Regionals.**

**MOTION: Committee recommends that the Town donate \$100.00 to Kaitlyn Hall to assist with her travels to Moncton, NB, July 6<sup>th</sup> – 10<sup>th</sup> to participate in the Atlantic Soccer Championships with the U16 NLSA Soccer Team.**

**MOTION: Committee recommends that the Town become a Silver Level Sponsor for the Breastless and Beautiful Project in aid of Kerry Churchill.**





# **PUBLIC WORKS**



Public Works Committee

April 25, 2018, 4:30pm

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

**1. 2018 Fleet Requirements**

Committee were provided with a list of vehicles which were approved in budget as additions for the 2018 fleet. The Public Works Foreman, since his involvement in the role, has highlighted operational considerations that would allow the Town to reduce vehicle requirements. He therefore recommends that the town substitutes two of the approved vehicles with others that will better match his operational needs for a significant cost saving. Therefore:

**MOTION: Committee recommends the following vehicle purchases be approved:**

- 1 – One ton pickup truck with plow and sander at a cost of \$56,999 plus HST**
- 2 – One ton pickup trucks at a cost of \$36,999 each plus HST**
- 1 – Compact SUV at a cost of \$30,999 plus HST**

**Discussion Items**

**2. Correspondence from Dogberry Hill Road Ext. Resident**

Correspondence was forwarded to the Public Works Division with a request to consider placing a speed hump on Dogberry Hill Road Ext. The complaint will be referred through the Town's Traffic Calming Policy.

**3. Waste Management Solid Waste Presentation**

Staff advised that the presenter from MMSB is only available to present on June 20<sup>th</sup> at 4:30pm rather than 6:30pm. Committee agreed to this time.

**4. Road and Storm Water Issues**

- a. Portugal Cove Cross Culvert – to date, the Town has not heard from Transportation and Works to schedule an onsite visit with one of their Engineers for the purpose of determining an outcome for amicable resolution. Staff will make contact with T&W to request moving forward on this.
- b. Tuckers Hill Road – Staff advised a letter was received from the Minister's office which indicated the request for an interim solution to traffic hazards at the bottom of Tuckers Hill Road and Thorburn Road was passed along to their area supervisors. Public Works will follow up with an email requesting a reply.



- c. Drover Heights – The resident who submitted correspondence and subsequent emails with respect to storm water issues in Drover Heights requested that Councillor Bartlett personally conduct a site visit. Councillor Bartlett obliged along with the Foreman of Public Works and also Deputy Mayor Laham. The outcome of the report provided at the Council Meeting of April 17 2018 remains. Remediation of water issues at this property would be the property owner's responsibility. A formal letter will be provided to the residents in response to their complaint.

**5. Round Pond Road Path**

Question was presented as to why a public right of way providing access to Round Pond has been closed off by a fence. This matter will be forwarded to Planning and Development for review.

**6. Crosswalk on Bennetts Road**

Question was presented as to why a crosswalk has never been installed linking Sunshine Park parking lot to the adjacent parking lot of Healeys Pond. Staff will contact the City of St. John's for an answer as this area is within the boundaries and control of the City.

**5. Traffic Calming Reviews - Update**

Public meetings on the traffic calming reviews conducted for Country Garden Road, Olivers Pond Road and Western Gully Road were in the process of being coordinated through the appropriate department, however the Communications Coordinator resigned therefore this was placed on hold. Staff will follow up with the new Communications Coordinator to have this matter moved forward.



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



Economic Development,  
Marketing, Communications and  
Tourism Report  
Thursday, April 26, 2018  
4:30 pm

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

**1. Advisory Committee Updates**

The Environment Fair was a great success with an estimated 400 attendees visiting over 30 vendors and 11 workshops. This is a huge increase from previous years and the event has now outgrown the facility. At the event the Mayor also signed a proclamation recognizing “Earth Day”. Staff and ACE will look at options for next year. A meeting between ACE and the Planning and Development Committee is being scheduled to discuss steep slopes regulations.

The Heritage Committee has been asked to provide commentary to the Traditional Community Zone regulations. They will be forwarding their input in the coming weeks. The official opening of the Fanny Goff Memorial Site is being planned, the date will be announced shortly.

The Committee discussed the Wooden Boat Museum proposal to provide three Dories for the Regatta. The proposal detailed a plan to finish two, currently unfinished, Dories as a part of a two week workshop and the purchase of one finished Dory. When completed the three finished Dories will replace the existing ones for the PCSP Regatta. The location of the workshop can be a room below Landings Restaurant that opens to the Marina. We can have ten participants take part and propose to charge \$300 each, including meals. It would take place in mid-May. There was a total of \$7,000 budgeted to start replacing the Dories this year. The cost of the boats and the workshop is \$10,000 and will result in a completely new fleet of Dories. The difference of the budget at cost can be made up in the revenue generated from the workshop and through the Heritage budget.

**Motion: The Committee recommends that the Town accept the “Provision of Regatta Dories” proposal prepared by the Wooden Boat Museum of Newfoundland and Labrador at a cost of \$9950 and proceed with the purchase of the Dories and workshop.**

**2. Chamber of Commerce**

A new date is being considered for the joint Council and Chamber meeting as some individual schedules conflicted with the planned date. The Director of Economic Development met with the Chamber on Wednesday, April 18<sup>th</sup>. The deadline to be included in the Business Directory is May 10<sup>th</sup> and we continue to work collaboratively to sign up as many businesses as possible. Sports Coordinator, Nick Miller, also presented a sponsorship framework for our sports fields to the Chamber, in order to get their input, prior to public rollout.

**3. Public Engagement on Development Regulations**

Committee discussed the approach to continued engagement for the Regulation 10 amendment. Councilors will discuss the next steps.

**4. Media Training**

The Director of Economic Development and the Mayor are meeting with a communications consultant recommended by MNL next week to discuss potential options for media training for Council.

**5. Drover Heights Water and Sewer Project**

Two letters were sent to residents of Drover Heights inviting them to attend a meeting on Monday, April 30<sup>th</sup>. The meeting will allow Council to speak with residents to determine the interest in the water and sewer project.

**6. Tourism Signage and Wayfinding**

The Director of Economic Development updated the Committee on the proposed regional signage project. Neighboring municipalities are being invited to join in on the regional design component to the project, separate from the Town's municipally specific signage.

**7. Service Level Review**

The final version of the Service Level Review will be presented to Council at the next Committee meeting. We have been asked to write a story for Municipal World magazine highlighting the project and potentially another piece in the future as an update.

**8. Earth in a Box – NL Power**

Currently, we are actively promoting the NL Power program as discussed at the last Council meeting and will continue to do so up until June 22<sup>nd</sup> when the contest ends.

**9. Landings Restaurant Correspondence**

The Committee reviewed two pieces of correspondence from Jim Parsons of Landings Restaurant regarding the name change of a section of Portugal Cove Road. The correspondence was notification that further action will be requested in the future to reconsider the name change.



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





# **PROTECTIVE SERVICES**



## Protective Services Committee

Tuesday, April 24, 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, and 4)  
Peter Morey, Commissionaires NL (Items #1 & 4)

ALSO IN ATTENDANCE: Pat Pender, Resident (Item #5)

### 1. Commissionaires – Municipal Enforcement

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

- Dogberry Hill Road, extra patrols in area due to a number of reports of thefts. Items include trailers, ATVs, snow blowers.
- Report of heavy equipment in operation after 11pm.
- Patrol witnessed a patron letting dog loose to run on the softball field in Rainbow Gully Park. Officer approached patron and they were aware they were in the wrong and left when asked.
- Assistance for Planning and Development Department with two site visits and order delivery, Kings Hill Road and Tolt Road.
- Civic Numbering assessments procedure will begin this week.

#### Ongoing:

- Traffic monitoring on Blagdon Hill and Newbury Street.
- Traffic Regulations.

The Director of Recreation and Community Services requested assistance from the Commissionaires with monitoring the fields and with the removal of patrons refusing to vacate the fields for scheduled rentals.

The MEO received a report of repeated dirt bike stunt driving / dangerous driving around the school buses on Portugal Cove Road during pick up times in the morning. The person driving the dirt bike has been identified and video evidence provided. The MEO will forward a report to the RNC as well as work with them for the investigation.

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

**Responses: 4**

- 3 medical calls
- 1 brush fire

**Training:**

- April 16<sup>th</sup> – Pump Operations Theory, and Who's Responding App
- April 23<sup>rd</sup> – Ladders, and Pump Training

**Other Activity:**

Officers meeting was held on April 18<sup>th</sup>.

Participated in the PCSP Environment Fair on April 21<sup>st</sup>. Fire Department conducted open house at Station 1 and fire extinguisher training for the public. Thanks go out to NL Hydro, specifically the Emergency Services Division, for allowing us to borrow their propane fire extinguisher trainer for the event. We have borrowed this piece of equipment a few times now for the purpose of public education, and we are very grateful.

Fire Department Training Committee met on April 22<sup>nd</sup> to plan training projected through July.

Fire Department members attended to the training ground on Indian Meal Line on April 23<sup>rd</sup> to conduct spring cleanup and maintenance.

Fire Department Zodiac is now back in service for the summer season.

The Fire Department wishes to remind residents that the Provincial Forest Fire season begins May 1<sup>st</sup> and runs through September 30<sup>th</sup>. During that time residents will be required to obtain a burn permit from the Department of Forestry prior to applying for a burn permit from the Town. Both permits are required during this time period.

3. **Feeding Wildlife Regulations**

The Committee has agreed to research best practices and further information on the creation of a Feeding Wildlife regulation. Further information will be brought back to the Committee when available.

4. **Speed Bump Requests**

The Committee reviewed two requests for the installation of speed bumps, one in the Dogberry Hill Road area and the other on Old Broad Cove Road. The MEO has been provided the contact information of both residents and will follow up for further information. These requests will be forwarded to the Public Works Committee for their review as well. An

article will be created for the next edition of the newsletter as well as the Town website, to better publicize which roads are owned and maintained by the Town and which roads are owned and maintained by the Province. Requests of this nature on provincially owned roads must be made to the NL Department of Transportation and Works.

**5. Resident Pat Pender**

The Committee met with resident Pat Pender with regards to his ongoing campaign to reduce the vehicle speeding issues along Old Broad Cove Road. Mr. Pender updated the Committee on his dealings with the RNC and presented the Committee with a copy of a Formal Request for Action from the Rotary Club of Waterford Valley.



Tabled items at end of  
Council Package for:

# **PROTECTIVE SERVICES**



# **ADMINISTRATION & FINANCE**



## **Administration & Finance Committee**

April 24, 2018

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

Staff: 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 \$ \$10,574.25, and capital accounts in the amount of \$ 29,074.91, for a total of \$39,649.16. So moved.**

### **2. Conflict of Interest**

Further to motion 2018-041, committee obtained legal opinion on an allegation made regarding a former Councillor and their potential conflict of interest. The legal opinion stated that no conflict occurred. In addition to motion 2017-373, Committee is recommending that Council accept the recommendations made in a legal opinion.

**MOTION: Committee recommends acceptance of the legal opinion that a former Councillor was not in Conflict of Interest and no further investigation is warranted. The Town will provide a letter to the Minister and resident in order to conclude the issue.**

### **3. Unoccupied Lots**

Committee discussed a two tier a tax structure system for vacant land water and sewer and a potential different tax for vacant land. This item may be reviewed in the next budget process.

### **4. Seasonal Hiring**

The committee discussed advertising once a year for Seasonal workers and drawing from that pool for hiring. This could reduce the cost of advertising and time spent on hiring. Further discussion on current practices and policies will take place.

### **5. Impairment Policy**

In preparing for the legalization legislation coming forth soon, the Committee requested information on the Town's policy and practices for dealing with impairment.



Tabled items at end of  
Council Package for:

# **Administration & Finance**





# **CORRESPONDENCE**

Council Correspondence for April 16-27, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
4/17/2018	Royal NL Constabulary	National Police Week Invitation	Mayor
4/19/2018	Resident	Speed bump for Dogberry Hill Road Ext	PW Cmte
4/19/2018	Landings Restaurant	Road near Ferry name change	EDMCT Cmte
4/19/2018	Resident	Road Directions near the Ferry area	EDMCT Cmte
4/20/2018	Resident	Speeding and safety along Old Broad Cove Road	PS Cmte
4/23/2018	Beachy Cove School Students	Thank you for our letters!	Council
4/25/2018	Municipal Assessment Agency	2018 Clar Simmons Scholarship	Council & Staff
4/27/2018	Resident	Request for rainbow sidewalks in NL	Sent to PW



Tabled items at end of  
Council Package for:

**CORRESPONDENCE**



# **NEW/GENERAL/ UNFINISHED BUSINESS**

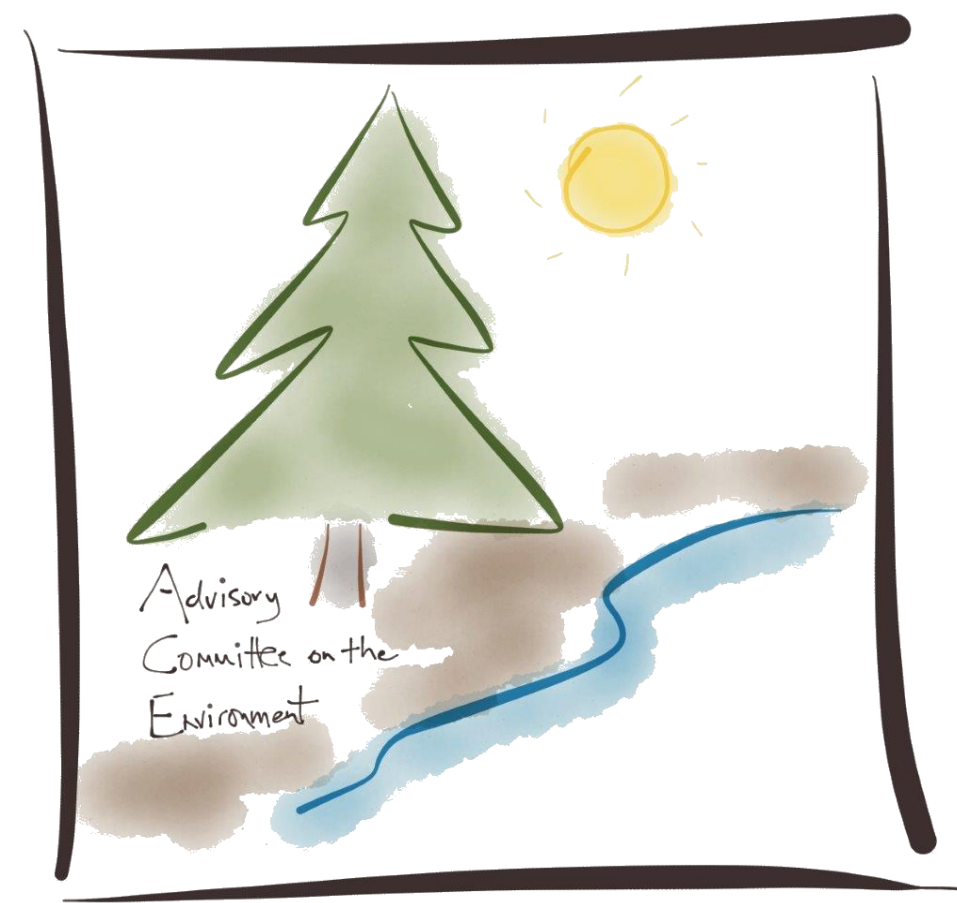


# **AGENDA ITEMS/ NOTICE OF MOTIONS**



Tabled items

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



## EARTH DAY PROCLAMATION

WHEREAS, plastic waste can be found everywhere, land or sea, even in the most remote places on the planet, affecting both humans and animals.

WHEREAS, humankind is currently facing tremendous global challenges, among them the need to manage an increased amount of waste to which plastics will contribute roughly 12,000 million metric tons by 2050.

WHEREAS, approximately only 10% of plastic waste is recycled.

WHEREAS, all people of this Earth, from all walks of life, have a right to a healthy environment and plastic pollution has been associated with several health issues affecting the general population; and

WHEREAS, children, the youth, and the most vulnerable are disproportionately affected by plastic pollution; and

WHEREAS, it is more important than ever to cooperate to find solutions for the plastic waste that is concentrating in several enormous patches in the ocean and that threatens the human food chain; and

WHEREAS, it is essential to involve the community in the design and implementation of solutions for pressing environmental issues such as plastic pollution; and

WHEREAS, ending plastic pollution is crucial to the survival of this planet and its inhabitants; and

WHEREAS, Earth Day is an annual reminder of the constant need for environmental activism, stewardship commitments, and sustainability efforts.

NOW, THEREFORE, I, \_\_\_\_\_

Mayor of Portugal Cove-St. Philip's have the distinct honor of proclaiming April 22, 2018 as EARTH DAY throughout Portugal Cove-St. Philip's and encourage all of its inhabitants, businesses, and institutions to use EARTH DAY to celebrate the Earth and promote the wellbeing of the inhabitants of the city/town and the protection of their environment.

**Proposal**

**PROVISION OF REGATTA DORIES**

**Prepared By:**

The Wooden Boat Museum of  
Newfoundland and Labrador  
Winterton, NL

Beverly King  
Project Manager

**Prepared for:**

Julie Pomeroy  
Town of Portugal Cove-St. Phillips  
1119 Thorburn Road  
Portugal Cove-St. Phillips, NL  
A1M 1T6

April 26, 2018



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## 1.0 INTRODUCTION

This document provides a proposal to the Town of Portugal Cove – St. Philips (PCSP) for the Wooden Boat Museum of Newfoundland and Labrador (WBMNL) to provide traditional Newfoundland dories that can be used in the town's annual summer regatta.

WBMNL can provide up to four dories that were constructed as part of the museum's boat building workshop program. At the present time, one dory is ready for use and the other three are in various stages of completion. WBMNL will take advantage of the free work space offered by PCSP in Portugal Cove to complete as many of the unfinished boats as are required. WBMNL will expect PCSP to arrange for painting after.

WBMNL is prepared to complete the dories to a point where painting will be the only step required. If there is sufficient interest and if the work can be scheduled to take place before May 18, 2018, WBMNL is prepared to use the completion of the unfinished boats as an opportunity to offer a mini-workshop for residents of PCSP who are interested in learning some basic boat building skills.

Construction will be supervised by WBMNL Master Boat Builder, Jerome Canning, who will be aided by a WBMNL assistant.

The boat to be provided is a 17 ft. (13 ft. bottom) dory that has been developed for WBMNL workshops (see Figure 1). The dimensions allow for ease in sourcing materials and reasonable effort by workshop participants. This dory is stable on the water and has been proven to be a good recreational boat. The finished boat on offer is presently in the NE Avalon area and is available for inspection or trial use by PCSP.

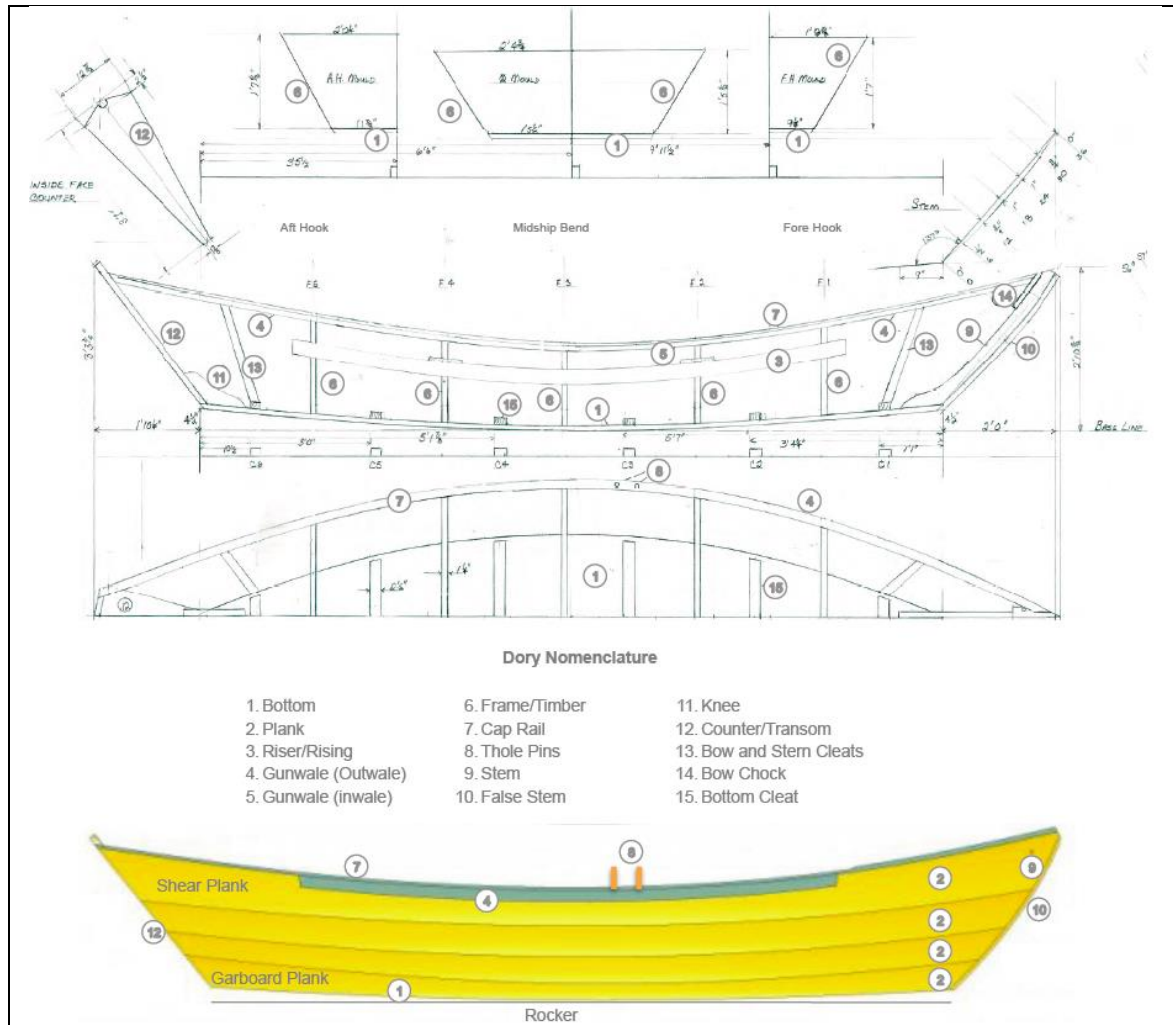
**Figure 1 Winterton Dory**



## 2.0 WORK REQUIRED FOR COMPLETION

WBMNL has three unfinished boats in its Winterton boat shed that are available to PCSP. Each is near completion as can be seen in Figure 3 and Figure 4. Figure 2 below can be used as a reference when reviewing the effort required to complete each boat that is listed in Table 1.

**Figure 2 Parts of the Winterton Dory**



**Table 1 Parts Required to Complete the Three Unfinished Dories**

Boat (Fig.3&4)	Plank	False Stem	Risings	Inwale	Outwale	Chocks	Cap Rail	Tawt
Top	0	1	0	1	1	stern	2	2
Mid	4	1	2	1	1	bow	2	2
Bottom	2	1	2	1	1	bow&stern	2	2



**Figure 3** *Partially Built Dories Available for Workshop Completion*



**Figure 4** *Interior Construction of the Nearly-Completed (Top) Dory*



### **3.0 FINANCIAL**

#### **3.1 Boat Ownership**

At the completion of the program, PCSP will assume ownership of the boats.

#### **3.2 Costing**

Standard prices for WBMNL dories will apply.

- Finished and painted boat - \$3500
- Finished and unpainted boat - \$3000
- Transportation of boats from Winterton to PCSP workshop - \$450

Actual cost dependent on the number of boats purchased.

#### **3.3 Workshop Fees**

Any workshop fees will be collected and retained by PCSP. As the workshop will cover only the completion of the dories and not every stage of construction, the recommended fee for workshop participants is \$200.

#### **3.4 Payment Schedule**

To maintain our cash flow during the program, WBMNL will require payment on a regular schedule of payments as follows:

- Prior to commencement – 50%
- Upon completion of the program – 50%

## **Claudine Murray**

---

**From:** Claudine Murray  
**Sent:** Tuesday, April 24, 2018 10:16 AM  
**To:** Claudine Murray  
**Subject:** Correspondence: Name near Ferry name change

**From:** Jim Parsons [mailto:landingsseafood@gmail.com]  
**Sent:** Tuesday, April 24, 2018 10:01 AM  
**To:** Claudine Murray  
**Subject:** Pictures to attach to Message Re: Renaming of Ferry Terminal Road

Good Day Claudine,

I filled out the "Send us a Message" regarding my point of view concerning the traffic situation and renaming of the road leading to the Bell Island Ferry and to Landings Restaurant.

I wanted to attach the following pics but the program would not allow it.

I would like to be able to have the pictures accompany the Message. I ask if there is anyway you could help out.

The first two pictures are around 1950 taken from exiting the ferry area and looking at the original Portugal Cove Road and the second picture is just up from [REDACTED] house looking towards the ferry from the original Portugal Cove Road. The third picture is from a Map just recently purchased from Staples.

It would be greatly appreciated if you could forward this to the members of Council.

Thank you and Regards,

Jim Parsons

---

**From:** noreply=pcsp.ca@mg.werksbuild.ca [mailto:noreply=pcsp.ca@mg.werksbuild.ca] **On Behalf Of** PCSP  
**Sent:** Monday, April 23, 2018 4:54 PM  
**To:** Claudine Murray  
**Subject:** [Council]

## **Town of Portugal Cove – St. Philips**

**Name**

Jim Parsons

**E-Mail**

landingsseafood@gmail.com

## **Message**

RE: Naming of Ferry Terminal Road.

I would like to thank the Council and the Heritage Committee for putting forward their respective opinions on the proposed naming of Ferry Terminal Road.

I especially appreciate the history of Portugal Cove Road. I do however, disagree with the outcome of the vote for the purpose of Heritage or historical value.

It's unfortunate that the demands of today's traffic during the tourist season has not been balanced with the rich history of the road and area.

Today, the Portugal Cove Ferry System is the busiest in all of Newfoundland and Labrador. It does more traffic, from May 24th to Labour Day, than Marine Atlantic in Port aux Basques. It also boasts one of the top tourist destinations in all our province. In 2016, Our phone book listed Bell Island as the Number 1 tourist pick for tourism in the Avalon area.

There is however, a problem with traffic and with tourists finding it, especially Landing's Restaurant. Being presently 1933 Portugal Cove Road, I cannot find a single website or recent map showing it. It's like it simply does not exist. So at best, during peak tourists season, the traffic situation is a mess. A total mess. Please ask Cyril Greeley, the traffic coordinator for the Bell Island Ferry System. He has pleaded with the Province to do something about it. Tourists are totally confused as there is no map, no functioning GPS, and no internet sites that describes the road from Wild Horses to the Ferry Terminal as "Portugal Cove Road". Even the locals that have come to the restaurant don't recognize this road as Portugal Cove Road.

I was hoping that the majority of Council would 1) Correct this traffic mess and confusion and at the same time, 2) Recognize the historical value of the original Portugal Cove Road.

As a business owner, I have plans to help enhance the area, provide a restaurant and shopping experience for tourists and by all means, promote our rich history. I am willing to work with Council, Tour boat operators, hikers, or anyone with a vested interest in making Portugal Cove a pleasurable tourist



experience.

I have attached two pictures taken circa 1950 that shows the original Portugal Cove Road leading to the Ferry docking point and one of the original Portugal Cove Road just before it descended to the Ferry docking point. I also attached a pic of the most recent Map I picked up at staples. It clearly does not identify Portugal Cove Road turning down to the ferry terminal.

I think the area just below [REDACTED] House and before the Ferry Terminal would be an excellent place to clean up, place a couple benches and have a write up or monument of some sort pointing out the end of the original Portugal Cove Road and its historical significance to the area. I would personally commit to time in helping out and offer up some staff, on my dime, to help with it.

I feel very strongly that this area, at present, is a traffic nightmare for tourists and I'm saddened that nothing is being committed to properly correcting it.

I believe the time is right to have an intersection out front of Wild Horses that clearly states where Portugal Cove Road ends, Beachy Cove Road begins, and the road to the Ferry Terminal is by turning right via Ferry Terminal Road. This could all tie in to proper ferry traffic lines, and proper traffic flow to those going to the Ferry terminal and to Landings Seafood House and most other websites could rename as is.

I intend to re-apply. And before I do, I will be seeking signatures from locals who support this traffic concept and who never understood the section of Road in question to be Portugal Cove Road. My petition will include a very clear question. Do you understand that the Road from Wild Horses to the Ferry Terminal is known as Portugal Cove Road (Yes or No) and would agree to and support the Road being named Ferry Terminal Road.

I will compile that list and re-submit for a change that makes the entire area clearly named, more tourist friendly and hopefully, commence a project to properly address the historical vale of the original Portugal Cove Road from late 1800's to late the late 1950's.

I hope that we can find a constructive way forward.

Thank You and Regards,



Jim Parsons  
Landings Seafood House Restaurant

[Please click here for The Town of Portugal Cove-St. Philip's email Disclaimer](#)











Tabled items

# **PROTECTIVE SERVICES**

## **The Rotary Club of Waterford Valley**

### **Formal request for Action**

At our Clubs meeting of April 11 2018, I tabled my observations on the bad driving habits of many drivers in our Province. While putting my thoughts forward, I found that I was not alone and the general membership readily shared their observations and expressed their concerns over lack of a visible police presence especially in school zones and main thoroughfares.

Our decision to take action was an obvious one.

The number of motorists speeding in the metro area and on our highways lends to ask the question why are specific speed limits posted if twenty km and higher over the posted limit is becoming the norm and obviously acceptable?

The running of Red traffic lights is becoming an epidemic and a serious issue for conscientious drivers and pedestrians alike. Turning on a Red light the pedestrian always has the right of way.

Erratic operation of vehicles zig zagging in and out of traffic forcing those drivers maintaining a responsible stopping distance, from the vehicle ahead, to pile on the brakes, making it worse by failing to signal their intention to change lanes.

Driving at speeds as high as 78 km through school zones is outrageous, Fines for those speeds should be a minimum of three hundred dollars. When excessive speed is indicated in a school zone, we need to impound those vehicles for a minimum of fifteen days, an action that just might help quieten traffic.

Did you recently sit behind a vehicle at a traffic light and have to wait until the driver ahead takes their eyes off the phone before they realize other traffic has moved? How many times have you been side by side and observed a driver in the next lane texting away, not having a clue what's going on around them.

Why do some drivers take great pleasure passing in the curb lane in bad weather where pedestrians, especially the young and elderly have no other option of walking available? Too often pedestrians have been absolutely drowned by these inconsiderate operators, and that's totally unacceptable.

Tail gating is a dangerous practice for all motorists often causing chain reactions and serious injuries. The two second rule should apply between vehicles when moving and when stopped at a light, etc. You should be able to see the bottom of the tires of the vehicle directly ahead of you.

Passing on the solid double line is also very common on two lane roadways, Why ?

We all wonder why insurance costs are high, why health care is so high, why first responder suffer the effects of PTSD. All the above are contributing factors.

If you feel this letter will benefit us all, please forward it to the following emails ([contactrnc@mc.gov.nl.ca](mailto:contactrnc@mc.gov.nl.ca)) ([Premier@gov.nl.ca](mailto:Premier@gov.nl.ca)) ([twminister@gov.nl.ca](mailto:twminister@gov.nl.ca)) ([info@safetyservicesnl.ca](mailto:info@safetyservicesnl.ca)) Also to friends and acquaintances. Let us take the first steps necessary to improving our road safety in Newfoundland and Labrador. Please initial and forward.

Gary Ball

Speeding - why do we have posted speed limits, what does the word maximum speed refer to? What is the acceptable speed to breach the posted maximum limit? if there is an acceptable amount allowed over the posted limit Where does enforcement start in relation to the maximum limit posted?

Running the Red light is playing Russian Roulette with a 4000 pound vehicle which often leads to death or serious injury.

Erratic vehicle operation ( zig zagging through heavy traffic ) is a major concern as it indicates that the operator of the vehicle is out of control due to stress, impairment or just don't consider that their actions that often cause serious accidents and stress out other motorists. How often have you left a safe distance between you and the vehicle ahead to have someone pull in necessitating you and those behind you to hit the brakes ?

Driving through school zones with zone warning lights flashing indicating speeds as high as 82 KPH is unacceptable whether school is open or closed. We need to make driving the speed limit a habit. If that means impounding vehicles to correct the problem, so be it.

You do not have to drive far to find someone in front of you or side by side lost in the texting world often without a clue of what's happening around them. Look around and experience it for yourself.

In the curb lane the speed limit should be strictly enforced, it is not a passing lane, in metro or on the highway. In metro areas it is often shared with pedestrians who often fall prey to inconsiderate operators who care not for them.

Tail gating especially when slowing down creates a dangerous situation and leaves no time to react to the unexpected, It's a bad habit, A few seconds between you and the vehicle ahead is prevention.

How often have you seen vehicles passing on a solid line, is this legal I think not but to many drivers do.

All of the above contribute to Death, Pain and Suffering. Planning your drive is the responsibility of the operator. Leave enough time and a little extra so you do not compromise your safety or the safety of others safety.

Listen to VOCM for road updates before starting your morning commute. And enjoy a safe drive.



Tabled items

# **Administration & Finance**



**Accounts for Payment - April 24, 2018**

**REGULAR ACCOUNTS:**

<b>2961-235512</b>	<b>4/4/2018 CarQuest</b>	<b>\$</b>	<b>10,574.25</b>
	Diagnostic Tool as per motion 2018-086		

TOTAL REGULAR ACCOUNTS:	<u>\$</u>	<u>10,574.25</u>
-------------------------	-----------	------------------

**CAPITAL ACCOUNTS:**

<b>429739</b>	<b>4/5/2018 EXP Services Inc.</b>	<b>\$</b>	<b>29,074.91</b>
	Thorburn Rd/Dogberry Hill Rd Sidewalks		

TOTAL CAPITAL ACCOUNTS:	<u>\$</u>	<u>29,074.91</u>
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<b>GRAND TOTAL:</b>	<b>\$</b>	<b>39,649.16</b>
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**Town of Portugal Cove-St.Philips**  
**BNK1 - BNS CURRENT ACCT**  
 Cheques from 000001 to 047380 dated between 04/09/2018 and 04/24/2018

**CHEQUE REGISTER**

Printed: 2:40:03PM 04/24/2018

Page 1 of 4

Number	Issued	Amount	SC	Status	Status Date
047302	04/13/2018 Andrea Nichol INV1 face painting for environment fair	500.00 500.00	A/P	OUT-STD	04/13/2018
047303	04/13/2018 Annex Publishing Book Division IN60448 fire prevention/education materials FD	1,591.83 1,591.83	A/P	OUT-STD	04/13/2018
047304	04/13/2018 Babb Lock & Safe Company Ltd. 112763 Lock for depot	103.50 103.50	A/P	OUT-STD	04/13/2018
047306	04/13/2018 Corporate Express 47179267 supplies for FD, ink cartridges	1,128.00 1,128.00	A/P	OUT-STD	04/13/2018
047307	04/13/2018 Credit Information Services (NFLD) 2012 Ltd. 0318March18PB public records bulletin membership	134.55 134.55	A/P	OUT-STD	04/13/2018
047308	04/13/2018 Cummins Eastern Canada 029-5203 Exhaust gasket & clamp Unit #32	48.74 48.74	A/P	OUT-STD	04/13/2018
047309	04/13/2018 Flower Studio 120860 Wreath for day of mourning ceremony	299.00 299.00	A/P	OUT-STD	04/13/2018
047310	04/13/2018 Frederick Hollett Apr1-7 FD Consultations Apr1-7	1,063.75 1,063.75	A/P	OUT-STD	04/13/2018
047311	04/13/2018 GFL Environmental Inc. E60000044708 dump and replace garbage bin	872.98 872.98	A/P	OUT-STD	04/13/2018
047312	04/13/2018 Heart & Stroke Foundation of NL & Lab. InMemorium In memorium Cyril Joseph Stewart	100.00 100.00	A/P	OUT-STD	04/13/2018
047313	04/13/2018 I.I.M.C. 37547-2018 membership renewal	125.00 125.00	A/P	OUT-STD	04/13/2018
047314	04/13/2018 Irving Oil Limited 229794 gas	1,997.46 1,997.46	A/P	OUT-STD	04/13/2018
047315	04/13/2018 Jackie Tucker Jan-Feb18 cleaning services Jan-Feb 2018	1,510.00 1,510.00*	A/P	OUT-STD	04/13/2018
047316	04/13/2018 Josh Gladney's Bus Service Ltd. 26 Easter Camp bus service	517.50 517.50	A/P	OUT-STD	04/13/2018
047317	04/13/2018 Lindsey Hynes Mar15-Apr19 Zumba classes Mar15-Apr19	330.00 330.00	A/P	OUT-STD	04/13/2018
047318	04/13/2018 Mandy Young 0169 317 reimb- meals -first aid course	107.45 107.45	A/P	OUT-STD	04/13/2018
047319	04/13/2018 McElhanney Surveys (NL) Ltd. 3711 083811 Survey work - 18-20 Island View Crescent	3,783.50 3,783.50	A/P	OUT-STD	04/13/2018
047320	04/13/2018 Modern Business Equipment AR392141 copier maint-FD	93.44 93.44	A/P	OUT-STD	04/13/2018
047321	04/13/2018 NLCSA 2018H&S Conf Registration 2018 Health & safety Conferen	143.75 143.75	A/P	OUT-STD	04/13/2018
047322	04/13/2018 North Atlantic 4215 Furnace oil 4218 diesel	3,802.26 784.35 3,017.91	A/P	OUT-STD	04/13/2018
047323	04/13/2018 O, the Oprah Magazine 2018 Mag Sub library magazine subscription	33.00 33.00	A/P	OUT-STD	04/13/2018
047325	04/13/2018 Parts for Trucks 40412150-00 8 buckets oil, 3 cubes rags	836.57 836.57	A/P	OUT-STD	04/13/2018
047326	04/13/2018 Pauline Pineau Winter18 Yoga Winter 2018	1,320.00 1,320.00	A/P	OUT-STD	04/13/2018

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

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Number	Issued		Amount	SC	Status	Status Date
047327	04/13/2018	Pinnacle Office Solutions	272.67	A/P	OUT-STD	04/13/2018
	133381	copier maint	272.67			
047328	04/13/2018	Richard Murphy	1,121.25	A/P	OUT-STD	04/13/2018
	Apr2-8	FD Consultations Apr2-8	1,121.25			
047329	04/13/2018	SaltWire Network Inc.	309.12	A/P	OUT-STD	04/13/2018
	TM00009670	dis use ad-17-23 Knights Rest	309.12			
047330	04/13/2018	The Hub	603.75	A/P	OUT-STD	04/13/2018
	26321	letterhead envelopes	603.75			
047331	04/13/2018	Xerox Canada Ltd.	653.02	A/P	OUT-STD	04/13/2018
	F52359398	copier maint	653.02			
047332	04/13/2018		85.35	A/R	OUT-STD	04/13/2018
047333	04/13/2018		301.60	A/R	OUT-STD	04/13/2018
047335	04/19/2018	Ariva (Domtar Inc.)	252.66	A/P	OUT-STD	04/19/2018
	96094583	Envelopes	252.66			
047336	04/19/2018	Benson Buffett	1,913.89	A/P	OUT-STD	04/19/2018
	78080		368.29			
	78081		869.40			
	78082		676.20			
047337	04/19/2018	Big Erics Inc.	479.62	A/P	OUT-STD	04/19/2018
	90628	toilet paper, paper towels	222.65			
	92521	Supplies for the Recreation Centre	256.97			
047338	04/19/2018	Business Logistic Services	2,762.88	A/P	OUT-STD	04/19/2018
	MA5-2018	2018 assessment review commission	2,762.88			
047339	04/19/2018	Canadian Linen & Uniform Service	153.02	A/P	OUT-STD	04/19/2018
	6500323503	mat rental	76.51			
	6500324684	mat rental	76.51			
047340	04/19/2018	CarQuest Auto Parts	220.26	A/P	OUT-STD	04/19/2018
	2961-235851	rust-proofing and dispenser gun	220.26			
047341	04/19/2018	CPR Depot Canada	2,932.44	A/P	OUT-STD	04/19/2018
	12058	CPR Training aids	2,932.44			
047342	04/19/2018	Emco Supply	750.93	A/P	OUT-STD	04/19/2018
	12619178-00	Hydrant parts for Beachy Cove Road	750.93			
047343	04/19/2018	Executive Coffee	183.60	A/P	OUT-STD	04/19/2018
	0000194965	milkers,creamers,tea,coffee	183.60			
047344	04/19/2018	EXP. Services Inc.	2,555.37	A/P	OUT-STD	04/19/2018
	429725	Healeys Pond Intersection	2,555.37			
047345	04/19/2018	Festival Promotions	1,807.18	A/P	OUT-STD	04/19/2018
	14790	Awards for Best of PCSP	1,807.18			
047346	04/19/2018	Frederick Hollett	1,505.14	A/P	OUT-STD	04/19/2018
	02946	Reimb-propane,coffee,splenda-FD	67.64			
	Apr8-14	FD Consultations Apr8-14	1,437.50			
047347	04/19/2018	Hiscock Rentals & Sales	31.57	A/P	OUT-STD	04/19/2018
	01-554431-01	parts for cut off saw	31.57			
047348	04/19/2018	Home Depot	474.30	A/P	OUT-STD	04/19/2018
	1460478	AAA batteries, thermostat for Depot Kitchen	30.97			
	4461110	drill kit, utility knife	234.57			
	460496	Box of screws	48.28			
	8461267	4 green lights and accessories for Mental H	160.48			

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Number	Issued	Amount	SC	Status	Status Date
047349	04/19/2018 Image 4 Printing & Design Inc. 18593 programs for the best of PCSP awards	203.55 203.55	A/P	OUT-STD	04/19/2018
047350	04/19/2018 Irving Oil Limited 636879 Gas	2,093.00 2,093.00	A/P	OUT-STD	04/19/2018
047351	04/19/2018 Kendall's Mechanical Ltd. 2018-014 install tee in water line and remove check va	776.25 776.25	A/P	OUT-STD	04/19/2018
047352	04/19/2018 Kent Building Supplies 1346525 refund-paint 15604225 wood for shelving in library 15604230 wood for shelving in library 15605985 wood for shelving in library	90.26 -27.26 28.07 50.59 38.86	A/P	OUT-STD	04/19/2018
047353	04/19/2018 Mark's Work Wearhouse 730-102774 Works boots, jeans & work pants	2,840.71 2,840.71	A/P	OUT-STD	04/19/2018
047354	04/19/2018 Municipalities Newfoundland and Labrador 19268 Mun Symposium - D.Harding, J.Hanlon	550.00 550.00	A/P	OUT-STD	04/19/2018
047355	04/19/2018 Municipal Development Officers Association of Nova Scotia 2018membership membership dues D.Beckett, L.Spurrell	200.00 200.00	A/P	OUT-STD	04/19/2018
047356	04/19/2018 Newfoundland Distributors Ltd. 30275817 2 robertson bits #4	14.95 14.95	A/P	OUT-STD	04/19/2018
047357	04/19/2018 NFLD Kubota Ltd. 3003281 oil filter,oil-kubota 3003287 Oil filter - Kubota	180.92 145.01 35.91	A/P	OUT-STD	04/19/2018
047358	04/19/2018 North Atlantic Supplies Inc. 54679 Replacement Winter Jacket - C.Noseworthy	1,046.50 1,046.50	A/P	OUT-STD	04/19/2018
047359	04/19/2018 Overhead Door Company 59031 door repairs Station 1	483.00 483.00	A/P	OUT-STD	04/19/2018
047360	04/19/2018 Paradise Bowl 161- bowling - easter camp	152.00 152.00	A/P	OUT-STD	04/19/2018
047361	04/19/2018 Pardy's Waste Management & Industricla Services Lt 00072960 clean out floor drains in depot	936.39 936.39	A/P	OUT-STD	04/19/2018
047362	04/19/2018 Parts for Trucks 40413690-00 motor oil, windshield wash, etc. FD	349.13 349.13	A/P	OUT-STD	04/19/2018
047363	04/19/2018 Pat Burton 119348 best of PCSP awards dinners	2,430.00 2,430.00	A/P	OUT-STD	04/19/2018
047364	04/19/2018 Princess Auto Ltd. 859423 Pump and Hose 865079 Materials for equipment for watering re cutti	479.48 166.73 312.75	A/P	OUT-STD	04/19/2018
047365	04/19/2018 Protek Industries 21129 26 bags cold patch	403.65 403.65	A/P	OUT-STD	04/19/2018
047366	04/19/2018 Richard Murphy Apr9-15 FD Consultations Apr9-15	1,408.75 1,408.75	A/P	OUT-STD	04/19/2018
047367	04/19/2018 Royal Canadian Legion 2018BESTofPCSP Best of PCSP Awards	200.00 200.00	A/P	OUT-STD	04/19/2018
047368	04/19/2018 Telus AVL Apr18 AVL system usage Cells Apr18 cells April 2018	2,980.78 928.05 2,052.73	A/P	OUT-STD	04/19/2018
047369	04/19/2018 Town of Torbay 2018158904 commissionaires Mar11-24	8,960.00 4,480.00	A/P	OUT-STD	04/19/2018

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Number	Issued		Amount	SC	Status	Status Date
	2018158905	commissionaires Feb25-Mar10	4,480.00			
047370	04/19/2018	Tracy Simmons	371.65	A/P	OUT-STD	04/19/2018
	PC-Mar18	reimb petty cash-reg mail, rec supplies,etc	371.65			
047371	04/19/2018	VitalAire	19.80	A/P	OUT-STD	04/19/2018
	3344004	monthly lease oxygen cyclinder	19.80			
047372	04/19/2018	Windco Enterprises	148.35	A/P	OUT-STD	04/19/2018
	20180413	flag - mental health	148.35			
047373	04/19/2018	A. Harvey & Company Ltd.	13,078.29	A/P	OUT-STD	04/19/2018
	S0041184	Road salt	13,078.29			
047374	04/19/2018	City of St. John's	77,865.40	A/P	OUT-STD	04/19/2018
	16616	Landfill use March2018	10,555.50			
	RF 2018-3	911 service and standby allocation	67,309.90			
047375	04/19/2018	Municipal Assessment Agency	29,497.50	A/P	OUT-STD	04/19/2018
	99784	second quarter assessment fees	29,497.50			
047376	04/19/2018	Nortrax	18,400.00	A/P	OUT-STD	04/19/2018
	947534	JD 624K rental Mar23-Apr19	10,350.00			
	947537	JD 544K rental Mar23-Apr19	8,050.00			
047377	04/19/2018	Weir's Construction Ltd.	6,120.13	A/P	OUT-STD	04/19/2018
	pymt#3 Holdback	healeys pond intersection holdback release	6,120.13			
047378	04/19/2018	<span style="background-color: black; color: black;">XXXXXXXXXX</span> Development depoi <sup>s</sup> t refund	1,000.00	G/L	OUT-STD	04/19/2018
<b>Cheque Totals Issued:</b>			<b>213,092.34</b>			
<b>Void:</b>			<b>0.00</b>			
<b>Total Cheques Generated:</b>			<b>213,092.34</b>			
<b>Total # of Cheques Listed:</b>			<b>74</b>			

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Tabled items

# **CORRESPONDENCE**



**Royal Newfoundland Constabulary**  
*Office of the Chief of Police*

April 10, 2018

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

Dear Mayor McDonald:

A year has quickly passed and we are once again planning to celebrate the upcoming National Police Week, scheduled to take place May 13-19, 2018

We are delighted to inform you that Pastor Ken Corkum of the Seventh Day Adventist Church located at 30 Aldershot Street, St. John's has graciously offered to host an International Police & Peace Officer Memorial Service. It would be a pleasure for us to have you join us in this celebration on Wednesday, May 16, 2018 11:00 a.m.

It would be appreciated if you could liaise with Constable Tanya Schwartz before April 25, 2018 to advise of your availability. She may be contacted at 729-8604 or e-mail [TanyaSchwartz@mnc.gov.nl.ca](mailto:TanyaSchwartz@mnc.gov.nl.ca).

Thanking you in advance and I look forward to seeing you there!

Sincerely,

**Joseph A. Boland**  
Chief of Police

## Claudine Murray

---

**From:** Carol McDonald  
**Sent:** Monday, April 23, 2018 2:53 PM  
**To:** Claudine Murray  
**Subject:** Fwd: letters and story

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi Claudine, just wanted to send you this to say thank you and let you know how much they appreciated the letters.

Carol

Sent from my iPad  
Carol McDonald

Begin forwarded message:

**From:** Paula Courage <[paulacourage@nlesd.ca](mailto:paulacourage@nlesd.ca)>  
**Date:** April 23, 2018 at 2:40:04 PM NDT  
**To:** Carol McDonald <[carol.mcdonald@pcsp.ca](mailto:carol.mcdonald@pcsp.ca)>  
**Subject:** letters and story

Hi Carol!

We received your letters last week! Wow! A letter for each of them. They were so excited! They all took a turn reading out a part of their letter to the class. It meant a lot. Thank you soooooo much!

As it turns out, we are currently reading another story called The City of Ember. It also has a mean, male mayor. Go figure! We would absolutely love for you to come in again to read another chapter. We basically read a chapter a day so we can easily work around a time that works for you. We have 10 chapters left so any day over the next 10 school days would work for us. If that doesn't work, we can arrange something else before school ends in June.

What a truly unique and valuable experience for them to have such a positive rapport with the mayor in their town. Thank you!

Paula

=====

Confidentiality Warning: This message and any attachments are intended for the sole use of the intended recipient(s), and may contain privileged and/or confidential information. If you are not an intended recipient, any review, retransmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is strictly prohibited. If you received this email in error, please delete the message and attachments immediately and notify the sender by return email. Thank you!

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## About Clar Simmons

A professional accountant, Clar Simmons worked in the public service of Newfoundland and Labrador for more than thirty-five years. Clar was the Business Manager for the Municipal Assessment Agency from 1998 until his untimely passing in 2004. A gentleman of exemplary patience and loyalty, it is in his memory we are pleased to offer this scholarship opportunity.



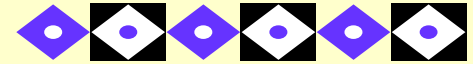
Municipal Assessment Agency

75 O'Leary Avenue  
St. John's, NL A1B 2C9

Phone: 1-877-777-2807  
Fax: 1-709-724-1529  
Email: [info@maa.ca](mailto:info@maa.ca)



Municipal Assessment Agency  
75 O'Leary Avenue  
St. John's, NL A1B 2C9



## Clar Simmons Scholarship

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Municipal Assessment Agency



*We value Newfoundland and Labrador*

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## About the Scholarship

The scholarships are awarded based on standardized public examination scores for:

- English 3201 and;
- Mathematics 3200 or 3201 and;
- Biology 3201, or Chemistry 3202, or Physics 3204 or Earth Systems 3209
- World Geography 3202, or World History 3201, or Français 3202, Social Studies 3219, or Social Studies 3211

A scholarship score is calculated by the province for all students graduating with an Academic or Honours status. The score is based on the students' performance on the Public Exam only. A student must have completed an exam for at least one course in each of the four categories above.



## Application Process

- 1) Application must be in writing to the CEO, on or before August 17, 2018.
- 2) Any child, grandchild, or ward of a municipal council member or employee in a community served by the Agency, upon graduation from the NL senior high school program, may apply (2 @ \$1,000 each).
- 3) Any child, grandchild, or ward of an Agency employee or retiree (living or deceased), upon graduation from the NL senior high school program, may apply (1 @ \$1,000).
- 4) Application must contain the name, age, MCP #, and school of the graduate.
- 5) For applicants under section 2 above, a letter from the Mayor or Town Clerk, certifying the applicant is a child/ward of a municipal council member or municipal employee is required.

## Application Form

Student Name

Age

MCP#

NL Sr High School (at graduation)

*I am applying as a child, grandchild, or ward of:*

☐ *Municipal council member or employee  
(Please enclose a letter from Mayor, Town Clerk, or City Clerk certifying status)*

☐ *Employee or retiree of the Agency*

Mailing Address

Street/P.O. Box

City, Province

Postal Code

Telephone

**Deadline for Applications**

**August 17, 2018**