



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

IN ATTENDANCE

Mayor
Deputy Mayor
Councillors

Carol McDonald
Jeff Laham
Dave Bartlett
Darryl J. Harding

Town Manager
Deputy Town Clerk

Chris Milley
Claudine Murray

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

ADOPTION OF AGENDA

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

DELEGATIONS/PRESENTATIONS

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

ADOPTION OF MINUTES

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

BUSINESS ARISINGTown Managers Report**1. Wooden Boat Museum Boat Building Workshop**

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

2. Day Camp Registration Problems

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

3. Municipal World Article

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

COMMITTEE REPORTSPlanning & Development Committee Report of May 8, 2018 – presented by Councillor Harding**1. Civic # 1614-1616 Portugal Cove Road – Business**

Preamble:

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

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

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

Lastly, this applicant and location are identified on the Cannabis NL website as being selected to begin the next phase of the application process to become a Licensed Cannabis Retailer in Portugal Cove-St. Philip’s. The application currently under consideration does not include the sale of cannabis. As the applicant works through the licensing process guided by the Newfoundland and Labrador Liquor Corporation, Council will be provided the opportunity to make any comments they may have on the proposal to sell cannabis from this location. In consideration of the above the Committee makes the following recommendation:

Motion Harding/Laham
2018-146 Resolved that the application to change the use of an existing building from residential to commercial and the establishment of a convenience store business (specialty shop – humidity control products) at Civic # 1614-1616 Portugal Cove Road be granted approval in principle as per Appendix A: Tabled Report.
 Carried Unanimously

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

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

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

Motion Harding/Bartlett
2018-147 Resolved that the application to construct a dwelling extension at Civic # 53-57 Hogan’s Pond Road be granted approval in principle as per Appendix A: Tabled Report.
 Carried Unanimously

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

Motion	Harding/Laham
2018-148	Resolved that the request to refine a wetland at Civic # 31-51 Hogan's Pond Road be refused in accordance with correspondence received from the Town's Advisory Committee on the Environment.
Carried	Unanimously

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

4. Path off Round Pond Road

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

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

Item submitted for information.

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

23. Permits Issued

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

Recreation & Community Services Committee

1. No meeting was held

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

1. Quote – Pressure Reducing Valve Maintenance Parts

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

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

2. Residential Feedback Received

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

3. Road and Storm Water Issues

Portugal Cove Cross Culvert – the Town has not heard from Transportation and Works to schedule an onsite visit with one of their Engineers for the purpose of determining an outcome for amicable resolution. Town Manager will make contact with Transportation and Works directly.

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

4. 27 Emberleys Road

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

5. Animal Control – Door Knockers

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

Economic Development, Marketing, Communications & Tourism Committee

1. No meeting held

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

1. Commissionaires – Municipal Enforcement

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

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

Ongoing:

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

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

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

2. FES Updates - activity since last Committee meeting:

Responses: 4

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

Training:

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

Other Activity:

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

Fire Department Officers and General Meeting on April 26th.

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

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

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

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

3. Safe PCSP

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

4. Feeding Wildlife Regulations

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

Admin. and Finance Committee Report of May 8, 2018 - presented by Deputy Mayor Laham

1. Accounts for Payment

Motion Laham/Bartlett
2018-150 Resolved that Council approve payment of regular accounts in the amount of \$10,798.05, and capital accounts in the amount of \$94,722.14, for a total of \$105,520.19
 Carried Unanimously

2. Correspondence: Cannabis Circular

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

3. Correspondence: W/S tax relief request

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

4. Correspondence: permit and licensing fees relief request

On April 30, 2018, the committee received a letter from Youth Ventures requesting support of the program and these young entrepreneurs from ages 12-29 wanting to start up and run their summer businesses.

Motion Laham/Bartlett
2018-151 Resolved that that Council waive the fees for permits and licenses from May 1st to September 1st, 2018 in support of these young entrepreneurs in the Youth Ventures program.
 Carried Unanimously

5. Tax Recovery Plan

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

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

6. Drover Heights Water and Sewer Project

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

Motion Laham/Harding
2018-153 Resolved that Council proceed with the Drover Heights water & sewer installation project and send a letter to the Department of Municipal Affairs and Environment advising of our intentions.
 Carried Unanimously

CORRESPONDENCE

Council Correspondence for April 30-May 11, 2018

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

NEW/GENERAL/UNFINISHED BUSINESS

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

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

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

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

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

AGENDA ITEMS/NOTICE OF MOTION


Hiring Non-Union Personnel by Councillor Harding

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


ADJOURNMENT

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

Resolved that there is no further business and this meeting is adjourned. Time is 7:36 pm.



Carol McDonald, Mayor



Claudine Murray, Deputy Town Clerk

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

Applications:

Item # 1:

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

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

The Administrator recommended that this application be rejected.

Item # 2:

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

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

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

Item # 3:

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

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

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

Item # 4:

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

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

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

Item # 5:

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

The Committee recommends that the application for Civic # 1952 Portugal Cove Road be granted approval in principle, permitting the establishment of a fisheries business (adventure tours). Approval in principle is subject to approval from the Harbour Authority of Portugal Cove-St. Philip’s and the Department of Transportation and Works. Approval in principle shall be in full compliance with the Town’s Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Plan Policy TC-2 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), Schedule C: Traditional Community, and Schedule D: Off Street Parking Requirements.

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

Correspondence:

Item # 6:

Civic # 3 Ocean’s Edge – Variance Request

The Committee recommends that the request for Civic # 3 Ocean’s Edge be granted approval, permitting a 7.2 % variance on the minimum lot area requirement. Approval in principle shall be in full compliance with the Town’s Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 11 (Variances) and Development Regulation 12 (Notice of Variance).

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

Item # 7:

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

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

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

Item # 8:

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

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

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

Other Items Discussed:

Item # 12:

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

The Committee discussed an application to demolish an existing accessory building and construct a dwelling extension and accessory building on property that is located within the Protected Watershed zone.

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

Item # 13:

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

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

The Committee requested that this application be held pending further discussion

Item # 14:

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

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

The Committee requested that this application be held pending further discussion

Item # 15:

Proposed Development off Johnathan Heights/Lois Lane

On May 8, 2018 the Committee met with three property owners representing a collective of property owners near Johnathan Heights/Lois Lane to discuss possible development of the area.

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

Item # 16:

Meeting with the Committee – Potential Increase to Maximum Street Length

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

Item submitted for information.

Item # 17:

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

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

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

Item # 18:

Street Naming Policy

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

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

Item # 19:

Steep Slope Regulations

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

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

Item # 20:

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

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

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

Item # 21:

Civics # 7-9 Anglican Cemetery Road Extension – Dwelling Extensions

The Committee discussed processing of an application for dwelling extensions which were approved by Council and permits have been issued.

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

Item # 22:

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

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

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

Item # 23:

Department of Municipal Affairs and Environment Flood Risk Mapping Study

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

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

Item # 24:

Permits for Maintenance and Repair Work

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

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

Item # 25:

Murray’s Pond Stage IIA – Conveyance of Lands and Infrastructure

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

Item submitted for information.

Item # 26:

Civic # 58A Knapps Road – Residential Subdivision Application

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

Item submitted for information.

Item # 27:

Civic # 24-32 Brookside Place – Condition of Dwelling

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

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

Permits Issued:

Item # 28:

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

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