



Public Council Meeting
Tuesday, June 12, 2018 at 7:00 pm
Location: Council Chambers

1. Call of Meeting to order
2. Adoption of Agenda for June 12, 2018
3. Delegations/Presentations
 - Garden Day Proclamation
4. Adoption of Minutes of May 29, 2017
5. Business Arising from Minutes
 - Town Managers Report
 - Conflict of Interest Resolution
 - Zone metering and voluntary end user meters
 - Amend Motion 2018-173
6. Committee Meeting Reports
 - a) Planning & Development Committee – Councillor Harding
 - 1) Civic # 1234-1236 Portugal Cove Road – Accessory Building
 - 2) Civic # 16-22 Blast Hole Pond Road – Accessory Building
 - 3) Murray's Pond Residential Subdivision Stage IIA – Conveyance of Streets, Lands and Infrastructure
 - 4) Old Ridge Road Residential Subdivision – Conveyance of Streets
 - 5) Street Naming Policy
 - 6) Proposed Amendment to Traditional Community Zoning Boundary
 - 7) Proposed Amendment to Increase Maximum Cul-de-Sac Lengths
 - 8) Items # 8 through 20 are other items
 - 21) Permits Issued
 - b) Recreation/Community Services - Councillor Stewart Sharpe
 - 1) Promotional Material
 - 2) Concession Tents for Special Events
 - 3) Ride for Dad
 - 4) Canada Day and Regatta Festival
 - 5) Community Grants

c) Public Works - Councillor Bartlett

- 1) Retirement of Municipal General Maintenance Worker
- 2) Blind Hill Sign Request
- 3) Pedestrian Activate Crosswalk Lighting
- 4) Netherwood Street Lighting
- 5) Western Gully Road Culvert
- 6) Cross Culvert – Portugal Cove Road / Old Cart Road
- 7) Beachy Cove Road – Report following Rainstorm
- 8) Culverts – Bayview Heights, Mercers Road and Ayres Lane
- 9) Speed Hump Request – Dogberry Hill Road Ext.
- 10) Newbury Street Speed Limit
- 11) 27 Emberlys Road

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

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

e) Protective Services - Councillor Hanlon

- 1) Commissionaires – Municipal Enforcement
- 2) FES Updates
- 3) Pedestrian Activated Crosswalk Lights
- 4) Noise Complaint Follow Up

f) Administration and Finance – Deputy Mayor Laham

- 1) Accounts for Payment
- 2) Water Leak
- 3) Correspondence: Crosswalk funding request
- 4) Non-unionized Hiring Policy
- 5) Summer Council Schedule
- 6) Funding Approval: Drover's Heights

7. Correspondence

8. New/General/Unfinished Business

9. Agenda items/Notice of Motions etc.

10. Adjournment



DELEGATIONS / PRESENTATIONS



MINUTES



TOWN OF PORTUGAL COVE-ST. PHILIP'S

May 29, 2018

Regular Public Council Meeting 7:00 p.m.

IN ATTENDANCE

Mayor

Deputy Mayor

Councillors

Carol McDonald

Jeff Laham

Dave Bartlett

Johnny Hanlon

Darryl J. Harding

Tina Neary

Madonna Stewart Sharpe

Director of Financial Operations /Town Clerk

Director of Economic Devel., Marketing, Comm. and Tourism

Recreation & Community Services Sports Coordinator

Planning and Development Coordinator

Deputy Town Clerk

Tony Pollard

Jeff Lawlor

Nick Miller

Les Spurrell

Claudine Murray

Mayor McDonald called the meeting to order and welcomed the gallery of 14 persons in attendance.

ADOPTION OF AGENDA

Motion

Bartlett/Neary

2018-155

Resolved that the agenda dated May 29, 2018, be adopted.

Carried

Unanimously

DELEGATIONS/PRESENTATIONS

- Mayor McDonald declared June as Pedestrian Safety Month in PCSP. Norma Reid with the SafePCSP group was in attendance. Ms. Reid explained the Slow Down Neighbour signs that are available via safepcsp@gmail.com and introduced new billboards that will be placed in our town.
- Mayor McDonald declared June as Recreation Month with Nick Miller, Sports Coordinator, signing as a witness.

ADOPTION OF MINUTES

Motion

Bartlett/Laham

2018-156

Resolved that the minutes of May 15, 2018 be adopted as corrected.

Carried

Unanimously

BUSINESS ARISING**Town Managers Report**

1. Town Manager, Town Clerk and Deputy Town Clerk will be out at a conference in Corner Brook next week.
2. The first round of interviews for the Director of Public Works position. We had 8 applicants interviewed and we're just waiting to rank those applicants and go for second rounds within the next two weeks.
3. Summer hours will begin Monday, June 11 and run until Friday, September 14, 2018. The office will be closing at 4:00 during the day time.
4. There will be a partnership with Kindergarten and the Community Gardens for the kids to learn how to plant seeds and watch their garden grow over the summer.
5. Staff will be participating in Brookside and Beachy Cove Elementary sports days in the upcoming weeks.
6. Plans are underway for Canada Day festivities as well as the Regetta festival for June 30 to July 7.
7. Summer camps are 95% full at the present time and revenue is on par with where we thought it would be. We had some glitches with the computer program during registration so if anyone experienced some angst in trying to get their children register we apologize for that but it is a working process and will be adjusted as we move forward with more events.
8. On the softball field and soccer field, it is encouraging to see that our fields are utilized for the full year and the revenue today is at \$80,600. We have 7 weekends booked for the summer and all of June is booked and we expect that as we move through summer, the other months, July and August, will get booked as well.
9. Meadow Heights – started last week. The contractor is in the process of raising the manhole tops and valves. They expect to do some grading at the lift station this week or next and are schedule to pave the final layer of asphalt next week as well. There is still some sods to be done but it is a little too early.
10. Line painting has started down by the school yesterday and will continue but it's weather dependent. It will be a couple of weeks to get the on going line painting finished.
11. Road sweeping is complete. Staff are presently evaluating the condition of the roads to find out what the asphalt repair program is going to look like for the summer. Once that's done, there should be a tender going out for contracts to come in to do that work sometime in the next two weeks.
12. All seasonal hires are pretty well hired as per discussions and Council motions over the past couple of weeks.
13. One area of concern that did come up is that we have a leaky PRV valve and there is also a leak down at the RC church. While it is unknown yet whether or not that is a substantial amount of water running free, we are running 35% over what we were running this time last year in terms of water consumption. Public Works is looking into the matter to see if we can narrow that down and if we can do something about the leaky situations.

COMMITTEE REPORTS

Planning & Development Committee Report of May 22, 2018 – presented by Councillor Harding**1. Civic # 31-51 Hogan's Pond Road – Subdivide Property**

Motion Harding/Hanlon
2018-157 Resolved that the application to subdivide property at Civic # 31-51 Hogan's Pond Road be rejected as per Appendix A: Tabled Report.
Carried Unanimously

2. Civic # 666-670 Indian Meal Line – Accessory Building

Motion Harding/Laham
2018-158 Resolved that the application for an accessory building at Civic # 666-670 Indian Meal Line be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

3. Civic # 700-704 Old Broad Cove Road – Accessory Building

Motion Harding/Bartlett
2018-159 Resolved that the application for an accessory building at Civic # 700-704 Old Broad Cove Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

4. Civic # 24-32 Western Gully Road – Business (Personal Service)

Motion Harding/Hanlon
2018-160 Resolved that the application for a personal service business (beauty salon) at Civic # 24-32 Western Gully Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

5. Civic # 1952 Portugal Cove Road – Business (Fisheries – Other Marine)

Motion Harding/Hanlon
2018-161 Resolved that the application for a fisheries business (adventure tours) at Civic # 1952 Portugal Cove Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

6. Civic # 3 Ocean's Edge – Variance Request

Motion Harding/Bartlett
2018-162 Resolved that the request for a 7.2% variance on the minimum lot area for Civic # 3 Ocean's Edge be granted approval as per Appendix A: Tabled Report.
Carried Unanimously

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

Motion Harding/Neary
2018-163 Resolved that Council forward correspondence stating that the Town has no objection to the proposed alteration/renovation of an existing licensed premise at Civic # 1910-1914 Portugal Cove Road to increase the licensed floor area in the restaurant as per Appendix A: Tabled Report.
 Carried Unanimously

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

Motion Harding/Laham
2018-164 Resolved that Council correspond with the Department of Fisheries and Land Resources advising that the Town recommends approval of the license to occupy Crown Land at Civic # 49-51 Round Pond Road for residential use as per Appendix A: Tabled Report.
 Carried Unanimously

9. Civic # 77-81 Tolt Road – Rodent Complaint

On March 27, 2018 the Committee met with residents and discussed a rodent problem they are experiencing on their property that they believe is being caused by bird feeders on an adjacent property.

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

Note: the Protective Services committee is considering a Wild Life Feeding policy.

10. Proposed Amendment to Traditional Community Zoning Boundary

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

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

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

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

28. Permits Issued

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

Recreation & Community Services Committee for May 23, 2018 – presented by Councillor Stewart Sharpe

1. Park Hours

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

Motion 2018-165	Stewart Sharpe/Neary Resolved that the Town change the closing time for Rainbow Gully Park and Voisey's Brook Park from 11:00p.m. to 11:30p.m. Sunday to Thursday.
Carried	Unanimously

2. Lifestyle Centre Business Case Study

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

Motion 2018-166	Stewart Sharpe/Neary Resolved that the Town accept the proposal from Gardner Pinfold Inc, in association with TRACT Consulting to develop a Business Case Study for the Lifestyle Centre for \$22,000 plus HST.
Carried	Unanimously

Note: the referenced case study is available in the supporting documents package.

Notes: This study indicates if the project is feasible. Tract has been involved with the project from the beginning and remains involved with Garder Pinfold taking the lead.

3. Youth Committee

A resident of the community expressed interest in forming a youth committee in the community. The Recreation Director informed committee that she reached out to the youth in the past and had no luck. But with the opening of Brookside Intermediate the Town has been

more engaged with that school aged youth. The Recreation Director will meet with the resident to discuss next steps to try and move this initiative forward.

4. June is Recreation Month

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

5. Summer Activities for the Community

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

6. Plaid for Dad

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

7. Safety Cap for Soccer Field Fence

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

Motion 2018-167 Carried	Stewart Sharpe/Neary Resolved that the Town purchase safety top cap for the Rainbow Gully Field Soccer Field for \$4059.86 plus tax. Unanimously
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8. Boat House Extension

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

Motion Stewart Sharpe/Hanlon
2018-168 Resolved that the Town expand the storage unit located behind the Recreation Centre by 16 X 22 feet using its own resources in the amount of \$ \$8800.00 plus tax.
Carried Unanimously

9. Change Rooms

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

Motion Stewart Sharpe/Hanlon
2018-169 Resolved that the Town rent 2 mobile change rooms from Kent Building Supplies for the amount of \$7744.00 + Tax for 4 months.
Carried Unanimously

Note: Suggestion to put rental proceeds towards a permanent structure. It was noted that there is not a need for change rooms at Voisey's Brook because change rooms are needed for adult leagues, which do not play at Voisey's Brook.

10. Summer Program Busing

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

Motion Stewart Sharpe/Neary
2018-170 Resolved that the Town award Parsons Bus Company in the amount of \$5146.25 for the Summer Program Field Trips as allocated in the budget.
Carried Unanimously

11. Community Grants

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

Motion Stewart Sharpe/Hanlon
2018-171 Resolved that the Town donate staff time, games, and other in-kind services that we can provide to the Brookside Intermediate Grade 9 Leaving Ceremony.
Carried Unanimously

Motion Stewart Sharpe/Bartlett
2018-172 Resolved that the Town donate \$250.00 to the Beachy Cove Girl Guides for their trip travelling to Halifax to the STEM Camp.
Carried Unanimously

Motion Stewart Sharpe/Bartlett

2018-173 Resolved that the Town donate \$250.00 to Sandra Squires for her travels to Quebec in June for Nation Dart Championship.

Carried Unanimously

Motion Stewart Sharpe/Laham

2018-174 Resolved that the Town donate an additional \$750 to the Breastless and Beautiful Campaign.

Carried Unanimously

Public Works Committee Report for May 23, 2018 – presented by Councillor Bartlett

1. Portugal Cove Road Walkway Maintenance

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

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

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

2. Sidewalk Project Megan Ridge Correspondence

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

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

3. SafePCSP Sign Installation

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

4. Sharp Turn Caution Signs

The Protective Services Committee brought information on a recent motor vehicle accident on the sharp turn along Beachy Cove Road at West Point Road. In the interest of community safety

they recommend the acquisition and installation of caution signs to be placed on either direction of the corner to warn motorists. The Public Works Department will order and install the signs.

5. Waste Management

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

6. Road and Stormwater Issues

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

7. Director of Public Works - Update

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

8. Waste Water Treatment Plant – Service Interruption

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

Economic Development, Marketing, Communications & Tourism Committee for May 23, 2018 – presented by Councillor Neary

1. Heritage Updates

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

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

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

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

2. Environment Updates

Interviews for the summer Green Team will start the week of May 28th.

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

The Climate Change projects have started. The first meeting will take place at the Manuels River

Interpretation Centre on June 11th. Council, Staff, ACE members and a number of stakeholders will be invited to attend.

Members of ACE met with the P&D committee to discuss regulations surrounding steep slopes.

The information obtained will help Council consider potential changes.

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

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

3. Chamber of Commerce

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

4. Media Training

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

5. Tourism Signage and Wayfinding

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

6. Portugal Cove Lookout

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

7. Service Level Review

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

8. Tourism Opportunity

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

Protective Services Committee report for May 22, 2018 – presented by Councillor Hanlon

1. Commissionaires – Municipal Enforcement

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

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

Ongoing:

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

- Traffic Regulations.

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

The Committee is in receipt of correspondence from a resident regarding a returning noise complaint. The same issue was investigated by the MEO previously and Town staff will follow up with the complainant for further details. The extent of the previous investigation was clarified with the Committee.

2. FES Updates - activity since last Committee meeting:

Responses: 3

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

Training:

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

Other Activity:

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

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

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

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

3. Feeding Wildlife Regulations

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

4. Emergency Management Plan

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

Admin. and Finance Committee Report of May 22, 2018 - presented by Deputy Mayor Laham

1. Accounts for Payment

Motion Laham/Bartlett
2018-175 Resolved that Council approve payment of regular accounts in the amount of \$41,325.04, and capital accounts in the amount of \$87,627.01, for a total of \$128,952.05.
 Carried Unanimously

2. Correspondence: Capital Investment Plan Approval

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

3. Correspondence: FCM grants for climate change work

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

4. Hiring of non-unionized positions

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

Motion Laham/Bartlett
Committee recommends that Council adopt the revised Hiring Non-Unionized Personnel Policy to include the chairperson of Administration and Finance Committee as part of the interview committee.
 Motion is defeated
 For: Deputy Mayor Laham, Councillors Stewart Sharpe and Harding
 Against: Mayor McDonald, Councillors Bartlett, Hanlon and Neary

Councillor Neary asked why another Councillor is needed on the hiring committee. Councillor Harding explained that the committee should oversee the administration of the Town, ie hiring of administrators.

Mayor McDonald thought 4 representatives on the committee is enough and more makes scheduling more difficult.

Councillor Hanlon, with Councillor Bartlett agreement, would like to see Council govern the process rather than manage the process. Councillor Hanlon feels the whole policy needs to be reviewed and condensed for hiring a Director position. He continued to say that the Municipalities Act states Council should be taking direction from the Town Manager. The Town Manager's role is not currently in the policy.

Deputy Mayor Laham suggested the whole policy be reviewed.

5. Tolt Road project

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

6. Water Metering Project

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

Note: Councillor Harding requested we call the project Zone Metering project going forward.

CORRESPONDENCE

Council Correspondence for May 14-25, 2018

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

NEW/GENERAL/UNFINISHED BUSINESS

Based on item #4 of the May 22, 2018 Admin & Finance committee report, Councillor Harding put forth a notice of motion to re-address and review the Hiring of Non-Unionized Positions Policy. Council agreed that a review is needed. Council, including Councillor Harding agreed that beginning the review at the next A&F committee meeting was sufficient and a notice of motion was not required.

Councillor Harding opened a discussion on perceived conflict of interest regarding his employment at Murray's Pond Country Club and voting on matters before Council involving members of the Club. Councillor Hanlon inquired if the member could be a member of the Board and affect his salary. Councillor Harding responded that no one Board member can adjust his salary. Also asked, would the motion relate to rentals of the club and no, it would not. This item is deferred until next meeting for Council to have time to consider.

AGENDA ITEMS/NOTICE OF MOTION

ADJOURNMENT

Adjournment was moved by Councillor Neary and seconded by Councillor Laham.

Resolved that there is no further business and this meeting is adjourned. Time is 8:22 pm.

Carol McDonald, Mayor

Claudine Murray, Deputy Town Clerk



BUSINESS ARISING

Conflict of Interest decision request by Deputy Mayor Laham

Councillor Harding works at Murray's Pond Country Club and there will be times when a member of the Club will be involved with a motion before Council. Just to name a few examples: The member could request a permit, or live on a street that will be paved, or may become a member of an advisory committee, etc.

Councillor Harding is unclear and is therefore asking Council to decide if voting on such matters puts him in a perceived Conflict of Interest merely because the person involved has a membership at the club where he is an employee. Councillor Harding has no specific interest in the matter other than his function of being a Councillor and more importantly no monetary interest.

Therefore I make the following recommendation Councillor Harding:

I recommend that Council finds Councillor Harding is not in Conflict of Interest for matters he is voting on regarding a person that merely has a membership with the Murray's Pond Country Club and there is no monetary interest for Councillor Harding or Murray's Pond Country Club.

Metering Project documentation

As per the May 22, 2018 Administration & Finance report to Council where the Water Meter project documents were discussed, we are now in receipt of revised information and can move the project forward.

Motion A: I recommend that Council accept the Project Charter and Level of Effort fees as presented by Vigilant management for the Zone Metering and Voluntary Residential Metering project. The change in scope for Vigilant Management results in a revised cost of \$66,023 plus HST.

Motion B: I recommend that Council approve the change order from Neptune Technologies Group for the new Zone Metering and Voluntary Residential Metering project scope in the amount of \$988,787.30 plus HST. This is now the new project under project # 17-CWWF-17-00034.

Amend a Motion Previously Adopted presented by Councillor Stewart Sharpe

I move to amend the previously adopted Community Grants motion # 2018-173 by changing the amount to \$100.



PLANNING & DEVELOPMENT

Planning and Development Committee Report

June 6, 2018

In Attendance: Councillor Darryl Harding (Chairperson)
Deputy Mayor Jeff Laham (Item # 7)
Councillor Johnny Hanlon
Les Spurrell, Planning & Development Coordinator
Ashley MacKinnon, Planning Technician

Also in Attendance: Mayor Carol McDonald
Two Residents/Developers (Item # 12)

1. Civic # 1234-1236 Portugal Cove Road – Accessory Building

Motion: The Committee recommends that the application to construct an accessory building at Civic # 1234-1236 Portugal Cove Road be granted approval in principle as per Appendix A: Tabled Report.

2. Civic # 16-22 Blast Hole Pond – Accessory Building

Motion: The Committee recommends that the application to construct an accessory building at Civic # 16-22 Blast Hole Pond Road be granted approval in principle as per Appendix A: Tabled Report.

3. Murray's Pond Residential Subdivision Stage IIA – Conveyance of Streets, Lands and Infrastructure

Motion: The Committee recommends that Council grant final acceptance of the streets, public open space, and water, sanitary sewer, and storm sewer infrastructure within Stage IIA of the Murray's Pond Residential Subdivision in accordance with Section 4.6 (Services and Works Vesting in the Town) of the Residential Subdivision Agreement.

4. Old Ridge Road Residential Subdivision

Motion: The Committee recommends that Council grant final acceptance of the streets within the Old Ridge Road Residential Subdivision (Patricia Drive) in accordance with Section 4.6 (Services and Works Vesting in the Town) of the Residential Subdivision Agreement.

5. Street Naming Policy

Motion: The Committee recommends that Council amend Section 9.0 (Policy Procedure) of the Town's Street Naming and Street Name Change Policy to include the following:

The Town's Heritage Advisory Committee and Council will generate a list of potential base names with significance to the community. The owner/developer/applicant may select a name from this list or propose a base name for Council's consideration. Any

proposed base names will be referred to the Heritage Advisory Committee for comment prior to consideration of the base name by Council.

6. Proposed Amendment to Traditional Community Zoning Boundary

Further to a Notice of Motion presented at the May 29, 2018 Council meeting, the Committee makes the following recommendation:

Motion: The Committee recommends that Council complete an amendment to the Town's Municipal Plan and Development Regulations 2014-2024 to re-designate and rezone infill development along Beachy Cove Road (from the current zoning boundary to approximately Ridge Road) from Residential and Rural to Traditional Community on the Generalized Future Land Use map and Residential Medium Density and Rural to Traditional Community on the Development Regulations map. This amendment may also require an amendment to the St. John's Urban Region Regional Plan.

7. Proposed Amendment to Increase Maximum Cul-de-Sac Lengths

As a result of discussions held at the Committee meeting, the Committee is requesting that the Notice of Motion presented at the May 29, 2018 Council meeting be amended to reflect an increase the maximum street length of fully-serviced, semi-serviced, and unserviced streets from 300 m to 450 m at its furthest point as opposed to the 409 m identified on May 29.

Therefore, please accept this notice that a motion will be presented at the June 26, 2018 public Council meeting to complete an amendment to Development Regulation 90 (c) (Subdivision Design Standards) within the Town's Development Regulations 2014-2024 to increase the maximum street length of fully-serviced, semi-serviced, and unserviced streets from 300 m to 450 m at its furthest point.

Items # 8 through 20 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

21. Permits Issued

There were twenty (20) permits issued from May 17 to May 31, 2018 as per Appendix A: Tabled Report.

**Appendix A: Tabled Report
June 6, 2018**

Applications:

Item # 1:

**Civic # 1234-1236 Portugal Cove Road
Accessory Building
Zoning: Residential Low Density (RLD) – Unserviced**

The Committee recommends that the application for Civic # 1234-1236 Portugal Cove Road be granted approval in principle, permitting the construction of an accessory building with a 10.0 % variance on the maximum building height. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 11 (Variances), Development Regulation 12 (Notice of Variance), Development Regulation 39 (Accessory Buildings) and Schedule C: Residential Low Density.

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

Item # 2:

**Civic # 16-22 Blast Hole Pond Road
Accessory Building
Zoning: Residential Medium Density (RMD) – Serviced**

The Committee recommends that the application for Civic # 16-22 Blast Hole Pond 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.

Other Items Discussed:

Item # 8:

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 who will perform a site visit to the property. The Committee requested that this application be held pending the results of the site visit.

Item # 9:

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

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

The Committee advised Staff to contact the applicant requesting the submission of a stamped report and recommendations from a qualified geotechnical or other engineer regarding development of the area surrounding the minor steep slope prior to consideration of the application in accordance with Plan Policy TC-9 (Preservation of Built & Natural Heritage), Development Regulation 70 (Soil Removal and Deposit and Site Grading), and Schedule E: Environmental Protection Overlay Condition # 4 (Steep Slopes).

Item # 10:

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 item be held pending Staff contacting the applicant advising that the Committee is not in agreement with the subdivision proposal submitted and that a full crescent must be developed with access provided to the backland. If the area is too steep to provide vehicular access to the backland then a pedestrian access must be provided.

Item # 11:

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.

Staff advised that they had contacted the Secretary to the Eastern Newfoundland Regional Appeal Board who advised of Section 45 (1) of the Urban and Rural Planning Act and Minister's Regulation 8. The Committee advised that no immediate action is required regarding this matter and if the property owner's approach the Town with an application to develop then more investigation into the impact of the appeal will be completed at that time (if required).

Item # 12:

Meeting with the Committee – Potential Increase to Maximum Street Length

The Committee met with two residents/developers and discussed street length standards for this Town as compared to other municipalities, concerns regarding a Motion of the previous Council to increase unserviced cul-de-sac length with conditions, and the impact of the current (and previously proposed) regulations on a proposed development.

Item submitted for information.

Item # 13:

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.

Staff contacted the applicant requesting that they contact the Town of Torbay for information regarding their intended future use of the watershed area. The Committee requested that this item be held pending receipt of the information requested from the applicant.

Item # 14:

Steep Slope Regulations

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

The Committee requested that this item be held pending Staff arranging a meeting with a geotechnical engineer (and possibly also a hydrologist) and a member of the Advisory Committee on the Environment to discuss potential changes to allow development within steep slope areas.

Item # 15:

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

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

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

Item # 16:

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

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

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

Item # 17:

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

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

The Committee requested that this item be held pending discussion of the potential amendment by the Committee of the Whole.

Item # 18:

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 information from the Town Manager as to whether a response to the requests for a meeting has been received.

Item # 19:

Permits for Maintenance and Repair Work

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

Staff advised that they have generated a proposed list for the Town Manager's review once he returns to the office. The Committee requested that this item be held pending further discussion.

Item # 20:

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 an on-site sewage treatment system.

The Committee requested that discussion regarding the implementation of on-site sewage treatment systems be referred to the Public Works Committee, including determination of any required changes to the Town's Subdivision Design and Construction Standards to allow for the implementation of these systems. The Committee advised Staff to defer processing of the application until the review by Public Works is completed and any required standards are in place.

Permits Issued:

Item # 21:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	18-091	05/17/2018	26	Newbury Street	Weeping Tile
2	18-092	05/17/2018	934	St. Thomas Line	Finish Basement
3	18-093	05/17/2018	34	Megan Ridge Drive	Site Preparation
4	18-094	05/18/2018	43-47	Tolt Road	Replace Front Patio/Deck
5	18-095	05/24/2018	11	Kittiwake Place	Single Dwelling
6	18-096	05/25/2018	1614	Portugal Cove Road	Commercial Building Renovations
7	18-097	05/25/2018	148-152	Western Gully Road	Site Preparation
8	18-098	05/25/2018	1910-1914	Portugal Cove Road	Commercial Building Renovations

9	18-099	05/25/2018	1314-1322	Thorburn Road	Accessory Building
10	18-100	05/25/2018	42-46	Tolt Road	Dwelling Extension
11	18-101	05/25/2018	27	Bickerstaffe Road	Residential Subdivision
12	18-102	05/25/2018	27	Bickerstaffe Road	Site Preparation
13	18-103	05/25/2018	5	Rosemary Rise	Accessory Building
14	18-103	05/27/2018	1767A	Portugal Cove Road	Business
15	18-104	05/28/2018	217-231	Dogberry Hill Road	Demolition
16	18-105	05/28/2018	182-194	Beachy Cove Road	Replace Swimming Pool
17	18-106	05/28/2018	34	Megan Ridge Drive	Single Dwelling
18	18-107	05/29/2018	6	Trosa Place	Site Preparation
19	18-108	05/30/2018	1824	Portugal Cove Road	Site Remediation (Oil Spill)
20	18-109	05/31/2018	53-57	Hogan's Pond Road	Test Holes



Tabled items at end of
Council Package for:

PLANNING & DEVELOPMENT



RECREATION & COMMUNITY SERVICES

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

Staff: Dawn Sharpe, Director of Recreation and Community Services

1. Promotional Material

The Recreation Committee reviewed the options that were brought forward by staff for promotional prizes and appreciation gifts for patrons throughout the year. Staff will finalize the options and get items ordered in time for the Summer Events.

2. Concession Tents for Special Events

The Recreation Department will be purchasing 6 tents for the Regatta Concession area to eliminate the need for Public Works to construct them annually. The cost of the tents are \$1375.00 and money has been allocated in the budget.

3. Ride for Dad

The 2018 Avalon Motorcycle Ride for Dad, in aid of Prostate Cancer, will be traveling through Portugal Cove – St. Philip's on Sunday, June 16th. The route will begin in the City of St. John's, travel down Thorburn Road, up Tuckers Hill Road, onto Beachy Cove Road and Portugal Cove Road. It will turn onto Old Broad Cove Road and then onto Bennett's Road and back out Thorburn Road. The ride will be in our community for approximately a half hour and they will be escorted by the RNC. All traffic concerns will be address by the RNC as they travel along the route. The Director of EDCM has been notified of the event and he has ensured that residents will be notified.

4. Canada Day and Regatta Festival

The Canada Day and Regatta Festival will be taking place from Saturday, June 30th to Saturday, July 7th. The advertising brochures has been sent to print and are scheduled for delivery on June 15th. They will be distributed in the mail at that time. The full schedule is currently available on the Town's website. Please notice the number of additional events included; Rug Hooking, Movie Night, Fairy Tales & Tea, Block Party, Pottery Paint Night and much more. The Town would like to invite residents to practice rowing before Regatta Day. This will give those who have not had experience of being in a dory, the opportunity to try. Notification will be placed on social media and the website of times and location once it has been determined.

In preparation for Canada Day the Committee would like to put the following recommendation:

MOTION: Committee recommends that the Town purchase fireworks from Fireworks FX Inc in the amount of \$7017.61.

5. Community Grants

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

MOTION: Committee recommends that the Town donate \$100 to the Chelsey Van Heights/Jera Street /Woodland Drive Subdivision Block Party Committee for their event in July.

MOTION: Committee recommends that the Town donate \$100.00 to Shannon Jones for her travels to Brampton, Ontario August 12-15 for the Canadian Ultimate Frisbee Championships.

MOTION: Committee recommends that the Town donate \$100 to the Thorburn Woods Community Group for their block party on July 8th. Further to this they will also donate games, tables, and chairs.



PUBLIC WORKS



Public Works Committee

June 6, 2018, 4:30pm

In attendance: Councillor Dave Bartlett, Chair
Deputy Mayor Jeff Laham
Councillor Darryl Harding
Staff: Linda Newhook, Public Works Coordinator
Damien Bridger, Acting Foreman, Public Works
Also in Attendance: Mayor Carol McDonald

1. Retirement of Municipal General Maintenance Worker

Staff advised that a longtime employee of the Town as tendered his resignation effective June 15, 2018. This is a fulltime permanent position which will require immediate replacement and will be posted as per the Collective Agreement.

2. Blind Hill Sign Request

Staff were advised that a request was made to install a blind hill sign on Beachy Cove Road near the Beachy Cove Café. As this area is under the jurisdiction of Transportation and Works, the request will be forwarded onto them for consideration.

3. Pedestrian Activate Crosswalk Lighting

Committee requested that staff contact the Department of Transportation and Work to request the installation of pedestrian activated crosswalk lighting on Thorburn Road in the area of Brookside Intermediate School. Staff will bring response back to future committee meeting.

4. Netherwood Street Lighting

Deferred to next Committee meeting.

5. Western Gully Road Culvert

Public Works sent an email request to the Department of Transportation and Works on September 15, 2015 requesting that the culvert and ditch on Portugal Cove Road at Western Gully Road was in need of repair. To date repairs have not been initiated and due to the current state of the culvert staff are seeking approval to undertake the repairs.

MOTION: Committee recommends that undertaking necessary repairs to the culvert at Portugal Cove Road and Western Gully Road by the Town's Public Works Division be approved.



Discussion Items

6. Cross Culvert – Portugal Cove Road / Old Cart Road

No update to report. Mayor McDonald will reach out to the Minister of Transportation and Works on this matter.

7. Beachy Cove Road – Report following Rainstorm

Transportation and Works expediently made repairs to the roadway and shoulder of Beachy Cove Road following significant damage during the May 30th rainstorm.

8. Culverts – Bayview Heights, Mercers Road and Ayres Lane

A request to conduct assessments for culvert replacements in these areas was put forward. Bayview Heights and Mercers Road are Town maintained roads therefore these will be assessed. Ayres Lane is a privately maintained road, therefore an assessment will be completed with findings brought back to future Committee meeting.

9. Speed Hump Request – Dogberry Hill Road Ext.

Request to install a speed hump on Dogberry Hill Road Ext. was put forward. The complaint will be referred through the Town's Traffic Calming Policy.

10. Newbury Street Speed Limit

Councillor Harding put forward a Motion to Committee to reduce the speed limit on Newbury Street from 50kms/hr to 40kms/hr; the Motion was not seconded therefore speed limit will remain.

11. 27 Emberlys Road

Quotes for installation of a fence and cost to change embankment slope adjacent to 27 Emberlys Road have been obtained in the amounts of \$2,169 plus HST and \$1,935 plus HST. Advisory report to be provided by Town Manager and discussed with Council prior to commencement of this work.



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



Economic Development,
Marketing, Communications and
Tourism Report
Wednesday, June 6, 2018
3:30 pm

In attendance:

Councilor Tina Neary, Chair
Councilor Dave Bartlett (Items 3-6,8)
Councilor Madonna Stewart-Sharpe
Jeff Lawlor, Director, Economic
Development, Marketing and
Communications

1. Heritage Updates

The Town has been invited to speak at the Wooden Boat Museum AGM in Twillingate on September 28-29. The Fanny Goff Memorial will be officially opened on Thursday, June 14.

2. Environment Updates

The Community Clean Up had mixed results this year. Unfortunately, the 10 day period that it occurred over had poor weather. Despite good uptake on social media before the event the number of participants were lower than expected. We would like to thank all those who did get out and our wonderful partners Murrays Garden and Horticultural Services. We look forward to growing the event next year.

The Stewardship Association of Municipalities sent correspondence to all members asking if a Town representative could attend their Fall meeting in Labrador this September and have asked which dates would work best. Attendance of the meeting will include a travel subsidy of approximately \$700. A response letter will be drafted indicating the dates that would be preferred.

The Climate Change Adaption Project's first workshop is scheduled for Monday, June 11th and have over 30 confirmed participants.

3. Chamber of Commerce

A meeting is scheduled with the Advisory Committees on Wednesday, June 6 to discuss a tourism development plan and open a dialogue of collaboration. The Chamber is hosting a Barn Dance on Saturday, June 16 for their members where the Business Directory will be launched.

4. Media Training

Further to the proposal considered at the prior committee meeting, additional information regarding an interactive workshop for Council and media training was reviewed. The workshop will include training on social media, best practices and help establish communications protocols for Council and staff. To support the training, interviews will occur with Council and senior staff to better understand the issues and opportunities that Council face and will help customize the workshop.

Motion: The committee recommends that Waterwerks Communications be retained to provide an Interactive Workshop for media training at a cost of \$4,480 plus tax.

5. Tourism Signage and Wayfinding

A draft of the City of St. John's signage proposal was reviewed by the committee. This piece of work includes the regional component of the hub and spoke design and implementation. The proposal is currently being considered and negotiated with funding partners prior to any commitments or decisions by the Town. A proposal for PCSP specific signs is currently under development and will be submitted in the next month.

6. Portugal Cove Lookout

Feedback has been provided by Council on issues and ideas around a potential lookout. The Planning and Development Department is researching land ownership in the area.

7. Service Level Review

An overview of the Phase III report was presented to the committee. It will be submitted to council for their review and feedback.

8. Tourism Opportunity

A meeting with a potential tourism operator and a number of stakeholders took place on Tuesday, June 5th. A presentation to Council is being planned.



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



PROTECTIVE SERVICES



Protective Services Committee

Tuesday, June 5, 2018

4:00PM

IN ATTENDANCE: Councilor Johnny Hanlon, Committee Chair
Councilor Tina Neary
Councilor Dave Bartlett
Heather Coughlan, Employee & Public Relations Administrator

1. Commissionaires – Municipal Enforcement

The Municipal Enforcement Officer is away on Animal Welfare Protection Training this week, therefore no official report was submitted.

A report of ATV and dirt bike stunt driving on Dogberry Hill Road was given to the MEO for investigation.

Ongoing:

- Civic numbering assessment is ongoing.
- Traffic Regulations.

2. FES Updates

Responses: 9

- 6 Medical calls
- 1 Odour alarm (Carbon Monoxide / smoke / gas)
- 2 Residential alarm bells

Training:

- May 28th – Medical
- June 04 – Wildland Urban Interface, Chain Saw Safety

Total of seven (7) members attended Provincial Fire School May 26th to June 1. Members attending various courses as follows: 2 – Firefighter 2; 1 – Pump Operations; 4 – Live Fire; 4 – Respiratory Management; 1 – Emergency Vehicle Traffic Management; 1 – Exercise Design; 1 – Emergency Operations Center Management.

Recruit training continues every Tuesday evening.

The Chiefs supplied a snapshot of Fire Department of activity from January 1, 2018 to date. This will be included for Committee information going forward.

Other Activity:

Beaver group will be attending live fire extinguisher training on June 5, 2018.

Specifications preparation for replacement Rescue vehicle are almost complete. Tender call within the next two (2) weeks.

Residential Medical Oxygen Inspection on June 4, 2018.

The Chiefs prepared an article for the next edition of the Tickle newsletter covering backyard fireplace safety.

3. Pedestrian Activated Crosswalk Lights

The Committee reviewed correspondence from a resident with regards to pedestrian activated crosswalk lights. The information will be brought to the next Public Works Committee.

4. Noise Complaint Follow Up

A request for further information and details was made to the complainant. Once the Committee is in receipt of a reply, the information will be brought back to Committee and given to the MEO for investigation.



ADMINISTRATION & FINANCE



Administration & Finance Committee

June 4, 2018

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

Staff: Tony Pollard, Director of Financial Operations/Town Clerk
Claudine Murray, Deputy Town Clerk

1. Accounts for Payment

MOTION: Committee recommends Council approve payment of regular accounts in the amount of \$87,539.88, and capital accounts in the amount of \$33,373.52, for a total of \$120,913.40.

2. Water Leak

The committee discussed a 35% increase in water consumption from this time last year. The increase is presumed to be from a leak. Public Works is looking into the matter

Having a zone metering program and a preventative maintenance program in place would help decrease these issues.

3. Correspondence: Crosswalk funding request

The A&F committee discussed a resident's concern of not having a crosswalk with pedestrian activated lights on Thorburn road near Brookside Intermediate school. Three committees received the letter. Committees will further discuss the request and consider the other committees reports at their next meetings.

4. Non-unionized Hiring Policy

Further to the discussion and defeated motion at the May 29th Regular Council meeting, committee will revisit the policy and bring forth a new recommendation at the July 10th Council meeting.

5. Summer Council Schedule

Committee discussed removing one of the two Council meetings for both July and August months. Summer is a busy permitting period and therefore the committee will not recommend a change to the Council meeting schedule at this time.

6. Funding Approval: Drover's Heights

The committee received approval to amend project 17-CWWF-18-00003, Drover Heights Water and Sewer Servicing project.

MOTION: Committee recommends that the Mayor and Town Clerk sign the contract with the Province relating to the Clean Water Waste Water Fund Agreement for the Drover's Heights Water and Sewer Project.



Tabled items at end of
Council Package for:

Administration & Finance



CORRESPONDENCE

Council Correspondence for May 28 to June 8, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
5/28/2018	Resident	Speeding in school zone concerns	PS Cmte
5/30/2018	Dept. Municipal Affairs	Amendment to clean water and waste water fund Project 17-CWWF-18-00003 Drover Heights	A&F cmte
5/31/2018	Resident	Pedestrian Activated Crosswalk Lights For Brookside Intermediate School	A&F cmte
6/1/2018	MunicipalNL	Proclaim June as Recreation Month	Complete
6/5/2018	Employment and Social Development	Canada Volunteer Awards	Council
6/4/2018	Employment and Social Development	New Horizon's Seniors Program	RC cmte
6/8/2018	Ride for Dad	Invitation	Mayor



Tabled items at end of
Council Package for:

CORRESPONDENCE



**NEW/GENERAL/
UNFINISHED
BUSINESS**



AGENDA ITEMS/ NOTICE OF MOTIONS



Tabled items

PLANNING & DEVELOPMENT



Portugal Cove St. Philip's

POLICY AND PROCEDURE

POLICY: STREET NAME AND STREET NAME CHANGE
POLICY

RELEVANT TO: PLANNING AND DEVELOPMENT DEPARTMENT

ISSUED BY: TOWN OF PORTUGAL COVE – ST. PHILIP'S

1.0 TITLE:

- 1.1 This document shall be known and cited as the *Street Naming and Street Name Change Policy*.

2.0 INTERPRETATION:

- 2.1 “*Street*” means a street, road, highway or other way designated for the passage of vehicles and pedestrians and which is accessible by fire department and other emergency vehicles.
- 2.2 “*Council*” shall mean the duly elected Council of the Town of Portugal Cove – St. Philip's.
- 2.3 “*Town*” shall mean the Town of Portugal Cove – St. Philip's.

3.0 POLICY STATEMENT:

- 3.1 The purpose of this policy is to clarify the procedures that members of the general public must follow when submitting street name requests and/or submitting street name changes to the Town.

4.0 OBJECTIVES:

- 4.1 To review street names currently in use for public, as well as private streets in an attempt to avoid duplication and confusion.
- 4.2 To determine for each type of street the proper definition (ie Avenue, Drive, Place).
- 4.3 To ensure that the St. John's Regional Fire Department Road Bank and the Town of Portugal Cove-St. Philip's Volunteer Fire Department are notified of all street names within the Town for emergency purposes.

5.0 APPLICATION:

- 5.1 This policy shall apply to all requests for the naming of all existing and proposed streets within the Town.

6.0 GENERAL:

- 6.1 The Town, through its Street Naming and Street Name Change policy, desires to retain its history and heritage through the naming of streets. To facilitate this process, the Town has established guidelines for street names within the Town.
- 6.2 The Town reserves its right to rename any street, including duplicate street names, in the interest of public safety.
- 6.3 The Town shall not be responsible or liable for any costs to the land owner (s) associated with the street name changes.
- 6.4 Requests from Town Departments and/or other agencies with respect to changing street names shall be considered in the interest of public safety.
- 6.5 There shall be no re-use of former/discontinued street names.
- 6.6 There shall be no use of awkward, corrupt, discriminatory, or derogatory names, in regard to race, sex, colour, creed, political affiliation, or other social factors.

7.0 STREET NAME GUIDELINES:

- 7.1 Base names shall be easily recognizable, readable, with no numbers or words difficult to pronounce or spell.
- 7.2 No abbreviations, suffixes, numbers or a single letter of the alphabet shall be used as a base name in the naming of streets.
- 7.3 No new street shall begin with the use of “Old” or “New” in the base name.
- 7.4 Street extensions shall continue with the existing street names and shall not change at a curve or some other point other than at an intersection.
- 7.5 Base names that are currently in use or approved by Council to be used for a proposed street within the Town will not be duplicated.
- 7.6 The selection of a street name should generally be in reference to groups, places, people, events and matters/objects related to the area, the Town and its citizens.
- 7.7 Street names should be those that promote Town pride, local heritage, history and traditions, or, unique features and geography associated with a particular locale within the Town.
- 7.8 New subdivisions shall have a theme for street names within the development and new street names shall be consistent with this theme. Thematic examples could be flora or fauna, cultural, historical, regional, geographic elements unique to the Town, Newfoundland and Labrador, or Canada, or key urban and community design features, motifs and elements.
- 7.9 Names of living persons or companies used for the purpose of advertising shall not be permitted.
- 7.10 Streets named after living individuals is inappropriate since there could be future circumstances or difficulties that a living individual encounters in their future that leads to an inappropriate connotation for that name.
- 7.11 Street names after individuals may be accepted posthumously provided:
 - Written consent has been obtained from the individual’s surviving family-unless the individual is a national or international public figure, and;
 - The resident lost their life while serving the Armed Forces, Police or Fire Department or a written description of the individual’s

contribution to the Town and/or community is concurred with by Council.

- 7.12 Streets shall use the approved street suffixes as determined by Council to best suit the type of street being developed and defined in Section 8.0 of this policy.

8.0 SUFFIXES:

Avenue – an arterial, collector or local thoroughfare serving light to high volumes of traffic that is longer than three hundred (300) meters in length.

Bay - a local street that is generally “U” shaped and joins two separate streets, or the same street.

Circle or Loop - a local street that is generally “U” shaped that begins and terminates on the same street.

Close - a local street permanently closed at one end and not exceeding three hundred (300) meters in length.

Court - a local street permanently closed at one end and not exceeding three hundred (300) meters in length.

Cove - a local street which resembles a small sheltered inlet or bay and is less than one hundred (100) meters in length.

Crescent - a local street that is uninterrupted, other than by a cul-de-sac, having two connections to one street and is usually longer than three hundred (300) meters in length.

Drive – an arterial, collector or local thoroughfare that is winding and serves light to high volumes of traffic through to other streets including a diagonal, curvilinear, and curving street longer than three hundred (300) meters in length.

Gate – a short local thoroughfare providing an entrance to a subdivision; to another street; or as a link between two different roads that does not have any residential or commercial properties fronting on it.

Heights – a local street that by its unique configuration represents a theme or quality of superior design, layout, or association with the surrounding land features or geography.

Landing or Point – a local street permanently closed at one end generally near water, or located on an area overlooking a ravine or a valley.

Place or Terrace – A local street permanently closed at one end and does not exceed three hundred (300) meters.

Road or Street – an arterial, collector or local thoroughfare serving light to high volumes of traffic that is less than three hundred (300) meters in length.

Way – a short local thoroughfare that is less than two hundred (200) meters in length.

9.0 POLICY PROCEDURE:

- 9.1 The Town's Heritage Advisory Committee & Council will generate a list of potential base names with significance to the community. The owner/developer/applicant may select a name from this list or propose a base name for Council's consideration. Any proposed base names will be referred to the Heritage Advisory Committee for comment prior to consideration of the base name by Council.
- 9.2 The owner/developer/applicant shall submit a written list of proposed base names, their locations shown on a reduced copy (11"x17" maximum size) of the proposed subdivision plan and background information on the proposed names (if required) to the Planning & Development Department for processing.
- 9.3 The Planning & Development Department will determine whether the street(s) require(s) a new name(s) or if it is an extension of an existing street within the Town.
- 9.4 The proposed base names will be forwarded to the St. John's Regional Fire Department Road Bank to check for duplication within the region. All available base names will be held with the Road Bank pending final selection and approval by Council.
- 9.5 The proposed base names will be presented to the Planning & Development Committee for consideration at the next available meeting.
- 9.6 If the proposed base names are acceptable, the Committee will recommend base names and suffixes to Council for approval at the next available public meeting.
- 9.7 If the proposed base names are not acceptable due to restrictions as indicated in this policy, the owner/developer/applicant shall submit alternative names for consideration.

- 9.8 Once the proposed street names have been granted approval through a motion of Council, Planning Staff will notify the owner/developer/applicant in writing of the approved street name(s). Planning Staff will also notify the St. John's Regional Fire Department Road Bank (through the form supplied), the Town of Portugal Cove-St. Philip's Volunteer Fire Department, and Canada Post of the approved street name(s).
- 9.8 Upon approval of a street name, all further plans and documentation submitted to the Town related to the street must reference the approved street name(s).
- 9.10 It is the responsibility of the owner/developer/applicant to ensure that the proper signage is order with the street name as approved by Council. The owner/developer/applicant must work in conjunction with the Town's Public Works Department to install street name signs within the Town.
- 9.11 If a resident has a suggestion for a street name, a written letter can be submitted to the Planning & Development Department with the proposed base name and background information. The Planning & Development Committee will review the submission, and if acceptable, the proposed base name will be filed for possible future use.

10.0 REPEALS

- 10.1 This policy rescinds all previous policies on this subject matter.

11.0 AMENDMENTS

- 11.1 Amendment No. 1, June 12, 2018, Motion # 2018-___ (re: Section 9.1)

12.0 RESOLUTION

- 12.1 Pursuant to the authority vested in the Town Council of Portugal Cove-St. Philip's, Council has adopted by Resolution the above referenced policy on the 25 day of March, 2014.
- 12.2 Resolution # 2014-069
- 12.3 Effective Date: 25 day of March, 2014.



Tabled items

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



May 31, 2018

Members of Stewardship Association of Municipalities Inc
Via email: SAM Members

Dear Mayor and Council;

I am writing in reference to the Stewardship Association of Municipalities Inc (SAM) Fall Meeting 2018.

First, thank-you for your past participation in the activities/meetings of SAM, where this has been possible for your council. All NL municipalities with signed Municipal Habitat Stewardship Agreements have opportunity to become active members of SAM. These wildlife habitat conservation agreements were signed between your, or a former, council and the provincial government. These agreements serve to conserve valuable wildlife habitat, in many cases wetlands, found within your planning boundaries, and are intended to be incorporated within your town planning documents in terms of land use zoning.

At its Annual General Meeting held May 26, 2018, it was agreed that SAM would seek to hold its Fall 2018 meeting in Labrador City.

Recognizing the potential financial hardship this could bring to SAM members in terms of travel costs, we wanted to ask you for feedback on the following recommended route forward:

- 1) Would your council be interested/able to attend this meeting in light of the below outlined financial incentives. YES / NO
- 2) Options on Meeting Dates (indicate one or both):

Sept 21-22 nd , 2018	YES / NO
Sept 28-29 th , 2018	YES / NO
- 3) SAM, has approved financial support for this meeting as follows:
 - a. SAM will reimburse each attending town for the cost of one night's hotel tax included (this does not include room service or other costs incurred). Members will still need to book their own rooms with credit card.

- b. SAM will reimburse each attending town \$500 to help cover the costs of airfare for the town's representative.
- c. Food associated with a Friday Meet & Greet, Saturday lunch and dinner are also covered.

Please provide your **feedback in writing (email)** by **June 15th, 2018**.

We thank-you for your support of this matter. Should you have any questions or would like to contact us please do not hesitate to do so.

Sincerely,

A handwritten signature in cursive script that reads "Cynthia Downey".

Cynthia Downey
Treasurer, Stewardship Association of Municipalities Inc.,
Councillor Stephenville Crossing

cc. John Norman, SAM President, Mayor of Bonavista

Retainer

- A weekly meeting with senior WaterWerks staff for the first 6 months with feedback and analysis documentation and training as required.
- Bi-weekly meetings with senior WaterWerks staff for the following 6 months with feedback, and analysis documentation and training as required.
- Time at the end of the year will also include evaluation, reporting and recommendation process and documentation.
- The hours allotted weekly can also be shifted to include more in one week as required by client and agency.
- Monthly retainer of \$1300

Total	<u>\$15,700/year</u>
--------------	-----------------------------

3) WATERWERKS MEDIA TRAINING

Cost for full day session

In house	\$1,600 ^{+HST}
Travel to client within St. John's metro	\$1,900
Travel outside St. John's Metro	billed as required
Travel outside St. John's Metro	billed as required



Tabled items

Administration & Finance

Accounts for Payment - June 5, 2018

REGULAR ACCOUNTS:

RW 201803-4	5/28/2018	City of St. John's Water consumption March 2018	\$	41,716.70
RW 201804-4	5/28/2018	City of St. John's Water consumption April 2018	\$	40,671.18
27973	5/19/2018	Commissionaires Security - May 6 - May 19	\$	5,152.00
TOTAL REGULAR ACCOUNTS:			\$	<u>87,539.88</u>

CAPITAL ACCOUNTS:

18035	5/22/2018	Grand Concourse Authority Rainbow Gully Trail upgrades Claim #1	\$	33,373.52
TOTAL CAPITAL ACCOUNTS:			\$	<u>33,373.52</u>

GRAND TOTAL: \$ 120,913.40

Town of Portugal Cove-St. Philips
BNK1 - BNS CURRENT ACCT
 Cheques from 000001 to 047640 dated between 05/23/2018 and 05/31/2018

CHEQUE REGISTER

Printed: 12:34:13PM 05/31/2018

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Number	Issued	Amount	SC	Status	Status Date
047553	05/25/2018 Jeff Lawlor SAM2018 SAM AGM travel advance	1,155.80 1,155.80	A/P	OUT-STD	05/25/2018
047554	05/25/2018 Bernadine Lawlor Apr30-May31 rec center cleaning Apr30-May31	562.50 562.50	A/P	OUT-STD	05/25/2018
047555	05/25/2018 Chris Milley CAMA2018 CAMA conf travel advance MNL Symposium18 Travel claim - MNL Symposium	1,075.23 607.23 468.00	A/P	OUT-STD	05/25/2018
047556	05/25/2018 Yvonne King Apr30-May3118 rec center cleaning Apr30-May31	562.50 562.50	A/P	OUT-STD	05/25/2018
047557	05/25/2018 City of St. John's 16960 Landfill use April	10,798.05 10,798.05	A/P	OUT-STD	05/25/2018
047558	05/25/2018 EXP. Services Inc. 429739 Thorburn Rd/Dogberry Hill Rd Sidewalks	29,074.91 29,074.91	A/P	OUT-STD	05/25/2018
047560	05/25/2018 Acklands - Grainger Inc. 9785861833 2 pickers	261.59 261.59	A/P	OUT-STD	05/25/2018
047561	05/25/2018 Air Tech Atlantic Compressor Services 1571 servicing/testing of air compressor - FD	695.93 695.93	A/P	OUT-STD	05/25/2018
047562	05/25/2018 Atlantic Gym & Sports 1803130 Softball Field Equipment	1,104.84 1,104.84	A/P	OUT-STD	05/25/2018
047563	05/25/2018 Atlantic Cash & Carry 34702140588478 dory workshop supplies	23.99 23.99	A/P	OUT-STD	05/25/2018
047564	05/25/2018 Atlantic Hose & Fittings 0000137378 Compressor hose	52.81 52.81	A/P	OUT-STD	05/25/2018
047565	05/25/2018 Atlantic Offshore Medical Services IN158081 FFW Assessment	96.89 96.89	A/P	OUT-STD	05/25/2018
047566	05/25/2018 Automotive Supplies (1985) Ltd 191325 case oil - for inventory 193877 oil, oil filters	199.06 100.60 98.46	A/P	OUT-STD	05/25/2018
047567	05/25/2018 Benson Buffett 78426 [REDACTED]	287.50 287.50	A/P	OUT-STD	05/25/2018
047568	05/25/2018 Canadian Linen & Uniform Service 6500328923 mat rental	149.19 149.19	A/P	OUT-STD	05/25/2018
047569	05/25/2018 Cintas Canada Limited 5010033311 first aid kits restocked	321.01 321.01	A/P	OUT-STD	05/25/2018
047570	05/25/2018 Complete Transport Services 40546 fd annual MVI and service for engine 2	1,609.07 1,609.07	A/P	OUT-STD	05/25/2018
047571	05/25/2018 Corporate Express 47522373 crayons,binder,paints-day camp	223.51 223.51	A/P	OUT-STD	05/25/2018
047572	05/25/2018 East-Chem Inc. 015837001 lime 015863301 Lime & Fertilzer for all parks fields 015887501 pelletized moshier lime, round up-field maint	2,912.15 578.77 1,449.00 884.38	A/P	OUT-STD	05/25/2018
047573	05/25/2018 Executive Coffee 0000196534 milkers,creamers,coffee	157.70 157.70	A/P	OUT-STD	05/25/2018
047574	05/25/2018 Fastenal Canada Company NFM0U178011 Shop supplies	376.56 376.56	A/P	OUT-STD	05/25/2018
047575	05/25/2018 Frederick Hollett	2,875.00	A/P	OUT-STD	05/25/2018

* - Partial payment was made on Invoice

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	Apr29-May5	FD Consultation Apr29-May5	1,495.00			
	May13-19	FD Consultation May13-19	1,380.00			
047576	05/25/2018	Harbour Authority PC-SP	2,875.00	A/P	OUT-STD	05/25/2018
	1267	Salt/Sand storage	2,875.00			
047577	05/25/2018	Hickman Chrysler	86.54	A/P	OUT-STD	05/25/2018
	56176C	Oil filter, air filter, 5 liters oil - Jeep	86.54			
047578	05/25/2018	Infinity Construction Limited	34.50	A/P	OUT-STD	05/25/2018
	2135	Topsoil	34.50			
047579	05/25/2018	Kent Building Supplies	126.71	A/P	OUT-STD	05/25/2018
	15673265	paint rollers-field maint	46.61			
	15674670	eye hooks, chains- rec games	23.06			
	15680999	8 bags Cement	57.04			
047580	05/25/2018	KPennell	200.00	A/P	OUT-STD	05/25/2018
	May7-162018	Tutoring May7-16	200.00			
047581	05/25/2018	Lester Spurrell	23.55	A/P	OUT-STD	05/25/2018
	MDOANS2018	travel expense claim-MDOANS conf 2018	23.55			
047582	05/25/2018	Lindsey Hynes	225.00	A/P	OUT-STD	05/25/2018
	May18	Zumba May18	225.00			
047583	05/25/2018	Mark's Work Wearhouse	552.00	A/P	OUT-STD	05/25/2018
	730-103010	4 pairs work boots-PW	552.00			
047584	05/25/2018	Mr. Rooter Plumbing	425.44	A/P	OUT-STD	05/25/2018
	208849020	Service call Rainbow Gully Hut - toilet repai	425.44			
047585	05/25/2018	Neopost Canada	173.99	A/P	OUT-STD	05/25/2018
	6188830	Postage meter lease	173.99			
047586	05/25/2018	Newfoundland Driver Training Ltd.	460.00	A/P	OUT-STD	05/25/2018
	#2004	Air brake training & certification - FD	460.00			
047587	05/25/2018	Newfoundland Automotive Equipment Services	97.75	A/P	OUT-STD	05/25/2018
	3-033	automotive lift inspection	97.75			
047588	05/25/2018	NL Employers' Council	517.50	A/P	OUT-STD	05/25/2018
	12159	2 workshop registration - H.Coughlan	517.50			
047589	05/25/2018	North Atlantic	1,672.42	A/P	OUT-STD	05/25/2018
	1384964	Diesel	1,279.87			
	1384965	Furnace oil	392.55			
047590	05/25/2018	Orkin Canada Corporation	354.21	A/P	OUT-STD	05/25/2018
	IN-8504401	Pest control-depot	77.05			
	IN-8504413	Pest control-rainbow gully	41.98			
	IN-8504429	Pest control-rec center	79.93			
	IN-8504432	Pest control-generator shed	96.60			
	IN-8504449	Pest control-voiseys	58.65			
047591	05/25/2018	Parts for Trucks	392.80	A/P	OUT-STD	05/25/2018
	40415823-00	clamp, rust check	143.69			
	40416045-00	2 brake chambers, 2 rolls tape - unit #48	249.11			
047592	05/25/2018	PMA	690.00	A/P	OUT-STD	05/25/2018
	4077	Convention registration - C.Milley, C.Murray	690.00			
047593	05/25/2018	Protek Industries	807.30	A/P	OUT-STD	05/25/2018
	21328	Cold Patch	807.30			
047594	05/25/2018	Richard Murphy	1,437.50	A/P	OUT-STD	05/25/2018
	May14-20	FD Consultation May14-20	1,437.50			

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Number	Issued		Amount	SC	Status	Status Date	
	4462038	washers,bolts,nuts-bldg maint	73.60				
	461526	Hoses for watering setup on trucks	54.82				
	461531	Pine, washers, glue for rec items	52.50				
	6461953	6x6 pressure treated posts for repairs to pai	1,332.36				
047620	05/29/2018	Irving Oil Limited	1,665.38	A/P	OUT-STD	05/29/2018	
	335791-	Gas	1,665.38				
047621	05/29/2018	Kailey Cahill-Meeker	144.95	A/P	OUT-STD	05/29/2018	
	reimb PCash0518	reimb petty cash-library supplies	144.95				
047622	05/29/2018	Kent Building Supplies	37.85	A/P	OUT-STD	05/29/2018	
	15693255	liners and roller refills - Depot	37.85				
047623	05/29/2018	Martins Fire Safety Ltd.	283.48	A/P	OUT-STD	05/29/2018	
	77009	Inspect kitchen @ rec center	227.70				
	77147	Fire ext bracket, bag - new truck	55.78				
047624	05/29/2018	Nicole Clark	2,500.00	A/P	OUT-STD	05/29/2018	
	PettyCash - Canada Day18	Petty cash for Canada Day 2018	1,000.00				
	PettyCash-Regatta18	petty cash for Regatta day events 2018	1,500.00				
047625	05/29/2018	Northeast Avalon Times	1,121.25	A/P	OUT-STD	05/29/2018	
	6126	Full page ad, dis use ad	1,121.25				
047626	05/29/2018	Overhead Door Company	299.00	A/P	OUT-STD	05/29/2018	
	59400	Service call - depot	299.00				
047627	05/29/2018	Parts for Trucks	138.43	A/P	OUT-STD	05/29/2018	
	40413114--00	6 cans rust check, 3 wipers	88.60				
	40416522-00	unit#62 -25ft wire,3 toggle switches, 2 fuse l	49.83				
047628	05/29/2018	Princess Auto Ltd.	80.46	A/P	OUT-STD	05/29/2018	
	861329	ratchet straps	57.48				
	889460	sprayers for fields	22.98				
047629	05/29/2018	Richard Murphy	1,466.25	A/P	OUT-STD	05/29/2018	
	May21-27	FD Consultation May21-27	1,466.25				
047630	05/29/2018	Rona	1,435.87	A/P	OUT-STD	05/29/2018	
	02130962(2)	concrete mix	0.09				
	2131855	lightbulbs	31.04				
	22010-10005421	decking planks for float	1,182.94				
	22010-10008491	planks for trailer (3 more)	221.80				
047631	05/29/2018	SaltWire Network Inc.	550.40	A/P	OUT-STD	05/29/2018	
	TM00010874	job ad - water & wastewater maint	550.40				
047632	05/29/2018	Stephanie Tucker	22.14	A/P	OUT-STD	05/29/2018	
	May8-15	Mileage claim - may8-16	22.14				
047633	05/29/2018	Terry Scott	120.61	A/P	OUT-STD	05/29/2018	
	09791S	Gas - fire 1 - travelling to fire school	120.61				
047634	05/29/2018	Jessica Hall	100.00	A/P	OUT-STD	05/29/2018	**
	2018-137	J.Hall - community grant, motion 2018-137	100.00				
047635	05/29/2018	Kaitlyn Hall	100.00	A/P	OUT-STD	05/29/2018	**
	2018-138	K. Hall - Community grant - motion 2018-13	100.00				
047636	05/29/2018	City of St. John's	36,173.04	A/P	OUT-STD	05/29/2018	
	RW 201802-4	Water Consumption Feb18	36,173.04				
047637	05/29/2018	Commissionaires	5,152.00	A/P	OUT-STD	05/29/2018	
	27876	security services	5,152.00				
047638	05/29/2018	Grand Concourse Authority	8,742.76	A/P	OUT-STD	05/29/2018	

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Number	Issued		Amount	SC	Status	Status Date
	18032	Trail Maintenance 2018	8,742.76			
047639	05/29/2018	Terra Nova Motors Ltd.	78,884.25	A/P	OUT-STD	05/29/2018
	180385	2018 GMC Terrain	35,888.05			
	180796	GMC 3500 Sierra	42,996.20			
		Cheque Totals Issued:	286,522.80			
		Void:	0.00			
		Total Cheques Generated:	286,522.80			
		Total # of Cheques Listed:	85			

* - Partial payment was made on Invoice

** - Name on Check was modified

From: [Tony Pollard](#)
To: [Claudine Murray](#)
Subject: FW: Pedestrian Activated Crosswalk Lights For Brookside Intermediate School
Date: Thursday, May 31, 2018 1:28:38 PM

For inclusion at A and F.

Tony

From: [REDACTED]
Sent: May-31-18 12:57 PM
To: Dave Bartlett <Dave.Bartlett@pcsp.ca>; Johnny Hanlon <Johnny.Hanlon@pcsp.ca>; Jeff Laham <Jeff.Laham@pcsp.ca>
Cc: Carol McDonald <Carol.McDonald@pcsp.ca>; Chris Milley <Chris.Milley@pcsp.ca>; Tony Pollard <Tony.Pollard@pcsp.ca>
Subject: Pedestrian Activated Crosswalk Lights For Brookside Intermediate School

Good afternoon Dave, Johnny, and Jeff

I am writing you as Chairs of three Committees of Council whom I believe have to get together and make a joint decision on behalf of school students and their parents. It is a follow up to one point raised in a message to Dave yesterday with respect to pedestrian activated crosswalk lights for the crosswalk across Thorburn Road at Brookside Intermediate.

Before I make my pitch to your three Committees, please read the following exchange from the SafePCSP Facebook page on December 9, 2017:

Norma Reid Have you visited the SafePCSP Tupperware Fundraiser page for pedestrian activated lights yet? (See earlier post). Please share with all your contacts if you haven't done so!!

Karen Pender I definitely think they're needed but shouldn't this be the responsibility of the Department of Highways or the town or whatever agency pays for safety signage on our roads?

Wendy Reid Fairhurst It sure is all of their responsibility. But after 2 years of lobbying we've come to the conclusion there is really no will to do this. We think if we can demonstrate that residents support this and are willing to work towards funding it, they will recognize this is a big issue to those of us who live here.

I was taken aback by this exchange and must admit that I am astonished and disappointed that we have parents and students, taxpayers in this community, fundraising for infrastructure that should be provided by our Town.

How can Council sit by and spend unbudgeted monies as it did on Tuesday night for a soccer fence cover knowing that it has just repainted the pedestrian crosswalk on Thorburn Road and has not found funds for the pedestrian activated lights?

When I write, I always attempt to provide some constructive solutions to problems rather than just complain. I have recently corresponded with Public Works about suggested improvements for the school zones within our community. I brought up this matter of pedestrian lights after a Council meeting last October just after the crosswalk was painted for the first time. I suggested that Public Works staff should have painted the large "X" markings on the asphalt in the approaches to the crosswalk, and I suggested at the October

meeting that it was a public safety issue to install the crosswalk without the pedestrian activated lights. I suggested to Tony Pollard at that time that the Town should find monies in its **emergency reserve funds** to install these lights. As a new Council, I have been impressed with the listening ability and desire to enter into meaningful discussion and input demonstrated by elected officials at the public discussion sessions after each meeting, but the ball has been dropped on this matter.

With respect to this issue, budget has come and gone and it was not a budgeted item. This oversight in the budget is not something that can be ignored any longer. Complicating matters is that the decision straddles your three committees. Public Works has to do the physical labour, Protective Services supports SafePCSP in its mandate, and Administration & Finance has to approve the expenditures.

This lack of action cannot be permitted to continue. We cannot and should not expect students and parents to fundraise for Municipal Infrastructure. Summer is around the corner, and I think it is incumbent on your three Committees to bring this matter to Council of the Whole, to find the resources to have these lights in place prior to school opening in September, and to make the official announcement that you intend to follow through prior to school closing for this academic year..

Thank you for consideration of this issue,



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



TOWN OF PORTUGAL COVE-ST-PHILIP'S

MAY 30 2018

RECEIVED

Government of Newfoundland and Labrador
Department of Municipal Affairs and Environment
Municipal Infrastructure and Support

MAY 25 2018

COR/2018/01569

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

Dear Mayor McDonald:

RE: Amendment to Clean Water and Waste Water Fund Project 17-CWWF-18-00003
Drover Heights Water and Sewer Servicing

I refer to previous correspondence dated January 30, 2018, requesting to use the 2017-20 Multi Year Capital Works allocation to fund a portion of this project.

This request has been approved and the project's revised total federal, provincial and municipal contributions are outlined below:

	Total Project Costs	Cost Less GST/HST Rebate	Maximum Federal Contribution	Maximum Provincial Contribution	Ultimate Recipient Contribution
Current	\$763,504	\$692,372	\$151,305	\$60,523	\$480,544
Revised	\$763,504	\$692,372	\$151,305	\$333,356	\$207,711

The additional provincial contribution will be funded as part of your 2017-20 allocation and we encourage you to contact the Department to discuss the remainder of your 2017-20 Multi Year Capital Works funding.

Council should note that all work undertaken must adhere to the *Municipal Infrastructure Project Guidelines* in order to continue to be eligible to receive federal-provincial funding. **Please review and return a signed version of the attached Clean Water Waste Water Fund Agreement, which includes the project's new provincial and municipal contributions as outlined above and will replace the existing agreement.**

This amendment does not include the approval of any increases to total project costs or any changes to the project's scope of work. Council will continue to be responsible for any cost overruns or funding commitments that exceed the previously-approved project budget.

Please contact your project representative or Regional Engineer, both listed below, if you have any questions or concerns regarding this approved project amendment.

Sincerely,



HEATHER TIZZARD
Assistant Deputy Minister
Department of Municipal Affairs and Environment

/jl

cc: Mr. Nick Whalen, MP
Mr. David Brazil, MHA
Mr. Ian Duffett, P. Eng., Director
Mr. Inayat Rehman, P. Eng., Regional Engineer
Mr. John O'Leary
Ms. Colleen Johnson
Ms. Melissa Madden
Ms. Bertha Fowler

**CLEAN WATER AND WASTEWATER FUND (CWWF)
ULTIMATE RECIPIENT AGREEMENT**

This Agreement made this day of , 2017

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF NEWFOUNDLAND AND LABRADOR, as represented by the Minister of Municipal Affairs (hereinafter referred to as the "Minister")

OF THE FIRST PART,

AND

THE TOWN OF PORTUGAL COVE-ST. PHILIPS
(hereinafter referred to as the "Ultimate Recipient")

OF THE SECOND PART

WHEREAS The Minister and the Ultimate Recipient have agreed to enter into a municipal infrastructure agreement for the financing of Drover Heights Water and Sewer Servicing, Project No. 17-CWWF-18-00003, hereinafter referred to as the "works", and have agreed to cost not in excess of \$763,504 which amounts to \$692,372 after the GST/PST rebate calculation;

AND WHEREAS the Minister of Municipal Affairs has been authorized to negotiate an Agreement on behalf of the Province of Newfoundland and Labrador;

AND WHEREAS the Mayor and Clerk of the Town Council of Portugal Cove-St. Philips have been authorized by a Resolution in the Minutes of Council dated the day of A.D., (copy of which is attached hereto as Appendix "A" and forms part of this Agreement) to enter into this Agreement on behalf of the Ultimate Recipient;

THIS AGREEMENT WITNESSETH that for and in consideration of the mutual covenants and conditions contained herein, and other good and valuable consideration, and the sum of One Dollar (\$1.00) now paid by each party hereto, one to the other, (the receipt and sufficiency of which are hereby acknowledged by the parties hereto), the Minister and the Ultimate Recipient hereby agree as follows:

OBLIGATIONS OF THE MINISTER:

1. To make payment to the Ultimate Recipient \$333,356 representing the Provincial share and \$151,305 representing the Federal share, of the eligible costs of the project as these costs are incurred and upon receipt of the required documentation

OBLIGATIONS OF THE ULTIMATE RECIPIENT:

1. To arrange for the financing of the Ultimate Recipient's share of \$207,711.
2. To ensure that the project does not exceed the authorized funding of \$763,504. The Ultimate Recipient will ensure that only eligible expenditures are claimed in a diligent and timely manner and the Ultimate Recipient is responsible for any unapproved expenditures and cost overruns. The costs to be covered by this funding, includes but is not limited to capital, HST and engineering.
3. To have the work completed in accordance with the *Municipalities Act*, 1999, c.M24, as amended, or any successor legislation, and the *Public Tender Act*, 1990 c.P45, as amended, or any successor legislation.
4. To indemnify and save harmless the Minister from and against all claims, demands, losses, damages, costs of any kind based upon any injury or death of a person or damage to or loss of property arising from any willful or negligent act, omission or delay on the part of the Ultimate Recipient or its servants or agents in carrying out the project.
5. To have all work on the project concluded and final invoices submitted to the Department, not later than **March 31, 2018**.
6. To provide proof that the project would not have been undertaken in 2016/17 or 2017/18 without federal funding (Project Incrementality).

THE PARTIES FURTHER AGREE:

1. The Ultimate Recipient will consent to a public announcement of the project by the Provincial/Federal Governments. After official announcement of the project or 14 days after the Agreement has been signed by both parties, whichever is earlier, the project will be considered to be in the public domain. See attached Appendix C, which outlines the Communications Protocol for Clean Water and Wastewater Fund Projects.
2. Time shall be of the essence with respect to all matters in this Agreement.
3. This Agreement is executed in duplicate originals and each duplicate shall be deemed an original copy

for all purposes.

4. The validity, interpretation and performance of this Agreement shall be governed by the laws in force in the Province of Newfoundland and Labrador.
5. This Agreement shall ensure to the benefit of and be binding upon the parties and their respective successors and assigns.
6. Any provision of this Agreement which is prohibited or unenforceable will be effective only to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof.
7. This Agreement together with the letter of approval, and the Clean Water and Wastewater Fund Project Guidelines "Appendix B" constitutes the entire Agreement between the parties with respect to the matters dealt with herein. This Agreement may not be amended or modified in any respect except by written instrument signed by the parties hereto.
8. Neither this Agreement nor any of the rights, benefits, duties and liabilities contained herein may be assigned by either party without the prior written consent of the other party.

This Agreement has been executed on behalf of the Province by the Minister responsible for the Department of Municipal Affairs and by the Mayor and Clerk of the Town of Portugal Cove-St. Philips, the day and year first before written.

SIGNED AND SEALED by the
Minister of Municipal Affairs
and the Seal of the Department
was hereunto affixed in the presence of:

WITNESS

MINISTER OF MUNICIPAL AFFAIRS

SIGNED AND SEALED by the
Mayor and Clerk of the
Town of Portugal Cove-St. Philips
and the Seal of the
Town of Portugal Cove-St. Philips
was hereunto affixed in the presence of:

WITNESS

MAYOR

WITNESS

CLERK

APPENDIX “B”

DEPARTMENT OF MUNICIPAL AND AFFAIRS CLEAN WATER AND WASTEWATER FUND PROJECT GUIDELINES

It is essential for the Ultimate Recipient and also the municipal engineer or prime consultant to comply with the following guidelines in order for the project to be efficiently implemented, and to ensure that satisfactory cost controls are maintained.

FINANCIAL

- 1.1. New Project delivery timelines have been established for each stage of the capital works notification and implementation process (see table below). If a timeline target is expected to exceed this policy, Ultimate Recipient must immediately notify the Director of Municipal Infrastructure and Waste Management. Projects will be **cancelled** if timeline targets are exceeded – unless prior approval to extend timelines has been provided by the Director of Municipal Infrastructure and Waste Management. The Director may provide an amended timeline based on the following considerations:

- 1.1.1. Scope and complexity of project
- 1.1.2. Unanticipated environmental considerations
- 1.1.3. Extenuating circumstances that preclude the availability of key resources

To provide strong incentive to Ultimate Recipient's to actively deliver projects in the shortest time possible, the Department has established timelines for project delivery associated with its infrastructure programs.

Project Delivery Timelines
Date of Ultimate Recipient notification to Date signed Agreement received at Headquarters 60 days
Date of Ultimate Recipient Notification to project completion – Project must be completed by March 31, 2018.

- 1.2. Funding will be provided based on Ultimate Recipient's assurance to this Department of its ability to meet its share of the cost. The Ultimate Recipient must meet its share of principal and interest charges, and this Department will not, under any circumstances contribute by way of special grants or otherwise, any amount in excess of the approved project costs. If Ultimate Recipient's financial position has changed so that it cannot meet its share, then Ultimate Recipient should immediately notify the Minister and this project will be required to be cancelled.
- 1.3. Eligible / Ineligible project costs are outlined in Appendix “D”
- 1.4. The Provincial payment may be advanced based on projected cash flows when project costs are

committed through a contract award. Final project payment will be based on the costs indicated in the status report and job control sheet.

- 1.5. Project funding has been reduced by the amount of GST/PST rebate due to the Ultimate Recipient if the full project costs are expended. The Ultimate Recipient is required to apply for the appropriate rebates. The GST/PST rebate is to be used by the Ultimate Recipient as part of the project funding. **Interim financing of the GST/PST rebate will be the responsibility of the Ultimate Recipient.**
- 1.6. The Ultimate Recipient may not charge more than a nominal fee sufficient to cover royalties and reasonable equipment rental rates if Ultimate Recipient equipment is used for loading material supplied from a Ultimate Recipient owned borrow pit for use on the project. This applies regardless of whether the material is supplied directly to the project or to the contractor for incorporation in the project. Approval of the Regional Engineer is required before any costs can be charged relating to this clause.
- 1.7. A separate capital chequing account (using pre-numbered cheque book) must be established by Ultimate Recipient at its bank to be used solely for this project.
- 1.8. If requested by the Department, Ultimate Recipient must submit an itemized list of all cheques issued including cheque number, date, payee and amount, together with a copy of the cancelled cheques.

ENGINEERING & CONSTRUCTION

- 2.1 Minister's approval is required before Ultimate Recipient can engage or change a consulting engineering / architectural firm in relation to this project.
- 2.2 The Department will require a Request for Proposals (RFP) for professional services for municipal infrastructure projects that have a high potential of increasing the value of public funds. The Department will determine at its sole discretion whether or not a professional service RFP will be required. **When the Department has determined that a professional service RFP is required, the project funding approval will be conditional upon the Ultimate Recipient issuing an RFP for professional services.** This requirement will be identified in the funding approval letter and in the funding agreement. A public RFP will introduce a process whereby the consultant is selected by a Ultimate Recipient based on the best fit from a technical and cost perspective. Selection considerations which use cost as an evaluation factor will assist in obtaining the most cost effective service. An RFP will also aid in ensuring that appropriate expertise is employed, past performance is recognized and a competitive process is obtained.
- 2.3 No engineering / architectural work is to be undertaken until the Prime Consultant Agreement has been approved by the Regional Office and signed by the Ultimate Recipient and prime consultant. This agreement must indicate the services to be provided, the rates to be charged and a completion schedule. Rates charged are to be in line with the service rendered not necessarily the seniority of the engineering staff involved.

- 2.4 To obtain approval, the consultant must forward a copy of the proposed Prime Consultant Agreement to the appropriate Regional Engineer. After signing, the consultant must forward copies of the signed Prime Consultant Agreement to the Ultimate Recipient and the Regional Engineer. Ultimate Recipients are not to pay any engineering fees unless a signed Prime Consultant Agreement is in place. In this regard the Department will not advance any funds until they have a copy of this agreement. **Engineering fees in excess of the amount approved in the Prime Consultant Agreement will not be eligible for funding unless agreed to and requested by the Ultimate Recipient and approved by the Regional Engineer.**
- 2.5 The municipal engineer or prime consultant must liaise with the Regional Office on all aspects of the project.
- 2.6 The municipal engineer or prime consultant must complete the special form which the Department of Environment & Conservation requires when applying for a Permit. The Regional Engineer requires a copy of this form at the time of submission of plans and specifications for approval to tender. The municipal engineer or prime consultant's attention is drawn to the Department of Environment & Conservation's requirement for pre-registration of certain categories of projects.
- 2.7 Before construction can commence or tenders can be called; plans, specifications and a current detailed cost estimate must be submitted to the appropriate Regional Engineer. In accordance with the *Municipalities Act, 1999* tenders cannot be called or contracts be awarded for any or all of this project without the approval of the Minister. The municipal engineer or prime consultant must also submit, prior to tender calls, a copy of the plans and specifications to the Ultimate Recipient and all Government departments and agencies such as, Department of Environment & Conservation, Fire Commissioner's Office, Department of Transportation & Works, and other agencies that might have jurisdiction for approval.
- 2.8 A copy of the signed contract documents for the construction of the project must be forwarded within one week of signing to the appropriate Regional Engineer. Contracts should be signed at the earliest opportunity. The prime consultant must notify the Regional Office of the time and location of pre-design, design, preconstruction and construction meetings in a timely manner to allow a representative of the Regional Office an opportunity to attend.
- 2.9 It is the responsibility of the Ultimate Recipient and its prime consultants to ensure that all easements and rights-of-way are acquired before the contract is awarded. Rights-of-way and easements, as they apply to Ultimate Recipients, are covered under Sections 167 inclusively in the *Municipalities Act, 1999* and amendments.
- 2.10 Authority and process for the issuance of change orders are as follows; All Change orders are required to be pre-approved by the Regional Office. The Ultimate Recipient should specifically note that all costs in excess of the approved amount indicated on the "Approval to Award" letter will be 100% responsibility of the Ultimate Recipient unless written approval of the Regional Engineer is obtained prior to the expenditure of the funds.
- 2.11 The municipal engineer or prime consultant must submit copies of the as-built drawings within two months of substantial completion of the project, the preparation of which is to be included as one of

the engineering services in the engineering contract. Copies must be submitted to the Ultimate Recipient, the Regional Engineer and the Manager, Municipal Infrastructure and Engineering. As-built drawings and related Municipal Information System (MIMS) data must be submitted on CD in AutoCad format (Version 2000 or newer) and comply with the current version of the Department's MIMS data standards document. The Ultimate Recipient shall not delete the requirement for as-built drawings. Funds must be allocated for this vital engineering service. Tenders will not be authorized until the as-builts for the previous phase have been submitted.

- 2.12 Where applicable, the prime consultant must produce a system operation and maintenance manual and submit it to the Ultimate Recipient.

GENERAL ADMINISTRATION

- 3.1 Any extensions to a construction contract, if necessary, require the written approval of the Minister. Unless exceptional circumstances apply, extensions will not normally be approved. In the event a project is completed below the estimated amount, the savings may not be available to the Ultimate Recipient to be used otherwise. The Clean Water and Wastewater Fund Oversight Committee will deal with reallocations on a province-wide basis.
- 3.2 The Ultimate Recipient will be responsible for all overruns or funding commitments that exceed the approved project funding.
- 3.3 Utilizing the Department's online Municipal Information Management System (MSIS), the municipal engineer or prime consultant must submit status reports within 10 days of the end of each month to the Department's Regional Engineer and the Ultimate Recipient. These reports must span from the date of appointment of the consultant to the date of final completion of the project. The final status report must be marked as such. Copies of all engineering invoices, change orders, substantial performance certificates and contractor's progress payments associated with the project must also be submitted with the monthly status report. The Ultimate Recipient shall not pay engineering invoices unless the status report has been received and also shall not pay the final engineering invoice until the as-builts are received.
- 3.4 Project signs must be prominently displayed near the works within the Ultimate Recipient. The signs must conform to the approved design for Clean Water and Wastewater Fund projects. Signage requirements are outlined in Section C.7 of the Communications Protocol (See Appendix C).
- 3.5 Projects will normally be undertaken through a public tender and contract award basis, and not on a "Project Management" basis. "Project Management" is defined as construction with Ultimate Recipient forces for the purposes of these guidelines. Only in exceptional cases will projects be authorized to proceed on a "Project Management" basis.
- 3.6 Those projects that have been selected to proceed through a Request for Proposal process which incorporates life cycle analysis as criteria for infrastructure selection will be required to follow

specific guidelines prepared by the Department relating to the implementation process for the particular type of infrastructure that is to be constructed.

- 3.7 For any new building construction that is within the limits of the project and is started after the contract has been awarded, the installation of the service laterals from the main to the building will be the responsibility of the owner. The exception is where a permit has been given and the foundation of the new building has been installed, before the water and/or sewer mains have been installed in front of the building lot, the service lateral may be installed under the contract.
- 3.8 All work constructed under this program must conform to the Limit of Servicing Agreement.
- 3.9 **Please use the Department's project number on all correspondence, status reports, etc., relating to this project.**

APPENDIX C – COMMUNICATIONS PROTOCOL

C.1 Purpose

- a) This Communications Protocol outlines the roles and responsibilities of each of the Parties to this Agreement, as well as those of the Ultimate Recipient, with respect to Communications Activities related to Projects.
- b) This Communications Protocol will guide all Communications Activity planning, development and implementation with a view to ensuring efficient, structured, continuous, consistent and coordinated communications to the Canadian public.
- c) The provisions of this Communications Protocol apply to all Communications Activities related to this Agreement and any Projects funded under this Agreement.

C.2 Guiding Principles

- a) Communications Activities undertaken through this Communications Protocol should ensure that Canadians are informed of infrastructure investments made to help improve their quality of life and that they receive consistent information about funded Projects and their benefits.
- b) The Communications Activities undertaken to recognize federal funding will take into account the financial value and duration of the Project(s) and the feasibility of mounting joint Communications Activities.
- c) Newfoundland and Labrador is responsible for communicating the requirements and responsibilities outlined in this Communications Protocol to Ultimate Recipients and for ensuring their compliance.
- d) Newfoundland and Labrador will communicate to Ultimate Recipients any deficiencies and/or corrective actions identified by Canada or by the Oversight Committee.

C.3 Joint Communications

- a) Canada, Newfoundland and Labrador and the Ultimate Recipient will have Joint Communications about the funding and status of the Project(s).
- b) Joint Communications related to Projects funded under this Agreement should not occur without the prior knowledge and agreement of all Parties and the Ultimate Recipient.
- c) All Joint Communications material will be approved by Canada and will recognize Canada's contribution under Schedule A (Program Details) and/or the Total Financial Assistance received for the Project(s).
- d) Each of the Parties or the Ultimate Recipient may request Joint Communications. The requestor will provide at least 15 business days' notice to the other Parties or the Ultimate Recipient. If the Communications Activity is an event, it will take place at a mutually agreed date and location.
- e) The requestor of the Joint Communications will provide the opportunity for the other Parties or the Ultimate Recipient to choose to participate and choose their own designated representative (in the case of an event).

- f) Canada has an obligation to communicate in English and French. Communications products related to events must be bilingual and include the Canada word mark and other Parties' logos. In such cases, Canada will provide the translation services and final approval on products.
- g) The conduct of all Joint Communications will follow the *Table of Precedence for Canada* as applicable.

C.4 Individual Communications

- a) Notwithstanding Section C.3 of this Communications Protocol (Joint Communications), Canada retains the right to meet its obligations to communicate information to Canadians about the Agreement and the use of funds through its own Communications Activities.
- b) Each Party may include general Program messaging and Project examples in their own Communications Activities. Canada, Newfoundland and Labrador and the Ultimate Recipient will not unreasonably restrict the use of, for their own purposes, Communications Activities related to Projects funded through the Agreement and if web- or social-media based, from linking to it.

C.5 Operational Communications

Newfoundland and Labrador and the Ultimate Recipient are solely responsible for operational communications with respect to Projects, including but not limited to: calls for tender, contract awards, and construction and public safety notices. Operational communications as described above are not subject to the *Official Languages Act* of Canada.

C.6 Media Relations

Canada and Newfoundland and Labrador will share information promptly with the other Party should significant media inquiries be received or emerging media or stakeholder issues arise to a Project or the overall fund.

C.7 Signage

- a) Canada, Newfoundland and Labrador and the Ultimate Recipient may each have signage recognizing their funding contribution to the Projects.
- b) Unless otherwise agreed by Canada, Newfoundland and Labrador or the Ultimate Recipient will produce and install a sign to recognize federal funding at each Project site in accordance with current federal signage guidelines. The federal sign design, content, and installation guidelines will be provided by Canada.
- c) Where the Ultimate Recipient decides to install a permanent plaque or other suitable marker with respect to the Projects, it will recognize the federal contribution and be approved by Canada.
- d) Newfoundland and Labrador agrees to inform Canada of sign installations.
- e) If erected, signage recognizing the federal contribution will be installed at the Project site(s) thirty (30) days prior to the start of construction, be visible for the duration of the

Project, and remain in place until thirty (30) days after construction is completed and the infrastructure is fully operational or opened for public use.

- f) If erected, signage recognizing the federal contribution will be at least equivalent in size and prominence to Project signage for contributions by other orders of government and be installed in a prominent and visible location that takes into consideration pedestrian and traffic safety and visibility.
- g) The Ultimate Recipient is responsible for the production and installation of Project signage, or as otherwise agreed upon.
- h) In the case of Projects where the deliverable is a document, such as but not limited to plans, reports, studies, strategies, training material, webinars, and workshops, it will clearly recognize Canada's contribution under Schedule A (Terms and Conditions) and/or the Total Financial Assistance received for the Project(s).

C.8 Communicating With Ultimate Recipients

Newfoundland and Labrador agrees to facilitate, as required, communications between Canada and the Ultimate Recipient for Communications Activities.

C.9 Advertising Campaigns

Recognizing that advertising can be an effective means of communicating with the public, Canada and Newfoundland and Labrador may, at their own cost, organize an advertising or public information campaign related to this Agreement or eligible Projects. However, such a campaign will respect the provisions of this Agreement. In the event of such a campaign, the sponsoring Party or Ultimate Recipient will inform the other Parties or Ultimate Recipient of its intention no less than twenty-one (21) working days prior to the campaign launch.

APPENDIX “D”

Clean Water and Wastewater Fund (CWWF)

a) Objective:

The CWWF will help accelerate short term municipal investments, while supporting the rehabilitation of water, wastewater and stormwater infrastructure, and the planning and design of future facilities and upgrades to existing systems.

b) Ultimate Recipient

The following are eligible as Ultimate Recipients for funding:

- i. Provinces and territories;
- ii. Organizations designated by a province or territory and agreed to by Canada;
- iii. Municipal or regional governments established by or under a provincial or territorial statute,
- iv. Other entities providing water or wastewater services to communities as designated by Newfoundland and Labrador.

c) Stacking & Cost Sharing

The maximum federal funding to a Project, from all federal sources, will not exceed one half (50 %) of the total Eligible Expenditures for that Project. If the federal Crown's total contribution towards a Project exceeds fifty percent (50%) of that Project's total Eligible Expenditures or if the Total Financial Assistance received or due in respect of the total Project costs exceeds one hundred per cent (100%) thereof, Canada may recover the excess from NEWFOUNDLAND AND LABRADOR or reduce its contribution by an amount equal to the excess.

d) Eligible Project Funding Categories

- i. Water
- ii. Wastewater
- iii. Stormwater

e) Eligible Investments Categories

The following are eligible investments:

- i. Capital projects for the rehabilitation of water treatment and distribution systems, and wastewater and storm water collection, conveyance and treatment systems;
- ii. Separation of existing combined sewers and/or combined sewer overflow control;

- iii. Initiatives that support system optimization and improved asset management including studies and pilot projects related to innovative and transformative technologies;
- iv. Design and planning for upgrades to wastewater treatment infrastructure to meet federal regulatory requirements; and
- v. New construction projects, including the construction of naturalized systems for management and treatment of wastewater and storm water, if the projects will be completed within the program timeframe.

f) Eligible Expenditures

Eligible Expenditures will include the following:

- i. All costs considered by Canada to be direct and necessary for the successful implementation of an eligible Project, excluding those identified under Schedule B.1 g) (Ineligible Costs);
- ii. Costs of Aboriginal consultation, and where appropriate, accommodation; and
- iii. Cost incurred between April 1, 2016 and March 31, 2018.

g) Ineligible Costs

Ineligible costs include the following:

- i. Costs incurred prior to April 1, 2016 and costs incurred after March 31, 2018 ;
- ii. Costs incurred for cancelled projects;
- iii. Land acquisition; leasing land, buildings and other facilities; leasing equipment other than equipment directly related to the construction of the project; real estate fees and related costs;
- iv. Financing charges, legal fees and loan interest payments (including those related to easements (e.g. surveys);
- v. Any goods and services costs which are received through donations or in kind;
- vi. Provincial sales tax and Goods and Services Tax/Harmonized Sales Tax, for which the Ultimate Recipient is eligible for a rebate, and any other costs eligible for rebates; and
- vii. Costs associated with operating expenses and regularly scheduled maintenance work.



Tabled items

CORRESPONDENCE

[illegible]

1. **Discharge** – The patient is discharged on the following medications:

Bécs – Bécs, a főváros, a legjelentősebb város és a legnépesebb város az országban. A főváros a 2019-es adatok alapján 1 900 000 fővel rendelkezik.

La date de candidatures se termine le 15 juin 2018. Les candidatures doivent

1. *Journal of the American Medical Association*, 1997; 278: 1039-1044.

Displacement of the center of mass of the body is

National Institute of Standards and Technology, Gaithersburg, MD 20899

[@DeveloppementSocialCanada](#) et Instagram [@esdc.edsc](#) afin de partager notre contenu durant l'appel de candidatures.



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The call for nominations is closing in two weeks! Recognize a volunteer in your community and submit a nomination today.

Canada's Volunteer Awards has an important role in recognizing businesses, not-for-profit organizations, individuals and groups of volunteers that contributes to positive change in your community.

Submitting a nomination is a great way to celebrate volunteers and to thank them for their contributions to our great country.

The final date to submit a nomination is **June 15, 2018**. Paper nominations must be postmarked by this date.

Regional Reviewers

Regional reviewers play an important role in assessing the nominations of volunteers, businesses and not-for-profit organizations. We are recruiting regional reviewers to assess the 2018 nominations.

For more information about the Awards, please visit Canada.ca/volunteer-awards or call 1-877-825-0434.

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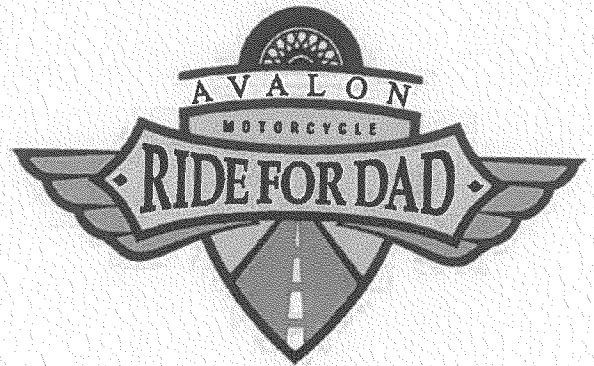
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[Please click here for The Town of Portugal Cove-St. Philip's email Disclaimer](#)

JUN 07 2018

RECEIVED



Dear Mayor Carol McDonald,

We are delighted to have the Town of Portugal Cove – St. Philip's partner with us in the fight against prostate cancer. We hope you will be able to attend our 12th Annual Ride, coming up this Father's Day weekend. We would like to offer the opportunity for you to join us on stage and bring greetings to approximately 1000 individuals at our Ride Day event. Pre-ride activities begin at Newfoundland Power's parking lot, 55 Kenmount Road, St. John's, at 9 a.m. on, Saturday, June 16th, 2018, with the motorcycles departing for the parade around the city at 10 a.m.

We have a philosophy at the Avalon Ride For Dad that we give to benefit the communities where we raise funds. Although we're a national organization with more than 40 events across Canada, proceeds raised here will be used to benefit men and families living right here in this province.

Prostate cancer is the most common cancer in Canadian men. It generally affects men over 40 years of age. Successful treatment depends on early detection. In the longer term, research into improved diagnosis, treatment, and prevention, will further improve our capacity to deal with this disease.

On behalf of the Executive Committee of the Avalon Chapter of Motorcycle Ride for Dad, we'd like to once again thank you for your support. You can RSVP or direct any questions you may have to our Director of Communications, Kristine Hamlyn, at khamlyn@newfoundlandpower.com. We look forward to your response.

Sincerely,

A handwritten signature in black ink, appearing to read "Dana Chaffey".

Dana Chaffey
Co-Chair

A handwritten signature in black ink, appearing to read "Bill Styles".

Bill Styles
Co-Chair