



Public Council Meeting
Tuesday, May 15, 2018 at 7:00 pm
Location: Council Chambers

1. Call of Meeting to order
2. Adoption of Agenda for May 15, 2018
3. Delegations/Presentations
4. Adoption of Minutes of May 1, 2017
5. Business Arising from Minutes
6. Committee Meeting Reports
 - a) Planning & Development Committee – Councillor Harding
 - 1) Civic # 1614-1616 Portugal Cove Road – Business
 - 2) Civic # 53-57 Hogan's Pond Road – Dwelling Extension
 - 3) Civic # 31-51 Hogan's Pond Road – Wetland Delineation
 - 4) Path off Round Pond Road
 - 5) Permits issued from April 20 to May 3, 2018
 - b) Recreation/Community Services - Councillor Stewart Sharpe
 - 1) No meeting held
 - c) Public Works - Councillor Bartlett
 - 1) Quote – Pressure Reducing Valve Maintenance Parts
 - 2) Residential Feedback Received
 - 3) Road and Storm Water Issues
 - 4) 27 Emberleys Road
 - 5) Animal Control – Door Knockers

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

- 1) No meeting held

e) Protective Services - Councillor Hanlon

- 1) Commissionaires – Municipal Enforcement
- 2) FES Updates
- 3) Safe PCSP
- 4) Feeding Wildlife Regulations

f) Administration and Finance – Deputy Mayor Laham

- 1) Accounts for Payment
- 2) Correspondence: Cannabis Circular
- 3) Correspondence: W/S tax relief request
- 4) Correspondence: permit and licensing fees relief request
- 5) Tax Recovery Plan
- 6) Drover Heights Water and Sewer Project

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

May 1, 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

Madonna Stewart Sharpe

Town Manager

Director of Financial Operations/Town Clerk

Director of Recreation and Community Services

Director of Economic Development, Communications, Marketing and Tourism

Chris Milley

Tony Pollard

Dawn Sharpe

Jeff Lawlor

Deputy Town Clerk

Jeff Lawlor

Claudine Murray

Mayor McDonald called the meeting to order and welcomed the gallery of 13 persons in attendance.

ADOPTION OF AGENDA

Motion

Bartlett/Hanlon

2018-128

Resolved that the agenda dated May 1, 2018, be adopted.

Carried

Unanimously

DELEGATIONS/PRESENTATIONS

- May 4-13, 2018 was proclaimed Mental Health Week. Donna Kavanagh was in attendance from the Canadian Mental Health Week, 2018.

ADOPTION OF MINUTES

Motion

Hanlon/Laham

2018-129

Resolved that the minutes of April 17, 2018 be adopted as circulated.

Carried

Unanimously

BUSINESS ARISING

Town Managers (Acting) Report

- Drover's Heights Water and Sewer Project's resident's meetings. Last night we had a meeting with the residents about the water and sewer project. The overwhelming majority of the residents were in favor of the project going forward considering the new fee structure recently passed by Council. I suspect that this shortly will be translated into a decision to proceed with the project. In anticipation of this decision, I have asked that the project be pulled from the shelf in order to prepare to get it moving as soon as possible upon getting provincial approval to proceed. Meaning, the last correspondence from the provincial government was that they outlined how the funding will possibly work and the last statement was please let us know what the Council's decision is on how to proceed with this project. I suspect they want an official motion of Council to say this is how we are moving ahead. I do suspect that with the overwhelming majority last night that it will be a decision to proceed.
- Regional Water Committee – I was in attendance at the committee meeting today in St. John's and there was only one new item on the agenda. Unfortunately, the Mayor, as our Town's voting member, was not able to attend and sent her regrets to the rest of the committee. I have the agenda here and will table that with our deputy clerk.
- Municipalities Newfoundland and Labrador – the MNL symposium is coming up this week. It was under short notice but I've been invited to take part in the symposium this Friday. I will be taking part in a session called A World Café where participants, will be rotating through tables for discussions on topics relevant to Municipalities today. I will be hosting a table to talk about the Town of Portugal Cove-St. Philip's experience in being an early participant in conforming with the Federal Waste Water Treatment Regulations through the construction use of our two treatment plants. We've had those treatment plants installed since the mid 2000's and the effluent has been meeting the regulations since that time, long before the regulations have come into play.

COMMITTEE REPORTS

Planning & Development Committee Report of April 24, 2018 – presented by Councillor Harding

1. Civic # 18-28 Mitchell's Pond Place – Demolition and Single Dwelling

Motion Harding/Hanlon

2018-130 Resolved 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.

Carried Unanimously

2. Civic # 1303-1309 Thorburn Road – Patio/Deck

Motion Harding/Laham
2018-131 Resolved that the application for a patio/deck at Civic # 1303-1309 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.
 Carried Unanimously

3. Civic # 34 Oliver's Pond Place – Business

Councillor Harding asked Council to decide if he is in conflict of interest with this item.

Councillor Harding was not in attendance during the committee meeting discussions because the business included a conference center which is a conflict with his employer. The application scope has changed no longer includes a conference center so he no longer feels he is no longer in conflict.

Council gave unanimous consent that Councillor Harding is not in conflict of interest with this item. Councillor Harding continued to read:

Motion Harding/Laham
2018-132 Resolved 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
 Carried Unanimously

4. The Porches of St. Philip's Residential Subdivision – Request to Change Street Names

Motion A Harding/Bartlett
2018-133 Resolved 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.
 Carried Unanimously

Planning & Development coordinator explained that the Heritage Committee used to be involved with the naming of streets but to a lesser degree as of late. Councillor Harding would like to see the committee more involved for heritage and historical reasons.

The developer assigns a name to identify a subdivision in the community and when construction is done the name is dropped.

Motion B Laham/Hanlon
2018-134 Resolved 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'

Carried Unanimously

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.

29. Permits Issued

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

Recreation & Community Services Committee for April 25, 2018 – presented by Councillor Stewart Sharpe

1. Sports Facilities Sponsorship and Revenue

Nick Miller, Sports Coordinator presented at the Chamber of Commerce Meeting on Wednesday, April 18th 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 next sentence was not read in Council meeting but was on the report) 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 Stewart Sharpe/Hanlon
2018-135 Resolved that the Town sign the Memorandum of Understanding with East
 Carried Unanimously

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 24th. 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 recommendations:

- | | |
|-------------------------------------|--|
| <p>Motion A
2018-136</p> | <p>Stewart Sharpe/Hanlon
Resolved that the Town waive the rental fee for the Recreation Centre and donate prizes for a fundraiser for Lisa Cooney.</p> |
| <p>Carried</p> | <p>Unanimously</p> |
| <p>Motion B
2018-137</p> | <p>Stewart Sharpe/Hanlon
Resolved that the Town donate \$100.00 to Jessica Hall to assist with her travels to Halifax, NS, May 4th-6th for Junior NL Basketball Association Regionals.</p> |
| <p>Carried</p> | <p>Unanimously</p> |
| <p>Motion C
2018-138</p> | <p>Stewart Sharpe/Hanlon
Resolved that the Town donate \$100.00 to Kaitlyn Hall to assist with her travels to Moncton, NB, July 6th – 10th to participate in the Atlantic Soccer Championships with the U16 NLSA Soccer Team.</p> |
| <p>Carried</p> | <p>Unanimously</p> |
| <p>Motion D
2018-139</p> | <p>Stewart Sharpe/Hanlon
Resolved that the Town become a Silver Level Sponsor for the Breastless and Beautiful Project in aid of Kerry Churchill.</p> |
| <p>Carried</p> | <p>Unanimously</p> |

Public Works Committee Report for April 25, 2018 – presented by Councillor Bartlett

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	Bartlett/Harding
2018-140	Resolved that the following vehicle purchases are 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
Carried	Unanimously

Note: the vehicles will be in white paint, the color choice is a savings, and the white paint will increase the resale value.

Councillor Harding gave kudos to the new foreman and his ideas to the committee.

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 20th 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.

7. 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 Development, Marketing, Communications & Tourism Committee report for April 26, 2018 by Councillor Neary

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	Bartlett/Hanlon
2018-141	Resolved 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.
Carried	For: Mayor McDonald, Deputy Mayor Laham, Councillors Bartlett, Hanlon and Stewart Sharpe. Against: Councillor Harding

Note: Councillor Harding is supportive of the idea but as this item is more than budgeted, he will not support the vote but supports the idea.

Councillor Hanlon noted that at a cost of \$300 each for 10 participants generates \$3,000 along with the \$7,000 we had budgeted makes up the \$10,000 so if 10 people register, the event will be in budget.

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 18th. The deadline to be included in the Business Directory is May 10th 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 30th. 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 22nd 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.

Protective Services Committee report for April 24, 2018 – presented by Councillor Hanlon

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

Other Activity:

Officers meeting was held on April 18th.

Participated in the PCSP Environment Fair on April 21st. 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 22nd to plan training projected through July.

Fire Department members attended to the training ground on Indian Meal Line on April 23rd 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 1st and runs through September 30th. 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

Admin. and Finance Committee Report of April 24, 2018 - presented by Deputy Mayor Laham

1. Accounts for Payment

Motion Laham/Bartlett
2018-142 Resolved that 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.
 Carried Unanimously

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 Laham/Harding
2018-143 Resolved that Council accept 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.
 Carried Unanimously

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.

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

NEW/GENERAL/UNFINISHED BUSINESS

Councillor Hanlon tabled a PCSP Volunteer Fire Services vs. SJRFD Full Fire Services Cost Analysis 2018.

AGENDA ITEMS/NOTICE OF MOTION

ADJOURNMENT

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

Resolved that there is no further business and this meeting is adjourned. Time is 7:58 pm.

Carol McDonald, Mayor

Claudine Murray, Deputy Town Clerk

Regional Water Committee
Tuesday, May 1, 2018
12:00 pm
Conference Room A, 4th Floor
City Hall

ST. JOHN'S

Regional Water Committee

Tuesday, May 1, 2018

12:00 pm

Conference Room A, 4th Floor

City Hall

ST. JOHN'S

AGENDA
REGIONAL WATER SERVICES COMMITTEE MEETING
May 1, 2018 – 12:00 p.m. – Conference Room A

1. Call to Order

2. Approval of the Agenda

3. Adoption of the Minutes

a. Minutes of November 30, 2017

4. Delegation

5. Business Arising

6. New Business

a. Information Note dated April 23, 2018 re: Request from the Town of Torbay to Connect to Regional Water System

7. Other Business

8. Date of Next Meeting

9. Adjournment

MINUTES

REGIONAL WATER SERVICES COMMITTEE

November 30, 2017 – 12:00 p.m. – Conference Room A, 4th Floor City Hall

Present Councillor Sandy Hickman, Chair
Councillor Jamie Korab
Lynnann Winsor, Deputy City Manager – Public Works
Derek Coffey, Deputy City Manager – Finance & Administration
Kris Connors, Manager – Budget & Treasury
Andrew Niblock, Director – Environmental Services
Terry Knee, Manager- Regional Systems
Daniel Martin, Supervisor – Water Treatment
Kathy Driscoll, Legislative Assistant

Others Jennifer Norris, Town of CBS
Vanessa Barry, Town of Paradise
Garry Spencer, Town of Paradise
Leah Power, Portugal Cove-St. Philip's
Councillor Isabelle Fry, City of Mt. Pearl
Darryl Drover, City of Mt. Pearl
Jason Silver, City of Mt. Pearl

CALL TO ORDER/ADOPTION OF AGENDA

That the agenda be adopted as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

That the minutes of June 28, 2017 be adopted as presented.

Moved –Councillor Korab; Seconded – Councillor Fry

CARRIED UNANIMOUSLY

BUSINESS ARISING

Memorandum dated November 30, 2017 re: Regional Water 2018 Budget and 2017 Financial Update

The Committee spoke to the above noted. The Deputy City Manager – Finance & Administration noted for 2018 there is an overall decrease in operating expenditures of \$520K due mostly to budget reductions in Light & Power and Carbon Dioxide.

Total volumes fell by 4% from 2016 to 2017. The 2018 projection predicts a further drop of approximately 3% from 2017 to 2018. This is largely attributable to the following:

- City Of St. John's – reduced draw from Bay Bulls due to Petty Harbour Long Pond treatment plant coming on stream in recent years
- City of St. John's - has a continuous leak detection program, which was also a factor in the reduction of water usage; and,
- City of Mt. Pearl – the implementation of an extensive leak detection program has continue to reduce water usage.

Recommendation:

Moved - Councillor Fry; Seconded – Councillor Korab

To adopt the 2018 Regional Water Budget as presented.

CARRIED UNANIMOUSLY

Discussion ensued and the Deputy City Manager of Finance and Administration noted once estimates were compared against actuals a determination would be given as to whether credits would be applied against regional partner's accounts.

Garry Spencer of the town of Paradise spoke to a recent leak in their water supply and had assumed it was a repair responsible by the City of St. John's as had been the case in 2010 when there was a leak. Staff advised as it was a water line in Paradise, the town of Paradise were responsible.

Mr. Spencer spoke to the previous minutes of June 2017 which indicated one-on-one meetings were supposed to be held with regional partners once infrastructure responsibilities were implemented. The Director of Environmental Services apologized as meetings had not taken place but advised partners that once water leaves a meter chamber (outside of reservoirs and pump stations) it falls under the responsibility of that municipality.

Regional partners asked for maps to indicate where the meters and regional lines are drawn and further to set this as a target for regional partners in 2018.

The Deputy City Manager of Public Works reiterated that meetings would be set up with regional partners in the new year to discuss infrastructure responsibilities.

The question was once again raised to having access to the SCADA system. The Director of Environmental Services noted due to security risks, access would not be made available to regional partners.

ADJOURNMENT

There being no further business, the meeting adjourned at 2:27 pm.

Councillor Sandy Hickman
Chairperson

Moved - Councillor Fyfe Seconded - Councillor Kitchin

To adopt the 2018 Regional Water Budget as presented.

CARRIED UNANIMOUSLY

Business as usual and the Deputy City Manager of Finance and Administration noted that estimates were compared against actuals in the previous year. It was given as to whether estimates would be applied against regional partner's accounts.

Gary Spencer of the town of Paradise spoke in a recent look in their water supply and it was noted it was a regional problem by the City of St. John's and that the town of Paradise was responsible.

Mr. Spencer spoke to the previous meeting of June 2017 which indicated that the town of Paradise was a regional problem and that the town of Paradise was responsible. The Director of Environmental Services was asked to take action to address the problem and the water supply was noted to be a regional problem and that the town of Paradise was responsible.

Regional partners asked for more to indicate where the water and regional lines are drawn and further to set the target for regional partners in 2018.

The Deputy City Manager of Public Works noted that the town of Paradise was a regional problem and that the town of Paradise was responsible.

The question was once again raised to having access to the SCADA system. The Director of Environmental Services noted that the town of Paradise was a regional problem and that the town of Paradise was responsible.

INFORMATION NOTE

Title: Request from the Town of Torbay to Connect to Regional Water System

Date Prepared: April 23, 2018

Report To: Regional Water Committee

Ward: Not ward specific

Issue: Regional Water Transmission Mains

Discussion – Background and Current Status:

On January 10, 2018, the representatives from the City of St. John's met with representatives from the Town of Torbay to discuss provision of water services to the Town. Representatives from both municipalities included elected officials and staff. During this meeting, the Town of Torbay expressed that they were officially requesting to connect to the Regional Water System.

It was pointed out that two of the key recommendations of the *St. John's Regional Drinking Water Study* (CBCL 2016) report are:

- *Based on the median population projections, and without considering the implementation of additional water conservation measures, approximately 40-50,000 m³/D of additional treated water is required to service the existing municipalities and the municipalities of Torbay and Holyrood over the 10 - 35 year study planning horizon.*
- *Due to the anticipated water deficit noted above, it is not possible to add municipalities to the RWS until a new source becomes operational.*

The Town of Torbay was aware of the report recommendations and recognized that the solution to offset the above water deficit would take a minimum of 10 years to implement (Section 5.3 of the 2016 CBCL Report).

The City of St. John's responded that the Town's request would be brought to the next Regional Water Committee meeting.

Key Considerations/Implications:

1. Budget/Financial Implications

2016 estimated for the engineering studies and capital infrastructure required to bring on a new water source range between \$100 - 200 million.

2. Partners or Other Stakeholders

The City of St. John's, City of Mount Pearl, Town of Paradise, Town of Conception Bay South and the Town of Portugal Cove – St. Phillips

3. Alignment with Strategic Directions/Adopted Plans

Strategic Plan 2015-2018 Goal: *A Culture of Cooperation* – Continuing to foster a Culture of Cooperation in accordance with the Strategic Plan, the Regional Water System supplies potable

ST. JOHN'S

water for; The City of St. John's, City of Mount Pearl, Town of Paradise, Town of Conception Bay South and the Town of Portugal Cove – St. Phillips

4. Engagement and Communications Considerations

N/A

5. Human Resource Implications

N/A

6. Procurement Implications

N/A

7. Information Technology Implications

N/A

8. Other Implications

N/A

Conclusion/Next Steps:

The Regional Water Committee should acknowledge the request from the Town of Torbay in writing.

Discussions with regards to expansion of the Regional Water System needs to be considered by the Regional Water Committee.

Prepared by/Signature:

Andrew Niblock, B.Sc.

Director – Environmental Services, City of St. John's

Approved by/Date/Signature:

Lynnann Winsor, P.Eng., M.A.Sc.

Deputy City Manager - Public Works, City of St. John's

Attachments:

N/A

ST. JOHN'S

PCSP VOLUNTEER FIRE SERVICES VS. SJRFD FULL FIRE SERVICES

Costing Analysis 2018

Current Department Status:

The PCSP Volunteer Fire Department is currently comprised of volunteers who receive an annual honourarium, with a paid chief position (currently manned as two co-chiefs each contracted at half of the position cost), and standby backup services contracted to St. John's Regional Fire Department plus hourly rate when dispatched for support. Honourarium, Chief salary, standby contract and operations costing is paid by the Town through annually approved budget.



\$5 million

3.5m contract
Incl. [staffing costs](#)

3.5m / yr
minimum

SJRFD Full Service:

The PCSP Fire Department would be required to become a subsidiary station of the SJRFD. PCSP would be required to fund and build one main station and then turn over to SJRFD (St. John's Regional Fire Services Committee). Some current PCSP equipment and vehicles may be expected to be turned over to SJRFD. The remaining would be left to the Town to dispose. The Town would be required to pay full costs of staffing the single station, and the operation and dispatch would be at the priority and operating protocols of SJRFD. Response times may certainly be impacted, especially at times when the PCSP station is un-manned, with personnel re-allocated or in another region for an emergency.

\$2.5 million

500k budget

+ 61k standby

+ 7k dispatch

570k / yr



BUSINESS ARISING



PLANNING & DEVELOPMENT

Planning and Development Committee Report

May 8, 2018

In Attendance: Councillor Darryl Harding (Chairperson)
Deputy Mayor Jeff Laham
Councillor Johnny Hanlon (Items # 1-3, 5-9 & 12-22)
Ashley MacKinnon, Planning Technician
Holly Duffett, Planning Technologist

Also in Attendance: Chris Milley, Town Manager/Engineer
Two Representatives of Blivet Systems (Item # 8)
Two Property Owners (Item # 6)
Three Property Owners (Item # 9)

1. Civic # 1614-1616 Portugal Cove Road - Business

Preamble:

Prior to reaching the recommendation below, the Committee had many lengthy discussions regarding this application to change the use of an existing building at Civic # 1614-1616 Portugal Cove Road from Residential to Commercial and the establishment of a convenience store (specialty shop - humidity control products). These discussions were primarily focused around access to the property from Portugal Cove Road, work related to upgrading the access within recognized Flood Risk Areas and the potential request for municipal approval for the sale of cannabis from this building once nonmedical use becomes legalized provincially and nationally.

The Committee's concern about the proposed access is regarding its proximity to the existing Drover Heights intersection, the location of nearby Canada Post mailboxes and existing accesses to other surrounding businesses. As Portugal Cove Road is under the jurisdiction of the Department of Transportation and Works, commercial access approval from that Department would be required to be submitted to the Town prior to the issuance of any permits. In addition, the Town would forward correspondence directly to Transportation and Works expressing the concerns so that they may be considered during processing of the commercial access application.

In accordance with the Town's Development Regulations, the access must maintain a minimum width of 6m from the street to the parking area. Work required to widen the access would be completed within an identified Flood Risk Area. Any proposals for work within these areas require approval from the Water Resources Management Division of the Department of Municipal Affairs and Environment. A copy of the permit from the Water Resources Management Division must be submitted to the Town prior to the issuance of any permits from the Town.

Lastly, this applicant and location are identified on the Cannabis NL website as being selected to begin the next phase of the application process to become a Licensed Cannabis Retailer in Portugal Cove-St. Philip's. The application currently under consideration does not include the sale of cannabis. As the applicant works through the licensing process guided by the

Newfoundland and Labrador Liquor Corporation, Council will be provided the opportunity to make any comments they may have on the proposal to sell cannabis from this location.

In consideration of the above the Committee makes the following recommendation:

Motion: **The Committee recommends that the application to change the use of an existing building from residential to commercial and the establishment of a convenience store business (specialty shop – humidity control products) at Civic # 1614-1616 Portugal Cove Road be granted approval in principle as per Appendix A: Tabled Report.**

2. Civic # 53-57 Hogan's Pond Road – Dwelling Extension

Motion: **The Committee recommends that the application to construct a dwelling extension at Civic # 53-57 Hogan's Pond Road be granted approval in principle as per Appendix A: Tabled Report.**

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

Motion: **The Committee recommends that the request to refine a wetland at Civic # 31-51 Hogan's Pond Road be refused in accordance with correspondence received from the Town's Advisory Committee on the Environment.**

4. Path off Round Pond Road

The Committee discussed a path off Round Pond Road and why access to Round Pond via this path has been closed off by a fence. This item was referred from the Public Works Committee at the May 1, 2018 Council meeting.

Staff advised that they have completed research regarding both the property and path with no evidence to suggest that the path is located upon public land. If a thorough history of the property that is affected by this path is desired, the services of a professional title searcher and/or lawyer should be obtained.

Item submitted for information.

Items # 5 through 22 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

23. Permits Issued

There were sixteen (16) permits issued from April 20 to May 3, 2018 as per Appendix A: Tabled Report.

**Appendix A: Tabled Report
May 8, 2018**

Applications:

Item # 1:

Civic # 1614-1616 Portugal Cove Road

Business

Zoning: Residential Medium Density & Mixed Use (RMD & MIX) – Serviced

The Committee recommends that the application for Civic # 1614-1616 Portugal Cove Road be granted approval in principle, permitting the change of use of an existing building from residential to commercial and the establishment of a convenience store business (specialty shop – humidity control products). Approval in principle is subject to approval from the Department of Transportation and Works, the Department of Municipal Affairs and Environment (Water Resources Management Division), and Service NL. 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), Plan Policies MIX-2 and MIX-4 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 41 (Buffer Strips), Development Regulation 51 (Off-Street Parking Requirements), Development Regulation 102 (Discretionary Uses), Schedule C: Residential Medium Density, Schedule C: Mixed Use, Schedule D: Off-Street Parking Requirements, 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 # 53-57 Hogan's Pond Road

Dwelling Extension

Zoning: Residential Low Density (RLD) – Unserviced

The Committee recommends that the application for Civic # 53-57 Hogan's Pond Road be granted approval in principle, permitting the construction of a dwelling extension. Approval in principle is subject to a 10% variance on the maximum allowable dwelling footprint. 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 11 (Variances), Development Regulation 12 (Notice of Variance), Development Regulation 49 (Non-Conforming Use), Schedule C: Residential Low Density, and Schedule E: Environmental Protection Overlay.

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

Other Items Discussed:

Item # 5:

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 applicant has advised Staff that they wish to defer their application.

Item # 6:

Civic # 24-26 King's Hill Road – Application to Demolish Accessory Building and Construct Dwelling Extension and Accessory Building, and Meeting with the Committee

The Committee discussed an application to demolish an existing accessory building and construct a dwelling extension and accessory building on property that is located within the Protected Watershed zone. The Committee also met with the applicant to discuss prior application that they have submitted for this property.

The Committee requested that this application be held pending Staff contacting the applicant requesting information from Service NL on whether the existing property complies with their standards for an on-site well and septic system.

Item # 7:

Minister of Children, Seniors and Social Development – Resident Well-Being Correspondence

The Planning Department is in receipt of a copy of correspondence resulting from a letter sent from the Mayor's Office to the Minister of Health & Community Service expressing concerns regarding the well-being of a resident at Civic # 39-43 Neary's Pond Road.

Staff advised that copies of the correspondence received has been forwarded to the Director of Recreation and Community Services for further follow up.

Item # 8:

Meeting with the Committee – Blivet Systems

The Committee met with representatives for the Blivet sewage treatment system who gave a presentation to the Committee regarding the operation and maintenance of their system.

Item submitted for information.

Item # 9:

Meeting with the Committee - Property Owners near Johnathan Heights/Lois Lane

The Committee met with three property owners representing a collective of property owners near Johnathan Heights/Lois Lane to discuss possible development of the area.

The Committee requested that a summary of application activity and fees paid be provided to the Committee at the next meeting.

Item # 10:

Request to meet with the Committee – Potential Increase to Maximum Street Length

The Planning Department is in receipt of correspondence from a resident requesting to meet with the Committee to discuss a potential amendment to increase the maximum length of fully-serviced, semi-serviced and unserviced cul-de-sacs.

The Committee advised Staff to schedule the meeting.

Item # 11:

Street Naming Policy

The Committee discussed the Town's current Street Naming Policy, particularly any requirement for referral to the Town's Heritage Advisory Committee.

Staff advised that consultation with the Heritage Advisory Committee is not currently a requirement within the Town's Street Naming Policy. The Committee requested that Staff draft a proposed change to the Policy to reflect inclusion of the Heritage Advisory Committee.

Item # 12:

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.

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

Item # 13:

Civic # 77-81 Tolt Road – Rodent Complaint

On March 27, 2018 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 that they contacted the property owners of Civics # 63-67 & 83-87 Tolt Road who advised that they do not have any rodents on their properties. Staff also advised that they had received correspondence from Service NL advising that a site visit has been scheduled for Civic # 69-75 Tolt Road during May.

The Committee requested that this item be held pending the results of the site visit by Service NL.

Item # 14:

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 to avoid ditch work being completed on adjacent properties and to match the existing surface of Bickerstaffe Road.

The applicant has advised that they have come to an agreement with the adjacent property owners to allow for construction of the road to Town standards.

Item # 15:

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 the results of a meeting with 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 requested that this item be held pending further discussion.

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.

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

Item # 19:

Potential Increase to Maximum Street Lengths

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

The Committee requested that this item be held pending receipt of comments from the Public Works Department regarding the proposal.

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 advised that this item had been addressed during discussion at the last Council meeting.

Item # 21:

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 Committee requested that this item be held pending scheduling of a meeting with the Department.

Item # 22:

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

The Committee discussed a Removal Order placed on a dwelling and accessory building due to safety concerns regarding the condition of the structures that had a deadline for compliance of April 11, 2018.

The Committee advised Staff that the Order remain in effect until the application submitted has been resolved and that no action be taken regarding the Order at this time.

Permits Issued:

Item # 23:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	18-055	04/20/2018	48-50	Jera Street	Test Holes
2	18-056	04/24/2018	17	Knight's Rest	Business
3	18-057	04/24/2018	137	Beachy Cove Road	Test Holes
4	18-058	04/24/2018	1-7	Dogberry Hill Road	Patio/Deck
5	18-059	04/25/2018	652-658	Old Broad Cove Road	Accessory Building, Patio/Deck & Second Driveway
6	18-060	04/25/2018	8	Princeton Place	Accessory Building & Patio/Deck
7	18-061	04/26/2018	217-231	Dogberry Hill Road	Demolition

8	18-062	04/27/2018	1572-1580	Thorburn Road	Patio/Deck & Garage Door Installation
9	18-063	04/27/2018	25	Ursula Crescent	Demolition
10	18-064	04/27/2018	52-58	Jera Street	Site Preparation
11	18-065	04/27/2018	48-50	Jera Street	Site Preparation
12	18-066	04/30/2018	145-147	Beachy Cove Road	Patio/Deck Extension
13	18-067	05/01/2018	11-13	Markham Drive	Site Preparation
14	18-068	05/02/2018	37-39	Woodland Drive	Accessory Building
15	18-069	05/02/2018	1777	Portugal Cove Road	Site Preparation
16	18-070	05/02/2018	1779-1781	Portugal Cove Road	Site Preparation



RECREATION & COMMUNITY SERVICES

No meeting held



PUBLIC WORKS



Public Works Committee

May 9, 2018, 4:30pm

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

1. Quote – Pressure Reducing Valve Maintenance Parts

Quotes from two suppliers were presented to Committee for consideration of purchasing parts which are required to perform maintenance on pressure reducing valves at Dogberry Hill Road, Thorburn Road and Nice Lane. Recommendation for this budgeted items is to proceed with lowest quoted supplier.

MOTION: Committee recommends that the purchase of Pressure Reducing Valve Maintenance Parts from Wolseley at a cost of \$11,647.70+HST be approved.

Discussion Items

2. Residential Feedback Received

- a. Recycling placement – comments received from resident with respect to placement of recycling bags. The waste management regulations remain under review, therefore no changes to the recycling program will be made at this time, however the points received will be taken into consideration during the review.
- b. Netherwood light poles – correspondence received from a resident of Netherwood Street questioning the placement of new light poles and lights. Confirmation provided that an existing light installed in the area were not a part of the plan and may be removed. Placement of the new poles and lights by Newfoundland Power are a continuation of the development plan for that area at no cost to the Town.
- c. Pedestrian Walkway Portugal Cove – question received from resident wondering if the white lines and green walk way would be re-painted on the Portugal Cove Road pedestrian walkway. Committee agrees to ensure the white lines are reinstated to provide a visual separation for vehicular traffic, however, the product used for the colored section of the walkway is under review for sustainability and effectiveness.
- d. Newbury Street – correspondence was received from resident requesting closure of the connection between Newbury Street and Indian Meal Line. A formal response will be provided to the resident once staff have had an opportunity to review.
- e. Brookside Place – comments received from resident that a dilapidated structure located at the end of Brookside Place is being vandalized and causing concern for



neighbours. Public Works will assess the area and determine if within the street reservation and if any action is required from our division.

3. Road and Storm Water Issues

- a. Portugal Cove Cross Culvert – 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. Town Manager will make contact with Transportation and Works directly.

4. 27 Emberleys Road

As per Committee report, December 13, 2017, staff agreed to obtain quotes for installation of a fence and cost to change embankment slope adjacent to 27 Emberleys Road. Once quotes are received, item will be brought back to Committee for review and approval.

5. Animal Control – Door Knockers

Question was presented as to why the door knockers left by the shared Animal Control Officer only identify the Town of Torbay; staff committed to review this and come up with an amicable solution.



Tabled items at end of
Council Package for:

PUBLIC WORKS



ECONOMIC DEV., MARKETING, COMMUNICATIONS & TOURISM

No meeting held



PROTECTIVE SERVICES



Protective Services Committee

Tuesday, May 8, 2018

4:00PM

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

1. Commissionaires – Municipal Enforcement

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

- Dogberry Hill Road complaint of speeding near Cross Link Road, children waiting for the bus in the area is a major concern. Information has been sent to the RNC for increased patrols during peak bussing time.
- Civic Numbering assessments have started. MEO is attempting to ensure as little disruption to homeowners as possible by completing as many as possible prior to midnight.
- Met with Animal Control Officer and Public Works Coordinator to establish some protocols for evidence collection and ongoing roaming dog complaints. ACO will issue tickets for witnessed activity of roaming dogs. MEO has been attending Animal Control training and will have ticketing ability once training is complete.
- Garbage dumped on road side of Bauline Line Extension was reported to Public Works Department.
- MEO vehicle has been updated with “Municipal Enforcement” markings for greater visibility throughout the community.
- MEO participated in Municipal Awareness Day with the grade 4 students from Beachy Elementary School.

Ongoing:

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

Reports of safety concerns in the area of Brookside Place are being investigated and MEO will increase patrols. The Fire Department has also been notified. MEO will make contact with complainant immediately.

MEO met with the Town Manager of PCSP and CAO of Torbay for an annual review and discussed the possibility of changing up the shifts / patrols for greater coverage.

2. FES Updates - activity since last Committee meeting:

Responses: 4

- 1 wire down
- 1 brush fire
- 2 residential alarm bells

Training:

- April 30th – Practical Smokehouse / Fire Attack exercises at training ground.
- May 7th – Module 1 of the Road to Mental Readiness (R2MR) training. A Mental Health Commission of Canada Program currently being utilized by many regional Fire Departments.

Other Activity:

Assisted Beachy Cove Elementary School by washing down the parking lot crosswalk in preparation for painting on April 26th.

Fire Department Officers and General Meeting on April 26th.

Forest Fire Season and associated permitting requirements communique was forwarded to all members of Council, Directors and some members of staff on April 26th. Provincial Forest Fire Season began May 1st which means residents wishing to burn will need a provincial permit from Paddy's Pond before they apply for a Town permit. Reminders were also posted to the Town website and placed in the latest edition of the Tickle newsletter.

PCSP hosted Pouch Cove Fire Department at our training ground on May 6th for an opportunity for their members to get some time in the smokehouse prior to fire school.

Fire Department participated in Municipal Awareness Day activities at the Town Hall on May 8th.

The Chiefs are continuing to research beach signage, more information will be brought back to the Committee at a later date.

3. **SafePCSP**

The Committee received correspondence from Norma Reid of SafePCSP which has been tabled as incoming correspondence. A response is being prepared and will be sent on behalf of the Committee.

4. **Feeding Wildlife Regulations**

The Committee has requested the Town Manager to research best practices in the development of a Feeding Wildlife regulation. Further information will be brought back to the Committee when available.



Tabled items at end of
Council Package for:

PROTECTIVE SERVICES



ADMINISTRATION & FINANCE



Administration & Finance Committee

May 8, 2018

In attendance: Chairperson, Deputy Mayor Laham
Councillor Harding

Staff: Chris Miller, 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 \$ \$10,798.05, and capital accounts in the amount of \$94,722.14, for a total of \$105,520.19.

2. Correspondence: Cannabis Circular

On May 2, 2018 the committee received a circular pertaining to Recreational Cannabis Production from the Department of Municipal Affairs and Environment. This item is for information only.

3. Correspondence: W/S tax relief request

On May 3, 2018 the committee received a letter concerning a request from a resident to be absolved from paying water and sewer taxes. The Town will reply in a letter to the resident.

4. Correspondence: permit and licensing fees relief request

On April 30, 2017, the committee received a letter from Youth Ventures requesting support of the program and these young entrepreneurs from ages 12-29 wanting to start up and run their summer businesses.

MOTION: Committee recommends that Council waive the fees for permits and licenses from May 1st to September 1st, 2018 in support of these young entrepreneurs in the Youth Ventures program.

5. Tax Recovery Plan

The 2018 Tax Receivable Summary and the Tax Recovery Plan was discussed with committee.

MOTION: Committee recommends that the Tax Recovery Plan for 2018 be adopted and forwarded to the province.

6. Drover Heights Water and Sewer Project

On Monday, April 30th the residents of Drovers Heights decided to support proceeding with the Water & Sewer Project in their area under the terms presented to them. The committee will formalize the project with Department of Municipal Affairs and Environment.

MOTION: Committee recommends that Council proceed with the Drover Heights water & sewer installation project and send a letter to the Department of Municipal Affairs and Environment advising of our intentions.



Tabled items at end of
Council Package for:

Administration & Finance



CORRESPONDENCE

Council Correspondence for April 30-May 11, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
4/30/2018	CBDC Cabot	Letter to Town 2018	AF Cmte
5/1/2018	Municipal Assessment Agency	MAA April 2018 update for Urban Avalon	Council
5/1/2018	Resident	Speeding on Dogberry hill Road	PW Cmte
5/2/2018	Dept of Children, Seniors and Social Development	Residents Well being	PD Cmte
5/3/2018	Resident	Green paint on walkway	PW Cmte
5/3/2018	Resident	Request for relief of paying W&S taxes	AF Cmte
5/4/2018	Department of Municipal Affairs	Cannabis Circular	AF Cmte
5/7/2018	Resident	Street Light on Netherwood Street	PW Cmte
5/8/2018	Resident	Complaint re condition of Brookside Place	PS Cmte
5/8/2018	Resident	Concern re Town's action during Mercer's Road appeal	PD Cmte
5/9/2018	Resident	Turning restrictions on Newbury	PW Cmte
5/10/2018	Resident	Noise Complaint	PS Cmte



Tabled items at end of
Council Package for:

CORRESPONDENCE



NEW/GENERAL/ UNFINISHED BUSINESS



AGENDA ITEMS/ NOTICE OF MOTIONS



Tabled items

PUBLIC WORKS

Claudine Murray

Subject: FW: Light Pole at 7 Netherwood

From: [REDACTED]

Sent: May 7, 2018 11:48 AM

To: les.spurrell@pcsp.ca; Chris.Milley@pcsp.ca; Tina.Neary@pcsp.ca; carol.mcdonald@pcsp.ca;
darrylj.harding@pcsp.ca; davidbrazil@gov.nl.ca; Jeff.Laham@pcsp.ca; Madonna.StewartSharpe@pcsp.ca;
johnny.hanlon@pcsp.ca; dave.bartlett@pcsp.ca; [REDACTED]

Subject: Fw: Light Pole at 7 Netherwood

Further to my email sent last week, I neglected to add all the members of council to my email concerning the installation of the light pole at 5-7 Netherwood Street. After consulting other members of the neighborhood, we have become even more concerned over the installation of this very unnecessary light pole.

The subdivision has been in place for 8 years. At that time a pole was erected at 8 Netherwood street, and the one that apparently was slated to be erected at 7 Netherwood was neglected. We have had no issues with lighting on Netherwood street, at least not in our area of Netherwood Street and feel that by erecting another light pole directly across the street from 8 Netherwood would be counter productive. It will also be causing more light pollution in an otherwise quiet and peaceful subdivision. My [REDACTED] daughter has a bedroom at the front of our house and due to the light at 8 Netherwood already has blinds plus blackout curtains to her bedroom window, to add another light would cause even more light in her room while she is sleeping. For Mr. Milley to indicate that if a pole was to be eliminated it would be the one at 8 Netherwood is concerning as this would be a waste of the tax payers money to erect one pole only to pay to have another removed. As a taxpayer of this community I am already concerned over the amount of taxes that I am paying as I paid less taxes when I was a resident of St. John's and received more services.

As well, to trench an already well maintained lawn, including an apple tree, and well manicured grass. As well as to disrupt a backyard vegetable garden which has taken a lot of time and money to keep maintained, would be an unnecessary cost to the town as I would demand that my garden and lawn be replaced to the same pristine condition. Not to mention that amount of flooding that can occur to our backing neighbor due to the trenching.

I am also very disappointed by the council members that were cc'd on my previous emails to Mr. Milley as they have not so much as replied to my emails. This is concerning as I was a campaign member of our community, who believed in the current administration and felt that they would bring positive change to our community. To see that the members of council are ok to use the taxpayers money in such a wasteful and unnecessary manure, makes me wonder if continuing as a Portugal Cove-St. Philip's resident is really in the best interest of my growing family.

Yours most concerned,

[REDACTED]

From: [REDACTED]
Sent: May 4, 2018 2:40 PM
To: Chris Milley; davidbrazil@gov.nl.ca; les.spurrell@pcsp.ca; carol.mcdonald@pcsp.ca; Tina.Neary@pcsp.ca; darrylj.harding@pcsp.ca; [REDACTED]
Subject: Re: Light Pole at 7 Netherwood

Well I sure hope that if the town is deciding to proceed then they are also planning on re-sodding our lawns as well? you will be tearing up our lawn as well as an apple tree that we have planted, thus destroying our lawn and all the hard work we have done to make our property appealing.

I am in no doubt very upset by this and the destruction it will cause to my property. The light is completely unnecessary, the subdivision has been there for 8 years with no issues. Why now after all this time, take well established properties and destroy them. If new land is being developed across the street (which it won't because its land locked, then establish a new line system with the development) do not take pre-existing properties and destroy them.

I will be going to others about the situation, including those at the provincial level. We were in no way consulted on this and are more or less being told that its being done no matter what our opinion. I have helped with a number of councilors in their campaign to win sits and I think its ridiculous that as a member of this community I am not being consulted on these matters.

[REDACTED]

From: Chris Milley <Chris.Milley@pcsp.ca>
Sent: May 4, 2018 1:59 PM
To: [REDACTED]
Subject: Re: Light Pole at 7 Netherwood

Hello [REDACTED]

I'm glad you contacted me. I did not get your contact information from you when we last spoke.

I was in contact with NL Power to determine if there were any problems with the location where they were proposing to place the pole and light. The drawing they provided shows that the light is being placed within a power line easement, in the roadway reservation outside of your property boundary where originally designed. This is directly in front of the shared property boundary between 5 and 7. This is the proper placing for the light on netherwood and we have decided to continue with the placement.

If residents in the area complain about the apparent duplication of lighting due to the presence of the light on the future road reserve across the street to a point where it becomes a problem then the Town will have the light on the future road reserve removed as it should have only be placed there if and when that becomes a road.

Thank you for bringing your concerns to our attention. All indications are that everything is proceeding as it should.

Regards,

Chris

Chris Milley, P.Eng.
Town Manager/Engineer
Portugal Cove-St. Philip's

Sent from my Samsung device

----- Original message -----

From: [REDACTED]

Date: 2018-05-04 11:20 AM (GMT-03:30)

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

Subject: Light Pole at 7 Netherwood

Hi Chris,

We're looking for an update on the light pole at 7 Netherwood. Wondering if we can remove the sticks they have lodged in our lawn.

[REDACTED]

Sent from my iPhone

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

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



Tabled items

PROTECTIVE SERVICES

From: [Heather Coughlan](#)
To: [Claudine Murray](#)
Date: Friday, May 11, 2018 1:57:32 PM

As referenced in PS report, this is the correspondence from Norma Reid SafePCSP.

From: Norma Reid [mailto:safepcsp@gmail.com]
Sent: Thursday, May 03, 2018 8:19 AM
To: Johnny Hanlon <Johnny.Hanlon@pcsp.ca>; Tina Neary <Tina.Neary@pcsp.ca>; Dave Bartlett <Dave.Bartlett@pcsp.ca>
Cc: Heather Coughlan <Heather.Coughlan@pcsp.ca>; [REDACTED]

Subject: Re: Quotes for signage and brochures, rack cards etc

Protective Services Committee,

1. We, SafePCSP, understand SafePCSP was not on the agenda for the council meeting May 1, 2018. We were hoping to have approval the printing and posting of the rack cards and brochures as quoted in the above email by today. It is important to have these ready to mail out June 1, 2018 and the middle of June respectively to coincide with PCSP Pedestrian Safety Month in June. Did your committee request this of council? We would like to see the town show support for and participation in Pedestrian Safety Month.

2. It is our understanding that three billboards were approved previously by council so these will be ordered this week with the invoice sent to the Town of Portugal Cove-St. Philips. Johnny suggested at our last meeting that he would look into the installation of the billboard and the cost of the installation. SafePCSP's job is to get approval for the location. It was our request that the billboards be installed by June 1, 2018

3. We are meeting with Leaman Signs today to discuss reducing the size of the window decals as the Protective Services Committee felt it was too large and suggested we talk to Julie who was in charge of the No Idling Campaign.

4. I met with the Protective Services Committee last month and I reviewed SafePCSP's concerns that all the requests and suggestions presented to council over the last four years were not followed up by the committee. It was our expectation that these concerns were to be brought to council. Not one of these issues were on the Protective Services Committee agenda. I can present them in a formal request AGAIN but it is truly exhausting and frustrating to receive no concrete response.

One Example of many:

Bennett Road is a prime example. You received correspondence from the City of St. John's this week stating the reason for the 50 Km/hr speed limit. This after three (notice the letter from the City of St. John's states 2015) years of meetings, letters and talks with the Town of Portugal Cove, the City of St. John's and Mr. Brazil, then Minister of Transportation and Works.

SafePCSP requested in three recent Budget Proposals and with meetings with Protective Services that a letter be sent from the City of St. John's requesting the speed be reduced to 40 km/hr from 50 km/hr and SafePCSP also requested that the Town of Portugal Cove-St. Phillips send a letter to the NL Dept of Transportation & Works to request that their portion of Bennett Road be increased from 30 km/hr to 40 km/hr in each of these presentations.

These letters were never sent. These letters would have had a greater impact than all the requests from a community group such as SafePCSP. It shows there was no support for SafePCSP from the Town of Portugal Cove-St. Philips regarding this issue.

I will be responding to all councillors regarding the letter from St. John's about the speed limit on Bennett's Road. This is very personal to me as my grandson rides his bike along Bennett's Road to Sunshine Camp daily and frankly, I fear for his life.

Norma Reid
Chair, SafePCSP
www.facebook.com/safepcsp

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



Tabled items

Administration & Finance

Accounts for Payment - May 8, 2018

REGULAR ACCOUNTS:

16960	5/1/2018	City of St. John's	\$	10,798.05
		Landfill use April 2018		

TOTAL REGULAR ACCOUNTS:	<u>\$</u>	<u>10,798.05</u>
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CAPITAL ACCOUNTS:

18028	4/26/2018	Grand Concourse Authority	\$	56,186.58
		Claim#4 Voiseys Brook Park Trail Phase III		

543	3/29/2018	Twells Consulting Ltd.	\$	38,535.56
		Service level review Final		

TOTAL CAPITAL ACCOUNTS:	<u>\$</u>	<u>94,722.14</u>
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GRAND TOTAL:	\$	105,520.19
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Town of Portugal Cove-St.Philips
BNK1 - BNS CURRENT ACCT
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CHEQUE REGISTER

Printed: 12:36:07PM 05/04/2018

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Number	Issued	Amount	SC	Status	Status Date
047380	04/26/2018 Bernadine Lawlor Mar2-Apr28 rec center cleaning	900.00 900.00	A/P	OUT-STD	04/26/2018
047381	04/26/2018 Yvonne King Mar2-Apr28 Rec center cleaning	900.00 900.00	A/P	OUT-STD	04/26/2018
047382	04/27/2018 1st Portugal Cove Scouts 2018-103 community grant - outdoor equipment	100.00 100.00	A/P	OUT-STD	04/27/2018
047383	04/27/2018 Atlantic Cash & Carry 34701130480793 Supplies for winter carnival hike 34703190483534 Supplies for Environment Fair	374.02 122.77 251.25	A/P	OUT-STD	04/27/2018
047384	04/27/2018 Canadian Linen & Uniform Service 6500325919 mat rental	76.51 76.51	A/P	OUT-STD	04/27/2018
047385	04/27/2018 Chatelaine 2018MagSub Magazine subscription - library	17.25 17.25	A/P	OUT-STD	04/27/2018
047386	04/27/2018 Commissionaires 27780 Security	5,152.00 5,152.00	A/P	OUT-STD	04/27/2018
047387	04/27/2018 Corporate Express 47183500 3step ladder-FD 47195315 cleaning supplies-FD 47247438 ink, heater,paper	680.69 120.62 137.87 422.20	A/P	OUT-STD	04/27/2018
047388	04/27/2018 Damien Bridger 382521 Reimb-part for unit#35	33.58 33.58	A/P	OUT-STD	04/27/2018
047389	04/27/2018 E C Boone 15142 Guess Who Signs	1,071.70 1,071.70	A/P	OUT-STD	04/27/2018
047390	04/27/2018 Ed Lundrigan Apr7,8,12,13 Reimb- meals for first aid training	189.39 189.39	A/P	OUT-STD	04/27/2018
047391	04/27/2018 Frederick Hollett 0616118 reimb-fuel stabilizer,dipstick for generator Apr15-21 FD Consultations Apr15-21	1,606.77 25.52 1,581.25	A/P	OUT-STD	04/27/2018
047392	04/27/2018 Image 4 Printing & Design Inc. 18603 environment fair posters/rack cards	957.95 957.95	A/P	OUT-STD	04/27/2018
047393	04/27/2018 LW Consulting Final Performance evaluation system - final	4,463.44 4,463.44	A/P	OUT-STD	04/27/2018
047394	04/27/2018 Micmac Fire & Safety Source Ltd. NL-00850429 fire helmets, bunker boots	2,087.25 2,087.25	A/P	OUT-STD	04/27/2018
047395	04/27/2018 Neopost Canada 6187446 postage meter lease	173.99 173.99	A/P	OUT-STD	04/27/2018
047396	04/27/2018 Northeast Avalon Times 6082 april advertising - full page, 2 dis use ads	1,121.25 1,121.25	A/P	OUT-STD	04/27/2018
047397	04/27/2018 Powers Brown Architecture 173065.02R Lifestyle center	1,526.54 1,526.54	A/P	OUT-STD	04/27/2018
047398	04/27/2018 Recreation NL 2195 Registration - conference 2018	1,400.00 1,400.00	A/P	OUT-STD	04/27/2018
047399	04/27/2018 Recreation PEI Inc. 1625 ARFC pre conference Nicole Clark Registration - ARFC	496.25 65.00 431.25	A/P	OUT-STD	04/27/2018
047400	04/27/2018 Richard Murphy Apr16-22 fd consultations Apr16-22	1,581.25 1,581.25	A/P	OUT-STD	04/27/2018

* - Partial payment was made on Invoice

** - Name on Check was modified

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Number	Issued	Amount	SC	Status	Status Date
047401	04/27/2018 Ritche Perez 16 photography - Best of PCSP	300.00 300.00	A/P	OUT-STD	04/27/2018
047402	04/27/2018 Roebbothan McKay Marshall 120288 SC	4,657.50 4,657.50	A/P	OUT-STD	04/27/2018
047403	04/27/2018 Rogers Payment Centre Apr18 FD cable	s.30 106.35 106.35	A/P	OUT-STD	04/27/2018
047404	04/27/2018 SaltWire Network Inc. TM00009887 job ads-water maint,facilities,streets	527.40 527.40	A/P	OUT-STD	04/27/2018
047405	04/27/2018 Staples (#434) 04252018 Uninterrupted Power Supply 1500va (UPS) -	229.94 229.94	A/P	OUT-STD	04/27/2018
047406	04/27/2018 Stephanie Tucker KM Apr2018 Mileage claim-Apr18 Reimb-062339 reimb-office supplies	67.85 13.94 53.91	A/P	OUT-STD	04/27/2018
047407	04/27/2018 Twells Consulting Ltd. 543 Service level review - Final	38,535.56 38,535.56	A/P	OUT-STD	04/27/2018
047408	04/27/2018 Elyse Sparkes 04272018 reimb-library supplies	13.37 13.37	A/P	OUT-STD	04/27/2018
047409	04/27/2018 Kailey Cahill-Meeker reimb-Pettycash Petty cash for library	150.00 150.00	A/P	OUT-STD	04/27/2018
047410	04/27/2018	227.01	A/R	OUT-STD	04/27/2018
047411	04/27/2018 Mike Stone 2018(1) mileage claim-Dec2017-Apr2018	Overpayment of taxes 108.24 108.24	A/P	OUT-STD	04/27/2018
047412	04/27/2018 Mr. Electric 208522975 Diagnostic for heating issues in Voisey Broc 208644075 Voisey Brook - Fix Heater	537.05 194.35 342.70	A/P	OUT-STD	04/27/2018
047414	05/03/2018 Damien Bridger ADV-Snowconf18 Travel advance - Snow conference	652.80 652.80	A/P	OUT-STD	05/03/2018
047415	05/03/2018 Michael Stone RecConf18 Travel advance for Rec conference	402.08 402.08	A/P	OUT-STD	05/03/2018
047416	05/03/2018 Municipal Development Officers Association of Nova Scotia 2018MembershipDues 2018 membership dues	200.00 200.00	A/P	OUT-STD	05/03/2018
047417	05/03/2018 Nick Miller RecConf18 travel advance rec conf	160.00 160.00	A/P	OUT-STD	05/03/2018
047418	05/03/2018 Rachel Moss Apr24-May1 Tutoring Apr24-May1	90.00 90.00	A/P	OUT-STD	05/03/2018
047419	05/03/2018 Atlantic Powertrain & Equipment Inc. 47194 Summer Maintenance Unit #25 47198 500 bolts for trailer - for replacement of all d 47206 2 20l tubs hydraulic oil, oil filter, air, filter, m 47209 2 20l tubs hydraulic oil, oil filter, air, filter, m 47210 filters refund - invoice #47194	1,366.55 521.86 878.68 137.89 100.73 -272.61	A/P	OUT-STD	05/03/2018
047420	05/03/2018 Atlantic Cash & Carry 34702130482965 Molasses for WWTP	67.74 67.74	A/P	OUT-STD	05/03/2018
047421	05/03/2018 Babb Lock & Safe Company Ltd. 113040 serviced/repair wheel chair button on main c 113375 7 locks / 6 keys for parks	309.81 125.35 184.46	A/P	OUT-STD	05/03/2018
047422	05/03/2018 Blue Water Marine & Equipment Ltd. 193196 Mower - Discharge chute, cutting blades, b	530.69 530.69	A/P	OUT-STD	05/03/2018

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Number	Issued		Amount	SC	Status	Status Date
047423	05/03/2018	Campbell Rent - Alls Ltd.	428.56	A/P	OUT-STD	05/03/2018
	1197797	linen rentals- best of pcsp	428.56			
047424	05/03/2018	CBS Rentals Limited	27.59	A/P	OUT-STD	05/03/2018
	10179346	blade for lawnboy mower	27.59			
047425	05/03/2018	Complete Transport Services	513.03	A/P	OUT-STD	05/03/2018
	40483	Repairs to rescue vehicle	513.03			
047426	05/03/2018	Curtis Meeker	30.00	A/P	OUT-STD	05/03/2018
	Apr30	Tutoring April 30	30.00			
047427	05/03/2018	Daren Janes	44.79	A/P	OUT-STD	05/03/2018
	000023	reimb-repairs to bunker pants	44.79			
047428	05/03/2018	Fastenal Canada Company	88.25	A/P	OUT-STD	05/03/2018
	NFMOU177479	drillbits, driver, screws	88.25			
047429	05/03/2018	Frederick Hollett	1,581.25	A/P	OUT-STD	05/03/2018
	Apr22-28	FD Consultation Apr22-28	1,581.25			
047430	05/03/2018	GFL Environmental Inc.	55.94	A/P	OUT-STD	05/03/2018
	0000531483	paper shredding	55.94			
047431	05/03/2018	Image 4 Printing & Design Inc.	2,660.38	A/P	OUT-STD	05/03/2018
	18630	newsletter printing	2,660.38			
047432	05/03/2018	Kent Building Supplies	714.90	A/P	OUT-STD	05/03/2018
	15616473	Materials for Recreation Games	307.05			
	15625439	pine-rec games,rags,cords,bungee cords	105.51			
	1753804	11 pcs 2x8x14 pressure treated lumber for t	302.34			
047433	05/03/2018	KPennell	440.00	A/P	OUT-STD	05/03/2018
	Apr23-May2	Tutoring Apr23-May2	200.00			
	Apr9-18	Tutoring April9-18	240.00			
047434	05/03/2018	Mark's Work Wearhouse	2,702.50	A/P	OUT-STD	05/03/2018
	730-102833	Baffin Boots - Full Time Public Works	2,840.50			
	730-102846	refund - work boots	-138.00			
047435	05/03/2018	Martins Fire Safety Ltd.	426.65	A/P	OUT-STD	05/03/2018
	76616	Fire extinguisher recharging/training/cover	426.65			
047436	05/03/2018	McLoughlan Supplies Ltd.	96.60	A/P	OUT-STD	05/03/2018
	1030211	lights for town hall	96.60			
047437	05/03/2018	North Atlantic Supplies Inc.	1,385.75	A/P	OUT-STD	05/03/2018
	54780	Safety Vests & Fire Coveralls	1,385.75			
047438	05/03/2018	North Atlantic	3,565.88	A/P	OUT-STD	05/03/2018
	4468	furnace oil	636.23			
	4479	diesel	2,929.65			
047439	05/03/2018	Orkin Canada Corporation	354.21	A/P	OUT-STD	05/03/2018
	IN-8441829	Pest control-depot	77.05			
	IN-8441873	Pest control-generator shed	96.60			
	IN-8441877	pest control-rainbow gully	41.98			
	IN-8441878	Pest control-rec center	79.93			
	IN-8441932	pest control-voiseys brook	58.65			
047440	05/03/2018	Overhead Door Company	397.10	A/P	OUT-STD	05/03/2018
	59112	repairs to generator shed door for wwtp	397.10			
047441	05/03/2018	Parts for Trucks	245.43	A/P	OUT-STD	05/03/2018
	40413799-00	DEF fluid 12 jugs, 6 cans rust check	245.43			
047442	05/03/2018	Princess Auto Ltd.	195.49	A/P	OUT-STD	05/03/2018

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Number	Issued		Amount	SC	Status	Status Date
	868701	8inch vice for hydrants	195.49			
047443	05/03/2018	SaltWire Network Inc.	527.40	A/P	OUT-STD	05/03/2018
	TM00010087	job ads - public works	527.40			
047444	05/03/2018	Saunders Equipment Ltd.	218.27	A/P	OUT-STD	05/03/2018
	000071693	Tailgate markers for compactors	218.27			
047445	05/03/2018	Scope Industrial	297.68	A/P	OUT-STD	05/03/2018
	6520761	blades and wheels for parks equipment	297.68			
047446	05/03/2018	Sheena Tucker	89.21	A/P	OUT-STD	05/03/2018
	015422	reimb-supplies for environment fair	89.21			
047447	05/03/2018	Stephanie Tucker	50.00	A/P	OUT-STD	05/03/2018
	Facebook	reimb-facebook ads for environment fair	35.35			
	facebook2	reimb-facebook ad for environment fair	14.65			
047448	05/03/2018	Stewart McKelvey	1,549.81	A/P	OUT-STD	05/03/2018
	90649594		1,549.81			
047449	05/03/2018	Telelink Call Centre	s.30 313.48	A/P	OUT-STD	05/03/2018
	C9139-1805	telephone answering service	313.48			
047450	05/03/2018	Telus Going Mobile Wireless	207.00	A/P	OUT-STD	05/03/2018
	FRESHIN44054	IPad - FD	207.00			
047451	05/03/2018	Terra Nova Motors Ltd.	884.64	A/P	OUT-STD	05/03/2018
	GMCS599091	Unit #31 - maintenance	884.64			
047452	05/03/2018	Town of Torbay	4,480.00	A/P	OUT-STD	05/03/2018
	2018159443	commissionaires-Feb11-24	4,480.00			
047453	05/03/2018	Wolseley Canada Inc.	88.86	A/P	OUT-STD	05/03/2018
	6606499	Dye Tablets	88.86			
047454	05/03/2018	Wonderbolt Promotions Inc.	977.50	A/P	OUT-STD	05/03/2018
	331	canada day performance	977.50			
047455	05/03/2018	CarQuest Auto Parts	10,574.25	A/P	OUT-STD	05/03/2018
	2961-235512	Bosch ESI HD Dianostics #OTC 3824	10,574.25			
047456	05/03/2018	Digital Postage On Call	4,500.00	A/P	OUT-STD	05/03/2018
	Postage0518	postage for postage meter	4,500.00			
047457	05/03/2018	CIBC Mellon	11,826.20	A/P	OUT-STD	05/03/2018
	APRIL18	Pension Contribution April2018	11,826.20			
047458	05/03/2018	CIBC Mellon	9,460.96	G/L	OUT-STD	05/03/2018
047459	05/03/2018	N.A.P.E.	1,611.98	G/L	OUT-STD	05/03/2018
047460	05/03/2018		172.58	A/R	OUT-STD	05/03/2018
047461	05/03/2018		107.25	A/R	OUT-STD	05/03/2018
047462	05/03/2018	Madonna Sharpe	Overpayment of taxes 350.00	A/P	OUT-STD	05/03/2018
	RecConf18	Travel advance rec conf2018	350.00			
047463	05/03/2018	Nicole Clark	385.68	A/P	OUT-STD	05/03/2018
	RecConf18	travel advance rec conf 2018	385.68			
047464	05/04/2018		Development deposit refund 11,750.00	G/L	OUT-STD	05/04/2018
Cheque Totals Issued:			150,526.82			
Void:			0.00			
Total Cheques Generated:			150,526.82			
Total # of Cheques Listed:			84			

* - Partial payment was made on Invoice

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MAY 02 2018

COR/2018/00612-02

CIRCULAR TO MUNICIPALITIES

MUNICIPALITIES ACT, 1999 & URBAN AND RURAL PLANNING ACT, 2000 **RECREATIONAL CANNABIS PRODUCTION**

Further to the Cannabis Circular sent to all municipalities on February 21, 2018, the Department of Municipal Affairs and Environment ("MAE") is providing this supplementary Circular to address issues related to cannabis production.

Licensing of Production Facilities:

Health Canada is responsible for licensing medical and recreational cannabis production facilities.

Health Canada does not require municipal approval for cannabis production licenses; however, they do require proof that the local government has been notified of the intent to establish a production facility. Please note that the Province does not require written municipal approval for production facilities.

Health Canada also requires cannabis production facilities to be located within appropriate municipal land use zones.

Additional information with respect to licensing requirements, can be found at:

- https://www.canada.ca/en/health-canada/news/2017/05/improving_the_licensingofproductionofcannabisformedical_purposes.html, and
- <https://www.canada.ca/en/health-canada/services/drugs-health-products/medical-use-marijuana/licensed-producers/guidance-document-building-production-security-requirements-marihuana-medical-purposes.html>

Although the licensing process for cannabis production is controlled and administered by Health Canada, municipalities should be aware of provincial Environmental Assessment requirements for licensed production facilities as well as the Province's interpretation of appropriate zoning.

Environment Assessment Process/Requirements:

MAE requires all proposed cannabis production facilities to undergo an Environmental Assessment ("EA"). MAE does not require an EA for proposed cannabis retail outlets.

Information about the environmental assessment process, including fees, a Guide to the Process, and contact information can be found at:

http://www.mae.gov.nl.ca/env_assessment/

If a proposed cannabis production facility is released from the EA process, production facilities will be required to meet all conditions contained in the project release, and they must also obtain all other required permits and approvals.

Municipalities are notified of all projects undergoing EAs within their boundaries, and are encouraged to provide comments. This process also applies to cannabis production facilities.

Zoning Requirements:

Following a cross-jurisdictional scan and a review of Health Canada requirements for medical cannabis production, MAE recommends that production facilities be located in industrial areas/zones.

If you have any questions, please contact Mary Oley, Director of Local Governance and Land Use Planning, at 709-729-1953 or maryoley@gov.nl.ca.


Sincerely,



JAMIE CHIPPETT

Deputy Minister

Department of Municipal Affairs and Environment



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

May 3, 2018

Re: Exceptional Circumstance regarding water and sewer taxes

Dear Councilors,

As you are aware, the current situation regarding water and sewer taxes is as follows: **Section 130 (WATER TAX)** states: "A council of a municipality served by a water system shall impose upon the owner of real property, located inside or outside the municipality that is connected or capable of being serviced by that system, a tax, to be known as the water and sewage tax."

The Municipalities Act is now under review and we are asking you to ask the Municipalities Review Board to provide some flexibility in the above clause by adding: "except in exceptional circumstances as determined by Council." You are already seeking a change in Section 10 of the Municipalities Act to allow more flexibility in matters of development so it is reasonable to request similar flexibility for in water/sewer taxes.

Our case for an exceptional circumstance is as follows:

- Due to excavation on a lot [REDACTED] in the Murray's Pond Subdivision in June 2014, our well went dry and we were supplied water by the Town via [REDACTED]. In October 2014 we were told by the town to make other arrangements for water because [REDACTED]. We decided to get an artesian well installed because construction was ongoing in the subdivision and there was no guarantee that there would be no more problems with the well going dry had we dug deeper in the well. Winter was coming and we really had no choice but to go with the artesian well.

- Despite the acknowledgement by the Commissioner who oversaw the proposal for the Murrays Pond Subdivision in the mid 2000s that there would be adverse effects on wells, the Town of Portugal did nothing to ensure that residents of Drovers Heights would be compensated by either the developer or the town.
- Our artesian well was installed at a cost of 12,500. This is a significant amount of money for two pensioners. Adding additional costs and disruption associated with installing water and sewer is unnecessary and unfair.
- Our artesian well provides extremely good water and there is absolutely none of the discoloration seen with our dug surface well. Should there be a water shortage due to drought, physical damage and or contamination of the water supply from Bay Bulls Big Pond, **our artesian provides a source of pure drinking water and a measure of security for our street.**
- Our septic system is well taken care of and there is no need to connect to sewer service. D&S Services installed a leaching pit and tank in 2007/8 and empty the tank every 4-5 years. In 2014 we bought a pipe cover for the tank from D&S so that no excavation is needed to get the tank emptied.

We have no objection to paying for the installation of stubs for water and sewer on the road by our property and will make arrangements to hook up water and sewer to our house before and whenever our house is sold. However, for the reasons indicated above, we are asking to be absolved of paying water and sewer taxes as an exceptional circumstance.

Sincerely yours, 



c.c. Jeff Lawlor



It's Your Business...So Start It!

April 30th, 2018

Re: Waiving fees for young entrepreneurs

Dear Mayor and Council Members,

Anticipating yet another great summer, the Youth Ventures program is now in operation on the Northeast Avalon. Youth Ventures is a program that encourages youth age 12-29 to start up and run their own summer businesses throughout our communities. This program has been very successful in past years, helping students in such areas to create business plans, promoting and advertising their business, providing financial training and resources, and business counseling. Support from the community enhances the program, developing business interest and confidence in youth. It is only with the support of you that we can foster entrepreneurship in our youth and help shape them into the leaders of tomorrow.

This summer, I am asking for your support with these young entrepreneurs. In previous years fees for permit and licenses have been waived, making the business startup process less intimidating for youth. I am proposing that such policies be applied again this year during the period between May 1st, 2018 and September 1st, 2018 to accommodate the Youth Ventures participants. I would greatly appreciate it if this could be a topic of discussion at your next town council meeting, and that I receive a correspondence detailing the outcome of my request.

Thank you for your continued support in this program. Please feel free to contact me regarding this or any other issue via telephone (709) 800-7919 or fax (709) 834-1180 or email cabot@youthventuresnl.com. You can learn more about the program at our website www.youthventuresnl.com

Sincerely,

A handwritten signature in black ink, appearing to read "Shauna Field".

Shauna Field
Youth Ventures Regional Coordinator
Northeast Avalon Region
CBDC Cabot

Provincial Office:

1147 Topsail Road, Suite 4
Mount Pearl, NL A1N 5G2

Toll Free: 1-800-833-1829

Email: Provincial@youthventuresnl.com

Web: YouthVenturesNL.com



@YouthVentures



YouthVenturesNL



YouthVenturesNL

Tax Recovery Plan – 2018

Multi-year Goals of the Tax Recovery Plan

Ultimately it is the Town of Portugal Cove – St. Philip's goal to have all accounts paid in full within a given fiscal year. In working toward this goal, we have set the following multi-year goals in these categories:

1. Age of Debt
2. Status of Payment Method
3. Actions
4. Collection Rate

1. Age of Debt to be Secured

- Secure debts 3 years & older (2018)
 - By (A) Goal Year, bring all accounts to within (B) years outstanding.
 - Secure all debt of those accounts which have a balance in the years in column C.
- *exceptions are arranged accounts, hardship cases and accounts with registered judgements.

A - (Goal Year)	B - (Years Outstanding)	C - Years to be secured
2016	5 (2015-2011)	2010 & Prior
2017	4(2016-2013)	2012 & Prior
2018	3 (2017-2015)	2014 & Prior
2019	2 (2018-2017)	2016 & Prior
2020	Current	2018 & Prior

2. Status of Payment Method

- Annually reduce number of unarranged & unpaid accounts by 15%.

Goal Deadline (December 31)	Maximum Accounts Unarranged & Unpaid
2015	155 (Base Year)
2016	107 (actual 223)
2017	83 (actual 154)
2018	59
2019	35
2020	11

3. Action

- Make contact with all outstanding account holders at least once annually.
- Carry out action schedules for follow-up calls, correspondence, service disconnections, rental seizures, small claims and tax sales.

4. Collection Rates

- The following chart outlines our goals in terms of current year collection rates over the five years:

Year	Current Year (%) Goal	Current Year (%) Actual	Prior Years (%) Goal	Prior Years (%) Actual
2015	92	N/A	40	N/A
2016	93.5	93.24%	50	53.7%
2017	95	94.1%	60	63.7%
2018	96.5		70	
2019	98		80	
2020	99.5		90	

A. Section A – Achievement Status of Previous Year’s Goals (2017)

Category	Goal	Achievement Status
Age of Debt	Secure all debts 4 years & older	Completed
Payment Method	Reduce unarranged or unpaid - 83	154 (shortfall 71)
Action	Carry out 2017 action schedules	Completed
Collection Rate (Current)	95%	94.1% (December 31, 2017)
Collection Rate (Prior)	60%	63.7% (December 31, 2017)

B. Current Year Goals (2018)

Category	Goal
Age of Debt	Secure all debts on all accounts with debts 3 years & older
Payment Method Status	Reduce unarranged accounts to 59
Action	Carry out 2018 action schedules
Collection Rate	Current Year 96.5% ; Prior Years 70%

C. Payment Methods

The Town accepts the following methods of payment:

- Cash, Cheque, Money Order
- Online Banking
- Debit Card
- Credit Card (in person, by phone, eServices)
- Pre-Authorized Debit

D. Exemptions – Tax Deferral

The Town is currently developing a process to assess potential tax deferrals for taxpayers who are unable to make minimum payment arrangements. In such situations the Town will require the applicant to complete a Tax Deferral Application and sign an Acknowledgment of Outstanding Taxes.

E. Tax Recovery – Action Plan

The Town uses a range of collection measures to motivate property owners to pay their taxes including phone calls, correspondence, charging interest, service disconnections, rental seizure, small claims and tax sale. The approach used for any given account depends on a variety of factors including age of debt, availability of services, use of property, taxpayer's capacity and willingness to pay. The following is a listing of the actions we employ and the conditions that qualify the use of that action.

Action	Qualifying Conditions
Limited Action Required	Payment history shows that the account is generally paid within the tax year
Follow-up Calls	No payment arrangements in place; not appropriate to escalate to further actions
Tax Deferral Agreement	Tax Deferral qualified by meeting conditions of the Tax Deferral Agreement.
Rental Seizure	Property with outstanding balance is occupied by a paying tenant
Water Disconnect	Property with outstanding balance has water services
Small Claims	Other means of collection are not applicable
Registered Judgement	Small claims process yields a judgement
Tax Sale	All other applicable means are exhausted; Property is not primary residence
Statement Mailout	Statements are sent monthly to all account holders who have outstanding balances.
Interest	Simple Interest charges are charged monthly for those who do not pay in full by April 30 th .

The following is a general annual schedule of collection activity:

Month	Collection Activity
January	Levy Mailout; reset payment arrangements
February - March	Receipting Levy Invoices; Prepare Tax Recovery Plan
April - June	Contact Outstanding Account holders Prepare, Approve, Submit Tax Recovery Plan
July	Send 2 Action Warning Letters
August - November	Carryout Action Schedules
December	Prepare Levy; Notify following year payment plans

F. Arears Monitoring Procedure

In general, the Town of Portugal Cove – St. Philip's monitors accounts in view of the following three categories:

- Age of Debt
- Payment Method
- Action

Each account is marked with a tracking code from each category. Using these codes, each account has a collection profile that allows us to quickly see the status of an account from these categories. This profiling also allows us to quickly analyze outstanding accounts and generate action lists.

Monitoring accounts is undertaken using two main tools:

1. TownSuite tracking codes as outlined in the charts below.
This tool is primarily used for sharing collection info with frontline staff and reporting to director and councilors. Also, reports are often generated in Townsuite and exported to a spreadsheet to provide data for further analysis.
2. A spreadsheet titled "TRP (Tax Recovery Plan) Worksheet" tracking the following information:
 - i) Customer Name and Customer Code
 - ii) Trial balance values for current year, prior years & total outstanding
 - iii) Trial balance comparative values (Current versus January 1st values) to show amount of payments in the current year
 - iv) Years Outstanding
 - v) Payment Method Status
 - vi) Appropriate Action to be taken if needed
 - vii) Additional notes
 This tool is primarily used to analyze data, inform decision making and present info graphically.

The tracking codes in TownSuite are regularly updated by reconciling data with the TRP Worksheet. The following is a listing of the tracking codes associated with each category:

Category	Code Description	Code
Age of Debt	6 years outstanding	6YRS
	4-5 years outstanding	4-5Y
	2-3 years outstanding	2-3Y
	1 Current	1YRC

Account Payment Status	Mortgage	PMRT
	PAD current Year	PPAD
	PAD Previous Years	PPDP
	Post Dated Cheques	PPDC
	Payment Plan Visa & MC	PPVM
	Pay Own - Regular	PPOR
	Pay Own - Irregular	PPOI
	No Payments (past year)	PNP1

Action	Limited Action Required	ALAR
	Follow-up Calls	AFLW
	Hardship Agreement	AHRD
	Rental Seizure	ARNT
	Water Disconnect	AWTD

	Small Claims	ASMC
	Registered Judgement	ARJG
	Tax Sale	ATXS

G. Reporting Tax Arrears Activity

Accounts receivable activity is thoroughly discussed at regularly scheduled meetings between the Collections Accounting Technician and the Director of Financial Operations. Reporting to Council is documented in the minutes of the regular bi-weekly meetings of the Administration & Finance Committee.

H. Council Adoption of Tax Recovery Plan

The Town of Portugal Cove – St. Philip’s resolved to accept the Tax Recovery Plan for the year 2017.

In Favour: _____; # Opposed: _____; # Abstained: _____

Motion carried.

Town Clerk

Date

Mayor

Date

2017 TAXES RECEIVABLE SUMMARY

Town of Portugal Cove - St. Philip's

Summary of Taxes Receivable as of December 31, 2017					
Total Receivable			Accounts With Payment Plan		
Tax Payers #		Amount \$	Tax Payers #		Amount \$
I. Poll Taxes Receivable			N/A		
II. Property Taxes Receivable			(Include Residential and Commercial)		
A	Owed for current tax year (2017)	278	\$501,043.03	124	\$199,490.29
B	Owed for preceding tax year (2016)	111	\$157,893.61	41	\$63,811.57
C	Owed for prior years (2015 & Older)	64	\$160,072.82	31	\$101,557.84
Total Property Taxes Receivable (Dec 31) (A + B + C + D + E + F)		278	\$819,009.46	124	\$364,859.70
III. Business Taxes Receivable					
A	Owed for current tax year (2017)	19	\$16,165.83	7	\$9,296.38
B	Owed for preceding tax year (2016)	4	\$7,327.41	1	\$200.00
C	Owed for prior years (2015 & Older)	5	\$22,256.22	3	\$14,860.50
Total Business Taxes Receivable (Dec 31) (A + B + C + D + E + F)		19	\$45,749.46	9	\$24,356.88
IV. Water & Sewer Taxes Receivable			(Include Residential and Commercial)		
A	Owed for current tax year (2017)	78	\$70,012.13	51	\$41,980.61
B	Owed for preceding tax year (2016)	28	\$21,211.32	19	\$13,248.05
C	Owed for prior years (2015 & Older)	18	\$17,223.63	11	\$12,343.94
Total Water & Sewer Taxes Receivable (Dec 31) (A + B + C + D + E + F)		78	\$108,447.08	51	\$67,572.60
Total Taxes Receivable (Dec 31) (A + B + C + D + E + F)		278	\$973,206.00	124	\$456,789.18
Allowance for Doubtful Accounts for Taxes Receivable		\$236,062.00			



Tabled items

CORRESPONDENCE



Municipal
Assessment
Agency Inc.

Headquarters

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

Tel: 709-724-1532 Fax: 709-724-1531

MEMORANDUM

TO: Mayor and Councillors

FROM: Board Member

DATE: April 30, 2018

RE: Update on the Municipal Assessment Agency

The Board of Directors for the Municipal Assessment Agency met via teleconference on April 20, 2018. Committee meetings, also by teleconference, were held on April 19, 2018. As part of its cost containment initiative, the Agency's Board has committed to one teleconference meeting annually.

Some of the issues addressed by the Board, included:

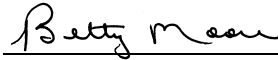
- The Board received the final reports on the Joint Initiative project conducted with the Property Valuation Services Corporation of Nova Scotia.
- The Board approved an initiative to explore a cloud-based data collection tool.
- The Board reviewed the Agency's draft financial report as at the end of March 31, 2018. The Agency is ahead of budget.
- The Board reviewed the work to date on the next reassessment. Preliminary results will be issued in June and the assessment notices for 2019 will be mailed in October. Beginning in 2019, assessment notices and rolls will be prepared earlier in the year, most likely June. No decision was finalized and the issue will be reviewed again at the next meeting.
- The CEO briefed the Board on his presentations to the Trinity-Bay de Verde Joint Mayors, the Great Humber Joint Council, and the Southern Shore Joint Council. The sessions provided a sneak peek at the valuations for the 2019 assessment. Additional sessions are scheduled for Conception Bay North and the Northeast Avalon.
- Human Resources. Three employees have retired in 2018 to date. There is a competition ongoing for up to six Property Data Collectors across the province.
- The Clar Simmons scholarship for 2018 is now available. A brochure has been sent to all clients. The deadline for applications is August 17, 2018.
- The next Board meeting is scheduled June 8, 2018 during the PMA convention in Corner Brook.

Attached is a current list of the Agency's Board of Directors. Please feel free to contact me via email or phone if you have any questions or concerns regarding the assessment service.

Sincerely,



Peggy Roche, **Urban Director**
Municipal Assessment Agency
Tele: 709-437-6193
Email: proche@torbay.ca



Betty Moore, **Avalon Director**
Municipal Assessment Agency
Tele: 709-786-3993
Email: elizabeth.moore@nf.aibn.com

Attachment

/cm

Municipal Assessment Agency

Board of Directors 2018

Avalon Director	Mayor Elizabeth Moore Clarke's Beach
Central Director	Mayor Jason Roberts Triton
Eastern Director	Mayor Paul Pike St. Lawrence
Labrador Director	Councillor Deb Barney L'Anse au Loup
Urban Director	Councillor Peggy Roche Torbay
Western Director	Mayor Dean Ball Deer Lake
Taxpayer Representative	Mr. David Denine Mount Pearl
Taxpayer Representative	Mr. David Blundon Gander
Representative of the Professional Municipal Administrators (PMA)	Ms. Vida Greening , Eastern Director (PMA) Port Blandford
Representative of Municipalities Newfoundland Labrador (MNL)	Mayor Roger Barrett , Western Director (MNL) Reidville