



Public Council Meeting  
Tuesday, March 20, 2018 at 7:00 pm  
Location: Council Chambers

1. Call of Meeting to order
2. Adoption of Agenda for March 20, 2018
3. Delegations/Presentations
4. Adoption of Minutes of March 6, 2017
5. Business Arising from Minutes
6. Committee Meeting Reports
  - a) Planning & Development Committee – Councillor Harding
    - 1) Civic # 115-129 Bennett's Road – Single Dwelling
    - 2) Civic # 608-610 Old Broad Cove Road – Accessory Building
    - 3) Civic # 2-6 Emberley's Road – Business (Home Office)
    - 4) Civic # 1539A Portugal Cove Road – Request to Change Civic Numbers
    - 5) Civic # 6 Thorpe's Road – Business at Civic # 1519-1523 Thorburn Road
    - 6) Civic # 244-254 Tolt Road and Civic # 69 Bradbury's Road – Property Boundaries
    - 7) Crown Land Application Referral for Civic # 163 Witch Hazel Road
    - 16) Permits issued from February 23rd to March 8th, 2018
  - b) Recreation/Community Services - Councillor Stewart Sharpe
    - 1) East Coast Trails (ECT)
    - 2) Voisey's Brook Walking Trails
    - 3) Programs and Special Events
    - 4) Community Grants
  - c) Public Works - Councillor Bartlett
    - 1) Animal Control – Partnership with Town of Torbay
    - 2) Correspondence – Drover Heights
    - 3) Quotes – Fleet Diagnostic Equipment
    - 4) Seasonal Public Works Staff – Recalls and Postings
    - 5) Snow Clearing – Property Damage Claim
    - 6) Heritage Display Cases
    - 7) Hazardous Waste Day

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

- 1) Community Signage
- 2) Heritage Committee
- 3) Advisory Committee on the Environment
- 4) SharePoint
- 5) Community Advertising
- 6) Urban Municipalities Caucus (UMC) Meetings
- 7) Chamber of Commerce
- 8) Service Level Review
- 9) Regional Transportation Plan
- 10) Best of PCSP Community Awards

e) Protective Services - Councillor Hanlon

- 11) Commissionaires – Municipal Enforcement
- 12) FES Updates
- 13) Traffic Regulation

f) Administration and Finance – Deputy Mayor Laham

- 1) Accounts for Payment
- 2) Killick Coast Mayors Meeting
- 3) Carried Forward Correspondence: Request for tax relief based
- 4) Information Management
- 5) Correspondence: St. John's Regional Fire Department
- 6) Correspondence: Request for Tax Relief
- 7) Water and Sewer Connection Fees
- 8) 2014-2017 Multi-Year Capital Works Projects
- 9) Accounts Receivable

7. Correspondence

8. New/General/Unfinished Business

9. Agenda items/Notice of Motions etc.

10. Adjournment



# **DELEGATIONS / PRESENTATIONS**



# **MINUTES**





**TOWN OF PORTUGAL COVE-ST. PHILIP'S**

March 6, 2018

Regular Public Council Meeting 7:00 p.m.

**IN ATTENDANCE**

Mayor

Deputy Mayor

Councillors

Carol McDonald

Jeff Laham

Dave Bartlett

Johnny Hanlon

Tina Neary

Madonna Stewart Sharpe

Director of Financial Operations/Town Clerk

Director of Recreation & Community Services

Planning and Development Coordinator

Deputy Town Clerk

Tony Pollard

Dawn Sharpe

Les Spurrell

Claudine Murray

Mayor McDonald called the meeting to order, welcomed the gallery of 26 persons in attendance offering regrets from Councillor Harding.

**ADOPTION OF AGENDA**

Motion

Hanlon/Laham

2018-059

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

Carried

Unanimously

**DELEGATIONS/PRESENTATIONS**

1. Winter Carnival Photograph to Valerie Ploughman (not in attendance)
2. Winter Carnival Coloring contest
  - a. Grade K-2: Reece Parsons
  - b. Grade 3-4: Marissa Evans
3. Nutrition Month Proclamation 2018

**ADOPTION OF MINUTES**

Motion

Bartlett/Hanlon

2018-060

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

Carried

Unanimously

## BUSINESS ARISING

- Director of Public Works has accepted a new position elsewhere and will leave the town on March 23, 2018. We all wish her the best
- Procurement Act will be proclaimed on March 24, 2018. This replaces the Public Tendering Act. Details
- Urban Municipal Councils will be meetings on March 14-15, 2018 in St. John's. The Town Manager, Director of Economic Development and a Council member will attend. The focus will be on asset management.
- Small Communities Funding is usually announced early in the summer.
- Allocation of the Water Loss Program funding is with the Federal government for decision and the Town is awaiting a reply.
- Service Level Review meeting will be held on March 12, 2018 with Council and staff.
- Director of Financial Operations will be on vacation March 14-30, 2018.
- Congratulations to the Recreation and Community Services for a successful winter carnival.

## COMMITTEE REPORTS

### Planning & Development Committee Report of March 1, 2018 – presented by Deputy Mayor Laham

#### 1. Civic # 115-129 Bennett's Road – Single Dwelling

Motion: Laham/Bartlett

**Committee recommended that the application to construct a single dwelling at Civic # 115-129 Bennett's Road be rejected as per Appendix A: Tabled Report.**

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

The application will go back to committee for further discussion.

Councillor Hanlon noted that parts of Thorburn Road are covered under the WaterShed with the St. John's Act and a certain amount of development is being passed by the City.

The Town's Regulations are very clear that there is no development within the WaterShed, it seems that the City isn't as consistent. For example, St. John's Rotary Park is renovated repeatedly. So for that reason, Councillor Hanlon would like Council during their review of the Town Plan, look at the approval process within the watershed and where the boundaries lay. Councillor Hanlon stated he is voting against the application to highlight issues and concern in the Town Plan related to WaterShed issues.

Mayor McDonald confirmed the location on Bennett's road.

Councillor Stewart Sharpe confirmed there is no building in the watershed allowed.

**2. Civic # 1539A Portugal Cove Road – Subdivide Property and Construct Single Dwelling and Accessory Building**

Motion: Laham/Bartlett  
**2018-061 Resolved that the application to subdivide property and construct a single dwelling and accessory building at Civic # 1539A Portugal Cove Road be granted approval in principle as per Appendix A: Tabled Report.**  
 Carried Unanimously

**3. Civic # 27 Bickerstaffe Road – Extension to Existing Street and Construction of a Single Dwelling and Accessory Building**

Motion: Laham/Hanlon  
**2018-062 Resolved that the application to extend Bickerstaffe Road and construct a single dwelling and accessory building at Civic # 27 Bickerstaffe Road be granted approval in principle as per Appendix A: Tabled Report.**  
 Carried Unanimously

**4. Civics # 933 & 935-947 St. Thomas Line – Accessory Building**

Motion: Laham/Stewart Sharpe  
**2018-063 Resolved that the application to construct an accessory building at Civics # 933 & 935-947 St. Thomas Line be rejected as per Appendix A: Tabled Report.**  
 Carried Unanimously

**5. Civic # 137 Beachy Cove Road – Request to Amend Residential Subdivision Concept**

Motion: Laham/Hanlon  
**2018-064 Resolved that Motion # 2016-252 be amended to reflect a 14 lot fully serviced subdivision as opposed to a 10 lot fully serviced subdivision as per Appendix A: Tabled Report.**  
 Carried Unanimously

**6. Civic # 332-346 Old Broad Cove Road – Zoning of Property**

The Planning Department is in receipt of correspondence regarding the zoning of this property and its effect on the development potential.

The Committee advises Staff to respond to the correspondence advising that in accordance with the Municipal Plan and Development Regulations 2014-2024, Council wishes to complete a comprehensive review of land zoned Agriculture for the most appropriate, beneficial, and feasible future land uses prior to completing an amendment to rezone the area.

**7. Eastern Newfoundland Regional Appeal Board – Notice of Appeal**

The Planning Department is in receipt of correspondence advising that an appeal has been filed regarding Council's decision to reject an application to construct a fully-serviced residential subdivision at Civic # 12-16B Mercers Road.

Staff will forward the information requested to the Board during the time frame specified by the Secretary of the Board.

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

Motion: Laham/Hanlon

**2018-065 Resolved that consultation results and draft planning documents for Municipal Plan Amendment No. 4, 2018, and Development Regulations Amendment No. 5, 2018 (Single Dwellings off Traditional Right-of-Ways) be forwarded to the Department of Municipal Affairs for Provincial Review and release as per Section 15 (Review of Plan) of the Urban and Rural Planning Act, 2000.**

Carried Unanimously

The Committee advises Staff to respond to the correspondence received.

**9. Civic # 24-26 King's Hill Road – Condition of Buildings**

Motion: Laham/Stewart Sharpe

**2018-066 Resolved that Council place a Removal Order on a dwelling and accessory building at Civic # 24-26 Kings Hill Road due to safety concerns regarding the condition of the structures.**

Carried Unanimously

**10. 24 Keeley Lane – Development Without Permits**

Motion: Laham/Hanlon

**2018-067 Resolved that Council place a Removal Order on development activity completed outside and within 10 meters of the high water mark of Butler's Pond at Civic # 24 Keeley Lane which was completed without Permits from the Town. This Order will also require that the area developed be reinstated.**

Carried Unanimously

**11 – 22. Items # 11 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 nine (9) permits issued from February 9th to February 22nd, 2018 as per Appendix A: Tabled Report.

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

**1. Eat Great Participate**

The Director of Recreation and Community has taken the information that was presented by East Great Participate and developed a Healthy Eating Policy. Attached is the document to review. After reviewing the policy, the Committee would like to put forward the following recommendation:

MOTION      Stewart Sharpe/Neary  
2018-068      **Resolved that that the Town adopt the Health Eating policy.**  
Carried      Unanimously

Note: These are four wayfinding signs paired with mapping and are accessible for all.

*Note: the referenced policy is available in the supporting documents package.*

**2. Bauline Line Trail Way**

The Recreation Committee expressed interest in a piece of property located off Bauline Line. The Recreation Director will work with the Planning Department to find out the owner of the property and to see if this area would be good for a walking trail.

**3. Recreation Newfoundland and Labrador Conference**

Recreation staff expressed interest in attending the Recreation Newfoundland and Labrador Conference from May 9th to 12th in Gander. This conference combines education sessions, workshops, and networking opportunities between many of the recreation staff and volunteers in the province. The Recreation Committee would like to put forward the following recommendation:

MOTION      Stewart Sharpe/Bartlett  
2018-069      **Resolved that the recreation staff attend the Recreation NL conference in Gander, NL from May 9th to 12th as allocated in the budget.**  
Carried      Unanimously

**4. Atlantic Recreation and Facilities Conference**

The Atlantic Recreation and Facilities Conference will be taking place in Prince Edward Island from May 29th to June 1st. The Recreation Direction Dawn Sharpe and the Special Events Coordinator, Nicole Clark has expressed interest in attending the event. The agenda for the conference has been sent to the Recreation Committee to determine is a Council representative would like to attend. The Recreation Committee would like to make the following recommendation:

MOTION Stewart Sharpe/Neary  
**2018-070 Resolved that the Recreation Direction Dawn Sharpe and the Special Events Coordinator, Nicole Clark attend the Atlantic Recreation and Facilities Conference in PEI from May 29th to June 1st as allocated in the budget.**  
Carried Unanimously

## **5. Winter Carnival**

Although the weather was not favorable for the Winter Carnival, it was an overall success. The Recreation Department would like to take the opportunity that thank all those individuals, groups and organizations that took part in the week-long festival. The Recreation Department is always looking to improve their special events. If a resident would like to email or contact us via telephone with any suggestions that would be greatly appreciated.

## **6. Community Grants**

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

MOTION Stewart Sharpe/Hanlon  
**2018-071 Resolved that the Town donate \$100 to Joseph Martin to support his travels to PEI with the Newfoundland and Labrador Soccer Association U13 Provincial Team.**  
Carried Unanimously

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

#### **1. Animal Control – Partnership with Town of Torbay**

Correspondence was received from the Town of Torbay providing confirmation of rates and proposed hours for animal control services in 2018. Committee requested additional information on the proposed approach. Item is referred to Council of Whole for discussion.

#### **2. Correspondence – 42 Knapps Road – Animal Control Regulations**

Committee reviewed correspondence received from 42 Knapps Road requesting the Town revisit its Animal Control Regulations to include a limit on the number of animals, specifically dogs, which a homeowner is permitted to have. Committee asked that staff respond to the correspondence to advise Council would not be taking any action in that direction at this time.

#### **3. Traffic Calming Reviews - Public Meetings**

Staff inquired whether Committee would like to discuss the traffic calming reviews with the Town's consultants, Harbourside Transportation, prior to the public meetings. Staff will inquire with Harbourside on their availability.

#### **4. Bradburys Road - Road Reservation**

As follow-up to the last Public Works Committee meeting, staff advised that to their knowledge there has been no change to the road reservation of Bradburys Road. Staff provided information from historical files and from the Public Works perspective on issues being raised in this area.

#### **5. Commercial Advertising Signage:**

Staff advised that after conferring with the Planning & Development Department, the establishment of the commercial advertising signage within the Town is governed by the Town's Development Regulations. The Town Manager is investigating whether penalties, for those contravening the regulations with the miscellaneous placement of signs within the road reservation, can be addressed through traffic regulations currently being developed.

#### **6. Portugal Cove Road Cross Culvert (Old Cart Road/Drovers Heights)**

Committee inquired on the status of this issue. Staff advised a letter has been sent to the Minister of Transportation and Works requesting a remedy of this issue. No response had been received to date. Committee inquired as to whether staff can undertake alterations to the concrete block in the ditch. Staff advised that such direction would need to come from Council as the infrastructure is not owned by the Town but is under the responsibility of the provincial Department of Transportation and Works.

#### **7. Tilt House Bakery driveway egress**

Request was made to have the exit from Tilt House Bakery to Portugal Cove Road assessed for sight lines as concerns were raised regarding the safe exiting of vehicular traffic at this location.

#### **8. Garbage Collection - Rons Road & Sharpes Road**

Committee inquired whether garbage was being collected from the private lanes known as Rons Road and Sharpes Road. Staff advised there are a few areas throughout Town where garbage is collected on private lanes, contrary to Town policy, and that these areas had been "grandfathered in" under previous Public Works administration. Staff advised that these areas have been flagged for addressing through updates to the Town's solid waste management regulations with appropriate notice given to those impacted. Committee requested a list of areas where garbage and recycling is being collected from private lanes.

#### **9. Correspondence Eastern Regional Service Board**

Committee was provided with correspondence from the Eastern Regional Service Board regarding fees charged for waste collection services. No action is required as this was an informational piece of correspondence.

## Economic Development, Marketing, Communications and Tourism Update

Although there was no meeting this week I would like to take this time to update Council on a few items.

On Friday, March 2<sup>nd</sup> we submitted a TakeCharge Funding application to complete some small renovations to the Recreation Centre, including new energy efficient lighting and a heat pump. In addition we would roll out a public education and awareness campaign on energy efficiency.

We have also launched a joint project with the Chamber of Commerce to develop a business directory. All businesses are encouraged to fill out a short form to be included, it can be found on our website.

Council has recently met with our Advisory Groups, representatives of Chamber of Commerce and Citizens for Fairness to discuss development regulation, particularly the Regulation 10 amendment. A Public meeting was also held on Monday, February 26<sup>th</sup>. I want to thank all those who contributed, it has already made a great impact, as there have already been changes to the amendment as a result. We will update the community soon on next steps.

Finally, it is with a heavy heart that I must acknowledge the passing of a dear friend of our community. Mr. Peter Hammond embodied the spirit of kindness and sincerity and was an active volunteer in our Town, particularly with St. Lawrence Anglican Parish. Last year he received a special award, the Standing Ovation Honor, by Council in recognition of his tremendous contributions to our community, including with our very own Heritage Committee. Our sympathies to his wife Elaine and family and friends.



Protective Services Committee report for March 1, 2018 – presented by Councillor Hanlon

**1. Commissionaires – Municipal Enforcement**

The Committee reviewed the report as provided by the Municipal Enforcement Officer. This report has been tabled as Appendix A.

*Note: the referenced appendix A is available in the supporting documents package.*

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

**Responses: 6**

- 3 Medical calls
- 3 Residential alarm bells

**Training:**

- Feb. 19th – Cold water/ice rescue practical & pet oxygen familiarization
- Feb. 26th – vehicle/fuel tanker familiarization

**Other Activity:**

FD conducted a general meeting on Feb. 22nd; Co-chiefs cooked supper for all members.

Recruit training was to start up on Feb. 27th but was cancelled due to weather, start up now set for March 5th. 10 recruits in total.

The FD will be conducting Vulnerable Sector checks for all FD members. This was brought forward a while ago and it was the consensus of the chiefs, officer, and members, that this is a prudent action in the interest of the FD and the Town. There are a number of occasions through a year when FD members interact with children and other vulnerable persons. Wildfire Community preparedness day – Co-chiefs have completed application to FireSmart Canada for \$500.00 grant to conduct an awareness campaign for the community, and will submit.

The Committee reviewed the draft application package compiled by the Co-chiefs for the new pumper truck to be submitted to the Province. The Committee have given direction to submit the application once it is finalized.

**3. Traffic Regulations**

All members of the Committee have reviewed the PCSP Traffic regulations. Once the revisions have been made the final version will be circulated to all of Council. A notice of motion with regards to these regulations will be presented at the next Council meeting on March 6th, 2018.

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

**1. Accounts for Payment**

Motion Laham/Stewart Sharpe  
**2018-072 Resolved that Council approve payment of regular accounts in the amount of \$104,281.86, and capital accounts in the amount of \$833,349.99, for a total of \$937,631.85.**  
Carried Unanimously

**2. Carried Forward-Correspondence: Youth Parliament**

Motion Laham/Bartlett  
**2018-073 Resolved that Council donate \$250 to Newfoundland and Labrador Youth Parliament (NLYP) in support of youth traveling to St. John's to learn about politics and debate in the House of Commons.**  
Carried Unanimously

**3. Carried Forward Correspondence: Request for refund**

The committee reviewed correspondence requesting a refund of development fees from a resident. Based on the established Tax Structure Rates committee cannot recommend approval. The Town will follow up with the resident.

**4. Correspondence: Affordable Water as a Priority for Residents & responses**

The committee reviewed correspondence we were copied on from Department of Municipal Affairs and Environment on January 31, 2018 to a resident of PCSP regarding the Drover Heights Water and Sewer project.

**5. Information Management**

The committee discussed the process of receiving correspondence, meeting as Committee of the Whole and accessing records. Staff will review any policies that need to be updated.

**6. Appeals Hearing Commissioner**

The Municipal Assessment Agency appeal hearings will take place in PCSP on April 10th, 2018. Appellants will be notified in the next two weeks.

Motion Laham/Neary  
**2018-074 Resolved that Mr. Tom Strickland of Business Logistics be appointed as the Property Assessment Review Commissioner for the Town of Portugal Cove-St. Philip's for the year 2018.**  
Carried Unanimously

**7. Recruitment of Public Works Director**

Director of Public Works has resigned from the Town and the committee discussed hiring a replacement. The Town Manager will begin the process.

## 8. Correspondence: Public Procurement Act (replaces Public Tender Act)

The committee reviewed correspondence from the Government Purchasing Agency regarding the newly published Public Procurement Act, which will replace the Public Tender Act. This item is for information only.

### CORRESPONDENCE

Council Correspondence for February 19 to March 2, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
2/20/2018	Town of Torbay	2018 Animal Control Services rates	PW Cmte
2/21/2018	Resident	Drains on Indian Meal Line	PW Cmte
2/23/2018	Resident	Rezoning of Land	P&D Cmte
3/1/2018	Government of NL	Public Procurement Act to replace Public Tender Act	A&F Cmte
3/1/2018	Resident	Opposition to Cannabis Dispensary	P&D Cmte

### NEW/GENERAL/UNFINISHED BUSINESS

#### Amendment to Protective Services Committee Report by Councillor Hanlon

After a review of the regulation adoption process following the Committee meeting, we have decided that the Notice of Motion is not required at this time. It will be done once the draft has been finalized.

In accordance with Section 189 and 190 of the Highway Traffic Act, the Town has developed a set of draft Municipal Traffic Regulations. As per Council's public engagement commitment, we are seeking input from residents. Therefore:

Motion  
2018-075  
Hanlon/Neary  
**Resolved that that the draft PCSP Traffic Regulations be posted to the Town's website for a period of two weeks in an effort to garner feedback from residents prior to sending to the Minister of Transportation and Works with a request for an order to delegate authority.**  
Carried  
Unanimously

The feedback received will be used to revise the regulations and will be brought back to a future Council meeting for a motion to send to the Minister of Transportation and Works.

When the Minister provides the delegated authority a Notice of Motion to adopt the regulations will follow.

### AGENDA ITEMS/NOTICE OF MOTION

**ADJOURNMENT**

Motion      Hanlon/Bartlett

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

**March 13<sup>th</sup>, 2018**

**In Attendance:** Councillor Darryl Harding (Chairperson)  
Deputy Mayor Jeff Laham  
Councillor Johnny Hanlon  
Les Spurrell, Planning and Development Coordinator  
Ashley MacKinnon, Planning Technician

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

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**1. Civic # 115-129 Bennett's Road – Single Dwelling**  
**Motion:** The Committee recommends that the application to construct a single dwelling at Civic # 115-129 Bennett's Road be rejected as per Appendix A: Tabled Report.

**2. Civic # 608-610 Old Broad Cove Road – Accessory Building**  
**Motion:** The Committee recommends that the application to construct an accessory building at Civic # 608-610 Old Broad Cove Road be granted approval in principle as per Appendix A: Tabled Report.

**3. Civic # 2-6 Emberley's Road – Business (Home Office)**  
**Motion:** The Committee recommends that the application to establish a home office as a home occupation at Civic # 2-6 Emberley's Road be granted approval in principle as per Appendix A: Tabled Report.

**4. Civic # 1539A Portugal Cove Road – Request to Change Civic Numbers**  
**Motion:** The Committee recommends that the request to change the civic numbers adjacent to Civic # 1539A Portugal Cove Road so that this property would not have "A" in the address and reflect frontage directly on a publicly maintained street be granted in accordance with the Town of Portugal Cove-St. Philip's Civic Numbering Policy.

**5. Civic # 6 Thorpe's Road – Business at Civic # 1519-1523 Thorburn Road**  
The Planning Department is in receipt of correspondence regarding traffic concerns related to a take-out food service business (gourmet meals to go) approved at Civic # 1519-1523 Portugal Cove Road.

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

**6. Civic # 244-254 Tolt Road and Civic # 69 Bradbury's Road – Property Boundaries**

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

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

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

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

Items # 8 through 15 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

**16. Permits Issued**

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



**Appendix A: Tabled Report  
March 13<sup>th</sup>, 2018**

**Applications:**

**Item # 1:**

**Civic # 115-129 Bennett's Road  
Single Dwelling  
Zoning: Protected Watershed (PW) – Unserviced**

**The Committee recommends that the application to construct a single dwelling at Civic # 115-129 Bennett's Road be rejected as the proposal is contrary to the Town's Municipal Plan and Development Regulations 2014-2024 as the proposed dwelling would be located within the Protected Watershed Zone which does not allow for the construction of single dwellings which does not comply with Plan Policy PW-6 (Protected Watershed Policies), Development Regulation 103 (Uses Not Permitted), and Schedule C: Protected Watershed.**

The Administrator recommended that this application be rejected.

**Item # 2:**

**Civic # 608-610 Old Broad Cove Road  
Construct Accessory Building  
Zoning: Residential Medium Density (RMD) – Unserviced**

**The Committee recommends that the application for Civic # 608-610 Old Broad Cove Road be granted approval in principle, permitting the construction of 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 # 3:**

**Civic # 2-6 Emberley's Road  
Business (Home Office)  
Zoning: Residential Low Density (RLD) – Unserviced**

**The Committee recommends that the application for Civic # 2-6 Emberley's Road be granted approval in principle, permitting the establishment of an office (online shop) 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), and Schedule C: Residential Low Density.**

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

**Other Items Discussed:**

**Item # 8:**

**Civic # 1614-1616 Portugal Cove Road – Application for Business**

The Committee reviewed an application to change the use of an existing building from residential to commercial to establish a convenience store (specialty shop – humidity control products) at Civic # 1614-1616 Portugal Cove Road.

The Committee requests that this application be held pending receipt of the property owner's signature on the application, comments from the Department of Municipal Affairs and Environment for work required within identified Flood Risk Areas related to vehicle access to the parking area (in accordance with Development Regulation 51 (5) (Off-Street Parking Requirements)), and approval from the Department of Transportation & Works for the access from Portugal Cove Road for the purpose of a business operation.

**Item # 9:**

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

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

The Committee requests that this item be held pending review of documentation from the applicant regarding conflicts with the Flood Risk Mapping.

**Item # 10:**

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

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

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

**Item # 11:**

**Civic # 1933-1945 Portugal Cove Road – Request to Change Road Name**

The Planning Department received a request from a business owner at Civic # 1933-1945 Portugal Cove Road to have the name of Portugal Cove Road from the intersection with Beachy Cove Road to the ferry terminal changed.

The business owner has advised that they have contacted the Department of Transportation and Works who advised them that a request to rename the section of road would have more bearing if received from the Town as opposed to a private individual.

Staff will contact the Heritage Committee and awaits a response. The Committee requests that this item be held pending receipt of the response.

Item # 12:

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

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

Staff will contact the Advisory Committee on the Environment and awaits a response. The Committee requests that this item be held pending receipt of the response.

Item # 13:

**Eastern Newfoundland Regional Appeal Board – Notice of Appeal (Mercer's Road)**

The Planning Department is in receipt of correspondence from the appellant stating that they have no objections to extending the Town's response time for the submission of documents in relation to an appeal that has been filed regarding Council's decision to reject an application to construct a fully-serviced residential subdivision at Civic # 12-16B Mercers Road.

The Committee advised Staff to refrain from sending the information to the Board until 45 days from the date of receipt of the Notice of Appeal.

Item # 14:

**Steep Slope Regulations**

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

The Committee requests that this item be held pending a meeting with the Committee of the Whole and the Advisory Committee on the Environment regarding proposed changes to the Regulations.

Item # 15:

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

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

The Committee requests that this item be held pending a meeting between the Committee and the property owners.

**Permits Issued:**

Item # 16:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	18-022	03/05/2018	210-234	Beachy Cove Road	Site Preparation
2	18-023	03/06/2018	32-34	Jera Street	Accessory Building
3	18-024	03/07/2018	12	Golden Dawn Drive	Accessory Building
4	18-025	03/08/2018	294-302	Tolt Road	Driveway Access
5	18-026	03/08/2018	7-11	Parrott Place	Dwelling Repairs, Patio/Deck & Demolition



Tabled items at end of  
Council Package for:

# **PLANNING & DEVELOPMENT**



# **RECREATION & COMMUNITY SERVICES**

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

Staff: Dawn Sharpe, Director of Recreation and Community Services

**1. East Coast Trails (ECT)**

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

**2. Voisey's Brook Walking Trails**

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

**3. Programs and Special Events**

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

- a. Seniors Paddy's Day Event – March 16<sup>th</sup>
- b. Clay Café Paint Night – March 21<sup>st</sup>
- c. Easter Party and Sleigh Rides – March 24<sup>th</sup>
- d. Easter Camp – April 2<sup>nd</sup> – 6<sup>th</sup>
- e. Rescheduled Snow and Stars Hike – April 13<sup>th</sup>
- f. Best of PCSP – April 16<sup>th</sup>

**4. 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 \$50 per player for a total of \$300 to the Midget A Northeast Eagles Hockey Provincial Team members from Portugal Cove – St. Philip’s as listed; Carter Stevens, Adrian Stevens, Riley Wilkens, Lucas Heather, Naythan Stone, and Tyler Sheppard.

**MOTION:** Committee recommends that the Town donate \$1000.00 to Lisa Oliver to assist with her fund-raising efforts to install a chair lift in her van for her daughter Holly.





Tabled items at end of  
Council Package for:

# **RECREATION & COMMUNITY SERVICES**



# **PUBLIC WORKS**



Public Works Committee  
March 14, 2018, 4:30pm

In attendance: Councillor Dave Bartlett, Chair  
Deputy Mayor Jeff Laham  
Mayor Carol McDonald  
Staff: Gail Tucker, Director of Public Works  
Linda Newhook, Public Works Coordinator  
Regrets: Councillor Darryl Harding

**1. Animal Control – Partnership with Town of Torbay**

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

**MOTION: Committee recommends approval of a partnership with the Town of Torbay for Animal Control services for five (5) hours per week and to be reviewed one (1) year from commencement.**

**2. Correspondence – Drover Heights**

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

**3. Quotes – Fleet Diagnostic Equipment**

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

**MOTION: Committee recommends approval of the purchase of a Bosch – ESI HD Diagnostics Tool from Carquest at a cost of \$9,195 plus HST.**

**4. Seasonal Public Works Staff – Recalls and Postings**

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

**MOTION: Committee recommends approval to call back and/or post the following seasonal positions:**  
**Heavy Equipment Operator (x2)**  
**Municipal General Worker, Facilities (x4)**  
**Municipal General Worker, Streets (x2)**  
**Water/Wastewater Technician, Plant (x1)**  
**Water/Wastewater Technician, Field (x1)**  
**Collector Operator (x1)**



**5. Snow Clearing – Property Damage Claim**

A damage claim was presented to Committee for the following civic address: 4 Larkspur Lane. This claim was submitted as per the claim process requesting replacement of sod and pipes from an irrigation system. The area of claim is within the Town's street reservation therefore, as per Section 4 of the Town's Snow Clearing Regulations, *"The Town will not be responsible for any damage caused within the Street Reservation."* The claim for the replacement of the irrigation system is recommended for denial.

**MOTION:** Committee recommends denial of claim for damages to irrigation system as per the Town's Snow Clearing Regulations.

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

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



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



Economic Development, Marketing, Communications  
and Tourism Agenda

Thursday, March 15, 2018

3:30 pm

Councillor Tina Neary, Chair

Councillor Dave Bartlett

Councillor Madonna Stewart Sharpe

Jeff Lawlor, Director Economic Development, Marketing  
and Tourism

### **1. Community Signage**

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

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

### **2. Heritage Committee**

The committee reviewed a request to join the Heritage Committee

#### **Motion: Committee recommends George Withers be appointed to the Heritage Committee**

Our Heritage Coordinator has been working with the Recreation Department in looking for options for new dories for the regatta. A proposal has been developed in conjunction with the Wooden Boat Museum that would see us purchase one dory and two dories that are incomplete. We would have public workshops to complete those two dories. Staff will finalize the plan for Councils consideration. This is a budgeted item.

### **3. Advisory Committee on the Environment**

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

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

### **4. SharePoint**

As the Town is transitioning to a new iCompass platform for Council and committee minutes and reports discussions have started on how best to use SharePoint moving forward. The Director of Economic Development will work with the Deputy Town Clerk to address the needs of Council from a records and information management perspective. The coming solutions will be user friendly to residents and Council.

## **5. Community Advertising**

The committee discussed two promotional avenues for the town:

- a) Business View magazine was looking to profile the town. A requirement is to send a letter to businesses to ask them to advertise in the magazine at a high cost. The market is international. Committee determined this is not a good fit and an unreasonable expectation on local businesses. We will not proceed.
- b) Horizons is a provincial publication administered by the Telegram. The exposure is great and many communities in Newfoundland and Labrador advertise here as a means of promoting their community. This was a budgeted item and we will proceed with his publication.

## **6. Urban Municipalities Caucus (UMC) Meetings**

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

## **7. Chamber of Commerce**

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

## **8. Service Level Review**

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

## **9. Regional Transportation Plan**

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

## **10. Best of PCSP Community Awards**

Nominations have been extended to March 20<sup>th</sup>. Fred Hutton has confirmed that he will be emceeing again this year.



# **PROTECTIVE SERVICES**





## **Protective Services Committee**

Tuesday, March 13, 2018

4:00PM

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

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

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

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

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

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

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

**Responses: 5**

- 4 Medical calls
- 1 Chimney fire

**Training:**

- March 5<sup>th</sup> – Pre-incident planning exercise
- March 12<sup>th</sup> – no training scheduled due to prior scheduling of R2MR course Saturday

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

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

**Other Activity:**

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

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

The FireSmart application has been submitted.

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

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

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

### **3. Traffic Regulations**

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



# **ADMINISTRATION & FINANCE**



## **Administration & Finance Committee**

March 13, 2018

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

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

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

**MOTION: Committee recommends Council approve payment of regular accounts in the amount of \$32,625.34, and capital accounts in the amount of \$52,274.23, for a total of \$84,899.57**

### **2. Killick Coast Mayors Meeting**

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

### **3. Carried Forward Correspondence: Request for tax relief based**

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

### **4. Information Management**

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

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

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

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

## **6. Correspondence: Request for Tax Relief**

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

## **7. Water and Sewer Connection Fees**

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

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

**MOTION: The committee recommends the amended 2018 Schedule of fees with changes to the Water & Sewer Connection & Other Fee section be adopted.**

## **8. 2014-2017 Multi-Year Capital Works Projects**

**MOTION: Seek approval from Department of Municipal Affairs and Environment to borrow Town's portion of the 2014-2017 multi-year capital works projects in the amount of \$755,050 for a 10 year term and 10 year amortization at a rate of 3.77% with the Royal Bank.**

## **9. Accounts Receivable Item**

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

**MOTION: Committee recommends that account DONSQ001 in the amount of \$7,338.92 and account ATLAN002 in the amount of \$1,560.00 be written off as uncollectable.**



Tabled items at end of  
Council Package for:

# **Administration & Finance**



# **CORRESPONDENCE**



Council Correspondence for March 6-16, 2018

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



**NEW/GENERAL/  
UNFINISHED  
BUSINESS**



# **AGENDA ITEMS/ NOTICE OF MOTIONS**



Tabled items

# **PLANNING & DEVELOPMENT**

Item # 5

Portugal Cove-St. Philip's

Feb. 26, 2018

Town Council

Town of Portugal Cove-St. Philip's

1119 Thorburn Road

Portugal Cove-St. Philip's, NL A1M 1T6

Portugal Cove St. Philip's Planning and Development	
FEB 28 2018	
Rec. #:	
Amt. PD.:	
Initial:	AD

Dear Madam, or Sir,

I am concerned that the development of a takeout business near the junction of Tucker's Hill Road and Thorburn Road will create problems with traffic flow and a hazardous situation.

This site is near a blind corner and an intersection that is known to be dangerous to the persons using these highways. This site is also a short distance from PJ convenience and careful observance must be made, in that area, to avoid a collision with vehicles entering and leaving the parking spaces. Driving in this area will be similar to running the gauntlet.

It should be noted that the shoulders of the road, in this area, are very narrow and the ditches are very close to the edge of the pavement.

The distance from the highway to the proposed building would not allow vehicles to be turned around and they would have to either, back across oncoming traffic, or back onto the highway. In any case, an increase in vehicles accessing this building will create traffic flow problems and a very dangerous situation.

Thank you for your time and consideration,

[Redacted Signature]

[Redacted Address]



Tabled items

# **Recreation & Community Services**

## **Claudine Murray**

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**From:** Heather Coughlan  
**Sent:** Tuesday, March 13, 2018 6:19 PM  
**To:** Council  
**Cc:** Chris Milley; Claudine Murray  
**Subject:** Resident Concern

This email was received via the Town website, in which the resident asks for it to be sent to all of Council:

### **Name**

[REDACTED]

### **E-Mail**

[REDACTED]

### **Message**

I write to you today to make you aware of conditions at the Voiseys Park walking trail. Last year on 2 occasions I contacted your office to advise of the intrusion of ATVs on the trail and ask some barriers be put in place. To date, there has been nothing visible to address same nor did I receive follow-up after my complaint was provided by telephone.

I walk this trail 5-6 times per week and by far today is the worst conditions I have ever seen making it practically unusable even with snowshoes. If you wish to visit and walk the entire trail as I have just attempted you will notice a considerable tear up due to snowmobiles.

Please bring this to the attention for the Mayor and council and have someone follow-up with me.

Thank you

[REDACTED]

**Heather Coughlan**

Employee & Public Relations Administration

T: 709.895.8000 ext. 258

F: 709.895.3780



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

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





## MEMORANDUM OF UNDERSTANDING

Between

Town of Portugal Cove-St. Philip's  
and  
East Coast Trail Association Inc.

Town of Portugal Cove-St. Philips  
1119 Thorburn Road  
Portugal Cove-St. Philips, NL  
A1M 1T6

East Coast Trail Association Inc.  
P.O. Box 8034  
50 Pippy Place, 2<sup>nd</sup> Floor  
St. John's, NL A1B 3M7

### Background

The Town of Portugal Cove-St. Philip's (PCSP) is a large rural community on the Killick Coast Tourism route in the Conception Bay East-Bell Island region of the Northeast Avalon Peninsula. With a rich history, spectacular coastline and sea views, the town offers majestic sunset vistas and is truly a scenic community.

The Town of Portugal Cove-St. Philip's supports the efforts of the East Coast Trail Association Inc. to preserve the rugged beauty of the province's natural coastal environment. Council recognizes the importance of the East Coast Trail along the coastal areas of the community to the future development of tourism, community recreational opportunities, and community health benefits.

The East Coast Trail Association Inc. is a member-driven, volunteer-based registered charity formed in 1994 with the mission to develop, maintain and preserve the East Coast Trail as a pedestrian-only trail. The East Coast Trail Association Inc. is developing a natural walking/hiking trail along the coastline of Portugal Cove-St. Philip's as part of a larger coastal trail system. The Town of Portugal Cove-St. Philip's has approximately 20 km of coastline on which three paths of the East Coast Trail system run – Piccos Ridge Path, Princes Path and Goat Cove Path.

### Purpose

The purpose of this Memorandum of Understanding (MOU) is to formalize the relationship between the Town of Portugal Cove-St. Philip's and the East Coast Trail Association Inc. to

mutually benefit both parties as they work together to ensure the sustainability of the East Coast Trail. Through the MOU, the Town will protect public access to its extensive coastline and promote the East Coast Trail to residents and visitors, thus encouraging hiking and outdoor fitness activities.

### **Statement of Objectives and Duties**

- The promotion of the East Coast Trail and the Town of Portugal Cove-St. Philip's on respective web sites, social media pages, and through other opportunities as they arise.
- The East Coast Trail and public access to the shoreline is recognized in the Town's Municipal Plan and Development Regulations 2014-2024. The Plan outlines the Town's objective to work towards:
  - Protecting much of the East Coast Trail through the thirty (30.0) metre coastal buffer established in Schedule E to help protect the natural landscape and views from the trail, and ensure that future development does not negatively impact the trail.
  - Encourage connections between the East Coast Trail and the network of existing community walking and hiking trails further inland to create a community-wide linear park system.
  - Encourage trail access through and adjacent to new developments which intersect with existing or potential trails and trail connectors, as identified on the Land Use Zoning Map.
  - Establish wider trail buffers that will protect the natural character and integrity of the trail system in the less developed or rural areas of the Town, and narrower trail buffers where trails pass through or near existing built up areas of the Town.
- The ECTA will have an opportunity to provide input into the Municipal Plan and Development Regulations and amendments on provisions concerning or impacting the trail.
- The ECTA will provide its newsletters and other communications to the Town.
- The parties will exchange up-to-date contact information.
- The parties will establish protocol outlining when parties should contact each other and who those points of contact should be.
- The Town and the ECTA will consult and coordinate procedures when addressing landowner issues affecting the trail.
- Where possible, the Town will look to provide in-kind support to the ECTA when partnering on projects of mutual concern and benefit.

- The ECTA will report and meet with the Town on an annual basis to provide an overview of all circumstances involving the trails in Portugal Cove-St. Philips and the overall trail system plans.
- Maintenance and restoration work on the trail is the responsibility of the ECTA and will be executed as soon as reasonably possible within constraints of personnel and finance. That work includes:
  - Final hardening and enhancement of the trails;
  - Reasonable wear and tear;
  - Catastrophic storm damage;
  - Damage due to vandalism; and
  - Ongoing enhancement and restoration of the Trail.
- The ECTA may submit an annual funding request to the Town, which will be assessed on a basis of need and available funding. This request will be subject to Council approval.
- Both parties to commit to a review of the MOU within three (3) months of the swearing in of future Town Councils every four (4) years.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 2016, in the Municipality of Portugal Cove-St. Philip's, in the province of Newfoundland and Labrador.

On behalf of the Town of Portugal Cove-St. Philips:

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Mayor Moses Tucker

On behalf of the East Coast Trail Association

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President Randy Murphy



# East Coast Trail

Goat Cove & Princes Ridge  
PORTUGAL COVE

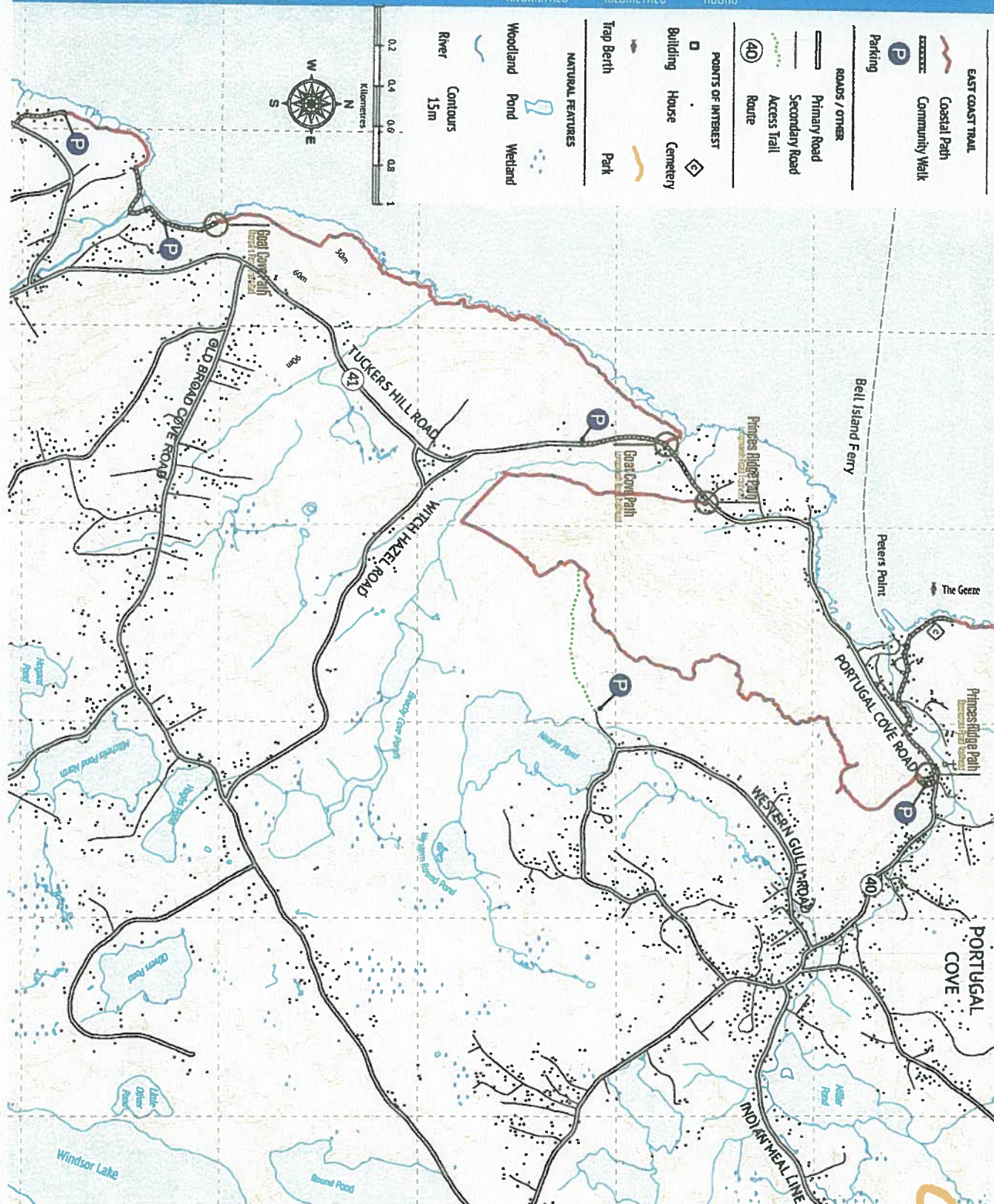
Trail Length  
3.8/5.4  
KILOMETRES

Side Trails  
0/0.1  
KILOMETRES

Time Allowance  
3 to 4  
HOURS

Trail Difficulty  
Moderate

Map No. 2





Tabled items

# **Administration & Finance**

**Accounts for Payment - March 13, 2018**

**REGULAR ACCOUNTS:**

<b>S0040383</b>	<b>2/14/2018</b>	<b>A.Harvey &amp; Company</b> 144.06 ton of road salt	<b>\$</b>	<b>18,041.37</b>
<b>16283</b>	<b>3/1/2018</b>	<b>City of St. John's</b> Landfill use Feb2018	<b>\$</b>	<b>8,833.97</b>
<b>183199</b>	<b>2/28/2018</b>	<b>Triware Technologies Inc.</b> Prepaid computer support	<b>\$</b>	<b>5,750.00</b>
TOTAL REGULAR ACCOUNTS:			<b>\$</b>	<b><u>32,625.34</u></b>

**CAPITAL ACCOUNTS:**

<b>Claim#3PCoveSidewalks(HB)</b>	<b>3/1/2018</b>	<b>EXP Services Inc.</b> Claim #3 Portugal Cove Sidewalks - Holdback release	<b>\$</b>	<b>14,570.82</b>
<b>32893145</b>	<b>12/31/2017</b>	<b>Telus</b> AVL System	<b>\$</b>	<b>37,703.41</b>
TOTAL CAPITAL ACCOUNTS:			<b>\$</b>	<b><u>52,274.23</u></b>

**GRAND TOTAL:** **\$** **84,899.57**

**Town of Portugal Cove-St.Philips**  
**BNK1 - BNS CURRENT ACCT**  
 Cheques from 000001 to 047154 dated between 02/27/2018 and 03/09/2018

**CHEQUE REGISTER**

Printed: 12:02:40PM 03/09/2018

Page 1 of 5

Number	Issued	Amount	SC	Status	Status Date
047059	03/01/2018 Air Liquid Canada Inc. 68017338 oxygen tank refill	55.10 55.10	A/P	OUT-STD	03/01/2018
047060	03/01/2018 Brunswick News Inc 1766089 job ad on career beacon	343.85 343.85	A/P	OUT-STD	03/01/2018
047061	03/01/2018 Canadian Linen & Uniform Service 6500316490 mat rental	81.81 81.81	A/P	OUT-STD	03/01/2018
047062	03/01/2018 Chris Neary OHS training18 reimb-ohs training supplies	78.28 78.28	A/P	OUT-STD	03/01/2018
047063	03/01/2018 Corporate Express 46701719 ink, waste basket,clips,post it, markers 46798851 note pads	139.67 105.18 34.49	A/P	OUT-STD	03/01/2018
047064	03/01/2018 East Coast Hydraulics 0000040866 5 hoses, 2 end caps	417.05 417.05	A/P	OUT-STD	03/01/2018
047065	03/01/2018 Frederick Hollett 092505 reimb-meals FD membership meeting/trainii Feb18-24 FD Consultations Feb18-24	1,389.35 66.85 1,322.50	A/P	OUT-STD	03/01/2018
047066	03/01/2018 Grand Concourse Authority 18010 2018 member contribution	2,762.36 2,762.36	A/P	OUT-STD	03/01/2018
047067	03/01/2018 Harvey's Oil Limited 383928 Hyrdaulic Oil - 20 pails @ \$1,748 tax includ	1,748.00 1,748.00	A/P	OUT-STD	03/01/2018
047068	03/01/2018 Image 4 Printing & Design Inc. 18461 printing newsletter	2,660.38 2,660.38	A/P	OUT-STD	03/01/2018
047069	03/01/2018 Irving Oil Limited 34000 Gas	1,434.65 1,434.65	A/P	OUT-STD	03/01/2018
047070	03/01/2018 James G. Crawford Ltd. 442644 Flushometer for toilet at rec center	603.06 603.06	A/P	OUT-STD	03/01/2018
047071	03/01/2018 Josh Gladney's Bus Service Ltd. 18 bussing for winter carnival skating	2,300.00 2,300.00	A/P	OUT-STD	03/01/2018
047072	03/01/2018 Kent Building Supplies 1733698 Ice Melter for buildings	288.28 288.28	A/P	OUT-STD	03/01/2018
047073	03/01/2018 Madeline Higgins WINTERCARNIVAL18 50/50 winner Winter carnival 2018	1,000.00 1,000.00	A/P	OUT-STD	03/01/2018
047074	03/01/2018 Nick Miller AthConferece18 travel advance - conference halifax	630.00 630.00	A/P	OUT-STD	03/01/2018
047075	03/01/2018 NLCSA 53401 conference fee - cn	143.75 143.75	A/P	OUT-STD	03/01/2018
047076	03/01/2018 North Atlantic 3491 Furnace oil 3513 diesel	3,413.66 860.94 2,552.72	A/P	OUT-STD	03/01/2018
047077	03/01/2018 Parts for Trucks 40409651-00 Unit #40, heat shrink, pull ties, marker lights	67.61 67.61	A/P	OUT-STD	03/01/2018
047078	03/01/2018 Richard Murphy 012121 reimb-meals for membership meeting/trainir Feb19-25 FD Consultations Feb19-25	1,732.22 122.22 1,610.00	A/P	OUT-STD	03/01/2018
047079	03/01/2018 Royal Freightliner FRCS194479 inspect dashlights-vehicle maint	407.20 407.20	A/P	OUT-STD	03/01/2018
047080	03/01/2018 St. John Ambulance	855.00	A/P	OUT-STD	03/01/2018

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**Town of Portugal Cove-St. Philips**  
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Number	Issued		Amount	SC	Status	Status Date
	I-NL-021318	babysitting course	855.00			
047081	03/01/2018	Stan Butler	<b>250.00</b>	A/P	OUT-STD	03/01/2018
	2018	Paddys Day entertainment 18	250.00			
047082	03/01/2018	Telelink Call Centre	<b>268.41</b>	A/P	OUT-STD	03/01/2018
	C9139-1803	phone answering service	268.41			
047083	03/01/2018	Tracy Simmons	<b>259.25</b>	A/P	OUT-STD	03/01/2018
	PC#12018	Reimb petty cash-reg mail,misc supplies,lar	259.25			
047084	03/01/2018	Windco Enterprises	<b>109.25</b>	A/P	OUT-STD	03/01/2018
	20180123	tie back ball field net due to broken cable	109.25			
047085	03/01/2018	City of St. John's	<b>12,823.29</b>	A/P	OUT-STD	03/01/2018
	15935	Landfill use Jan18	12,823.29			
047086	03/01/2018	Nortrax	<b>18,400.00</b>	A/P	OUT-STD	03/01/2018
	899818	624K Rental Dec29-Jan25	10,350.00			
	899822	544K rental Dec29-Jan25	8,050.00			
047087	03/01/2018	Triware Technologies Inc.	<b>11,690.90</b>	A/P	OUT-STD	03/01/2018
	183016	2018 computer support/maint contract	11,690.90			
047088	03/01/2018	Vigilant Management Inc.	<b>15,099.23</b>	A/P	OUT-STD	03/01/2018
	1072	meadow heights	8,876.58			
	1073	MYCW Nearys Pond	6,222.65			
047089	03/01/2018	Chris Milley	<b>200.00</b>	A/P	OUT-STD	03/01/2018
	Feb18	TRAVEL ALLOWANCE	200.00			
047090	03/01/2018	Gail Tucker	<b>200.00</b>	A/P	OUT-STD	03/01/2018
	Feb18	TRAVEL ALLOWANCE	200.00			
047091	03/01/2018		<b>20.00</b>	G/L	OUT-STD	03/01/2018
047092	03/02/2018	Newfoundland Exchequer	<b>9.89</b>	A/P	OUT-STD	03/02/2018
	50/50 2018	lottery license 50/50 winter carnival	9.89			
047094	03/05/2018		<b>204.19</b>	A/R	OUT-STD	03/05/2018
047095	03/05/2018	Northbridge General Insurance	<b>2,500.00</b>	G/L	OUT-STD	03/05/2018
047096	03/09/2018	Ace Locksmithing	<b>123.63</b>	A/P	OUT-STD	03/09/2018
	10628	10 station keys - FD	123.63			
047097	03/09/2018	Atlantic Cash & Carry	<b>317.85</b>	A/P	OUT-STD	03/09/2018
	34701010383726	winter carnival prizes	317.85			
047098	03/09/2018	Bauline United Church	<b>100.00</b>	A/P	OUT-STD	03/09/2018
	D.Hynes-Morgan	In memoriam - Deborah Hynes-Morgan	100.00			
047099	03/09/2018	Bugden Signs	<b>299.00</b>	A/P	OUT-STD	03/09/2018
	36378	xmas plaques 2017	299.00			
047100	03/09/2018	Canadian Linen & Uniform Service	<b>76.51</b>	A/P	OUT-STD	03/09/2018
	6500317633	mat rental	76.51			
047101	03/09/2018	Chris Neary	<b>11.48</b>	A/P	OUT-STD	03/09/2018
	training2	travel claim - training Mar1	11.48			
047102	03/09/2018	Complete Transport Services	<b>268.19</b>	A/P	OUT-STD	03/09/2018
	40300	Repair solenoid breaker and backup alarm	268.19			
047103	03/09/2018	Construction Signs	<b>2,075.75</b>	A/P	OUT-STD	03/09/2018
	35652	Slider signs-field open/closed, caution trail s	448.50			
	35685	Posts and bases for road signs	1,627.25			
047104	03/09/2018	Corporate Express	<b>66.38</b>	A/P	OUT-STD	03/09/2018
	46878816	Toner	66.38			
047105	03/09/2018	CPA Newfoundland & Labrador	<b>1,213.25</b>	A/P	OUT-STD	03/09/2018

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	282878	membership dues	1,213.25			
047106	03/09/2018	E. Tucker & Sons Ltd.	<b>1,386.67</b>	A/P	OUT-STD	03/09/2018
	41026	Repairs to pump Unit #49	782.00			
	41076	Pins for loader 624J	604.67			
047107	03/09/2018	East Coast Hydraulics	<b>315.18</b>	A/P	OUT-STD	03/09/2018
	0000040999	2 hydraulic hoses - unit #38	265.33			
	0000041097	Automatic grease machine on Unit 38	49.85			
047108	03/09/2018	EMM Hardchrome and Hydraulics	<b>2,233.99</b>	A/P	OUT-STD	03/09/2018
	181047	Rebuild telescopic cylinder - Unit #48	2,233.99			
047109	03/09/2018	Executive Coffee	<b>133.85</b>	A/P	OUT-STD	03/09/2018
	0000193325	creamers,coffee	133.85			
047110	03/09/2018	Fastenal Canada Company	<b>2,312.73</b>	A/P	OUT-STD	03/09/2018
	NFMOU176643	45 Gal Flammable Storage Cabinet (Depot)	1,141.74			
	NFMOU176644	11 Gal Flammable Storage Cabinet (WWTP)	715.47			
	NFMOU176704	Binstock - inventory, 88 bottles windshield w	208.15			
	NFMOU176771	washer fluid,screws,bolts	247.37			
047111	03/09/2018	Frederick Hollett	<b>1,322.50</b>	A/P	OUT-STD	03/09/2018
	Feb25-Mar3	FD consultation Feb25-Mar3	1,322.50			
047112	03/09/2018	GFL Environmental Inc.	<b>1,763.55</b>	A/P	OUT-STD	03/09/2018
	E60000043554	dump/replace garb bin	1,763.55			
047113	03/09/2018	Home Depot	<b>190.15</b>	A/P	OUT-STD	03/09/2018
	2460052	Materials and supplies to repair water line le	116.01			
	9460287	Propane Torch - for parks gates	74.14			
047114	03/09/2018	Irving Oil Limited	<b>1,111.25</b>	A/P	OUT-STD	03/09/2018
	932812	Gas	1,111.25			
047115	03/09/2018	Justin Daniels	<b>69.90</b>	A/P	OUT-STD	03/09/2018
	004659	reimb-small craft operators license	69.90			
047116	03/09/2018	Kent Building Supplies	<b>689.25</b>	A/P	OUT-STD	03/09/2018
	15553693	plywood for back of truck	66.72			
	15563186	shovels	45.97			
	1736775	Ice Melter	288.28			
	1737544	12 bags ice melt	288.28			
047117	03/09/2018	Krista Holden	<b>400.00</b>	A/P	OUT-STD	03/09/2018
	Feb18	adult fitness classes Feb18	400.00			
047118	03/09/2018	Maxxam Analytics Inc.	<b>218.50</b>	A/P	OUT-STD	03/09/2018
	BE3313926	water testing	218.50			
047119	03/09/2018	Micmac Fire & Safety Source Ltd.	<b>1,161.50</b>	A/P	OUT-STD	03/09/2018
	NL-00849464	Ice rescue suit-FD	1,161.50			
047120	03/09/2018	Newfound Disposal Systems Ltd.	<b>55.94</b>	A/P	OUT-STD	03/09/2018
	0000528328	paper shredding	55.94			
047121	03/09/2018	Newfoundland Design Associates Ltd.	<b>2,208.00</b>	A/P	OUT-STD	03/09/2018
	2018021	Nearys Pond Rd	2,208.00			
047122	03/09/2018	Nicole Clark	<b>1,150.00</b>	A/P	OUT-STD	03/09/2018
	Easter18	Petty cash for easter events & rescheduled	1,150.00			
047123	03/09/2018	North Atlantic Supplies Inc.	<b>58.65</b>	A/P	OUT-STD	03/09/2018
	54358	winter gloves	58.65			
047124	03/09/2018	North East Avalon Regional Arena	<b>750.00</b>	A/P	OUT-STD	03/09/2018
	9195/9189/9204	Ice rental for Winter Carnival 2018	750.00			

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047125	03/09/2018	North Atlantic	<b>3,457.16</b>	A/P	OUT-STD	03/09/2018
	3658	Diesel	3,457.16			
047126	03/09/2018	Orkin Canada Corporation	<b>295.56</b>	A/P	OUT-STD	03/09/2018
	IN-8316624	Pest control-depot	77.05			
	IN-8316648	Pest Control-Rainbow gully	41.98			
	IN-8316652	pest control-rec center	79.93			
	IN-8316670	pest control-generator shed	96.60			
047127	03/09/2018	Parts for Trucks	<b>554.36</b>	A/P	OUT-STD	03/09/2018
	40410501-00	Radiator cap unit #35, garden hose, bucket	554.36			
047128	03/09/2018	Pik-Fast Express Inc.	<b>27.60</b>	A/P	OUT-STD	03/09/2018
	DD-1792	courier service	27.60			
047129	03/09/2018	Protek Industries	<b>1,210.95</b>	A/P	OUT-STD	03/09/2018
	20998	Cold Patch for road repairs	403.65			
	21005	Cold Patch	403.65			
	21017	Cold Patch	403.65			
047130	03/09/2018	Richard Murphy	<b>1,466.25</b>	A/P	OUT-STD	03/09/2018
	Feb26-Mar4	FD Consultations Feb26-Mar4	1,466.25			
047131	03/09/2018	Ritche Perez	<b>60.00</b>	A/P	OUT-STD	03/09/2018
	14	winter carnival photography	60.00			
047132	03/09/2018	Rona	<b>75.67</b>	A/P	OUT-STD	03/09/2018
	2130962	12 bags concrete mix - for road posts	75.67			
047133	03/09/2018	SaltWire Network Inc.	<b>460.41</b>	A/P	OUT-STD	03/09/2018
	TM0008934	Job Ad - librarian	460.41			
047134	03/09/2018	Saunders Equipment Ltd.	<b>479.95</b>	A/P	OUT-STD	03/09/2018
	0000070896	control button	479.95			
047135	03/09/2018	SME	<b>460.00</b>	A/P	OUT-STD	03/09/2018
	44885	shipping container rental	460.00			
047136	03/09/2018	St. Philip's Anglican Parish	<b>75.00</b>	A/P	OUT-STD	03/09/2018
	Feb16	Hall Rental for paint night-winter carnival	75.00			
047137	03/09/2018	Steele Communications	<b>2,070.00</b>	A/P	OUT-STD	03/09/2018
	253075-1	winter carnival radio ads	1,104.00			
	253077-1	winter carnival radio ads	966.00			
047138	03/09/2018	Stewart McKelvey	<b>408.25</b>	A/P	OUT-STD	03/09/2018
	90649593	prof services - road upgrading	408.25			
047139	03/09/2018	Terra Nova Motors Ltd.	<b>55.25</b>	A/P	OUT-STD	03/09/2018
	358229	side marker lamp-unit#31	55.25			
047140	03/09/2018	TISI Canada Inc.	<b>391.00</b>	A/P	OUT-STD	03/09/2018
	1660179	chain hoist inspection	391.00			
047141	03/09/2018	Town of Torbay	<b>8,960.00</b>	A/P	OUT-STD	03/09/2018
	2018157427	Commissionaires-Jan14-Jan27	4,480.00			
	2018157428	Commissionaires Jan28-Feb10	4,480.00			
047142	03/09/2018	Vigilant Management Inc.	<b>4,896.14</b>	A/P	OUT-STD	03/09/2018
	1127	Water Loss program	1,086.75			
	1129	Strategic plan	431.25			
	1132	Lifestyle center	1,690.51			
	1134	Healeys Pond Cres	186.88			
	1135	Town Depot	1,500.75			
047143	03/09/2018	VitalAire	<b>19.80</b>	A/P	OUT-STD	03/09/2018

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	3242492	monthly cylinder lease	19.80			
047144	03/09/2018	Xerox Canada Ltd.	<b>322.12</b>	A/P	OUT-STD	03/09/2018
	F52208299	Copier maint	322.12			
047145	03/09/2018	You Store Limited	<b>391.00</b>	A/P	OUT-STD	03/09/2018
	Feb/Mar18	storage unit rental - heritage committee	391.00			
047146	03/09/2018	City of St. John's	<b>70,333.86</b>	A/P	OUT-STD	03/09/2018
	RW 201712-4	Water consumption Dec17	32,349.48			
	RW 201801-4	Water consumption Jan18	37,984.38			
047147	03/09/2018	Hatch Ltd.	<b>40,231.60</b>	A/P	OUT-STD	03/09/2018
	90644192	Water loss program	40,231.60			
047148	03/09/2018	Micmac Fire & Safety Source Ltd.	<b>8,073.00</b>	A/P	OUT-STD	03/09/2018
	NL-00848727	bunker gear	8,073.00			
047149	03/09/2018	Nortrax	<b>25,875.00</b>	A/P	OUT-STD	03/09/2018
	924951	JD 544K rental Feb16-Mar15	7,475.00			
	929169	JD 624K Rental Feb23-Mar22	10,350.00			
	929173	JD 544K rental Feb23-Mar22	8,050.00			
047150	03/09/2018	Powers Brown Architecture	<b>23,172.50</b>	A/P	OUT-STD	03/09/2018
	173065.01F	Lifestyle Centre	23,172.50			
047151	03/09/2018	Neil Parrott & Willa Bird-Parrott	<b>469.00</b>	G/L	OUT-STD	03/09/2018
047152	03/09/2018	Irving Oil Limited	<b>904.44</b>	A/P	OUT-STD	03/09/2018
	533114	Gas	904.44			
047153	03/09/2018	Orkin Canada Corporation	<b>58.65</b>	A/P	OUT-STD	03/09/2018
	IN-8317263	pest control-voiseys	58.65			
<b>Cheque Totals Issued:</b>			<b>301,923.86</b>			
<b>Void:</b>			<b>0.00</b>			
<b>Total Cheques Generated:</b>			<b>301,923.86</b>			
<b>Total # of Cheques Listed:</b>			<b>94</b>			

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**HOLY ROSARY PARISH  
3 RC CHURCH DRIVE  
PORTUGAL COVE-ST. PHILIPS, NL.  
A1M 0G5**

November 5, 2017

Town of Portugal Cove-St. Philips  
1119 Thorburn Road  
Portugal Cove, St. Philips, NL.  
A1M 1T6  
Attn: Mayor Carol McDonald,

**PRIVATE AND CONFIDENTIAL**

**Re: Residential and Commercial Water and Sewer Taxes.**

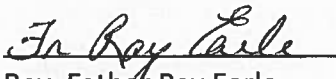
Dear Mayor McDonald,


It has been brought to our attention by members of our Congregation that The Church and Parish Hall should be exempt from paying Municipal Water and Sewer Taxes based on the fact that these buildings located at 3 RC Church Drive are considered neither Residential nor Commercial.

We therefore, request a review of water and sewer taxes paid by Holy Rosary Parish as per our findings in the attached report.

We would be willing to meet with you and members of council to discuss and resolve this matter at your earliest convenience.

Kindest regards,

  
Rev. Father Ray Earle  
Pastor

  
Gerry Peters  
Chair, Finance Council

**WATER/SEWER FEES  
HOLY ROSARY PARISH, PORTUGAL COVE  
November 2017 (Revised)**

**1. Water/Sewer Tax paid by Holy Rosary Parish to the Town of Portugal Cove-St. Philip's – on Church washroom, Parish Hall, and Presbytery.**

**2. See ATTACHMENT #1 – Water & Sewer Tax.**

Note there are TWO categories of Water/Sewer Tax: RESIDENTIAL & COMMERCIAL.

**3. Note the charge is per UNIT.**

**DWELLING UNIT/RESIDENCE**

**4. See ATTACHMENT #2 (Correspondence from the Town). See Definition of DWELLING UNIT.**

**5. There is no way, Holy Rosary Church can be considered a DWELLING UNIT, A RESIDENCE as per this Definition.**

**6. There is no way OPERATIONALLY, Holy Rosary Church can be considered a DWELLING, a RESIDENCE. The washroom in the Church is only available for use once a week for those who attend Sunday Mass and is perhaps used once every 2, 3 or more Sundays or even less.**

**7. The Parish is currently paying the Town, \$650.00 per year for this service using possibly less than 50 gallons of water per year.**

\*\*\*\*\*

**COMMERCIAL**

**8. COMMERCIAL is defined in the Town's Development Regulations as "a use for providing for the sale or rental of goods or services, for the provision of personal and general services, or for the servicing and repair of goods and vehicles..." among examples of commercial use are: retail sales, gifts/specialty and other shops, offices, tourism facilities, household and non-household services and repairs"**

**Basically, COMMERCIAL is synonymous with PRIVATE BUSINESS.**

**The Parish Hall does not meet the definition of "commercial". This is not a private enterprise operation. It was never built as a business, as a commercial enterprise, but as integral to the church/parish activities and part of the Parish Complex. It is build on the same footprint of land as the church, the presbytery, and the cemetery.**

**The Parish Hall is integral to the charitable work of the Parish.**

The main uses are for such activities as card games as a social event and to raise funds for Parish charitable activities, use by volunteer groups such as Big Sisters, Bowl for Kids, and recently by the PCSP Lions Club, religious instruction for parents/ children, gatherings following church functions, such as funerals, and for preparation for Food Hampers. It may be rented occasionally for a function such as a wedding, and in this case, the rent goes into the Parish funds, not in the hands of a private person or private enterprise.

**9. The Parish is similar to organizations like Daffodil Place, The Gathering Place, Ronald McDonald House, Dr. Bliss Murphy Centre in raising funds for charitable purposes. It is similar to the Town of PCSP providing free use of the Town Recreation Centre for fund raising for different charitable purposes.**

The Town recently provided space for the Vera Perlin Society and the Gathering Place for fundraising. That does not make these organizations, private enterprise, not make the Town Recreation Centre, a commercial building.

10. The Parish is currently paying the Town \$740.00 per year for this water/sewer for the Parish Hall.

#### **PRESBYTERY/PRIEST'S HOUSE**

11. Section 130 of the Municipalities Act addresses charging water/sewage tax on real property. While the Town charges taxes based on "real property", the church buildings are not subject to or are exempt from real property tax.

12. Furthermore, Section 131 (2) gives the Town discretion over "different classes of residential and commercial buildings", and "different classes of real property" in imposing water/sewage fees.

By this authority of Council, the Parish also asks that the water/sewer tax on the Parish House be removed.

13. The Parish Complex should be recognized as a charitable organization, fulfilling a spiritual, social, and supportive role in the Town without any motive for profit by any one person or group.

It may be noted the Parish House was recently vacant for \_\_\_\_ months because of the unavailability of a parish priest. The Parish House is not necessarily a permanent resident but depends on the availability of a priest.

#### **WATER FEES/2016**

14. It may be noted that Costs of water use paid to St. John's Regional Water Committee by the Town - \$290,524.00.

Costs of water paid by residents/businesses to the Town - \$607,840.00

ment - Property Tax payments from any Financial Institutions (electronic or otherwise) must be received by the Town no later than March 15, 2017 for processing. NO 5% Early Payment Discount payments made by credit card.

## ATTACHMENT #1

### OTHER DISCOUNT:

Residential Property owners in receipt of the Guaranteed Income Supplement (GIS) may be eligible for a 20% Property Tax reduction on the Property Tax portion of the invoice for their principal place of residence in the Town of Portugal Cove-St. Philip's. A mandatory application providing proof of eligibility by way of an entitlement letter from Service Canada confirming receipt of GIS is required. The calculation for the 20% reduction will be applied prior to the additional 5% early payment discount (if applicable) or when calculating payment plans. Note: this discount does not apply to any vacant lands or summer residences. Property owners who qualify for this option, may avail of any of the payment options. NO 5% Early Payment Discount for payments made by credit card.

### PAYMENT OPTIONS:

Discount Date: Payment in full by discount date of March 31, 2017  
(\* Note Condition on Financial Institution Payments as specified above)

**Interest Free:** Payment Plan for payment in full interest free with post-dated cheques or credit card payments submitted in January for a choice of either: 6 equal monthly payments (January to June inclusive) OR 8 equal monthly payments (January to August inclusive) OR 12 equal monthly payments by Pre-Authorized Debit Agreement from your bank/financial institution (January to December). No discount available with this interest free option. The interest free option is valid only if all cheques/payments are made good. Interest will be reinstated if any cheques are returned by the bank.

Visa, MasterCard, Interac, and Electronic payment services available.

### INTEREST:

Charged at the rate of 1% per month simple interest on the unpaid balance of all outstanding invoices at the end of each month commencing January 2017. Exception: Interest not applicable to 2017 invoices paid by the discount date or having interest free plans in place. All invoices are due and payable as of the invoice date.

### BUSINESS TAX:

#### FOR BUSINESS TAX BASED ON ASSESSMENT:

General Business	8.5 Mills
includes all categories except the following and their applicable rates:	
Farms	2.5 Mills
Daycare & Bed & Breakfasts	5.5 Mills
Golf Courses	8.5 Mills
Nursing/Retirement Homes	8.5 Mills
Non-Profit Organizations	8.5 Mills
Professional Services	12.5 Mills
Medical/Dental/Pharmacy	12.5 Mills
Bank/Financial Institutions	45 Mills
(Minimum tax \$200.00 on all the above including General Business)	

#### FOR BUSINESS TAX BASED ON GROSS REVENUE:

No Fixed Place Of Business	1% of Gross Annual Revenue (Minimum \$200.00)
Home Based	0.6% of Gross Annual Revenue (Minimum \$200.00)

UTILITIES AND CABLE TELEVISION ..... 2.5% Gross Revenue as per Taxation of Utilities and Cable Televisions Companies Act

### WATER & SEWER TAX:

#### RESIDENTIAL WATER/SEWER TAXES:

Water Only	\$475.00 Yearly Per Unit
Sewer Only	\$175.00 Yearly Per Unit
Water & Sewer	\$650.00 Yearly Per Unit

#### COMMERCIAL WATER/SEWER TAXES:

Water Only	\$505.00 Yearly Per Unit
Sewer Only	\$235.00 Yearly Per Unit
Water & Sewer	\$740.00 Yearly Per Unit
Fish Plant Water & Sewer	\$150.00 per month
Ferry Water Fill Up	\$975.00 per month

### WATER & SEWER CONNECTION & OTHER FEES:

#### Hookup Fee to an Existing residential and/or commercial property:

Water only Connection Fee	\$1250.00
Sewer only Connection Fee	\$1250.00
Storm Sewer Connection Fee	\$1250.00

#### Hookup Fee for New Construction of residential and/or commercial property:

Water only Connection Fee	\$1750.00
Sewer only Connection Fee	\$1750.00
Storm Sewer Connection Fee	\$1250.00
Transfer Fee (for the transfer of water and sewer services from existing connected structure to a newly constructed structure at same civic address, transfer charge for each type of service as follows:	
Water	\$350.00
Sewer	\$350.00
Storm Sewer	\$350.00

Fee for connecting Curb Stop to vacant lot without hookup ..... \$500.00

Pavement Cut Fee and Deposit ..... \$600.00  
(Deposit portion in the amount of \$500 is Refundable after 12 Months upon Council approval)

Hydrant Use ..... \$50.00

Reconnection Fee (Disconnection resulted from non-payment of taxes ..... \$50.00  
Water & Sewer turn on or turn off, as per resident's request ..... \$25.00

### OTHER MISCELLANEOUS FEES:

Tax Certificate	\$150.00
Zoning/Compliance Certificates	\$150.00
Returned Cheques for any reason	\$25.00

Application Processing Fee Per Lot	\$50.00
Dwellings/Extensions (over 10 sq.m.) /Subsidiary Apartments	\$3.00 Per Sq. M.
Extensions (under 10 Sq.M) combined processing/permit fee	\$50.00
Accessory Buildings (New/Extension, under 15 Sq.M) combined processing/permit fee	\$50.00
Accessory Buildings (over 15 Sq.M)	\$2.00 Per Sq. M
Occupancy Permit Deposit	\$400.00
Occupancy Permit Fee	\$100.00
Request for Extension of Permit	\$50.00
Application Processing Fee New Residential Business (Combined processing/permit fee)	\$100.00
Minimum Permit Fee	\$30.00

### COMMERCIAL DEVELOPMENT FEES:

Application Processing Fee Per Lot	\$100.00
Commercial Buildings/Accessory Buildings/Extensions	\$4.00 Per Sq. M.
Accessory Buildings for Commercial Agriculture Development	\$3.00 Per Sq. M.
Occupancy Permit Deposit	\$400.00
Occupancy Permit Fee	\$100.00
Request for Extension of Permit	\$100.00
Application Processing Fee New Commercial Business (Combined processing/permit fee)	\$200.00
Mobile Vendors/Direct Sellers Permit per year	\$50.00
Minimum Permit Fee	\$100.00

### ASSESSMENT FEES per Lot for ALL Residential and Commercial lots

Recreation Assessment Fee	\$700.00
Infrastructure Improvement Assessment Fee	\$1000.00
Note: For all Subdivision building lot approvals, this fee is to be paid prior to the issuance of a Development Permit for the subdivision. For all other building lot approvals, this fee is to be paid prior to the issuance of a Building Permit.	

### SUBDIVISIONS (RESIDENTIAL & COMMERCIAL):

Planned layouts/concept plans are required with development applications for: (a) new subdivisions/cul-de sacs with road construction and (b) extensions of existing subdivisions/cul-de sacs.

### PROCESSING FEE FOR INITIAL CONCEPT PLANS:

Per Lot for Residential Subdivisions	\$100.00
Per Lot for Commercial Subdivisions	\$150.00
Important: Please note that permit and processing fees will apply to individual applications for each lot after the initial concept plan is approved.	

### SUBDIVISION DEVELOPMENT FEES:

Municipal Service Connection Fees - cost of connecting Subdivision infrastructure to Town Infrastructure:  
Fees for water, sanitary sewer, and storm sewer services to be the same as Hook-up fees for New Construction of Residential and/or Commercial property.

### PUBLIC OPEN SPACE ALLOCATION:

Fees to be charged as per Council Regulations applicable to the development.

### PROFESSIONAL FEES (Cost Recovery)

All engineering, legal, planning, surveying, public advertising or any legitimate cost incurred by the Town is the responsibility of the developer/applicant. A deposit (to be determined by the Town) may be required prior to the Town incurring these costs. In the event that the real cost exceeds the deposit, the developer/applicant is responsible for full cost recovery.

### MUNICIPAL PLAN & DEVELOPMENT REGULATIONS AMENDMENT FEES:

Application processing fee	\$50.00
Development Regulations Amendment fee	\$500.00
Development Regulations & Municipal Plan Amendment fee	\$750.00
Development Regulations, Municipal Plan and Regional Plan Amendment fee	\$1,000.00

### OTHER ASSESSMENT AND DEVELOPMENT FEES:

Quarry Referral Processing Fee	\$100.00
Quarry Permit	\$500.00
Stop Work Order/Removal Order Fee	\$500.00
Crown Land Municipal Recommendation Form Processing Fee	\$75.00
Variance Requests	\$50.00
Infrastructure Damage Deposit (new dwelling construction and when otherwise required)	\$1,000.00

### Combined Processing/Permit Fees:

Demolition & Removal	\$50.00
Culvert/Patio/Deck/Swimming Pool	\$50.00
Repairs & Maintenance (Structural Changes)	\$50.00
Backfilling	\$100.00
Advertisement Sign	\$100.00

### Building & Developing Activity without a Permit:

First offence	Warning Issued
Second offence	50% cost of permit (or \$50.00, whichever is greater)
Third & subsequent offences	100% cost of permit (or \$100.00, whichever is greater)

2017  
Portugal Cove  
St. Philip's

# ATTACHMENT #2

8 August, 2017 3:48 PM

## REQUEST:

1. Definition of "unit" in fee per "unit".
2. If "unit" includes "residence", definition of "residence"

### From the Planning & Development Coordinator:

You won't find the definition of 'Unit' in the Municipalities Act or the Urban and Rural Planning Act that I am aware of.

A 'Dwelling Unit' is defined in the Town's Development Regulations as a 'Self-Contained Single Residential Unit'.

In my opinion a 'Single Residential Unit' is the same as a 'Unit' (the primarily intent of our Development Regulations is to assist in the interpretation of specific terms, as stated).

Regards,  
Les

## SCHEDULE A – DEFINITIONS

The defined words of Schedule A are primarily intended to assist in the interpretation of specific terms utilized within these Development Regulations. Other words are defined to provide for reader clarity and additional land use understanding of planning terms and concepts supported by the Town for managing future change within the community. In all instances, the definitions provided by the Minister's Regulations of the NL Urban and Rural Planning Act (2000) shall take precedent over any defined terms provided by Schedule A.

**DWELLING UNIT:** means a self-contained single residential unit that consists of one or more habitable rooms that typically include a kitchen, a bathroom and sleeping room, where such rooms are used or designed as the living quarters for one household, and that provides for only one cooking facility or kitchen, and for the interpretation of the following use zones includes single dwellings in the form of a constructed residential house and a modular home.

### From the Director of Financial Operations:

No definition of unit or residence per se. Residence refers to where a person or family lives and as such a residence can provide more than one living unit like an apartment. The only reference that I am aware of for a unit was an additional living area within a home with separate kitchen etc.

Tony





Town of Portugal Cove-St. Philip's  
1119 Thorburn Road  
Portugal Cove-St. Philip's, NL A1M 1T6  
Telephone: (709) 895-8000 Fax: (709) 895-3780  
website: www.pcsp.ca e-mail: pcsp@pcsp.ca

Holy Rosary Church Parish,  
3 RC Church Drive  
Portugal Cove-St. Philip's NL A1M 0G5

# Property Tax Invoice

Ref #: 4000-0781-1-0130  
Account #: HOLY.001  
Current Amount: \$760.00  
Total: \$760.00

Amount Paid: \$

Dated: Jan 06, 2017  
Page 1 of 1

Account: HOLY.001

Please return this portion with Payment

Assessment Information for Location: 4000-0781-1-0130

Address: 3 R.C. Church Drive  
Hall

Frontage/Width: 0.00

Acreage/Length: 0.28

Value Land: 0.00

Taxable: 0.00

Value Prop: 0.00

Description	Issued	Inv. No.	Calculation	Amount
COMMERCIAL PROPERTY TAX	Jan 01 2017	2017134659	6.9000 Mills	\$20.00
COMMERCIAL WATER/SEWER TAX	Jan 01 2017	2017136642	740.0000 Unit	\$740.00

Subtotal: \$760.00  
Total Property Tax Invoice: \$760.00

POSTED  
A/C 54

## IMPORTANT

Please read the back of this invoice for details regarding discounts, payment options, payment plans and interest charges.

You can now access all your tax account information from the eServices link on our website [www.pcsp.ca](http://www.pcsp.ca)  
In order to set-up access to your account, you will need the following sign-up key:  
MQ8BULM3



Town of Portugal Cove-St. Philip's  
1119 Thorburn Road  
Portugal Cove-St. Philip's, NL A1M 1T6  
Telephone: (709) 895-8000 Fax: (709) 895-3780  
website: www.pcsp.ca e-mail: pcsp@pcsp.ca

Property Tax Invoice

Ref #: 4000-0781-1-0060  
Account #: HOLY.001  
Current Amount: \$650.00  
Total: \$650.00

Holy Rosary Church Parish,  
3 RC Church Drive  
Portugal Cove-St. Philip's NL A1M 0G5

Amount Paid: \$

Dated: Jan 06, 2017  
Page 1 of 1

Account: HOLY.001

Please return this portion with Payment

Assessment Information for Location: 4000-0781-1-0060

Address: 1 R.C. Church Drive  
Church

Frontage/Width: 0.00

Acreage/Length: 0.00

Value Land: 0.00

Taxable: 1.00

Value Prop: 0.00

Description	Issued	Inv. No.	Calculation	Amount
RESIDENTIAL WATER & SEWER	Jan 01 2017	2017136640	650.0000 Unit	\$650.00

Subtotal: \$650.00  
Total Property Tax Invoice: \$650.00

Alc 5470 ?

**IMPORTANT**

Please read the back of this invoice for details regarding discounts, payment options, payment plans and interest charges.

You can now access all your tax account information from the eServices link on our website [www.pcsp.ca](http://www.pcsp.ca)  
In order to set-up access to your account, you will need the following sign-up key:  
MQ8BULM3

Paid March 8, 2017  
Cheque # 5059

POSTED



Town of Portugal Cove-St. Philip's  
1119 Thorburn Road  
Portugal Cove-St. Philip's, NL A1M 1T6  
Telephone: (709) 895-8000 Fax: (709) 895-3780  
website: www.pcsp.ca e-mail: pcsp@pcsp.ca

Property Tax Invoice

Ref #: 4000-0781-1-0100  
Account #: HOLY.001  
Current Amount: \$650.00  
Total: \$650.00

Holy Rosary Church Parish,  
3 RC Church Drive  
Portugal Cove-St. Philip's NL A1M 0G5

Amount Paid : \$

Dated: Jan 06, 2017  
Page 1 of 1

Account: HOLY.001

Please return this portion with Payment

Assessment Information for Location: 4000-0781-1-0100

Address: 3 R.C. Church Drive  
Rectory

Frontage/Width: 0.00

Acreage/Length: 0.46

Value Land: 0.00

Taxable: 1.00

Value Prop: 0.00

Description	Issued	Inv. No.	Calculation	Amount
RESIDENTIAL WATER & SEWER	Jan 01 2017	2017136641	650.0000 Unit	\$650.00

Subtotal: \$650.00  
Total Property Tax Invoice: \$650.00

AK 5455

?

**IMPORTANT**

Please read the back of this invoice for details regarding discounts, payment options, payment plans and interest charges.

You can now access all your tax account information from the eServices link on our website [www.pcsp.ca](http://www.pcsp.ca)  
In order to set-up access to your account, you will need the following sign-up key:  
MQ8BULM3

POSTED



## St. John's Regional Fire Department

5 Fort Townshend  
P.O. Box 908  
St. John's, NL A1C 5M2

TOWN OF PORTUGAL COVE-ST-PHILIP'S

MAR 06 2018

RECEIVED

Office of the Fire Chief/Director  
Phone: (709) 576-8683  
Fax: (709) 758-3247  
E-Mail: jpeach@stjohns.ca

March 5, 2018

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

Dear Mr. Milley:


**Re: 2018 Schedule of Fees**

Please consider this our notice regarding the 2018 Schedule of Fees as indicated in the Service Agreement between St. John's Regional Fire Department and Town of Portugal Cove-St. Philip's. Invoicing from the City of St. John's will follow as usual.

Appendix I of that Agreement (*attached*) has been revised to reflect the 18% increase in salaries for 2015-2018. However, the response charge will be adjusted on a go-forward basis from March 1, 2018.

St. John's Regional Fire Department are committed to fostering positive relationships with our neighbors. We are happy to meet with you at any time should you wish to discuss any part of our Agreement or any other item of mutual benefit or concern. Should you like to set up a meeting, please call Ms. Patricia Pope at 758-3233 to arrange a time for us to meet at your convenience.

Yours truly,

  
\_\_\_\_\_  
Jerry F. Peach  
Fire Chief  
Director of Regional Fire Services

JFP/pp  
Attachment

**APPENDIX 1**  
**TOWN OF PORTUGAL COVE-ST. PHILIP'S**  
**SCHEDULE OF FEES**

*Effective Date: 2018/01/01*

The schedule of fees shall consist of a combination of:

- Dispatch Allocation
- Response Charge
- Stand-by Allocation

**Dispatch Allocation**

This charge shall be based on the number of calls dispatched through the Communication Centre which are for the Town of Portugal Cove/St. Philip's as per the current Policy and Operational Guideline.

**Response Charge**

This charge shall be allocated in portions of one-half (1/2) hour intervals and shall be determined from the time that apparatus is toned out in the station to the time that the apparatus returns to the station. Any portion on a one-half (1/2) hour period shall be charged at one-half (1/2) hour. Responses shall be as per the most current standard Policy and Operational Guideline (POG) as requested by the Town and agreed to by the SJRFD. The current Response Charges are listed below. Adjustments due to salary increases, equipment purchase and/or maintenance cost may also be made periodically.

• Engine (4)	\$566.84/hr
• Rescue (2)	\$341.02/hr
• Ladder (2)	\$2,331.32/hr
• Tanker (2)	\$616.24/hr
• Pick-up (1)	\$94.72/hr

Note: Emergencies that involve speciality teams of the SJRFD shall be based upon the Rescue Unit rate plus the additional hourly charges for any/all personnel required by SJRFD in excess of the 2 allocated personnel already assigned to the "Rescue Unit".

**Stand-by Allocation**

This allocation shall be based upon an assessment of one-half (1/2) cent per \$100 Property Assessment Value. One-Half (.5) cents per \$100 of the current (2016) Property Assessment Value of \$1,216,280,940 for the Town of Portugal Cove-St. Philip's is \$60,814.00. This allocation shall be adjusted when the Property Assessment Value of the Town is re-determined.

TOWN OF PORTUGAL COVE-ST. PHILIP’S 2018 TAX STRUCTURE & SCHEDULE OF FEES

2018 Budget and Tax Structure & amended Schedule of fees adopted at the Public Council meeting held March 20, 2018 in the amount of \$14,063,440

PROPERTY TAX:

**6.5 Mills** with a minimum tax of \$20.00 for all Property Tax.

DISCOUNT - APPLICABLE TO PROPERTY TAX ONLY:

5% discount on current property tax, if payment of all outstanding debts (current and prior, including current water/sewer and all debts, taxes or otherwise) is received and paid in full by discount date of **March 30, 2018**, with the following additional condition: To qualify for the 5% discount – Property Tax payments from any Financial Institutions (electronic or otherwise) must be received by the Town no later than March 15, 2018 for processing. **NO 5% Early Payment Discount for payments made by credit card.**

OTHER DISCOUNT:

Residential Property owners in receipt of the **Guaranteed Income Supplement (GIS)** may be eligible for a 20% Property Tax reduction on the Property Tax portion of the invoice for their principal place of residence in the Town of Portugal Cove-St. Philip’s. A **mandatory application** providing proof of eligibility by way of an entitlement letter from Service Canada confirming receipt of GIS is required. The calculation for the 20% reduction will be applied prior to the additional 5% early payment discount (if applicable) or when calculating payment plans. Note: this discount does not apply to any vacant lands or summer residences. Property owners who qualify for this option, may avail of any of the payment options. **NO 5% Early Payment Discount for payments made by credit card.**

PAYMENT OPTIONS:

**Discount Date:** Payment in full by discount date of March 30, 2018  
(\* Note Condition on Financial Institution Payments as specified above)

**Interest Free:** Payment Plan for payment in full interest free with post-dated cheques or credit card payments **submitted in January for a choice of either:** 6 equal monthly payments (January to June inclusive) **OR** 8 equal monthly payments (January to August inclusive) **OR** 12 equal monthly payments by Pre-Authorized Debit Agreement from your bank/financial institution (January to December). No discount available with this interest free option. The interest free option is valid only if all cheques/payments are made good. Interest will be reinstated if any cheques are returned by the bank.

Visa, MasterCard, Interac, and Electronic payment services available.

INTEREST:

Charged at the rate of **1 %** per month simple interest on the unpaid balance of all outstanding invoices at the end of each month commencing January **2018**. Exception: Interest not applicable to **2018** invoices paid by the discount date or having interest free plans in place.  
**All invoices are due and payable as of the invoice date.**

BUSINESS TAX:

FOR BUSINESS TAX BASED ON ASSESSMENT:

General Business .....	8.1 Mills
includes all categories except the following and their applicable rates:	
Farms .....	1.5Mils
Daycare & Bed & Breakfasts .....	5.1 Mills
Golf Courses.....	8.1 Mills
Nursing/Retirement Homes .....	8.1 Mills
Non-Profit Organizations .....	8.1 Mills
Professional Services. ....	12.1 Mills
Medical/Dental/Pharmacy .....	12.1 Mills
Bank/Financial Institutions .....	45 Mills
<b>(Minimum tax \$200.00 on all the above including General Business)</b>	

FOR BUSINESS TAX BASED ON GROSS REVENUE:

No Fixed Place Of Business .....	1% of Gross Annual Revenue (Minimum \$ 200.00)
Home Based .....	0. 6% of Gross Annual Revenue (Minimum \$ 200.00)

**UTILITIES AND CABLE TELEVISION** ..... 2.5% Gross Revenue as per Taxation of Utilities and Cable Televisions Companies Act

WATER & SEWER TAX:

RESIDENTIAL WATER/SEWER TAXES:

Water Only .....	\$450.00 Yearly Per Unit
Sewer Only .....	\$175.00 Yearly Per Unit
Water & Sewer .....	\$625.00 Yearly Per Unit

COMMERCIAL WATER/SEWER TAXES:

Water Only .....	\$480.00 Yearly Per Unit
Sewer Only .....	\$235.00 Yearly Per Unit
Water & Sewer .....	\$715.00 Yearly Per Unit
Fish Plant Water & Sewer.....	\$150.00 per month
Ferry Water Fill Up.....	\$975.00 per month

WATER & SEWER CONNECTION & OTHER FEES:

Connection Fee to Existing Services:

To permit connection to each service (water, sanitary sewer, storm sewer) for newly constructed buildings on existing serviced streets where service stubs to the property line are pre-existing ..... \$1500.00 each service

To permit connection to each service (water, sanitary sewer, storm sewer) for newly constructed buildings on existing serviced streets where service stubs to the property line are NOT pre-existing ..... \$3000.00 each service

To permit the connection of each service stub (water, sanitary sewer, storm sewer) to the property line of approved vacant lots for future development and hook-up ..... \$1500.00 each service

Connection Fee Under Capital Works Servicing Projects:

For each service (water, sanitary sewer, storm sewer) installed up to property line and permit to connect for existing building at time of project ..... \$1500.00 each service  
For each service stub (water, sanitary sewer, storm sewer) installed up to property line for approved vacant lot at time of project for future development and hook-up ..... \$1000.00 each service

Transfer Fee:

To permit the transfer of each service (water, sanitary sewer, storm sewer) from an existing connected building to a newly constructed building at same civic address ..... \$350.00 each service.

Note:

- 1) In all cases the cost of extending the service line from the main or the service stub to the building is the responsibility of the owner.
- 2) An existing building on an existing serviced street will be treated as new construction in cases where the owner is seeking a connection and fees have not been previously paid.

Pavement Cut Fee and Deposit..... \$600.00  
(Deposit portion in the amount of \$500 is Refundable after 12 Months upon Council approval)

Hydrant Use .....	\$50.00
Reconnection Fee (Disconnection resulted from non-payment of Taxes) .....	\$50.00
Water & Sewer turn on or turn off, as per resident’s request .....	\$25.00

OTHER MISCELLANEOUS FEES:

Tax Certificate .....	\$150.00
Zoning/Compliance Certificates .....	\$150.00
Returned Cheques for any reason.....	\$25.00
Photocopies (letter & legal size) (B& W) .....	25 cents per page
Photocopies (letter & legal size) (Color).....	50 cents per page
Aerial map requests & Photocopies 11”x17” or greater (Color).....	\$2.50 per page
Aerial map requests & Photocopies 11”x17” or greater (B & W) .....	\$1.00 per page

DOG LICENSE FEES:

License (Mandatory).....	No charge
First Pickup.....	\$ 50.00
Second Pickup.....	\$ 100.00
Third and Subsequent Pickup.....	\$ 150.00
Pound Fees (Per Day) .....	\$ 20.00
Euthanasia Fee & Related Fees (Charged to Owner).....	Cost Recovery

IMPORTANT NOTICE:

**ALL FEES ARE NON-REFUNDABLE INCLUDING DEVELOPMENT APPLICATION PROCESSING and PERMIT FEES. (EXCEPTION: DEPOSITS) The cost of other permits requested and not listed will be determined at the time of approval by PCSP Town Council.**

PLANNING AND DEVELOPMENT FEES:

RESIDENTIAL DEVELOPMENT FEES:

Application Processing Fee Per Lot.....	\$50.00
Dwellings/Extension (over 10 Sq.M./Subsidiary Apartments.....	\$3.00 Per Sq.M.
Extensions (under 10 Sq.M.) combined processing/permit fee.....	\$50.00
Accessory Buildings (New/Extension, under 15 Sq.M) combined processing/ permit fee.....	\$50.00
Accessory Buildings (over 15 Sq.M).....	\$2.00 Per Sq.M
Occupancy Permit Deposit.....	\$400.00
Occupancy Permit Fee.....	\$100.00
Request for Extension of Permit .....	\$50.00
Application Processing Fee New Residential Business (Combined processing/ permit fee).....	\$100

COMMERCIAL DEVELOPMENT FEES:

Application Processing Fee Per Lot.....	\$100.00
Commercial Buildings/ Accessory Buildings/ Extensions.....	\$4.00 Per Sq. M.
Accessory Buildings for Commercial Agriculture Development.....	\$3.00 Per Sq. M.
Occupancy Permit Deposit.....	\$ 400.00
Occupancy Permit Fee.....	\$100.00
Request for Extension of Permit .....	\$100.00
Application Processing Fee New Commercial Business (Combined processing/ permit fee)...	\$200.00
Mobile Vendors/Direct Sellers Permit Per Year.....	\$50.00

ASSESSMENT FEES per Lot for ALL Residential and Commercial lots

Recreation Assessment Fee .....	\$700.00
Infrastructure Improvement Assessment Fee.....	\$1000.00

Note: *For all Subdivision building lot approvals, this fee is to be paid prior to the issuance of a Development Permit’ for the subdivision. For all other building lot approvals, this fee is to be paid prior to the issuance of a ‘Building Permit’.*

SUBDIVISIONS (RESIDENTIAL & COMMERCIAL):

Planned layouts/concept plans are required with development applications for: (a) new subdivisions/cul-de sacs with road construction and (b) extensions of existing subdivisions/cul-de sacs.

PROCESSING FEE FOR INITIAL CONCEPT PLANS:

Per Lot for Residential Subdivisions .....	\$100.00
Per Lot for Commercial Subdivisions.....	\$750.00
Important: Please note that permit and processing fees will apply to individual applications for each lot after the initial concept plan is approved.	

SUBDIVISION DEVELOPMENT FEES:

Municipal Service Connection Fees – cost of connecting “Subdivision infrastructure to Town Infrastructure: Fees for water, sanitary sewer, and storm sewer services to be the same as Hook-up fees for New Construction of Residential and/or Commercial property.

PUBLIC OPEN SPACE ALLOCATION:

Fees to be charged as per Council Regulations applicable to the development.

PROFESSIONAL FEES (Cost Recovery)

All engineering, legal, planning, surveying, public advertising or any legitimate cost incurred by the Town is the responsibility of the developer/applicant. A deposit (to be determined by the Town) may be required prior to the Town incurring these costs. In the event that the real cost exceeds the deposit, the developer/applicant is responsible for full cost recovery.

MUNICIPAL PLAN & DEVELOPMENT REGULATIONS AMENDMENT FEES:

Application processing fee.....	\$50.00
Development Regulations Amendment fee.....	\$500.00
Development & Municipal Plan Amendment fee.....	\$750.00
Development , Municipal Plan and Regional Plan Amendment fee.....	\$1,000.00

OTHER ASSESSMENT AND DEVELOPMENT FEES:

Quarry Referral Processing Fee.....	\$100.00
Quarry Permit .....	\$500.00
Stop Work Order/Removal Order Fee.....	\$500.00
Variance Requests .....	\$50.00
Infrastructure Damage Deposit (new dwelling construction and when otherwise required)...	\$1,000.00

Combined Processing/Permit Fees:

Demolition & Removal.....	\$50.00
Culvert/Patio/Deck/Swimming Pool .....	\$50.00
Repairs & Maintenance (Structural Changes) .....	\$50.00
Backfilling .....	\$100.00
Advertisement\ Sign.....	\$100.00

Building & Developing Activity without a Permit:

First offence.....	Warning issued
Second offence.....	50% cost of permit (or \$50.00, whichever is greater)
Third & subsequent offences.....	100% cost of permit (or \$100.00, whichever is greater)