

**Public Council Meeting**  
**Tuesday, May 29, 2018 at 7:00 pm**  
**Location: Council Chambers**

1. Call of Meeting to order
2. Adoption of Agenda for May 29, 2018
3. Delegations/Presentations
  - June is Recreation Month
  - June as Pedestrian Safety month
4. Adoption of Minutes of May 15, 2017
5. Business Arising from Minutes
6. Committee Meeting Reports
  - a) Planning & Development Committee – Councillor Harding
    - 1) Civic # 31-51 Hogan's Pond Road – Subdivide Property
    - 2) Civic # 666-670 Indian Meal Line – Accessory Building
    - 3) Civic # 700-704 Old Broad Cove Road – Accessory Building
    - 4) Civic # 24-32 Western Gully Road – Business (Personal Service)
    - 5) Civic # 1952 Portugal Cove Road – Business (Fisheries – Other Marine)
    - 6) Civic # 3 Ocean's Edge – Variance Request
    - 7) Civic # 1910-1914 Portugal Cove Road – Request for Municipal Approval
    - 8) Department of Fisheries and Land Resources – Crown Land Application Referral (Civic # 49-51 Round Pond Road)
    - 9) Civic # 77-81 Tolt Road – Rodent Complaint
    - 10) Proposed Amendment to Traditional Community Zoning Boundary
    - 11) Proposed Amendment to Increase Maximum Cul-De-Sac Lengths
    - 12) Items # 12 through 27 are other items
    - 13) Permits Issued
  - b) Recreation/Community Services - Councillor Stewart Sharpe
    - 1) Park Hours
    - 2) Lifestyle Centre Business Case Study
    - 3) Youth Committee
    - 4) June is Recreation Month
    - 5) Summer Activities for the Community
    - 6) Plaid for Dad
    - 7) Safety Cap for Soccer Field Fence

- 8) Boat House Extension
- 9) Change Rooms
- 10) Summer Program Busing
- 11) Community Grants

c) Public Works - Councillor Bartlett

- 1) Portugal Cove Road Walkway Maintenance
- 2) Sidewalk Project Megan Ridge Correspondence
- 3) SafePCSP Sign Installation
- 4) Sharp Turn Caution Signs
- 5) Waste Management
- 6) Road and Stormwater Issues
- 7) Director of Public Works - Update
- 8) Waste Water Treatment Plant – Service Interruption

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

- 1) Heritage Updates
- 2) Environment Updates
- 3) Chamber of Commerce
- 4) Media Training
- 5) Tourism Signage and Wayfinding
- 6) Portugal Cove Lookout
- 7) Service Level Review
- 8) Tourism Opportunity

e) Protective Services - Councillor Hanlon

- 1) Commissionaires – Municipal Enforcement
- 2) FES Updates
- 3) Feeding Wildlife Regulations
- 4) Emergency Management Plan

f) Administration and Finance – Deputy Mayor Laham

- 1) Accounts for Payment
- 2) Correspondence: DMAE\_Capital Investment Plan Approval
- 3) Correspondence: DMAE\_FCM grants for climate change work
- 4) Hiring of non-unionized positions
- 5) 5. Tolt Road project
- 6) 6. Water Metering Project

7. Correspondence

8. New/General/Unfinished Business

9. Agenda items/Notice of Motions etc.

10. Adjournment





# **DELEGATIONS / PRESENTATIONS**

# PROCLAMATION RECREATION MONTH

WHEREAS The Town of \_\_\_\_\_ recognizes that recreation enhances quality of life, active living and lifelong learning, helps people to live happier and longer, develops creativity, and builds healthy bodies and positive lifestyles; and

WHEREAS recreation provides opportunities for personal growth and development for people of all abilities and can be especially helpful to people living with disabilities; and

WHEREAS our parks, open spaces, and trails ensure ecological sustainability, provide space to enjoy nature, help maintain clean air and water, and preserve plant and animal wildlife; and

WHEREAS recreation is an important contributor to community economic development, which creates jobs, fosters tourism, and makes communities more attractive places in which to live, learn, work and play

Therefore, the community of \_\_\_\_\_ does hereby proclaim the month of *JUNE* to be *RECREATION MONTH*.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by:

\_\_\_\_\_  
(Name of Community)

\_\_\_\_\_  
(Mayor/Councilor Signature)



# PROCLAMATION

## June is Pedestrian Safety Month in Portugal Cove-St. Philip's

WHEREAS, "Recent research in the United States and Europe shows a link between communities that are conducive to walking and fewer pedestrian injuries,"\* and,

WHEREAS, "Child pedestrians are most often hurt in the months of September and October, followed by May and June."\*

WHEREAS, It is vitally important that SafePCSP, and the Town of Portugal Cove-St. Philip's, NL work together to ensure the safety of every pedestrian, cyclist, and runner in PCSP.

WHEREAS, SafePCSP join firefighters, medical professionals, schools, hospitals, police officers, and other committed citizens in the cause of PEDESTRIAN SAFETY.

NOW, THEREFORE, I, Carol McDonald, *Mayor*, do hereby proclaim June 2018 as

**Pedestrian Safety Month  
in Portugal Cove-St. Philip's, NL**

and call upon the residents of Portugal Cove-St. Philip's to join with me in supporting the efforts and activities of SafePCSP to prevent pedestrian injuries, and, furthermore, that every day will be dedicated to keeping our walkers, runners, and cyclists, safe from injury.

*\*<http://www.parachutecanada.org>*

\_\_\_\_\_  
Carol McDonald, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



# **MINUTES**



**TOWN OF PORTUGAL COVE-ST. PHILIP'S**  
May 15, 2018  
Regular Public Council Meeting 7:00 p.m.

**IN ATTENDANCE**

Mayor  
Deputy Mayor  
Councillors

Carol McDonald  
Jeff Laham  
Dave Bartlett  
Darryl J. Harding

Town Manager  
Deputy Town Clerk

Chris Milley  
Claudine Murray

Mayor McDonald called the meeting to order and welcomed the gallery of 11 persons in attendance.

**ADOPTION OF AGENDA**

Motion            Bartlett/Hanlon  
2018-144        Resolved that the agenda dated May 15, 2018, be adopted.  
Carried           Unanimously

**DELEGATIONS/PRESENTATIONS**

- Mayor McDonald was very proud to give congratulations and to her Grandson, Mitchell Rogers , for winning the Premiers Athletic award for Rugby.

**ADOPTION OF MINUTES**

Motion            **Bartlett/Hanlon**  
2018-145        Resolved that the minutes of May 1, 2018 be adopted as circulated with a line break corrected.  
Carried           Unanimously

**BUSINESS ARISING****Town Managers Report****1. Wooden Boat Museum Boat Building Workshop**

The workshop is underway now. The amount of publicity it is receiving is beyond our expectation. It was on the front page of the Telegram this morning evening, was on CBC National Morning News, is on CBC Here and Now this evening. There are still some day registration spots available for \$75 / day for the rest of the week for anyone interested in taking part of this significant cultural opportunity. The Town's recreation department can take registration.

**2. Day Camp Registration Problems**

This morning we had some technical difficulties with our online registration program shortly after opening it up for registration of the summer camps. Due to the problems with registration of the limited number of highly sought positions, we decided to refund those who managed to find their way through the problems and open it up to everyone again at 830 am on Thursday May 24 so that all have an equal and fair chance of obtaining spots at camp. We are working with the software provider to resolve the issues and we apologize for the problems that this technical difficulty has caused.

**3. Municipal World Article**

We have some more positive publicity as a result of the recent level of Service Review we had undertaken and is being finalized. The first of a two part series is on the unique project and methodology is being highlighted in the June edition of Municipal World magazine which is a nationally distributed publication

**COMMITTEE REPORTS****Planning & Development Committee Report of May 8, 2018 – presented by Councillor Harding****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 <b>2018-146</b>	Harding/Laham <b>Resolved 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.</b>
Carried	Unanimously

Clarified the motion is for the approval of a store and not a vote regarding selling cannabis.

Applicant requested road access approval from Transportation & Works and will not be receiving approval. Therefore they are submitting a new application for access off of Drover's Heights. A commercial road access request for a town owned road will be brought to our Public Works committee.

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

Motion <b>2018-147</b>	Harding/Bartlett <b>Resolved 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.</b>
Carried	Unanimously



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

Motion Harding/Laham

**2018-148 Resolved 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.**

Carried Unanimously

Note: Councillor Harding gave kudos to the Advisory Committee for the Environment for doing a yeomen job and bringing information forward.

### **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.

## **Recreation & Community Services Committee**

### **1. No meeting was held**

## **Public Works Committee Report for May 9, 2018 – presented by Councillor Bartlett**

### **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	Bartlett/Harding
2018-149	<b>Resolved that the purchase of Pressure Reducing Valve Maintenance Parts from Wolseley at a cost of \$11,647.70+HST be approved.</b>
Carried	Unanimously

## **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**

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.

Update: Contact was made with Transportation and Works and measurements were done yesterday.

## **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.

Economic Development, Marketing, Communications & Tourism Committee

**1. No meeting held**

Protective Services Committee report for May 8, 2018 – presented by Councillor Bartlett

**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. Safe PCSP**

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.

Admin. and Finance Committee Report of May 8, 2018 - presented by Deputy Mayor Laham**1. Accounts for Payment**

Motion Laham/Bartlett  
**2018-150 Resolved that 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**  
Carried Unanimously

**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, 2018, 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 Laham/Bartlett  
**2018-151 Resolved that 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.**  
Carried Unanimously

**5. Tax Recovery Plan**

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

Motion Laham/Harding  
**2018-152 Resolved that the Tax Recovery Plan for 2018 be adopted and forwarded to the province.**  
Carried Unanimously

**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 Laham/Harding  
**2018-153 Resolved 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.**  
 Carried Unanimously

## 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

## NEW/GENERAL/UNFINISHED BUSINESS

Councillor Harding recognized the rainbow crosswalk at Beachy Cove School that was painted recently. As well as congratulating the students and teachers at Brookside Intermediate for raising \$15,000 in their Relay for Life.

The Mayor's sister, Joyce Churchill, received the Order of Canada on May 10, 2018 and Councillor Harding moved the Town purchase a commemorative award; Deputy Mayor Laham seconded the motion. After some debate if a motion was needed, and the Mayor stating she won't vote because she is in a conflict, a general consensus was reached agreeing with the recommendation.

Last week the Town took part in the "Light it Up Green" campaign to show our support for mental health. This is a good cause and the town was able to raised funds for it.

Councillor Harding addressed a recent article in the May edition of the TIMES newspaper. The Councillor took the article to say that Council is misspending taxpayer money on the action of

investigating a Conflict of Interest allegation. He continued to say that Council was new when they received the allegation and decided to get a legal opinion rather than make a decision that could end up costing the town, and the person the allegation was about, more money than what was spent. This Council does not have a vendetta against the person because he challenges us, rather, Council invites conversation and listens. We decided as a council to move forward after discussions with the minister's office to deal with the situation properly; to stop dealing with the past because we have too much ahead of us. He urged the townspeople to keep believing in Council.

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

##### **Hiring Non-Union Personnel by Councillor Harding**

Councillor Harding issued a notice of motion: To change our hiring policy format for all management positions, to include the chair of Admin and Finance, in all steps in the process.

#### **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 7:36 pm.**

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Carol McDonald, Mayor

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Claudine Murray, Deputy Town Clerk



# **BUSINESS ARISING**



# **PLANNING & DEVELOPMENT**



## **Planning and Development Committee Report**

**May 22, 2018**

**In Attendance:** Councillor Darryl Harding (Chairperson)  
Deputy Mayor Jeff Laham  
Councillor Johnny Hanlon  
Les Spurrell, Planning and Development Coordinator (Items # 9, 10, 12 & 19-22)  
David Beckett, Development Control Officer

**Also in Attendance:** Mayor Carol McDonald  
Chris Milley, Town Manager/Engineer  
Resident (Item # 16)

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- Motion:**      **1. Civic # 31-51 Hogan's Pond Road – Subdivide Property**  
The Committee recommends that the application to subdivide property at Civic # 31-51 Hogan's Pond Road be rejected as per Appendix A: Tabled Report.
- Motion:**      **2. Civic # 666-670 Indian Meal Line – Accessory Building**  
The Committee recommends that the application for an accessory building at Civic # 666-670 Indian Meal Line be granted approval in principle as per Appendix A: Tabled Report.
- Motion:**      **3. Civic # 700-704 Old Broad Cove Road – Accessory Building**  
The Committee recommends that the application for an accessory building at Civic # 700-704 Old Broad Cove Road be granted approval in principle as per Appendix A: Tabled Report.
- Motion:**      **4. Civic # 24-32 Western Gully Road – Business (Personal Service)**  
The Committee recommends that the application for a personal service business (beauty salon) at Civic # 24-32 Western Gully Road be granted approval in principle as per Appendix A: Tabled Report.
- Motion:**      **5. Civic # 1952 Portugal Cove Road – Business (Fisheries – Other Marine)**  
The Committee recommends that the application for a fisheries business (adventure tours) at Civic # 1952 Portugal Cove Road be granted approval in principle as per Appendix A: Tabled Report.
- Motion:**      **6. Civic # 3 Ocean's Edge – Variance Request**  
The Committee recommends that the request for a 7.2% variance on the minimum lot area for Civic # 3 Ocean's Edge be granted approval as per Appendix A: Tabled Report.

**7. Civic # 1910-1914 Portugal Cove Road – Request for Municipal Approval**

**Motion:** The Committee recommends that Council forward correspondence stating that the Town has no objection to the proposed alteration/renovation of an existing licensed premise at Civic # 1910-1914 Portugal Cove Road to increase the licensed floor area in the restaurant as per Appendix A: Tabled Report.

**8. Department of Fisheries and Land Resources – Crown Land Application Referral (Civic # 49-51 Round Pond Road)**

**Motion:** The Committee recommends that Council correspond with the Department of Fisheries and Land Resources advising that the Town recommends approval of the license to occupy Crown Land at Civic # 49-51 Round Pond Road for residential use as per Appendix A: Tabled Report.

**9. 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.

The Committee advised Staff to correspond with the property owners of Civic # 69-75 Tolt Road and Civic # 77-81 Tolt Road advising that, with respect to the Town's involvement, this matter is considered resolved.

**10. Proposed Amendment to Traditional Community Zoning Boundary**

The Committee puts forward notice that a motion will be presented at the June 12, 2018 public Council meeting to complete an amendment to the Town's Municipal Plan and Development Regulations 2014-2024. This proposed amendment will re-designate and rezone infill development along Beachy Cove Road (from the current zoning boundary to Civic # 211-213 Beachy Cove Road inclusive) from Residential to Traditional Community on the Generalized Future Land Use map and Residential Medium Density to Traditional Community on the Development Regulations map.

**11. Proposed Amendment to Increase Maximum Cul-De-Sac Lengths**

The Committee puts forward notice that a motion will be presented at the June 12, 2018 public Council meeting to complete an amendment to Development Regulation 90 (c) (Subdivision Design Standards) within the Town's Development Regulations 2014-2024 to increase the maximum street length of fully-serviced, semi-serviced, and unserviced streets from 300 m to 409 m at its furthest point.

**Items # 12 through 27 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.**

**28. Permits Issued**

**There were twenty (20) permits issued from May 4 to May 17, 2018 as per Appendix A: Tabled Report.**

**Appendix A: Tabled Report  
May 22, 2018**

**Applications:**

**Item # 1:**

**Civic # 31-51 Hogan's Pond Road  
Subdivide Property  
Zoning: Residential Low Density (RLD) – Unserviced**

**The Committee recommends that the application to subdivide property at Civic # 31-51 Hogan's Pond Road be rejected as the proposal is contrary to the Town's Municipal Plan and Development Regulations 2014-2024 as it does not include any provision for public open space which does not comply with Plan Policy SD-7 (Open Space Dedications) and the property is located within an identified wetland which does not comply with Development Regulation 64 (Site Suitability) and Schedule E: Environmental Protection Overlay.**

The Administrator recommended that this application be rejected.

**Item # 2:**

**Civic # 666-670 Indian Meal Line  
Accessory Building  
Zoning: Mixed Use (MIX) – Unserviced**

**The Committee recommends that the application for Civic # 666-670 Indian Meal Line be granted approval in principle, permitting an accessory building. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 39 (Accessory Buildings) and Schedule C: Mixed Use.**

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

**Item # 3:**

**Civic # 700-704 Old Broad Cove Road  
Accessory Building  
Zoning: Residential Medium Density (RMD) – Unserviced**

**The Committee recommends that the application for Civic # 700-704 Old Broad Cove Road be granted approval in principle, permitting an accessory building. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 39 (Accessory Buildings) and Schedule C: Residential Medium Density.**

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

Item # 4:

**Civic # 24-32 Western Gully Road  
Business (Personal Service)  
Zoning: Residential Medium Density (RMD) – Serviced**

**The Committee recommends that the application for Civic # 24-32 Western Gully Road be granted approval in principle, permitting the establishment of a personal service business (beauty salon) as a home occupation. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Plan Policy RES-4 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), Schedule C: Residential Medium Density, and Schedule D: Off Street Parking Requirements.**

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

Item # 5:

**Civic # 1952 Portugal Cove Road  
Business (Fisheries – Other Marine)  
Zoning: Traditional Community (TC) – Unserviced**

**The Committee recommends that the application for Civic # 1952 Portugal Cove Road be granted approval in principle, permitting the establishment of a fisheries business (adventure tours). Approval in principle is subject to approval from the Harbour Authority of Portugal Cove-St. Philip's and the Department of Transportation and Works. 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 TC-2 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), Schedule C: Traditional Community, and Schedule D: Off Street Parking Requirements.**

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

**Correspondence:**

Item # 6:

**Civic # 3 Ocean's Edge – Variance Request**

**The Committee recommends that the request for Civic # 3 Ocean's Edge be granted approval, permitting a 7.2 % variance on the minimum lot area requirement. 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) and Development Regulation 12 (Notice of Variance).**

The Administrator recommended that Council use their discretion to grant approval to this request.

Item # 7:

**Civic # 1910-1914 Portugal Cove Road – Request for Municipal Approval**

**The Committee recommends that Council forward correspondence stating that the Town has no objections with the proposed alteration/renovation of an existing licensed premise at Civic # 1910-1914 Portugal Cove Road to increase in licensed floor area in the restaurant.**

The Administrator recommended that Council use their discretion to grant approval to this request.

Item # 8:

**Department of Fisheries and Land Resources – Crown Land Application Referral (Civic # 49-51 Round Pond Road)**

**The Committee recommends that Council correspond with the Department of Fisheries and Land Resources advising that the Town recommends approval of the license to occupy Crown Land at Civic # 49-51 Round Pond Road for residential use (wharf).**

The Administrator recommended that Council use their discretion to grant approval to this Crown Land Application Referral.

**Other Items Discussed:**

Item # 12:

**Civic # 24-26 King's Hill Road – Application to Demolish an Accessory Building and Construct Dwelling Extension and Accessory Building**

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.

Staff advised the Committee that the applicant has made contact with Service NL as per a meeting with the Committee on May 8, 2018. The Committee requested that this application be held pending receipt of the information requested.

Item # 13:

**Civics # 1535-1537 and 1539-1541 Thorburn Road – Application to Consolidate Property and Construct Single Dwelling**

The Committee discussed an application to consolidate two properties and construct a single dwelling on the newly consolidated property that contains a minor steep slope.

The Committee requested that this application be held pending further discussion

Item # 14:

**Civics # 256 and 270-282 Witch Hazel Road – Application for Rezoning**

The Committee discussed an application to rezone the rears of two properties from Agriculture to Residential Low Density for potential residential subdivision development and to amend the Residential Low Density development standards (semi-serviced) to eliminate the standards for 'New Streets' and to reduce the lot frontage standard from 30 m to 23 m.

The Committee requested that this application be held pending further discussion

Item # 15:

**Proposed Development off Johnathan Heights/Lois Lane**

On May 8, 2018 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 advised Staff to contact the Secretary to the Eastern Newfoundland Regional Appeal Board to inquire if a new application concerning a property under appeal can be reviewed by the Town and what effect, if any, this would have on the appeal.

Item # 16:

**Meeting with the Committee – Potential Increase to Maximum Street Length**

The Committee met with a resident and discussed street length standards for this Town as compared to other municipalities and concerns regarding a Motion of the previous Council to increase unserviced cul-de-sac length with conditions.

Item submitted for information.

Item # 17:

**Department of Fisheries and Land Resources – Crown Land Application Referral (Bauline Line Extension)**

The Planning Department is in receipt of a referral for a Crown land application for agricultural use that would be located within the Protected Watershed zone.

The Committee advised Staff to contact the applicant requesting that they contact the Town of Torbay for information regarding their intended future use of the watershed area. The Committee requests that this item be held pending further discussion.

Item # 18:

**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.

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

Item # 19:

**Steep Slope Regulations**

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

The Committee advised that the meeting had been held with the Advisory Committee on the Environment and that ten factors of concern regarding development on steep slopes had been presented. The Committee requested that this item be held pending further discussion.

Item # 20:

**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 # 21:

**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 # 22:

**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.

Staff provided the Committee with a Report on the current draft of the proposed amendment for their review. The Committee requested that this item be held pending further discussion.

Item # 23:

**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 # 24:

**Permits for Maintenance and Repair Work**

The Committee discussed the requirement of permits for maintenance and repair/replacement work.

The Committee advised Staff to generate a list of potential developments that will not require permits unless approval the development would occur in an environmentally sensitive area identified on the Environmental Protecting Map or requires approval from another government agency or department is required.

Item # 25:

**Murray's Pond Stage IIA – Conveyance of Lands and Infrastructure**

The Planning Department is in receipt of documents conveying the streets and public open space to the Town and a bill of sale for water, sanitary sewer and storm sewer infrastructure to the Town.

Item submitted for information.

Item # 26:

**Civic # 58A Knapps Road – Residential Subdivision Application**

The Committee discussed an application submitted to construct a 24 lot fully-serviced residential subdivision providing street connections with Knapp's Road and Carrigan Place. The applicant is proposing to use on-site sewage treatment systems.

Item submitted for information.

Item # 27:

**Civic # 24-32 Brookside Place – Condition of Dwelling**

The Committee discussed a dwelling that is in a dilapidated condition. Staff completed a site visit on May 15, 2018 and took pictures of the structure.

The Committee advised Staff to correspond with the property owner requesting that the structure be removed from the property.

**Permits Issued:**

Item # 28:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	18-071	05/04/2018	84-88	Hugh's Pond Road	Patio/Deck Extension
2	18-072	05/04/2018	356-358	Tolt Road	Occupancy
3	18-073	05/04/2018	40-46	Jera Street	Occupancy
4	18-074	05/04/2018	25	Ursula Crescent	Accessory Building

5	18-075	05/08/2018	20	Megan Ridge Drive	Site Preparation
6	18-076	05/08/2018	17-19	Olympic Drive	Accessory Building, Patio/Deck & Swimming Pool
7	18-077	05/09/2018	34	Bauline Line Extension	Patio/Deck
8	18-078	05/09/2018	48-50	Jera Street	Single Dwelling
9	18-079	05/10/2018	27-29	Jendarmie Place	Demolition
10	18-080	05/10/2018	27-29	Jendarmie Place	Dwelling Extension
11	18-081	05/11/2018	49-53	Jera Street	Site Preparation
12	18-082	05/11/2018	81	Round Pond Road	Replace Patio/Deck
13	18-083	05/11/2018	42-46	Bugden Drive	Gazebo
14	18-084	05/14/2018	20	Megan Ridge Drive	Single Dwelling
15	18-085	05/15/2018	103	Skidders Road	Site Preparation
16	18-086	05/15/2018	100	Bauline Line Extension	Retaining Wall
17	18-087	05/15/2018	52-58	Jera Street	Single Dwelling
18	18-088	05/15/2018	7-15	Knight's Rest	Demolition
19	18-089	05/16/2018	13-15	Carrigan Place	Accessory Building
20	18-090	05/17/2018	28-30	Bauline Line Extension	Business



Tabled items at end of  
Council Package for:

# **PLANNING & DEVELOPMENT**



# **RECREATION & COMMUNITY SERVICES**

**RECREATION & COMMUNITY SERVICES**

Wednesday, May 23<sup>rd</sup>, 2018 @ 4:45p.m.

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

Staff: Dawn Sharpe, Director of Recreation and Community Services

**1. Park Hours**

The Sport Coordinator has received inquiries for rentals later then the hours of operation for the Park. For this reason the Recreation Committee would like to put forward the following recommendation:

**MOTION: Committee recommends that the Town change the closing time for Rainbow Gully Park and Voisey's Brook Park from 11:00p.m. to 11:30p.m. Sunday to Thursday.**

**2. Lifestyle Centre Business Case Study**

The RFP for the PCSP Lifestyle Centre Business Case Study closed on Friday, May 15th. Proposals were requested from 6 companies: Ryan Research, Deloitte, Gibbons + Snow Architects, KPMG, Plank Marketing and Gardiner Pinfold. One proposal was received from Gardiner Pinfold in association with TRACT Consulting. Please see document attached. The price quoted was \$22,000, which is well within the \$40,000 budget noted in the Project Charter. The Recreation Committee reviewed the proposal for the Business Case Study for the Lifestyle Centre submitted by Gardner Pinfold and would like to put forward the following recommendation:

**MOTION: Committee recommends that the Town accept the proposal from Gardner Pinfold Inc, in association with TRACT Consulting to develop a Business Case Study for the Lifestyle Centre for \$22,000 plus HST.**

**3. Youth Committee**

A resident of the community expressed interest in forming a youth committee in the community. The Recreation Director informed committee that she reached out to the youth in the past and had no luck. But with the opening of Brookside Intermediate the Town has been more engaged with that school aged youth. The Recreation Director will meet with the resident to discuss next steps to try and move this initiative forward.

**4. June is Recreation Month**

The Recreation Department has planned activities at Beachy Cove Elementary and Brookside Intermediate for the "June is Recreation Month" Campaign. There will also be a community challenge that will be on the website to give residents a chance to win prizes.

## **5. Summer Activities for the Community**

The Recreation Committee discussed activities that are taking place in other municipalities in the region and the Recreation Director notified the committee that all suggestions were greatly appreciated. Planning for 2019 schedule of events take place in September and new programs/events will be consideration at that time.

## **6. Plaid for Dad**

The Town of Portugal Cove – St. Philip's will be turnings its workplace into plaid this June. On Friday, June 15<sup>th</sup> staff will make a donation to Plaid for Dad, Prostate Cancer campaign. Staff will also be encouraged to participate in other fun activities and will host a BBQ for the public during lunch hour. This will be advertised through social media and on the Town signs. All proceeds made will go to the Plaid for Dad Campaign.

## **7. Safety Cap for Soccer Field Fence**

The perimeter netting for the Rainbow Gully Soccer Pitch is currently being installed by Provincial Fencing and Windco. Upon inspection of the installation it has been brought to our attention that a safety cap for the soccer field fence is necessary to prevent the tearing of the netting. This is not a budgeted item. However without the cap the netting will have to be replaced every season. The Committee would like to make the following recommendation:

**MOTION     Committee recommends that the Town purchase safety top cap for the Rainbow Gully Field Soccer Field for \$4059.86 plus tax.**

## **8. Boat House Extension**

The Recreation Department in conjunction with the Facilities Department need to address the issue of lack of storage for all of the supplies and materials. Since both department allocated money in the budget for storage, it would be best to construct a storage unit that other can utilize. The Committee would like to make the following recommendation:

**MOTION     Committee recommends that the Town expand the storage unit located behind the Recreation Centre by 16 X 22 feet using its own resources in the amount of \$ \$8800.00 plus tax.**

## **9. Change Rooms**

The Recreation Staff obtained 4 quotes for change rooms modules for Rainbow Gully Park. The Committee would like to make the following recommendation:

**MOTION     Committee recommends that the Town rent 2 mobile change rooms from Kent Building Supplies for the amount of \$7744.00 + Tax for 4 months.**

#### **10. Summer Program Busing**

The Summer Program Coordinator obtained 3 quotes for the busing of the Summer Camps field trips with summer. The Committee would like to make the following recommendation:

**MOTION: Committee recommends that the Town award Parsons Bus Company in the amount of \$5146.25 for the Summer Program Field Trips as allocated in the budget.**

#### **11. Community Grants**

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

**MOTION: Committee recommends that the Town donate staff time, games, and other in-kind services that we can provide to the Brookside Intermediate Grade 9 Leaving Ceremony.**

**MOTION: Committee recommends that the Town donate \$250.00 to the Beachy Cove Girl Guides for their trip travelling to Halifax to the STEM Camp.**

**MOTION: Committee recommends that the Town donate \$250.00 to Sandra Squires for her travels to Quebec in June for Nation Dart Championship.**

**MOTION: Committee recommends that the Town donate an additional \$750 to the Breastless and Beautiful Campaign.**



Tabled items at end of  
Council Package for:

# **RECREATION & COMMUNITY SERVICES**





# **PUBLIC WORKS**



Public Works Committee

May 23, 2018, 4:30pm

In attendance: Councillor Dave Bartlett, Chair  
Deputy Mayor Jeff Laham  
Councillor Darryl Harding  
Staff: Heather Coughlan, Employee & Public Relations Administrator  
Chris Milley, Town Manager/Engineer (Items #1-2)  
Also in Attendance: Mayor Carol McDonald

**1. Portugal Cove Road Walkway Maintenance**

The Town Manager made contact with the Department of Transportation Works with regards to the maintenance of the walkway along Portugal Cove Road. TW confirmed the edging is on their docket for maintenance however, it would be likely they would not be able to get to this for a month or two. The sweeping and painting maintenance is under the Town's prevue. The Committee discussed the deterioration of the green paint and the Town Manager will investigate the warranty with the contractor.

The Committee discussed the idea of placing a curb along the white line of the walkway for better delineation.

The Town Manager will be meeting with the Department of Transportation Works to discuss this as well as the Portugal Cove Road Cross Culvert and Tuckers Hill.

**2. Sidewalk Project Megan Ridge Correspondence**

The Committee is in receipt of correspondence from a resident of Megan Ridge with concerns regarding the work being performed and the lack of notification from the Town. The Town Manager has responded to the resident with an apology and more information on the project. The resident was grateful for the contact and for the project.

The Committee discussed the height difference in the cuts for driveways, these will be blended to meet grade and any necessary repairs will be made to pre-existing lawns and driveways.

**3. SafePCSP Sign Installation**

The community group SafePCSP has ordered three (3) large signs to be installed at the main entrances to the community. Final installation sites are being discussed with MHA David Brazil. Public Works has been engaged to install the signs to correspond with the proclamation of June as Pedestrian Safety Month.



**4. Sharp Turn Caution Signs**

The Protective Services Committee brought information on a recent motor vehicle accident on the sharp turn along Beachy Cove Road at West Point Road. In the interest of community safety they recommend the acquisition and installation of caution signs to be placed on either direction of the corner to warn motorists. The Public Works Department will order and install the signs.

**Discussion Items**

**5. Waste Management**

- a. Eastern Regional Service Board Comparison – Deferred.
- b. Solid Waste Presentation – June 20<sup>th</sup>. This presentation is still scheduled and on track for this date.

**6. Road and Stormwater Issues**

- a. Portugal Cove Road Cross Culvert – Town Manager to meet with TW to discuss.
- b. Tuckers Hill Road - Town Manager to meet with TW to discuss
- c. Dogberry Hill Road Ext. – Deferred.
- d. Drover Heights – Deferred.

**7. Director of Public Works - Update**

The Interview Committee will be concluding first round interviews this week. Second round interviews will be scheduled for the second week of June.

**5. Waste Water Treatment Plant – Service Interruption**

The Mayor noted brown water in the outflow of the Treatment Plant and spoke directly to the Plant Operator. The Operator was investigating the brown water at the time and confirmed it was a stuck valve which may need to be replaced depending on outcome of investigation. The Committee discussed the possibility of placing a monitor camera on the outflows of both plants.



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



In attendance:

Economic Development, Marketing,  
Communications and Tourism Report  
Wednesday, May 23, 2018  
3:30 pm

Councillor Tina Neary, Chair  
Councillor Dave Bartlett (Items 2-8)  
Councillor Madonna Stewart-Sharpe  
Jeff Lawlor, Director, Economic  
Development, Marketing and  
Communications

### **1. Heritage Updates**

The Wooden Boat Project has concluded with four participants throughout the week. The boats are now completed and the Recreation Department will be preparing for the Regatta in June. The Regatta and Town received a great deal of media and public support for the project over the last few weeks. The Regatta Festival Week will also feature a Rug Hooking class to promote the heritage and history of that practice in the community and province.

We have been invited to contribute to the Cultural Action Renewal Plan that the province is developing. Our Heritage Coordinator, Julie Pomeroy, is sitting on their working group.

Artifact displays are being installed at Brookside Intermediate and the Town Hall for this fall. Items in the displays will change regularly.

We were unsuccessful in receiving ECHO funding through Conservation Corps NL, which would have provided support to the Picco's Ridge Memorial Project. A working group is now being established that will include staff of PCSP and Torbay, along with members of the families of the tragedy. Parks Canada officials will also be invited to contribute. An RFP will be developed to start the process of the memorial.

### **2. Environment Updates**

Interviews for the summer Green Team will start the week of May 28<sup>th</sup>.

The Community Clean Up is starting this weekend and will run over the course of one week, changing it from the regular one day event. We have partnered with Murray's Garden Centre and The Grounds Cafe on the event in order to provide an incentive for residents to participate. Participants will receive free beverages from The Grounds Cafe for their participation and through a social media contest they will also have a chance win gift cards. Gloves and bags for the Community Clean Up can be picked up at the Town Hall.

The Climate Change projects have started. The first meeting will take place at the Manuels River Interpretation Centre on June 11<sup>th</sup>. Council, Staff, ACE members and a number of stakeholders will be invited to attend.

Members of ACE met with the P&D committee to discuss regulations surrounding steep slopes. The information obtained will help Council consider potential changes.

The Community Garden is full this year with all the beds being used. The school is very involved, as is the Town, with a bed each to help showcase and promote gardening in PCSP.

The Director of Economic Development is attending the Stewardship Association of Municipalities AGM on May 25-26 in Stephenville.

### **3. Chamber of Commerce**

The Chamber of Commerce is finalizing the SWOT plan at a meeting on Wednesday, May 23. At that meeting they will also discuss the potential of a Community Tourism Plan and have scheduled a meeting with the Town's advisory committees on June 6<sup>th</sup> to discuss further.

### **4. Media Training**

The committee was presented a number of options for Media Training by Waterwerks Communications. Upon their review the committee is asking for more information to be provided on several options before making a decision on what to recommend to Council.

### **5. Tourism Signage and Wayfinding**

The Director of Economic Development updated the committee on the status of the funding for the project. The Town will now be seeking funding for the regional component and a separate application for PCSP specific signage. A meeting with funding reps is scheduled for later this week.

### **6. Portugal Cove Lookout**

A lookout for Portugal Cove was identified for the Town's Budget of 2018. Different land options are being considered prior to the release of an RFP for the project.

### **7. Service Level Review**

Edits to the Service Level Review are being finalized and will be submitted to Council prior to the public meeting for review and consideration.

### **8. Tourism Opportunity**

A meeting is being scheduled with a potential tourism operator in the community at a future committee meeting.



# **PROTECTIVE SERVICES**



## **Protective Services Committee**

Tuesday, May 22, 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  
Richard Murphy, Co-Chief – Volunteer Fire Department (Items #1-2)  
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:

- Attended the Police Week Memorial Service on May 16<sup>th</sup>.
- Met with a resident regarding activity in the wooded area on Nearys Pond. Concerns about whether or not emergency vehicles could access the woods if needed. MEO has increased patrols in the area to mitigate activity. The Fire Department confirmed that only their pickup trucks are able to access the area.
- Increased patrols on Brookside Place and Maggies Place.
- Some complaints from the Thorburn Woods area, youths damaging vehicles and suspicious person seen lingering in a car. Emails were received from the Neighbourhood Watch regarding these complaints and the MEO staff responded immediately.
- Complaint of heavy equipment activity at 116 Bennetts Road. Investigation was completed and operation was shut down as per Town regulations. MEO spoke directly to operator and made them aware of regulations. Complainant was very appreciative of the prompt response.

#### **Ongoing:**

- Civic numbering assessment is ongoing. Information cards are on order.
- Traffic Regulations.

Reports of damage to Murray's Garden Center property with ATVs and dirt bikes were shared by Council members. MEO will investigate immediately.

The Committee is in receipt of correspondence from a resident regarding a returning noise complaint. The same issue was investigated by the MEO previously and Town staff will follow up



with the complainant for further details. The extent of the previous investigation was clarified with the Committee.

## **2. FES Updates**

### **Responses: 3**

- 1 Medical call
- 1 residential alarm bells
- 1 motor vehicle accident

### **Training:**

- May 14<sup>th</sup> – Module 2 of the Road to Mental Readiness (R2MR) program.
- May 7<sup>th</sup> – no training scheduled due to holiday weekend.

### **Other Activity:**

FES-NL Fire School is coming on May 26<sup>th</sup>, there are a total of eight (8) firefighters attending various programs.

Recruit training ongoing with the first smoke house exercise occurring on May 12<sup>th</sup>. Recruit training is on target to wrap up approximately late July.

The motor vehicle accident attended was at the sharp corner of Beachy Cove Road at West Point Road. In the interest of community safety, the Committee recommends the installation of caution signage to be placed on either direction of the corner to warn motorists. This will be brought to the next Public Works Committee meeting for action.

The Chiefs have a draft template in the works for the bonfire advisory signage. More information will be brought to the next Committee meeting.

## **3. Feeding Wildlife Regulations**

The Town Manager is continuing to investigate best practices in the development of a Feeding Wildlife regulation. A draft regulation has been started and will be circulated to the rest of Committee in the near future.

## **4. Emergency Management Plan**

The Chiefs are continuing to review the Town's current Emergency Management Plan and more details will be brought back to the Committee when available. The potential of an emergency exercise in the fall was also discussed, possibly to coincide with Fire Prevention Week.



# **ADMINISTRATION & FINANCE**



## **Administration & Finance Committee**

May 22, 2018

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

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 \$41,325.04, and capital accounts in the amount of \$87,627.01, for a total of \$128,952.05.

### **2. Correspondence: DMAE\_Capital Investment Plan Approval**

On May 16, 2018 the committee received a letter approving the Town's revised Capital Investment Plan to finalize amounts for the Thorburn Road/Dogberry Hill Road sidewalks and the Portugal Cove walkability project.

### **3. Correspondence: DMAE\_FCM grants for climate change work**

On May 17, 2018 the committee received a circular pertaining to staff grants for Municipalities to advance climate change work from the Department of Municipal Affairs and Environment. The item is for information only. The Economic Development, Marketing and Communications department are applying for the grant.

### **4. Hiring of non-unionized positions**

Further to the notice of motion to include the chairperson of Admin and Finance committee in all steps in the process of hiring non-union positions, committee puts forth the following motion:

**MOTION:** Committee recommends that Council adopt the revised Hiring Non-Unionized Personnel Policy to include the chairperson of Administration and Finance Committee as part of the interview committee.

## **5. Tolt Road project**

The committee reviewed options for the Tolt Road Upgrade project with regards to including walkability, water, sewer and/or paving. A communication will be prepared for residents requesting feedback of their wants for the project.

## **6. Water Metering Project**

The Town Manager is expecting a revised change order, project charter and schedule before the next committee meeting and will bring that information to committee for recommendation.



Tabled items at end of  
Council Package for:

# **Administration & Finance**



# **CORRESPONDENCE**

Council Correspondence for May 14-25, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
5/14/2018	Resident	Light Pole at Netherwood Street	PW Cmte
5/14/2018	Resident	School Zone and Sidewalk maintenance	PW Cmte
5/14/2018	Resident	Request for Youth Group	RC Cmte
5/15/2018	Resident	Request for relief of paying W&S taxes	PW Cmte
5/16/2018	AIM Network	Upcoming asset management training	Council
5/16/2018	Dept. Municipal Affairs	Capital Investment Plan Approval	AF Cmte
5/17/2018	Department of Municipal Affairs	FCM grants for advancement of climate change work	AF Cmte
5/22/2018	Dept. of Municipal Affairs	Stakeholder Consultations on the Municipal Legislative Review	Council
5/23/2018	FCM	Special Advocacy Fund	A&F Cmte and Council



Tabled items at end of  
Council Package for:

**CORRESPONDENCE**





# **NEW/GENERAL/ UNFINISHED BUSINESS**



# **AGENDA ITEMS/ NOTICE OF MOTIONS**



Tabled items

# **PLANNING & DEVELOPMENT**

## Holly Duffett

---

**From:** [REDACTED]  
**Sent:** Friday, May 25, 2018 11:10 AM  
**To:** Holly Duffett  
**Subject:** Re: Municipal Approval

Hi Holly,

Please accept this email as a formal request to remove a bathroom to allow more seating capacity in our dining area.

The building structure will not change nor are any additions needed. This request is for a change in our liquor licence, making the entire restaurant under one licence.

Thank you.

**Paul Alexander**



On May 25, 2018, at 10:44 AM, Holly Duffett <[holly.duffett@pcsp.ca](mailto:holly.duffett@pcsp.ca)> wrote:

Good Morning Paul,

The permit for the renovations at the commercial building located at Civic # 1910-1914 Portugal Cove Road is available for pick up.

Also, I will need your request in writing for municipal approval to increase the licensed floor area in the restaurant as per NLC requirements.

Regards,

**Holly Duffett, P.Tech.**  
Planning Technologist

<image001.png>

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

T: 709.895.8000  
F: 709.895.3780

Disclaimer: This information is provided to you only and is without warranty, guarantee or responsibility of any kind, either expressed or implied. The Town does not guarantee that the information that is provided is current or accurate. You should verify that the information is accurate before acting on it.

**From:** [REDACTED]  
**Sent:** Monday, May 14, 2018 1:07 PM  
**To:** Holly Duffett  
**Subject:** Municipal Approval

Hi Holly,

Here are the changes we are planing on making, I've attached a floor plan just to give you a better idea as well.

Changes:

Open up load bearing wall to allow better visibility and flow in the dinning room area.

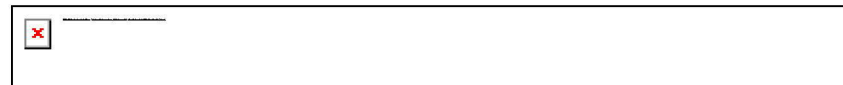
If you have any questions, you can reach me on my cell - 709.699.7520

Thanks,

Paul

--

*Paul Alexander  
The Angry Urchin / Kitchen + Bar  
1910 Portugal Cove Rd, Portugal Cove-St. Philips, Newfoundland  
(709)895-7855*



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



In Reply Please Quote  
File Reference No.  
1039500

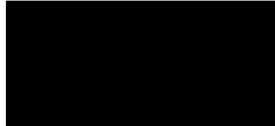
MAY 9, 2018

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

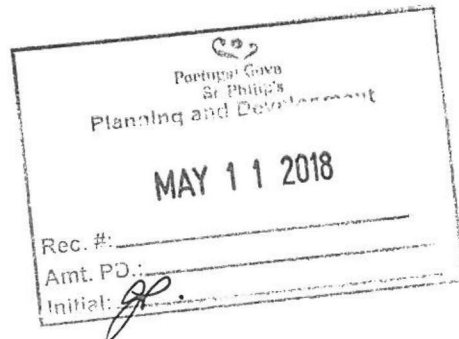
Please be advised that the site on the map, located in the e-referral folder, cannot be altered or relocated in any way without the prior approval of the Regional Lands Office.

### APPLICATION FOR CROWN LANDS - REFERRAL

Applicant:



Telephone: [REDACTED]  
Application Number: 153809  
Application Type: Licence  
Purpose: Boathouse/Wharf Use: Wharf  
Location: Western Round Pond (PCSP)  
Area (hectares): 0.01  
Frontage (metres): 9  
Map Number: 01N10  
Comments:



#### REFERRAL AGENCY ONLY

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

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

Branch/Division: [Click here to enter text.](#)

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

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

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

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

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

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

**Complete Application available from the Deputy Town Clerk**



Tabled items

# **Recreation & Community Services**

# **Proposal for Business Case Study - Lifestyle Centre**

Closing Date: May 15, 2018 at 2:00 PM NST

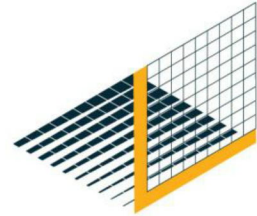
Prepared for:

**Town of Portugal Cove St. Philips**

Prepared by:

**Robert Fraser,  
Rfraser@gardnerpinfold.ca  
Gardner Pinfold Inc.  
In association with  
TRACT Consulting**

May 2018



**Gardner  
Pinfold**  
Consulting  
Economists Ltd.  
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Canada, V0N 3A7  
Ph/Fax: 604-885-0105  
[tpinfold@gardnerpinfold.ca](mailto:tpinfold@gardnerpinfold.ca)





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# ***EXECUTIVE SUMMARY***

The Business Case Study team we have assembled has the background and experience to add significant analytical value to this project. Our goal will be to provide analysis and commentary on the overall viability and economic development implications of local interests related to the development and enhancement of the proposed leisure facilities in the Town of Portugal Cove St. Philips.

Gardner Pinfold is an independent, Halifax-based company offering a comprehensive range of economic consultancy services to industry and government. The firm enjoys an enviable reputation for addressing complex issues with thorough research and objective analysis leading to reliable conclusions and thoughtful recommendations. Our firm completed the Business Case done on the Lifestyle Centre in 2011. For this assignment they have teamed up with Tract Consulting of St. John's. Together these two firms have worked collaboratively on many similar assignments in NL. They will offer the client tremendous value in undertaking the work necessary to prepare this Business Case.

# **1 GARDNER PINFOLD CONSULTANTS INC. & TRACT CONSULTANTS**

Gardner Pinfold is an independent, Halifax-based company offering a comprehensive range of economic consultancy services to industry and government. The firm was created in 1979, and since then clients have benefitted greatly from the excellent conceptual and methodological skills our team applies on all projects.

During the 1980s, Gardner Pinfold emerged as one of Canada's leading firms in the fields of economic development and impact analysis, program evaluation, natural resource development and management, environmental economics, policy analysis, and regulatory review. The firm enjoys an enviable reputation for addressing complex issues with thorough research and objective analysis leading to reliable conclusions and thoughtful recommendations.

Over the past 30 years the firm has produced some 400 authoritative reports of consistently high quality, on time and within budget. Gardner Pinfold serves private and public clients throughout Canada and has project experience in over 35 countries on five continents.

Tract Consulting Inc. is Newfoundland and Labrador's largest multi-disciplinary planning, design and civil engineering firm dedicated to municipal sustainability and development. Tract has an award winning creative team of professional project managers, landscape architect, engineers, recreation planners, registered planners (MCIP), urban designers and technical staff who are responsible for ensuring the highest quality of work. Since 1998, Tract has invested substantial resources towards being at the forefront of developing new methodologies and approaches in support of our clients.

Tract Consulting, again in partnership with Gardner-Pinfold is offering a proven and cost-effective approach to confirming the economic viability of a signature recreation facility in the Town of Portugal Cove St. Philips. Our past experience in developing design programs and operational plans, an understanding of current facility programming and design trends, and similar facilities on the Northeast Avalon, and the specific recreation facility needs of the Town of Portugal Cove St. Philips suites us very well to the assignment.

Our recreation facility planning and programming experience coupled with the economic assessment skill set enjoyed by Gardiner – Pinfold, and our past successes in undertaking similar projects together, suites us extremely well to the assignment.

## **2. STUDY TEAM**

Bob Fraser is President of Gardner Pinfold and will be assigned to work with Tract on this project. Chris DeBow, a Consultant with Gardner Pinfold, will assist Mr. Fraser as required.

Mr. Fraser has 30 years' experience conducting economic studies at both regional and national levels. These consultants have undertaken several business case studies in Newfoundland and Labrador related to a wide range of community facilities from multi purpose centre's to downtown redevelopment projects. These have all been done in association with TRACT Consulting. In 2011 Gardner Pinfold completed a Business Case Study as proposed in RFQ. Through this work he has gained familiarity with the available data sources that will assist in defining local market opportunities for community leisure services. Feasibility and Economic Impact assessment at a community level are the firm's specialties.

Mr. Chris DeBow, Consultant with Gardner Pinfold, will assist Mr. Fraser. Their primary role in this project will be to provide Tract with informed guidance on the type of information that needs to be collected as well as the appropriate sources of information. In addition, they will prepare the Feasibility and Business Analysis.

Corrina Dawe will be the lead for Tract and she will be assisted by Neil Dawe. Both Corrina and Neil have together successfully written more recreation and facility master plans than perhaps any other consultants in the Province. As well, they are very familiar with PSCP having identified the need for a new recreation facility as a component of the Parks and Recreation Master Plan they prepared for the Town and they worked with Gardiner – Pinfold on the economics of an earlier facility design some years ago.

The focus of Corrina's work will be in undertaking the Market Assessment in concert with Gardiner-Pinfold. This information will be used to inform the economic assessment.

### 3. SCOPE OF WORK STATEMENT

The Business Case study team we have assembled has the background and experience to add significant analytical value to this project. Our goal will be to provide analysis and commentary on the overall viability and economic development implications of local interests related to the development and enhancement of the proposed leisure facilities in the Town of Portugal Cove St. Philips. Areas of analysis could include the following:

#### Project Goal and Deliverables

##### Goal

The goal of this study is to determine the financial feasibility for a new Lifestyle Center that would include the following services: Gymnasium, community library, daycare, local art displays, leasable space (potential for café, dance, physical training, physio therapy, etc.), community kitchen, lounge area, yoga/exercise studio, etc.

The gymnasium will be available as rental space, which can be used for community events, weddings, etc. The study is to account for construction costs, operating costs, revenues (rental and user fees) and anticipated usage by the community.

##### Deliverables

The scope of work is as follows:

- ☐ Market assessment
  - Population and project growth
  - Demographics
  - Per capita income
  - Competition from neighbouring or planned community centres
  - Types of services offered by neighbouring community centres
- Financial analysis
  - Operation and maintenance costs broken down for each service to be provided by the Lifestyle Centre.
  - Life cycle costs
  - Staff requirements including salaries or hourly rates for Lifestyle Centre staff
  - Anticipated revenue broken down for each service to be offered by the Lifestyle Centre.
  - Suggested rates to be charged for services.
  - Suggested hours of operation.
  - Recommendations for methods to increase potential revenue.
  - Marketing, promotions and sponsorship plan
- Detailed list of assumptions made throughout the study.



## 4. WORKPLAN

### *Business Case*

#### *A) Viability Analysis*

- ❑ **Market Assessment:** We will conduct a full market assessment to identify the target markets for the proposed facilities. Our starting point will be to draw on the work already undertaken in the previous Business Case Study. All assumptions from that work will be reviewed and updated. In addition, we will address potential gaps as well as some detailed information required. Essentially this work will be updated as well as augmented. We will carefully examine leisure trends and the community requirements and assemble information related to similar facilities in other communities. We will carefully draw distinctions between the market potential for each of the defined users of the facility. Gardner Pinfold has undertaken a number of diverse market studies and is well equipped to develop a robust analysis for this component of the study. Specifically, we will identify the market appeal for all facilities and programming. A summary of key market trends is required as part of this assessment, as is a review of projected future use to determine the growth potential of the market. The market assessment will include an analysis of the following:

- Who are the potential customers?
- How will the project satisfy their needs?
- Size of market. (We will support this figure with market research data, demographic statistics, etc.).
- Market growth potential. (We will support with factual data.)
- Market share and the share hoped to obtain in the first year.
- Pricing: (Pricing strategies to make a profit yet remain competitive with alternatives).
- Use and sales forecast for the next five years (pessimistic, optimistic, and expected).
- How will the services be advertised and promoted?
- Major competitors at other facilities in this part of NL.
- Strengths and weaknesses: Compare potential product/service with competitors.

Additional information on projected user trends will also be incorporated into the analysis.

- ❑ **Capital Costs:** As part of the Business Case we will validate the proposed capital costs prepared for the proposed development plan. We assume this information will be assembled in conjunction with the client. This will identify the capital requirement associated with the project, which will have implications on potential financing costs. We will also address potential for the project to attract funding support from various levels of government. This information will play a key part in the financial analysis.
- ❑ **Operating Budget:** Determine the expected financial operating performance of the project. The starting point for this analysis will be the market based estimate of



potential customers combined with the experience of other related projects and also from existing programs that might be replaced by the new facilities.

Start up costs, ongoing costs, (e.g., marketing, staffing, maintenance, utilities, insurance) and an allowance for capital re-investment will be identified and included as part of the operating budget.

A five-year forecast (pro forma) of operating revenues and expenses along with key assumptions that can be verified and supported will also be developed. This analysis will be integral to preparing the business plan as described below. This ongoing operational data will also play a key role in the financial analysis.

- ❑ **Feasibility Analysis:** Determine the feasibility or break-even and long-term sustainability of the project.

This is the key step in the overall research effort. The feasibility analysis will be based on the analysis already performed as part of this project, and a review of major factors that could impact the project. As part of the feasibility analysis, a break-even model is required to determine the minimum level of earned revenue (sales, membership, public program sales, etc.); private sector support; and potential government funding to support the operation. To complete this work, we will also conduct sensitivity analysis so that decision makers can see the impact of difference in lower than expected earned revenue.

We will include an identification of potential partners (e.g., governments, corporations, patrons, etc.) for ongoing operations of the project and comment on potential support from each partner.

- ❑ **Recommendation:** Based on the feasibility analysis and discussions, we will recommend a go forward scenario and provide substantive rationale to support its choice. The recommendation will balance the objective of achieving the vision with the financial reality.
- ❑ **Business Plan:** The actual preparation of the business plan will provide the Steering Committee with a formal document that will play two key roles. The first is as a promotional document to assist in the selling of the concept to major potential supporters. Secondly, as a step-by-step guide to the actual implementation of the chosen concept.

Headings for the business plan will include but not be limited to:

- Operations and Management
- Facilities
- Economics and Funding
- Implementation Plan and Schedule

## ***B) Economic and Community Impact Analysis***

- ❑ **Assessment:** We will provide a general assessment of the economic benefits that could result from the development of the Lifestyle Centre. Generally, we expect the benefits to fall into the following categories:

- Employment impacts related to Construction and Operation.
- Spending impacts including spending by all users and visitors to the community
- Potential new business establishments associated with the development.

This will include a general assessment of the nature of expenditures at the proposed facility on recreation-related activities as well as associated potential employment, and revenues associated with the new facility.

## ***5. DELIVERABLES AND SCHEDULE***

**Assess** recent data for recreation facility activities and use in the Town, and on the Northeast Avalon, relevant to the proposed project market assessment.

- ❑ **Profile** other facilities in Newfoundland and Labrador, as it relates to Lifestyle Centers; Schedule – By June 15, 2018.
- ❑ **Determine** the potential market for the facilities by both residents, use by neighbouring Town and visitors; Schedule – By June 30, 2018.
- ❑ **Determine** the current services offered by other facilities in the region and develop financial analysis including construction costs, operating revenues and operating costs; By June 30, 2018.
- ❑ **Determine** the feasibility of the new facility and Business Case in context with town services; By July 15, 2018.
- ❑ **Submit Draft Report** – By July 15, 2018.
- ❑ **Submit Final Report** – By July 30, 2018.

## **6. RELATED PROJECTS**

Gardner Pinfold has worked with Tract on the following projects:

- ❑ Business Plan for Manuels River Education Centre – Earned Revenue and Operating Costs;
- ❑ Economic Rationale for Riverfront and Downtown Redevelopment – Grand Falls Windsor;
- ❑ Bishop's Fall Exploits River Development Strategy
- ❑ Education and Training Needs Assessment of the Newfoundland and Labrador Boating Sector;
- ❑ Town of Portugal Cove – St. Phillip's Business Plan for Community Lifestyle Recreation Centre;
- ❑ Torbay Community Recreation Centre, Business Case;
- ❑ Strategy for Winter Tourism in Newfoundland and Labrador;
- ❑ Newfoundland Discovery Centre, Review and Feasibility of Relocation;
- ❑ Northern, Light RV Park, Development of Economic Benefits;
- ❑ Matthew Legacy Business Plan;
- ❑ NL Snowmobiling Economic Impact Study.

## **7. ACKNOWLEDGEMENT**

We acknowledge receipt of Clarification #1.

## ***APPENDICES***

- ☐ **Identification Form**
- ☐ **Team Resumes**

### Identification Form

Proponent Information	
Legal Name of Proponent	Gardner Pinfold Inc.
Mailing Address for Notices	2102 Oxford Street Halifax, NS B3L 2T2
E-Mail Address or Fax Number for Notices	rfraser@gardnerpinfold.ca
Name of the person authorized to negotiate on behalf of the Proponent	Robert Fraser
Telephone Number	902-430-4552
If more than 50% of the Proponent is owned by another corporate entity, identify the parent corporation	

# RÉSUMÉ

**ROBERT FRASER, B.A.**

## PROFESSIONAL SUMMARY

Mr. Fraser, President of Gardner Pinfold, has been with the firm since 1981. His formal university education specialized in economics, business administration and math. Since he graduated from university, he has completed a number of graduate level courses in economics at Dalhousie University. Through his professional career, he has developed and applied his analytical skills to numerous consulting assignments. Since joining Gardner Pinfold, he has been an analyst on over 400 of the firm's studies. His project work has taken him across Canada and to eight other countries. In his work, Mr. Fraser has been responsible for virtually all aspects of project implementation from data collection, interviewing and quantitative and qualitative analysis, and report writing, to project management.

## EDUCATION

- Bachelor of Arts (Economics), Acadia University, Wolfville, 1978

## RELEVANT EXPERIENCE

Robert Fraser, President, Gardner Pinfold, will be the Project Manager and will hold overall responsibility for its completion. Mr. Fraser has undertaken a number of recent community development projects. He did complete the 2011 Business Case study for the PCSP Lifestyle project. He has worked on many community development studies in Newfoundland and Labrador with Tract Consulting. As shown in Mr. Fraser's résumé, he has conducted a number of economic and business case studies across a diverse range of economic activity in the province.

## RELEVANT PROJECTS

- Bishop's Fall Exploits River Development Strategy
- Business Plan for Manuels River Education Centre – Earned Revenue and Operating Costs;
- Economic Rationale for Riverfront and Downtown Redevelopment – Grand Falls Windsor;
- Education and Training Needs Assessment of the Newfoundland and Labrador Boating Sector;
- Town of Portugal Cove – St. Phillip's Business Plan for Community Lifestyle Recreation Centre;
- Torbay Community Recreation Centre, Business Case;
- Newfoundland Discovery Centre, Review and Feasibility of Relocation;
- Matthew Legacy Business Plan.
- Northern, Light RV Park, Development of Economic Benefits;
- Gros Morne National Park Socio-Economic Impact Assessment
- Economic Impact of Newfoundland Science and Lifestyle Centre
- Preparation of a Business Case for the Pier 21 Expansion
- Development of a Business Plan for the Pugwash Peace Exchange and Associated Buildings
- Labour Market Analysis of the Tourism Industry
- Preparation of a Sustainable Tourism Communities Screening Program



# RÉSUMÉ

**CHRIS DEBOW, BComm, MDE, CAPM**

## PROFESSIONAL SUMMARY

Mr. DeBow has been an Economist at Gardner Pinfold since 2006. He has a Master's degree in Development Economics and more than a decade working across many aspects of provincial, national, and international economic sectors. He has extensive experience in areas of resource economics, stakeholder engagement, business and strategic planning, research, statistical analysis, project management, and group facilitation. His academic background in economics, business, and international development add a unique perspective to his work with Gardner Pinfold.

## EDUCATION

- Certified Associate in Project Management, PMI - 2017
- Master of Development Economics, Dalhousie University - 1998
- Bachelor of Commerce (Finance), Saint Mary's University - 1993

## RELEVANT EXPERIENCE

**Chris DeBow** will serve as an Analyst with co-responsibility for data collection and management, feasibility and economic analysis, and stakeholder engagement. Chris has worked on several projects related to the resource sectors of the province and has excellent research skills that will be of benefit in developing and presenting the business models. Specifically, Mr. DeBow has worked on the Land Asset Estimates of Revenue project and the Community Land Trust Project and developed a feasibility and transition decision model for the Nova Scotia organic agriculture industry. Chris has also been part of study teams that provided valuable fisheries research and analysis to the Kwilmu'kw Maw-klusuaqn Negotiation Office and socio-economic analysis to the Ahousaht First Nation and Nuu-chah-nulth Tribal Council in British Columbia for use in the ongoing legal case *Ahousaht First Nation v. Canada* around Aboriginal fisheries rights.

## RELEVANT PROJECTS

- Bishop's Fall Exploits River Development Strategy
- Bio-fuel production facility business case model
- Education and Training Needs Assessment of the Newfoundland and Labrador Recreational Boating Sector
- Business Case for the Ship Hector Heritage Quay
- Economic Analysis of the Halifax Amphitheatre of the Performing Arts
- Economic Impact of the Newfoundland Snowmobile Industry
- North Central Community Centre Business Plan



100 Lemarchant Road  
St. John's, NL | Canada A1C2H2

planning and design specialists

## Neil Dawe BD. Ep, MLA., CMC

Education	2016	Certified Management Consultant <i>Canadian Association of Management Consultants, Toronto, ON</i>
	1999	Masters Certificate in Project Management <i>York University, Division of Executive Development, Schulich School of Business, Toronto, ON</i>
	1993	Masters of Landscape Architecture <i>University of Guelph, Guelph, ON</i>
	1989	Bachelor of Design in Environmental Planning <i>Nova Scotia College of Art and Design, Halifax, Nova Scotia</i>
	1976	Diploma of Forest Resource Technology <i>College of Trades and Technology, St. John's, NL</i>

Professional	1998 - Present	President/Owner <i>Tract Consulting Inc. St. John's NL</i>
	1992 - 2005	Executive Officer <i>Grand Concourse Authority, St. John's, NL</i>
	1992 - 1994	Project Coordinator <i>Grand Concourse Authority, St. John's, NL</i>
	1991 - summer	Project Supervisor <i>Grand Concourse Authority, St. John's, NL L</i>
	1985 - 1990	Operations Supervisor <i>City of St. John's, NL</i>
	1980 - 1985	Park Officer <i>Provincial Parks Department, NL</i>
	1979 - 1980	Planning Technician <i>Provincial Department of Agriculture, NL</i>
	1977 - 1979	National Park Warden <i>Gros Morne National Park, NL</i>
	1976 - 1977	Acting Superintendent <i>Castle Hill National Park, NL</i>

Professional Affiliations	<ul style="list-style-type: none"><li>• Canadian Society of Landscape Architects (Fellow)</li><li>• Atlantic Provinces Association of Landscape Architects</li></ul>
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100 Lemarchant Road  
St. John's, | NL | Canada A1C2H2

planning and design specialists

## Corrina Dawe, P.Ag

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### Education

1990 Bachelor of Applied Science in Agriculture  
*Renewable Resources Management*  
University of Guelph, Ontario

---

### Professional Experience

2006 – Present	Resource Planner and Director TRACT Consulting Inc., St. John's, NL
2003 – 2006	Assistant Manager Railway Coastal Museum, St. John's, NL
1997 – 2003	Interpretative Planner Johnson Family Foundation, St. John's, NL
1997 & 1995	Foreperson City of St. John's, Parks Division, St. John's, NL
1995 – 1997	Executive Assistant Jacques Whitford Environment Limited, St. John's, NL
1994 – 1996 1992 – 1993	Plantsperson City of St. John's, Parks Division, St. John's, NL
1994	Consultant Corrina M. McCarthy Dawe, Kelligrews, NL
1993 – 1998	Owner Heritage Gardens, Kelligrews, NL
1991 & 1992	Planner  Johnson Family Foundation, St. John's, NL
1992 – 1993 1990 – 1991	Data Manager Deloitte and Touche Management Consultants, Guelph, ON

---

### Committees

2005 – Present	Agricultural Institute of Canada Foundation
2002 – 2009	Newfoundland and Labrador Institute of Agrologists
2005 – 2006	Museum Association of Newfoundland and Labrador
1997 – 2000	Wilderness and Ecological Reserve Advisory Council
1998 – 2000	Pippy Park Heritage Committee
1998 – 1999	Conception Bay South Community Centre Planning Committee

# **Financial Proposal for Business Case Study - Lifestyle Centre**

Closing Date: May 15, 2018 at 2:00 PM NST

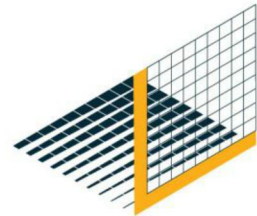
Prepared for:

**Town of Portugal Cove St. Philips**

Prepared by:

**Robert Fraser,  
Rfraser@gardnerpinfold.ca  
Gardner Pinfold Inc.  
In association with  
TRACT Consulting**

May 2018



**Gardner  
Pinfold**  
Consulting  
Economists Ltd.  
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**New Brunswick**  
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Ph/Fax: 506-939-2261  
[gregmacaskill@gardnerpinfold.ca](mailto:gregmacaskill@gardnerpinfold.ca)

**British Columbia**  
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Sechelt, BC  
Canada, V0N 3A7  
Ph/Fax: 604-885-0105  
[tpinfold@gardnerpinfold.ca](mailto:tpinfold@gardnerpinfold.ca)



## ***FINANCIAL PROPOSAL***

We estimate that the total cost to prepare the required Business Case Study will include \$12,000 for Gardner Pinfold fees. Tract will provide information collection services valued at \$8,000 for a total fees budget of \$20,000. Expenses associated with two trips to NL and general administration will add another \$2,000 for a total budget of \$22,000 plus applicable taxes.

Our Lump Sum Price is \$22,000 plus applicable taxes.

Breakdown of fees and effort by Consultant

<b>Personnel</b>	<b>Hourly Rate</b>	<b>Hours (Level of Effort)</b>	<b>Total Fees</b>
Robert Fraser	\$135	44.5	\$6,000
Chris DeBow	\$105	57.1	\$6,000
Neil Dawe	\$160	25.0	\$4,000
Corrina Dawe	\$125	38.1	\$4,000

### ***Level of Effort of Team***

**Bob Fraser** of Gardner Pinfold, will be the lead consultant on this project. Bob will provide Tract with informed guidance on the type of information that needs to be collected as well as the appropriate sources of information and will prepare the Feasibility and Business Analysis.

**Mr. Chris DeBow**, Consultant with Gardner Pinfold, will assist Mr. Fraser.

**Corrina Dawe** will be the lead for Tract and she will be assisted by Neil Dawe. Both Corrina and Neil have together successfully written more recreation and facility master plans than perhaps any other consultants in the Province. The focus of Corrina's work will be in undertaking the Market Assessment in concert with Gardiner-Pinfold. This information will be used to inform the economic assessment.

**Neil Dawe** will assist Corrina as required.

### Pricing Summary Form

<b>Lump Sum Pricing</b>
-------------------------

Proponent will complete the Business Case Study in accordance with the RFP and Contract Documents for the lump sum price of:

**Business Case Study:**                      \$ 22,000.00  
(Not including HST)

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#### Hour Rates

(Including overhead and profit)

Robert Fraser	\$135.00
Chris DeBow	\$105.00
Neil Dawe	\$160.00
Corrina Dawe	\$125.00



Tabled items

# **Administration & Finance**

**Accounts for Payment - May 22, 2018**

**REGULAR ACCOUNTS:**

<b>RW 201802-4</b>	<b>3/5/2018</b>	<b>City of St. John's</b>	<b>\$</b>	<b>36,173.04</b>
		Water Consumption Feb18		
<b>27876</b>	<b>5/5/2018</b>	<b>Commissionaires</b>	<b>\$</b>	<b>5,152.00</b>
		Security - Apr22-May5		
		<b>TOTAL REGULAR ACCOUNTS:</b>	<b>\$</b>	<b><u>41,325.04</u></b>

**CAPITAL ACCOUNTS:**

<b>18032</b>	<b>5/8/2018</b>	<b>Grand Concourse Authority</b>	<b>\$</b>	<b>8,742.76</b>
		2018 Trail Maintenance		
<b>180385</b>	<b>5/15/2018</b>	<b>Terra Nova Motors</b>	<b>\$</b>	<b>42,996.20</b>
		2018 GMC LT 3500 Sierra		
<b>180796</b>	<b>5/15/2018</b>	<b>Terra Nova Motors</b>	<b>\$</b>	<b>35,888.05</b>
		2018 GMC Terrain		
		<b>TOTAL CAPITAL ACCOUNTS:</b>	<b>\$</b>	<b><u>87,627.01</u></b>

<b>GRAND TOTAL:</b>	<b>\$</b>	<b>128,952.05</b>
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**Town of Portugal Cove-St.Philips**  
**BNK1 - BNS CURRENT ACCT**  
 Cheques from 000001 to 047553 dated between 05/05/2018 and 05/22/2018

**CHEQUE REGISTER**

Printed: 9:35:38AM 05/22/2018

Page 1 of 5

Number	Issued	Amount	SC	Status	Status Date
047467	05/15/2018 Acklands - Grainger Inc. 9778202326 Fit testing for 11 fire fighters	569.25 569.25	A/P	OUT-STD	05/15/2018
047468	05/15/2018 ACWWA 996915 basic labratory procedure training	356.50 356.50	A/P	OUT-STD	05/15/2018
047469	05/15/2018 Amy Julien-Fowler Apr23-May9 Tutoring Apr23-May9	135.00 135.00	A/P	OUT-STD	05/15/2018
047470	05/15/2018 Atlantic Trailer & Equipment Ltd. 30634adg ADJUSTMENT RE: INV 30634 52644 break-away system for generator WW 52693 battery pack for generators 53394 ratchet straps, link pins, lynch pins	7.21 -275.64 91.99 91.99 98.87	A/P	OUT-STD	05/15/2018
047471	05/15/2018 Bell Mobillity Inc. (Radio Division) 2-1006771 Service call - FD radio	97.75 97.75	A/P	OUT-STD	05/15/2018
047472	05/15/2018 Big Erics Inc. 98265 Javex, toilet bowl cleaner	145.26 145.26	A/P	OUT-STD	05/15/2018
047473	05/15/2018 BSB Electrical Services 8623 Remove and Reinstall service at WWTP so	2,156.25 2,156.25	A/P	OUT-STD	05/15/2018
047474	05/15/2018 Cal LeGrow Insurance 285178 fire fighters accident policy	1,857.00 1,857.00	A/P	OUT-STD	05/15/2018
047475	05/15/2018 Canadian AV Inc. 8225 sound system-small business awards/volun	1,388.63 1,388.63	A/P	OUT-STD	05/15/2018
047476	05/15/2018 Cancoppas 6977 battery pack for disolved oxygen meter mod	164.32 164.32	A/P	OUT-STD	05/15/2018
047477	05/15/2018 Capital Auto Centre 15969 Unit 32 windshield repair	103.44 103.44	A/P	OUT-STD	05/15/2018
047478	05/15/2018 Chris Milley April18 TRAVEL ALLOWANCE	200.00 200.00	A/P	OUT-STD	05/15/2018
047479	05/15/2018 City of St. John's RW 201712A-4 adj for 2017 operating costs/capital expendi	4,509.28 4,509.28	A/P	OUT-STD	05/15/2018
047480	05/15/2018 Claudine Murray DMAE/Privacy Travel expense - DMAE training, Privacy co PMA Conf18 travel advance PMA Conf	185.78 45.78 140.00	A/P	OUT-STD	05/15/2018
047481	05/15/2018 Construction Signs 35834 stop signs inventory 35908 2 Muster Station Signs	638.25 517.50 120.75	A/P	OUT-STD	05/15/2018
047482	05/15/2018 Corporate Express 47372315 tape dispenser 47412772 supplies for office, library and summer progr	284.87 6.66 278.21	A/P	OUT-STD	05/15/2018
047483	05/15/2018 Damien Bridger Travel Claim Travel Claim - snow conference	1,023.23 1,023.23	A/P	OUT-STD	05/15/2018
047484	05/15/2018 Dulux Paints 859002030954 Sprayer tips for road painter 859002030957 Sprayer tips for road painter	79.32 39.66 39.66	A/P	OUT-STD	05/15/2018
047485	05/15/2018 East-Chem Inc. 015780901 2 bottles round-up	80.48 80.48	A/P	OUT-STD	05/15/2018
047486	05/15/2018 Emco Supply 12619918-00 hydrant ext for church road	883.42 776.54	A/P	OUT-STD	05/15/2018

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified



**Town of Portugal Cove-St.Philips**  
**BNK1 - BNS CURRENT ACCT**  
 Cheques from 000001 to 047553 dated between 05/05/2018 and 05/22/2018

**CHEQUE REGISTER**

Printed: 9:35:38AM 05/22/2018

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Number	Issued	Amount	SC	Status	Status Date
	15547119-00 1.5 ball valve, 1.5 nipple, bottle pipe compo	106.88			
047487	05/15/2018 EnviroMed Detection Services	414.00	A/P	OUT-STD	05/15/2018
	32182 Calibration gas & TDG charge	414.00			
047488	05/15/2018 Fastenal Canada Company	310.08	A/P	OUT-STD	05/15/2018
	NFMOU177650 36 cans marking paint	96.46			
	NFMOU177781 marking paint	213.62			
047489	05/15/2018 Frederick Hollett	1,736.22	A/P	OUT-STD	05/15/2018
	101 Reimb-landind restaurant- fd training	154.97			
	May6-12 FD Consultation May6-12	1,581.25			
047490	05/15/2018 GFL Environmental Inc.	1,084.47	A/P	OUT-STD	05/15/2018
	E60000045863 dump/replace garbage bin	1,084.47			
047491	05/15/2018 Gladney's Bus Limited	776.25	A/P	OUT-STD	05/15/2018
	1455 bus for municipal awareness day	776.25			
047492	05/15/2018 Harvey & Company Limited	1,684.81	A/P	OUT-STD	05/15/2018
	110341 Unit #35 Sensor Circuit issue	1,684.81			
047493	05/15/2018 Hiscock Rentals & Sales	15.15	A/P	OUT-STD	05/15/2018
	01-555140-01 chop saw part	15.15			
047494	05/15/2018 Home Depot	442.45	A/P	OUT-STD	05/15/2018
	1452261 rake, deck broom, shovel-skate park	66.63			
	9452271 Grinder, sanding discs, paint brushes, trays	375.82			
047495	05/15/2018 Honda One	80.49	A/P	OUT-STD	05/15/2018
	10617091 battery for paint sprayer	80.49			
047496	05/15/2018 Image 4 Printing & Design Inc.	3,916.90	A/P	OUT-STD	05/15/2018
	18382 Winter carnival booklet	2,654.20			
	18666 printing summer camp brochures	1,032.70			
	18679 timecards	230.00			
047497	05/15/2018 In Motion Health Centre Inc.	287.50	A/P	OUT-STD	05/15/2018
	56514 work station review	287.50			
047498	05/15/2018 Interex	115.00	A/P	OUT-STD	05/15/2018
	67401 service call - operator buttons	115.00			
047499	05/15/2018 Irving Oil Limited	3,156.99	A/P	OUT-STD	05/15/2018
	29366 Gas	1,436.01			
	931858 Gas	1,720.98			
047500	05/15/2018 Johnny Hanlon	870.78	A/P	OUT-STD	05/15/2018
	MNL Symposium travel claim - MNL symposium	870.78			
047501	05/15/2018 Kent Building Supplies	548.55	A/P	OUT-STD	05/15/2018
	1347007 refund- clothes hook	-6.54			
	1347217 refund-extension cord	-193.36			
	15636466 nails,finish,hook-recreation	62.81			
	15638267 nails, clear coat, coat hook - recreation	62.43			
	15640090 screws-ball park	45.99			
	15641837 materials for park @ thornburn woods	45.23			
	15654055 weeder,cord -park bldgs	315.16			
	15654069 Extension Cord	109.24			
	15661135 gallon paint - for games	54.07			
	15662681 paint for rec games	53.52			
047502	05/15/2018 Krista Holden	350.00	A/P	OUT-STD	05/15/2018
	April18 Adult fitness classes Apr18	350.00			

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Number	Issued	Amount	SC	Status	Status Date
047503	05/15/2018 Maxxam Analytics Inc. BE3329302 water testing	327.75 327.75	A/P	OUT-STD	05/15/2018
047504	05/15/2018 McInnes Cooper 2018011442 [REDACTED]	345.00 345.00	A/P	OUT-STD	05/15/2018
047505	05/15/2018 Micmac Fire & Safety Source Ltd. NL-00850803 5 pairs of bunker boots NL-00850971 50 foot rubber fire hose - for water/sewer	s.30 1,972.25 1,667.50 304.75	A/P	OUT-STD	05/15/2018
047506	05/15/2018 Newfoundland Distributors Ltd. 30277346 100 SCREWS 30277821 half inch auger bit 30278696 shield-equip maint	78.45 18.40 39.41 20.64	A/P	OUT-STD	05/15/2018
047507	05/15/2018 NFLD Kubota Ltd. 300982 maint/repairs to kubota	341.78 341.78	A/P	OUT-STD	05/15/2018
047508	05/15/2018 Nicholas Mercer 293216 Reimb- twinrix vacc	67.15 67.15	A/P	OUT-STD	05/15/2018
047509	05/15/2018 North Atlantic 4732 Diesel 4733 Furnace oil	2,276.74 1,761.70 515.04	A/P	OUT-STD	05/15/2018
047510	05/15/2018 Orkin Canada Corporation 346335 pest control-fire hall	609.62 609.62	A/P	OUT-STD	05/15/2018
047511	05/15/2018 Parish of St. Lawrence Apr21/18 Hall rental - environmental fair	200.00 200.00	A/P	OUT-STD	05/15/2018
047512	05/15/2018 Pik-Fast Express Inc. DC-1905 Courier service	13.80 13.80	A/P	OUT-STD	05/15/2018
047513	05/15/2018 Pinnacle Office Solutions 134584 copier maint	172.12 172.12	A/P	OUT-STD	05/15/2018
047514	05/15/2018 Princess Auto Ltd. 883543 grease gun & tips 898204 chain binders-mini excavator, wrench, nozzl	325.53 39.05 286.48	A/P	OUT-STD	05/15/2018
047515	05/15/2018 Provincial Fence Products Ltd. 14346 Gates at salt pile - Hinge bolts	24.15 24.15	A/P	OUT-STD	05/15/2018
047516	05/15/2018 Russell Dicks 68005 reimb-workboots difference	23.00 23.00	A/P	OUT-STD	05/15/2018
047517	05/15/2018 SaltWire Network Inc. TM00010297 RFP- Lifestyle Center business case study TM00010479 Horizons ad 2018	3,939.49 489.49 3,450.00	A/P	OUT-STD	05/15/2018
047518	05/15/2018 SME 045257 shipping container rental	460.00 460.00	A/P	OUT-STD	05/15/2018
047519	05/15/2018 Source Atlantic 2801731 Garbage Gloves	375.36 375.36	A/P	OUT-STD	05/15/2018
047520	05/15/2018 St. John Ambulance I-NL-020905 CPR/AED recert-FD I-NL-020926 refund-CPR/AED Recert I-NL-022009 advanced first aid for firefighters	920.00 300.00 -30.00 650.00	A/P	OUT-STD	05/15/2018
047521	05/15/2018 Stewart McKelvey 90662190 [REDACTED]	2,987.13 2,987.13	A/P	OUT-STD	05/15/2018
047522	05/15/2018 Style at Home 2018subscription library magazine subscription	s.30 22.95 22.95	A/P	OUT-STD	05/15/2018

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Number	Issued	Amount	SC	Status	Status Date
047523	05/15/2018 Taste of Home 18subscription library magazine subscription	22.98 22.98	A/P	OUT-STD	05/15/2018
047524	05/15/2018 The Hub 26429 vehicle inspection books 26441 building permits	736.00 431.25 304.75	A/P	OUT-STD	05/15/2018
047525	05/15/2018 Town of Torbay 2018159932 Towns portion of vehicle graphics on commi	76.34 76.34	A/P	OUT-STD	05/15/2018
047526	05/15/2018 Traction 506617776 3, 20l diesel fuel containers	79.32 79.32	A/P	OUT-STD	05/15/2018
047527	05/15/2018 Tulk Tire & Service Ltd. 30804 2 tires for backhoe	2,586.64 2,586.64	A/P	OUT-STD	05/15/2018
047528	05/15/2018 VitalAire 3397971 monthly lease oxygen cylinder	19.80 19.80	A/P	OUT-STD	05/15/2018
047529	05/15/2018 Water Werks Communications 19105 Website maint - Apr, May, June	2,052.75 2,052.75	A/P	OUT-STD	05/15/2018
047530	05/15/2018 Windco Enterprises 20180492 repairs to flagpole at Voiseys Brook	320.00 320.00	A/P	OUT-STD	05/15/2018
047531	05/15/2018 Xerox Canada Ltd. F52493016 copier miant	623.45 623.45	A/P	OUT-STD	05/15/2018
047532	05/15/2018 Xylem Canada Compnay 3558295780 maint & repairs WWTP	3,316.89 3,316.89	A/P	OUT-STD	05/15/2018
047533	05/15/2018 Aaron Facey Fireschool18 Travel allowance - Fire school	280.00 280.00	A/P	OUT-STD	05/15/2018
047534	05/15/2018 Bazel Hibbs FD Trv allowance18 Fire school travel allowance	980.00 980.00	A/P	OUT-STD	05/15/2018
047535	05/15/2018 Brian Tucker FD Trv allowance18 Fire school travel allowance	840.00 840.00	A/P	OUT-STD	05/15/2018
047536	05/15/2018 Daren Janes FD Trv allowance18 Fire school travel allowance	280.00 280.00	A/P	OUT-STD	05/15/2018
047537	05/15/2018 Megan Smith FD Trv allowance18 Fire school travel allowance	980.00 980.00	A/P	OUT-STD	05/15/2018
047538	05/15/2018 Terry Scott Fireschool18 Travel allowance - Fire school	280.00 280.00	A/P	OUT-STD	05/15/2018
047539	05/15/2018 Tina Scott FD Trv allowance18 Fire school travel allowance	980.00 980.00	A/P	OUT-STD	05/15/2018
047540	05/15/2018 Zack Parrell FD Trv allowance18 fire school travel allowance	420.00 420.00	A/P	OUT-STD	05/15/2018
047541	05/15/2018 Chris Neary KM-Training KM for training Apr10,19 & May8	35.26 35.26	A/P	OUT-STD	05/15/2018
047542	05/15/2018 Wooden Boat Museum of NL 3379 Motion#2018-141-Boats/boat building event	4,975.00 4,975.00*	A/P	OUT-STD	05/15/2018
047543	05/15/2018 Redwood Management Ltd.,	400.00	A/R	OUT-STD	05/15/2018
047544	05/15/2018 Rockwood Homes Limited,	400.00	A/R	OUT-STD	05/15/2018
047545	05/15/2018 Quilty Boyz Consulting Inc.,	1,400.00	A/R	OUT-STD	05/15/2018
047546	05/15/2018 Mannion, Brian and Alice	400.00	A/R	OUT-STD	05/15/2018
047547	05/15/2018 [REDACTED]	400.00	A/R	OUT-STD	05/15/2018
047548	05/15/2018 [REDACTED]	25.00	G/L	OUT-STD	05/15/2018
047549	05/15/2018 [REDACTED]	50.00	G/L	OUT-STD	05/15/2018

Occupancy depoist refund

Rec program cancellation

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Town of Portugal Cove-St.Philips**  
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Cheques from 000001 to 047553 dated between 05/05/2018 and 05/22/2018

**CHEQUE REGISTER**

Printed: 9:35:38AM 05/22/2018

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Number	Issued	Rec program cancellation	Amount	SC	Status	Status Date
047550	05/15/2018		50.00	G/L	OUT-STD	05/15/2018
047551	05/15/2018		20.00	G/L	OUT-STD	05/15/2018
Cheque Totals Issued:			69,166.58			
Void:			0.00			
Total Cheques Generated:			69,166.58			
Total # of Cheques Listed:			85			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

## Tolt Road Reconstruction Options

Date: 14-May-18

Option	Project Type	MYCW	Town	Total	Comments
F1	Asphalt Only	\$ 633,820.00	\$ 633,820.00	\$ 1,267,640.00	50/50 funding arrangement
F2	W&S	\$ 633,820.00	\$ 271,637.00	\$ 905,457.00	70/30 funding arrangement

Option	Construction Options	Cost/m	Budget	Length (m)	Comments
C1	Asphalt, Water & Sewer	\$ 1,500.00	\$ 905,457.00	604	1 layer asphalt, water services, sanitary main and services
C2	Asphalt Only	\$ 570.00	\$ 1,267,640.00	2224	1 layer of asphalt only
C3	Asphalt & Water Services	\$ 952.00	\$ 905,457.00	951	1 layer asphalt and water services
C4	Asphalt, Water & Sewer	\$ 1,500.00	\$ 1,267,640.00	845	1 layer asphalt, water services, sanitary main and services
C5	Asphalt & Water Services	\$ 952.00	\$ 1,267,640.00	1332	1 layer asphalt and water services

**Notes:**

1. Existing Water Main extends from Thorburn Road to Bradbury's Road (Approx. 2km)
2. No existing sewer main and new sewer installation would likely be on opposite side of the road as the water to avoid clash during construction

# Town of Portugal Cove-St. Philip's

## **Hiring Non-Unionized Personnel Policy**

Pursuant to the authority vested in the Town Council of Portugal Cove- St. Philip's the Town Council has adopted this policy on the 12<sup>th</sup> day of September, 2012

---

### **1.0 TITLE**

1.1 This document shall be known and cited as the ***Hiring Non-Unionized Personnel Policy***.

### **2.0 DEFINITIONS**

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

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

### **3.0 POLICY STATEMENT:**

3.1 The purpose of this policy is to establish procedures for hiring non-unionized personnel (with the exception as noted in 4.1 below).

### **4.0 APPLICATION:**

4.1 This policy shall apply to hiring of all Directors and/or Department Head positions. This policy does not apply to hiring of all other non-unionized staff who report directly to Directors or Department Heads within the various departments of the Town.

### **5.0 POLICY PROCEDURE:**

5.1 Procedures as outlined in ‘Schedule A’ attached to and forming part of this Policy shall be implemented upon the adoption of this Policy.

### **6.0 AMENDMENTS**

7.1 None.

### **8.0 DATE EFFECTIVE/RESOLUTION**

8.1 Date effective: September 12, 2012 Motion #: 2012-301

## Schedule "A"

1. The Town Manager takes the lead.
2. There must be a job/work description for the position approved by Council.
3. Ads are placed in the local media, MNL Info Note and PMA communication channels, and possibly other sources.
4. A deadline is set for receipt of applications.
5. Applicants are short listed by the Town Manager, the Chair of the Administration and Finance Committee, the Chair of the appropriate Committee (or Councilor designate), and one or two other persons chosen by the Town Manager.
6. Those short listed are advised that pertinent information about the job is available through the Town Hall or could be sent by e-mail:
  - Job/Work description
  - Number of staff and staff hierarchy
  - Town's hours of operation
  - Basic benefits
7. The resumes of those short listed are placed in a convenient place for all Councilors to read, should they wish, and who may provide any input in writing to the Town Manager.
8. An Interview Committee consisting of the Town Manager, the Mayor (or designate), the Chair of the Administration and Finance Committee, and at least one other director or expert in the field.
9. A Rating Scale should be available and all Committee members should meet and be familiar with the scale. There are many scales available. One example is attached.
10. A number of questions should be developed.
  - Questions should be pertinent to the job/work description.
  - Questions should be simple and direct.
  - Each question should focus on one particular duty/responsibility
  - Questions with obvious answers should be avoided.

Questions such as "Do you mind working after hours at times?" should be in the job/work description, as an expectation.

11. From about 8 to 12 questions should be sufficient.
12. Avoid making statements such as: "You will be expected to - - - ", or any other statements which may suggest the candidate is getting the job.
13. Questions should be divided among the members of the Committee to be asked.
14. Times for interview appointments are scheduled with sufficient notice to members of the Committee.
15. Start on time.
16. Try and make sure the candidate is at ease.
17. Sufficient time should be provided to discuss ratings after the candidate leaves.
18. Each Committee member rates the candidate (Based on the KEEPP Scale provided with this Schedule) and shares the rating with other committee members when the candidate has left. Any input by Councilors on the candidate's resume is taken into account.
19. If there is less than a 10 point spread between candidates, then these candidates may be asked to come back for a second interview or make a short presentation to Council on a general topic, such as "Why I think I am the best person for this job" or on some aspect related to the job.
20. If there is a second interview, then questions that will distinguish the top candidates should be chosen. These may be related to the job that were not asked in the first interview, or they may be based on the factors of the Rating Scale.
21. The top candidate is chosen by the interview committee and the Town Manager makes a recommendation for the position of Director or Department Head to Council and all other essential information is obtained - salary, etc.
22. The appointment of the person selected for the position of Director or Department Head is ratified by a motion of Council.



## KEEPP SCALE

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

Knowledge

10    9       8       7       6       5       4       3       2       1

Experience

10    9       8       7       6       5       4       3       2       1

Expectation

10    9       8       7       6       5       4       3       2       1

Presentation

10    9       8       7       6       5       4       3       2       1

Personal

10    9       8       7       6       5       4       3       2       1

Total: \_\_\_\_\_

**Knowledge**

10-9

6-5

2-1

Has acquired information through College/university that is directly pertinent to the job; talks about matters that are a direct part of the job. May be considered an Expert in her/his field.

Has a working knowledge of the job - no great depth.

Unfamiliar with the job requirements

**Experience**

Has worked in an almost identical position. Speaks to questions from a practical point of view.

Is familiar with key aspects of the job; lacking detail has not worked in a similar position

A very vague understanding of the job - no related experience

**Expectation**

Has an excellent understanding of the job situation of which she/he will be a part. Understands how this role relates to others in the organization.

Has a general understanding of the job but is not totally familiar with the personnel/Council hierarchy.

A very vague understanding of what is to be expected of her/him.

**Presentation**

Obvious candidate has done her/his homework. Has picked up materials, checked website. Appears organized; asks pertinent questions

Some preparation for the interview. No questions or questions that could be answered from the material.

Appears as if she/he rushed to the interview. Ill at ease

**Personal**

Punctual, eager, pleasant, positive, appears interested, at ease, well-groomed.

Punctual, neutral in terms of showing feelings, grooming acceptable.

Late, negative or lack of interest; complaints



Tabled items

# **CORRESPONDENCE**

## Claudine Murray

---

**From:** Claudine Murray  
**Sent:** Thursday, May 17, 2018 2:31 PM  
**To:** Council  
**Subject:** Correspondence: Asset Management Training Workshops in Newfoundland

FYI

---

**From:** AIM Network [<mailto:info=aimnetwork.ca@mail186.atl61.mcsv.net>] **On Behalf Of** AIM Network  
**Sent:** Tuesday, May 15, 2018 9:27 PM  
**To:** Claudine Murray  
**Subject:** Upcoming Asset Management Training Workshops in Newfoundland

[View this email in your browser](#)



### **ASSET MANAGEMENT WORKSHOPS**

## **TO HELP GET STARTED WITH ASSET MANAGEMENT**

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**Please distribute to your Mayor, Councilors, Town Manager & Municipal Staff**

By now you have heard about asset management and know what it is. But is your municipality having difficulty getting started?

This is a reminder of upcoming workshops in your area that will do just that – **help you get started**. We will lead you through the initial steps and provide you with examples and templates to take back to your office.

Council members will want to attend the evening workshops “Leadership in Asset Management” where **Christina Benty**, a very dynamic and entertaining speaker and a

former mayor and councilor of a small town in BC, will talk about her experiences.

These workshops will take place in June at St John's, Clarenville, Grand Falls, Corner Brook and Rocky Harbour. Registration fees are subsidized by FCM through the Municipal Asset Management Program and presented by AIM Network.

**Dates/Locations are as follows:**

Date	Location	Training For	Venue Name
June 11	Clarenville	Municipal Staff & Town Managers	Clarenville Inn
June 12	Clarenville	Elected officials & Town Managers	Clarenville Inn
June 14	St John's	Elected officials & Town Managers	Hampton Inn Airport
June 15	St John's	Municipal Staff & Town Managers	Hampton Inn Airport
June 18	Grand Falls	Elected officials & Town Managers	Mount Peyton Hotel
June 19	Grand Falls	Municipal Staff & Town Managers	Mount Peyton Hotel
June 20	Cornerbrook	Elected officials & Town Managers	Greenwood Inn
June 21	Cornerbrook	Municipal Staff & Town Managers	Greenwood Inn
June 22	Rocky Harbour	Elected officials & Town Managers	Oceanview Hotel
June 26	Rocky Harbour	Municipal Staff & Town Managers	Oceanview Hotel

Price per one-day workshop: \$99 per person – meals included. Just a short time left to register.

**For On-Line Registration and more information go to [www.aimnetwork.ca/events](http://www.aimnetwork.ca/events)**

A one-page description of each workshop can be found below.

[Description of Workshop for Municipal Staff](#)

[Description of Workshop for Elected Officials](#)

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You are receiving this email because you participated in an AIM Network event, are part of the asset management planning community of practice in Atlantic Canada, and/or have expressed interest in AIM Network or municipal asset management planning. We send updates of opportunities that municipalities will benefit from such as funding, training, asset management events, and other useful information.

**Our mailing address is:**

Atlantic Infrastructure Management Network  
204 Shore Drive  
Conquerall Bank, Nova Scotia B4V 0J1  
Canada

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[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](#)

### **Circular**

**To:** All Towns, All Local Service District Committees, Municipalities NL, and Professional Municipal Administrators NL

**Re:** Stakeholder Consultations on the Municipal Legislative Review

**Date:** May 18, 2017

---

I would like to extend an invitation to participate in the second phase of public consultations on the review of the Provincial Government's review of municipal legislation. The Department of Municipal Affairs and Environment is holding a number of engagement sessions throughout the province in the coming weeks.

In-person events will be held in the following locations on the date indicated:

May 29	7:00 PM	Labrador City	College of the North Atlantic
May 31	7:00 PM	L'Anse au Loup	Town Hall
June 4	7:00 PM	Grand Falls-Windsor	St. Joseph's Hall
June 5	7:00 PM	Baie Verte	College of the North Atlantic
June 6	7:00 PM	Stephenville	College of the North Atlantic
June 7	7:00 PM	Port-aux-Basques	College of the North Atlantic
TBD		Carbonear	TBD
TBD		Torbay	TBD
TBD		Marystown	TBD

To register for a session, please visit [www.EngageNL.ca](http://www.EngageNL.ca) or call 709-729-5539. If you are unable to attend an in-person event, there will be an opportunity to contribute to the discussion online through EngageNL.ca.

We are especially interested in hearing from the organizations and professionals who use the Municipalities Act, 1999, the City of St. John's Act, the City of Mount Pearl Act and the City of Corner Brook Act in a significant way.

These sessions will to allow us to dig deeper into the issues raised during the first phase of consultation. Written submissions received as part of the first phase can be viewed at <https://www.engagenl.ca/content/submissions-municipal-legislation-review>.

The in-person events will follow a small table discussion format where participants will be asked to provide feedback on a number of specific topics, such as:

- municipal purposes and structure,
- accountability and transparency,
- professional conduct,
- revenue, and
- enforcement.

The information gathered through this process will help us determine how best to develop legislation that is modern and responsive to stakeholder needs.

Thank you for taking the time to consider this request for engagement. If you feel there are councillors, administrators, or others in your community who may have an interest in contributing, please feel free to share the information contained in this letter.

If you have any questions about the events, the consultation process, or the review of municipal legislation please email [MuniLegislativeReview@gov.nl.ca](mailto:MuniLegislativeReview@gov.nl.ca) or call (709) 729-5539. Disability-related accommodations are available upon request.

We look forward to hearing from you and your colleagues on this issue.

Sincerely,

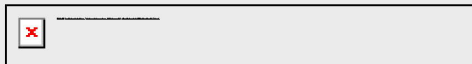
COLLEEN SOULLIERE  
Director of Legislative Renewal  
Department of Municipal Affairs and Environment



## Claudine Murray

**From:** Gail Woodfine <gwoodfine@municipalnl.ca@mail81.atl31.mcdlv.net> on behalf of Gail Woodfine <gwoodfine@municipalnl.ca>  
**Sent:** Thursday, May 24, 2018 12:35 PM  
**To:** Claudine Murray  
**Subject:** Stakeholder Consultations on the Municipal Legislative Review

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An Invitation from the Department of Municipal Affairs and Environment

# Stakeholder Consultations on the Municipal Legislative Review

**Please see the following dates and locations for public consultations in the coming weeks.**

I would like to extend an invitation to participate in the second phase of public consultations on the review of the Provincial Government's review of municipal legislation. The Department of Municipal Affairs and Environment is holding a number of engagement sessions throughout the province in the coming weeks.

In-person events will be held in the following locations on the date indicated:

May 29	7:00 PM	Labrador City	College of the North Atlantic
May 31	7:00 PM	L'Anse au Loup	Town Hall
June 4	7:00 PM	Grand Falls-Windsor	St. Joseph's Hall
June 5	7:00 PM	Baie Verte	College of the North Atlantic
June 6	7:00 PM	Stephenville	College of the North Atlantic
June 7	7:00 PM	Port-aux-Basques	College of the North Atlantic
June 14	7:00 PM	Carbonear	Royal Canadian Legion

June 19	7:00 PM	Marystown	TBD
June 20	7:00 PM	Torbay	TBD

To register for a session, please visit [www.EngageNL.ca](http://www.EngageNL.ca) or call 709-729-5539. If you are unable to attend an in-person event, there will be an opportunity to contribute to the discussion online through EngageNL.ca.

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have an interest in contributing, please feel free to share the information contained in this letter.

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We look forward to hearing from you and your colleagues on this issue.

Sincerely,

COLLEEN SOULLIERE

Director of Legislative Renewal

Department of Municipal Affairs and Environment



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MNL article of interest

**Our mailing address is:**  
460 Torbay Road, St. John's, NL A1A 5J3

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