



Public Council Meeting
Tuesday, July 24, 2018 at 7:00 pm
Location: Council Chambers

1. Call of Meeting to order
2. Adoption of Agenda for July 24, 2018
3. Delegations/Presentations
4. Adoption of Minutes of July 10, 2018
5. Business Arising from Minutes
6. Committee Meeting Reports
 - a) Planning & Development Committee – Councillor Harding
 - 1) Civic # 310-312 Bauline Line Extension – Accessory Building Extension
 - 2) Civic # 5-7 Olivia Place – Accessory Building
 - 3) Civic # 182-194 Beachy Cove Road – Accessory Building
 - 4) Civic # 6 Hilltop Lane – Business
 - 5) Civic # 173-175 Beachy Cove Road - Business
 - 6) Civic # 7-9A Day's Road – Approval in Principle for the Reconfiguration of Property Boundaries and Construction of Single Dwelling
 - 22) Permits issued from June 29 to July 12, 2018
 - b) Recreation/Community Services - Councillor Stewart Sharpe
 - 1) Program and Special Events Update
 - 2) Touch a Truck Donation
 - 3) Lifestyle Centre
 - 4) Library Update
 - 5) St. John's Triathlon
 - 6) St. John's Rotary Club
 - 7) Traffic Concerns and Motorized Vehicles on Mitchel's Pond
 - 8) Community Grants
 - c) Public Works - Councillor Bartlett
 - 1) Water & Sewer Application – Portugal Cove Road
 - 2) Portugal Cove Road / Bell Island Ferry Lineup Condition of Roads
 - 3) Meadow Heights / Maggies Place
 - 4) Planning & Development Referral – Pre-Engineered Sewage Treatment System –
 - 5) Newbury Street

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

- 1) Heritage Updates
 - a. Ancestry Library Edition
 - b. Anchor Preservation and Placement
 - c. Regional Heritage Fair
- 2) Environment Updates
 - a. PCSP Property Beautification Awards
 - b. ACE Correspondence
- 3) East Coast Trail Announcement
- 4) PCSP Connects
- 5) Service Level Review
- 6) Paperless E-Bill Contest
- 7) Tickle Swim
- 8) Media Training
- 9) MNL Correspondence
- 10) RAnLab

e) Protective Services - Councillor Hanlon

- 1) Commissionaires – Municipal Enforcement
- 2) FES Updates
- 3) Block Party Impacts
- 4) Feeding Wildlife Regulations
- 5) Beach Usage Signs

f) Administration and Finance – Deputy Mayor Laham

- 1) Accounts for Payment
- 2) Grand Concourse Authority
- 3) Request to purchase Town land
- 4) Request for Legal Opinion
- 5) Correspondence: Jack Bryne Arena
- 6) Access to Records
- 7) Director of Public Works

7. Correspondence

8. New/General/Unfinished Business

9. Agenda items/Notice of Motions etc.

10. Adjournment



Portugal Gove
St. Philip's

DELEGATIONS / PRESENTATIONS



Portugal Gove
St. Philip's

MINUTES



TOWN OF PORTUGAL COVE-ST. PHILIP'S

July 10, 2018

Regular Public Council Meeting 7:00 p.m.

IN ATTENDANCE

Deputy Mayor
Councillors

Jeff Laham
Dave Bartlett
Johnny Hanlon
Darryl J. Harding
Tina Neary
Madonna Stewart Sharpe

Director of Financial Operations/Town Clerk
Deputy Town Clerk

Tony Pollard
Claudine Murray

Deputy Mayor Laham called the meeting to order and welcomed the gallery of 12 persons in attendance with regrets from Mayor McDonald.

ADOPTION OF AGENDA

Motion Harding/Stewart Sharpe
2018-221 Resolved that the agenda dated July 10, 2018 be adopted as presented.
Carried Unanimously

DELEGATIONS/PRESENTATIONS

Further to motion 2018-219, Councillor Hanlon presented a cheque to the Rovers Search and Rescue to aid in their fundraiser to purchase an UAV (Unmanned Aerial Vehicle) equipped with infrared camera.

ADOPTION OF MINUTES

Motion Neary/Hanlon
2018-222 Resolved that the minutes of June 26, 2018 be adopted as corrected.
Carried Unanimously

BUSINESS ARISING

Town Managers Report

- a) Due to the dry weather recently, all open air burning has been suspended and there is a notification on our website as per Fire & Emergency Services. There is no burning until further notice.
- b) Public Works is watching tropical storm Chris coming up the Gulf coast. Public Works is watching out for ditches and ensuring equipment is in good running order.
- c) The Emergency Plan contacts have been updated. The plan is needed to be updated on a yearly basis. We hope to have a table top exercise in the fall.
- d) Fred Hollett, a co-chief, will be on Cross talk tomorrow regarding the fire on Kenmount Terrace.
- e) We are waiting on the third quote for project Management for the Drover Heights project.
- f) Safe PCSP signs have been erected.
- g) We are in the process of securing the building on Old Blast Hole Pond. There were some concerns over vandalism.
- h) Line painting is on-going. The white paint is being switched over from yellow paint.
- i) Public Works and Facilities staff participated in Canada Day and Touch Truck events.
- j) We received correspondence today on the 2019 assessment data. As you know this is coming into an assessment year and everyone has been kind of curious in terms of what it might look like. Overall, the values will be down about 1.5% which translates into approximately \$124,000 which is just about what our growth rate is from year to year. So hopefully at the end of the year, we will be pretty much at the same place as we were this year. Council will look at mill rates in a couple of months.
- k) Director of Public Works is still unfilled at this time. There will be a motion here tonight to start negotiations with the candidate.
- l) Penny has left out front and right now we are in the process of receiving applications for that position.

COMMITTEE REPORTS

Planning & Development Committee Report of July3, 2018 – presented by Councillor Harding

1. Civic # 59 Dawn Allen Road – Single Dwelling

Motion: Harding/Hanlon

2018-223 Resolved that the application to construct a single dwelling at Civic # 59 Dawn Allen Road be rejected as per Appendix A: Tabled Report.

Carried Unanimously

2. Civic # 8-10 Knights Rest – Commercial Building Extension

Motion: Harding/Bartlett

2018-224 Resolved that the application to construct an extension to a commercial building at Civic # 8-10 Knights Rest be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

3. Civic # 7 Kittiwake Place – Accessory Building

Motion: Harding/Hanlon

2018-225 Resolved that the application to construct an accessory building at Civic # 7 Kittiwake Place be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

4. Civic # 53-57 Hogan’s Pond Road – Request to Change Approval

Motion: Harding/Stewart Sharpe

2018-226 Resolved that Council amend Motion # 2018-147, permitting the construction of a dwelling extension to reflect “demolition of a single dwelling and construction of a single dwelling” as opposed to “dwelling extension”. This recommendation is in light of additional information submitted by the applicant expressing structural concerns in accordance with Development Regulation 49 (Non-conforming Use).

Carried Unanimously

5. Department of Fisheries & Land Resources – Crown Land Application Referral (Bauline Line Extension)

Motion: Harding/Hanlon

2018-227 Resolved that the Crown Land Application Referral for land at the rear of Civic # 374-376 Bauline Line Extension be refused as per Appendix A: Tabled Report.

Carried Unanimously

Motion: The Committee recommends

6. Permits for Maintenance & Repair Work

Motion: Harding/Bartlett

2018-228 Resolved that Council exempt the following from requiring a permit from the Town in accordance with Section 194 (Building Prohibition) of the Municipalities Act, 1999, Section 2 (g) (Definitions) of the Urban and Rural Planning Act, 2000, and Development Regulation 8 (Permit to be Issued) of the Town’s Development Regulations 2014-2024. The exception to this Motion is when work is completed in areas affected by Schedule E: Environmental Protection Overlay of the Town’s Development Regulation 2014-2024 or which requires approvals or permits from another government agency:

- **Construction, demolition, and/or maintenance of patio/decks (examples: patios, steps, landings, wheelchair ramps) only if detached from the dwelling;**
- **Fences;**
- **Driveway repairs and maintenance (excluding culverts and widening);**
- **Minor landscaping involving less than 125 m³ of material (examples: minor backfilling, fire pits, walkways, non-structural retaining walls, flowerboxes);**
- **Non-structural exterior work (examples: replacing siding, windows, doors, or shingles, painting);**
- **Non-structural interior renovations (replacing drywall, flooring or cabinetry, painting), and;**
- **Construction and/or maintenance of ditches or drainage channels (excluding those that lead to a Town owned road or an environmental feature like a watercourse or waterbody).**

Carried Unanimously

Items # 7 through 21 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

22. Permits Issued

There were twenty one (21) permits issued from June 1 to June 14, 2018 as per Appendix A: Tabled Report.

Recreation & Community Services Committee for June 6, 2018 – presented by Councillor Stewart Sharpe

No meeting was held this week but Councillor Stewart Sharpe took the this opportunity to thank our Recreation Staff for the excellent work and effort put into the Portugal Cove-St. Philip's Regatta week. It was a lot of activities and it was a huge success. The weather was not conducive at times but they all worked around it and made it happen.

A thanks was given to our communications staff. They well promoted the events and kept us all up to date on what was cancelled, what was changed and what was moved around through various social media sites.

This weekend PCSP had the honor to host the U14 and U13 Female Atlantic Soccer Championships. This is a hogh profile event to host and we had a lot of families commenting on our state of the art facilities we have down there. Councillor Stewart Sharpe also thanked Councillor Hanlon for filling in at the last minute to hand out medals to the winners. He also informed us that the gate took in around \$4,500, which is good news.

Public Works Committee Report for July 5, 2018 – presented by Councillor Bartlett

- 1. Water & Sewer Application – Portugal Cove Road**
Item deferred.
- 2. Facilities Mower Equipment - Quotes**

Three requests received for the purchase of a new mower for Facilities. Previous mower has exceeded its lifespan, it was at least 10 years old, and was of residential grade; new mower will be commercial grade and carry a five year guarantee.

Motion Bartlett/Neary
2018-229 Resolved that Council purchase of a 54" Lawn Tractor from Rideout Tool & Machine Inc. at a cost of \$5,269.99 plus HST.
Carried For: Deputy Mayor Laham, Councillors Bartlett, Hanlon, Neary and Stewart Sharpe
Against: Councillor Harding

Note: Council Harding will not support this motion whereas the town spent in excess of \$200,000 on a sidewalk blower and \$7,300 for a mower attachment which turned out to be too big for what we need. The town used the residential mower for 10 years and with only a 5 year warranty on this commercial mower, he feels we should purchase another residential mower at a lower cost.

Councillor Hanlon suggested a new Director of Public Works can provide reports on equipment and appropriate use. He feels the cost is appropriate for this equipment.

Point of Information: Councillor Harding asked was this a budgeted item. Councillor Bartlett stated they moved monies from one area to another to accommodate the purchase. Director of Finance added the \$11,000 for the replacement track for the excavator is no longer needed and money will be transferred from that item to the mower.

3. Blast Hole Pump Station Building

Staff advised that vandalism is an issue at the building located at Blast Hole Pond. Recommendation is to secure the premises sealing off the concrete opening inside the building and barring the doors and windows.

4. Emberlys Road – Embankment

Committee requested staff move ahead with obtaining quotes for erosion stabilization. Once quotes are received they will be presented to Committee for consideration.

5. Pedestrian Activated Crosswalk – Thorburn Road

Staff updated Committee with response from Transportation and Works on the request for them to install a pedestrian activated crosswalk. TW advised that they do not install or maintain lighted crosswalks, however should the Town wish to install one, a submission could be made for approval to place them within the department's right of way. Staff will obtain quotes for same and provide to Committee for consideration.

6. Transportation and Works Requests (New)

Public Works staff will email the Department of Transportation and Works to request the following:

- a. a speed reduction on Portugal Cove Road from Legion Road to Churchills Road
- b. repairs to Beachy Cove Road shoulder where erosion is evident; also no parking signs along the area where residents access Beachy Cove Beach

- c. a speed reduction on Bennets Road in the Sunshine Park area where the new temporary speed hump was installed

7. Heavy Equipment

- a. Request was made by resident on Keeley Lane to erect a No Heavy Equipment Access sign – staff advised it is not standard practice to erect signage following one request.
- b. Staff were asked to notify Transportation and Works that heavy equipment has been observed travelling with uncovered loads on their roadways.

8. Business Signage Policy

Staff were asked to prepare a policy which would support Regulation #74 of the Town's Development Regulations – wherein advertisements are prohibited in street reservations. The Policy will address action that would be taken by the Town for removal and associated penalties.

9. Brookside Place

Staff provide update that garbage in the area has been cleaned up and is being monitored regularly. The dilapidated structure is not within the Town's road reservation, therefore will be referred to Planning and Development to review.

Economic Development, Marketing, Communications & Tourism Committee for July 6, 2018 – presented by Councillor Neary

1. Heritage Updates

a. Fanny Goff

The Fanny Goff memorial opened on Thursday, June 14th on Loop Drive. The Mayor and members of Council were joined by Heritage Committee members, both past and present. In recognition for his efforts on the project Mac Miller, former Heritage Chair, cut the ribbon.

b. Rug Hooking

The rug hooking event, as part of the Regatta Festival, was well attended with 16 participants from all ages.

2. Environment Updates

a. Green Team

The Green Team will officially start on Tuesday, July 10th. The members are Tyler Cogswell, Team Lead (was on the 2016 PCSP team), Natalya Dawe, Kyle Roberts (resident of PCSP), and Erika Murphy.

b. FCM Climate Change Funding

The application for a Climate Change Staff Grant was submitted. If successful 80% of staff time dedicated to Climate Change would be covered by FCM. This would support the existing Climate Change projects we are working on with various partners.

c. Community Clean Up

Community Clean Up activities will continue throughout the summer. Bags and gloves are available for pickup at the Town Hall.

3. East Coast Trail Announcement

The East Coast Trail is looking to host a joint press conference with PCSP, Paradise and CBS in PCSP to announce the next phase of the East Coast Trail. The date of the event will be July 20th or 27th based on availability of respective Mayors and Council.

4. Chamber of Commerce

a. Business Directory

The Business Directory is completed and has been sent to all residents and businesses in the community. We will continue to update the directory online.

b. Barn Dance Business Mixer

The chamber held a barn dance business mixer at Spirit Horse – Stable Life on Thursday June 16th. The event was well attended by businesses in the community and included the launch of their strategic plan and the Business Directory.

5. Tourism Signage and Wayfinding

Following a meeting with ACOA and the Department of Tourism, Culture, Industry and Innovation the proposal for signage in PCSP is being finalized with submission in the next two weeks.

6. Portugal Cove Lookout

Councillor Neary left the meeting prior to discussion of Item # 6 due to a conflict of interest with a relative of the Councillor has a monetary interest in the matter and Councillor Bartlett presented item #6.

Following land ownership information obtained by the Director of Economic Development, from the Planning and Development Department, Councillor Tina Neary will be removing herself from discussions on the project due to a conflict of interest. The project was not discussed at the meeting nor the land ownership information.

Councillor Neary returned to the meeting after discussion of item #6 and continued to present the rest of the report.

7. Service Level Review

The Service Level review documents were sent to Council. Upon their review it will be brought forward at the next Council meeting for approval.

8. Wabana Joint Council Meeting

The Director of Economic Development will reach out to the Mayor and Council of Wabana regarding a potential joint council meeting, primarily to discuss Tourism and collaborative opportunities.

9. Traffic Calming Meetings

Traffic calming meetings scheduled for Olivers Pond, Western Gully and Country Gardens will take place after a new Director of Public Works is hired to ensure their involvement.

10. Other Town Signage

It was reported Department of Public Works is working on cleaning up dilapidated and illegal signage in the community. This issue had been brought forward by the Taskforce for follow-up and consideration.

11. Local Business Donations

The committee discussed best practices for local businesses in terms of sponsorship, procurement and donations. Council wishes to ensure that if we are requesting support from the local business community that we are equally supporting them through fair procurement practices and promotional opportunities.

12. Botwood Mural Arts Society Correspondence

Council received correspondence from the Botwood Mural Arts Society regarding a Global Mural conference on September 12-15. Due to the busy scheduling for the Fall and other commitments we will not be sending anyone to this conference.

13. Volunteer of the Year

A submission for the chair of SafePCSP, Norma Reid, was made for Canada's Volunteer Awards as per request of Councillor Darryl J Harding.

14. Respectful Workplace Policy

The committee discussed the need for a Respectful Workplace Policy. The Employee and Public Relations Administrator will be forwarded this request.

Protective Services Committee report for July 3, 2018 – presented by Councillor Hanlon

1. Commissionaires – Municipal Enforcement

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

- MEO completed a two day training seminar at the NLC for Cannabis 101 with a focus on the new legislation.
- Investigated a report from a resident on Mercer's Lane regarding a tampered lock on the residence. There were no reports of suspicious vehicles in the area but MEO continues to monitor for any activity.
- Responded to parking issue on Oceans Edge cul-de-sac, reports of vehicles parked throughout the roadway impeding usage. MEO made contact with homeowner hosting the party and ensured vehicles were moved to allow safe passage for emergency vehicles if required.

- Dash cam utilized to record speeding vehicle passing MEO vehicle illegally on Indian Meal Line, video data was immediately provided to the RNC who then apprehended the driver and issued a ticket within minutes of the report.
- Dash cam utilized to record impaired driver activity at Voisey's Brook Park, driver was recorded smoking marijuana and refused to leave the park after closing. Video data and vehicle plate number was immediately provided to the RNC for action.
- Civic numbering audit is progressing smoothly, no issues have been reported from any resident who has been deemed non-compliant.
- Councilor Neary asked regarding procedure for animal complaints after hours. Complaints are coordinated through the Public Works Department during office hours and investigated by the MEO after hours.

Ongoing:

- Still waiting on response from Minister regarding Traffic regulations. The Committee will request the Mayor follow up with the Minister's office.

2. FES Updates

Responses: 5

- 2 Medical calls
- 1 Brush Fire
- 1 Residential Alarm
- 1 Road Traffic Accident (motorcycle vs. vehicle)

Training:

- June 25th

Recruit training continues every Tuesday evening.

Other Activity:

Fire Department was involved in a number of events for Canada Day, such as the Flag Raising ceremony and the Legion Beaumont Hamel Memorial Parade, VFD Open House at Station 2 and BBQ, and the Town fireworks display.

Two VFD members provided marine safety with the Zodiac at the public dory practice on June 27th.

The Committee reviewed the Department activity snapshot from January 1 to date.

The Chiefs received feedback from a number of residents on the fireworks display on Canada Day, all was positive. Comments included 'this was the best display they had ever seen', and more. Chiefs would like to pass the feedback along as well as congratulations to Deputy Chief Eddie Sharpe and his team, and the Recreation team on an outstanding job.

Department members reported an uncovered structure in the ground, possibly 4-5' deep, just off the walking trail behind Rainbow Gully Park. This presents an obvious hazard and was immediately reported to Public Works for action.

A draft of the Bonfire Beach Signage was reviewed by the Committee and given the go ahead to acquire three price quotes for production.

3. Dirt Bikes / ATVs

The Town is in receipt of a number of complaints regarding reckless and dangerous driving of dirt bikes, including Dogberry Hill Road and Keeley Lane areas. The MEO is investigating all reports and is monitoring with a focus on this type of activity. A response has been made to all residents.

The MEO and the Town ask that residents who witness any illegal activity please contact the RNC as soon as possible. The RNC non-emergency number is 729-8000. As well, if you have any information at all to identify the dirt bike / ATV drivers, including their home address or description of the driver or vehicle, please pass this information along to the MEO. This information has proven very beneficial with investigations, especially in conjunction with dash cam footage. You will not be identified to the driver nor will you be asked to testify. The MEO can be contacted via email to the Town (pcsp@pcsp.ca) or by cell phone 743-7268.

Admin. and Finance Committee Report of July 5, 2018 - presented by Councillor Stewart Sharpe

1. Accounts for Payment

Councillor Neary left the meeting prior to the discussion of item #1 due to a conflict of interest with a relative has a monetary interest in the matter.

Motion 2018-230	Stewart Sharpe /Harding Resolved that Council approve payment of regular accounts in the amount of \$18,577.86, and capital accounts in the amount of \$179,979.26, for a total of \$198,557.12.
Carried	Unanimously

Councillor Neary returned to the meeting after discussion of item # 1.

2. Request to purchase Town land

The committee reviewed a request for the Town to sell a piece of their land at the edge of the cul-de-sac in Ocean's Edge to B&B Homes. The piece of land in question is shown on the survey enclosed with the letter. Committee feels more discussion and investigation is required and will defer the request to a future committee meeting.

3. Non-Unionized Hiring Policy

Deferred to future committee meeting

4. Staffing

The replacement for an Administration Support Clerk position will be advertised.

5. Council Agenda Packages

Staff explained issues regarding the size of agenda packages when large documents are tabled. The value of Council to be open and transparent must be weighed against the risk of breaching a persons personal information and to the time it takes staff to review and redact the large document. Committee is accepting of the compromise to include the cover page of the tabled document with a comment stating "Supporting documentation for this record is available upon request. Please contact the Deputy Town Clerk".

6. Open call for bids: Rescue Vehicle

The committee reviewed a request for Council to purchase a replacement vehicle for the 1998 rescue vehicle we currently use. This is a budgeted item. The specifications have been prepared, reviewed and an open call for bids can now be drafted and advertised.

7. Zone Metering and Voluntary Residential Metering project

The committee reviewed the revised scope of work and project costs which was provided by Neptune and reviewed by the Department of Municipal Affairs and Environment and makes the following motion:

Motion	Stewart Sharpe /Harding
2018-231	Resolved that Council approve Neptunes Scope Amendament Notice for project no. 17-CWWF-17-00034, Zone Metering and Voluntary Residential Metering project, and enter into a contract in the amount of \$988,787.30, plus HST.
Carried	Unanimously

Councillor Hanlon stressed that the Residential Metering project is voluntary. Councillor Harding added that the project will provide us the data to understand water costs for the Town. The majority of the funding is for zone meters and infrastructure repair.

Point of Information by Councillor Harding: the pilot project at the end of the zone metering implementation is a voluntary project where we will put out calls for anybody who wants to have a water meter in their house. The structuring of that agreement is not in place yet but the purpose is everybody that volunteers wont get water meters right away because we wont have those water meters right away, we will have meters to collect data from the different demographics in the town to give us that information.

Councillor Bartlett noted that the town is losing \$200,000 a year so leak detection is a priority.

8. Drovers Heights

The committee discussed next steps for project 17-CWWF-18-00003, Drover Heights Water and Sewer Servicing project. The Town will obtain quotes for project management.

9. Tolt Road Reconstruction Project

Options for the project are still being discussed. The results of more investigation needs to be brought back to committee before a decision on the next steps can be made.

10. Draft of the Audited Financial Statements

Committee reviewed and discussed the draft Audited Financial Statements for 2017 and will make the following motion:

Motion Stewart Sharpe /Bartlett
2018-232 Resolved that Council adopt the 2017 Audited Financial Statements as prepared by Byron D. Smith Chartered Accounts.
Carried Unanimously

11. Director of Public Works

Committee discussed the preferable candidate for the Director of Public Works and is prepared to make the job offer to the individual. Therefore, committee puts forward the following motion:

Motion Stewart Sharpe /Neary
2018-233 Resolved that Council enter into contract negotiations with the highest ranked candidate for the position of Director of Public Works.
Carried Unanimously

CORRESPONDENCE

Council Correspondence for June 26 to July 6, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
6/29/2018	Resident_Complaint	Transporting of uncovered material	P&D Cmte
7/4/2018	Botwood Mural Arts Society	11th Global Mural Conference	EDMC Cmte
7/4/2018	Coalition of Persons with Disabilities	Funding	RC Cmte

NEW/GENERAL/UNFINISHED BUSINESS

Councillor Hanlon explained the Fire Index is not based on a few showers here and there, it is based on averages for a whole area. Once a decision to ban is placed, it will remain into effect until a permanent upgrade of the index is issued.

AGENDA ITEMS/NOTICE OF MOTION

July 10, 2018

ADJOURNMENT

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

Resolved that there is no further business and this meeting is adjourned. Time is 7:50 pm.

For Jeff Laham, Deputy Mayor

Claudine Murray, Deputy Town Clerk

DRAFT



Municipal
Assessment
Agency Inc.

Headquarters
75 O'Leary Avenue, St. John's, NL A1B 2C9
Tel: 709-724-1532 Fax: 709-724-1531

TOWN OF PORTUGAL COVE-ST-PHILIP'S

JUL 10 2018

RECEIVED

July 6, 2018

Ms. Claudine Murray
Town Clerk / Manager
Municipality of Portugal Cove - St.Philip's
1119 Thorburn Road
Portugal Cove-St. Philip's, NL
AIM 1T6

Dear Ms. Murray:

RE: Upcoming 2019 Assessment

The Municipal Assessment Agency is completing a reassessment of all municipalities as required by the *Assessment Act, 2006*. These new assessments will be based on market value as of January 2017 and will be effective for the 2019 tax year.

As the changes in the assessment base may affect your budget planning for 2019, I am providing preliminary results for your community. Our staff are continuing to refine the results and final values will be published to ratepayers on October 1, 2018.

PORTUGAL COVE - ST. PHILIPS			
Comparison of Current (2018) with 2019 Preliminary Values			
	2018	2019 Preliminary	% Change (+/-)
Total Taxable Value	\$1,254,806,900	\$1,235,706,200	-1.5%
Total Tenant Value	\$19,495,358	\$20,115,403	3.2%
Average Residential Value	\$369,615	\$359,048	-2.9%

Please contact your assessor Reg Stoyles at 1-877-777-2807 who can assist you with any questions you may have. I am also available at (709) 724-1540 if you or your Council have any questions.

Yours truly,

Sean Martin
Executive Director/CEO
Municipal Assessment Agency

SM/cm



Portugal Cove
St. Philip's

BUSINESS ARISING



Portugal Cove
St. Philip's

PLANNING & DEVELOPMENT

Planning and Development Committee Report

July 17, 2018

In Attendance: Councillor Darryl Harding (Chairperson)
Deputy Mayor Jeff Laham (Items 1-20 & 22)
Councillor Johnny Hanlon
Ashley Linehan, Planning Technician
Holly Duffett, Planning Technologist

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

1. Civic # 310-312 Bauline Line Extension – Accessory Building Extension

Motion: The Committee recommends that the application to construct an accessory building extension at Civic # 310-312 Bauline Line Extension be granted approval in principle as per Appendix A: Tabled Report.

2. Civic # 5-7 Oliva Place – Accessory Building

Motion: The Committee recommends that the application to construct an accessory building at Civic # 5-7 Oliva Place be granted approval in principle as per Appendix A: Tabled Report.

3. Civic # 182-194 Beachy Cove Road – Accessory Building

Motion: The Committee recommends that the application to construct an accessory building at Civic # 182-194 Beachy Cove Road be granted approval in principle as per Appendix A: Tabled Report.

4. Civic # 6 Hilltop Lane - Business

Motion: The Committee recommends that the application to establish a home office for a professional business (heat pump cleaning services) at Civic # 6 Hilltop Lane be granted approval in principle as per Appendix A: Tabled Report.

5. Civic # 173-175 Beachy Cove Road - Business

Motion: The Committee recommends that the application to establish a home office for a professional business (custom clothing and personalized items) at Civic # 173-175 Beachy Cove Road be granted approval in principle as per Appendix A: Tabled Report.

6. Civic # 7-9A Day's Road – Approval in Principle for Reconfiguration of Property Boundaries and Construction of Single Dwelling

Motion: The Committee recommends that Motion # 2017-472, the approval in principle to reconfigure property boundaries and construct a single dwelling at Civic # 7-9A Day's Road, be rescinded in light of additional information.

The Committee requests that this application be referred back to the Planning & Development Committee for further discussion.

Items # 7 through 21 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

22. Permits Issued

There were twenty one (21) permits issued from June 29 to July 12, 2018 as per Appendix A: Tabled Report.

**Appendix A: Tabled Report
July 17, 2018**

Applications:

Item # 1:

**Civics # 310-312 Bauline Line Extension
Accessory Building Extension
Zoning: Residential Low Density - Unserviced**

The Committee recommends that the application for Civic # 310-312 Bauline Line Extension be granted approval in principle, permitting the construction of an accessory building extension. 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:

**Civics # 5-7 Olivia Place
Accessory Building
Zoning: Residential Medium Density (RMD) – Semi-Serviced**

The Committee recommends that the application for Civic # 5-7 Olivia Place 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 11 (Variances), Development Regulation 12 (Notice of Variance), Development Regulation 39 (Accessory Buildings), and Schedule C: Residential Medium Density.

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

Item # 3:

**Civics # 182-194 Beachy Cove Road
Accessory Building
Zoning: Residential Medium Density (RMD) – Serviced**

The Committee recommends that the application for Civic # 182-194 Beachy Cove Road be granted approval in principle, permitting the construction of an accessory building. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 39 (Accessory Buildings) and Schedule C: Residential Medium Density.

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

Item # 4:

Civic # 6 Hilltop Lane

Business

Zoning: Residential Medium Density (RMD) – Serviced

The Committee recommends that the application for Civic # 6 Hilltop Lane be granted approval in principle, permitting the establishment of a home office for a professional business (heat pump cleaning services). Approval in principle shall be in full compliance with the Town’s Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Plan Policy RES-4 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), Schedule C: Residential Medium Density, and Schedule D: Off Street Parking Requirements.

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

Item # 5:

Civic # 173-175 Beachy Cove Road

Business

Zoning: Traditional Community (TC) – Serviced

The Committee recommends that the application for Civic # 173-175 Beachy Cove Road be granted approval in principle, permitting the establishment of a home office for a professional business (custom clothing and personalized items). 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 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), Schedule C: Traditional Community, and Schedule D: Off Street Parking Requirements.

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

Other Items Discussed:

Item # 7:

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.

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

Item # 8:

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

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

The Committee requested that this item be held pending receipt of the report from the applicant regarding the minor steep slope.

Item # 9:

Civic # 8A Ron's Road – Application to Demolish and Reconstruct Single Dwelling and Accessory Building

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

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

Item # 10:

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

The Committee discussed an application to rezone the rear 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 further discussion.

Item # 11:

Civic # 17-19 Alfred's Drung – Application for Swimming Pool

The Committee discussed an application for a swimming pool at Civic # 17-19 Alfred's Drung located in the side yard.

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

Item # 12:

Civic # 820B St. Thomas Line – Removal Order

Committee discussed the status of a Removal Order (accessory building) that had been constructed without a permit at Civic # 820B St. Thomas Line and is also the subject of a Contempt of Court Order.

Staff advised that they are awaiting confirmation on the commencement of the time period for compliance with the Contempt Order from the Town's Solicitor prior to obtaining any quotes for potential work.

Item # 13:

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

The Committee discussed a request from the Department of Municipal Affairs and Environment for a legal opinion (from either the Town's or the Department's Solicitor) regarding the proposed amendment prior to releasing from provincial review.

The Committee requested that this item be held pending receipt of the report from the Town's Solicitor.

Item # 14:

Steep Slope Regulations

The Committee requested Staff to arrange a meeting with a geotechnical engineer (and possibly also a hydrologist) to discuss regulations regarding development within steep slopes areas identified within Schedule E: Environmental Protection Overlay.

Staff advised the Committee that a meeting had been scheduled. The Committee requested that this item be held pending the results of the meeting.

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 further discussion.

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.

A member of Council advised that they had received a response from the Department. The Committee requested that this item be held pending further discussion.

Item # 19:

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 a pre-engineered on-site sewage treatment system.

The Committee requested that this item be held pending results of the Public Works Department's review.

Item # 20:

Civic # 769-771 St. Thomas Line – Zoning of Property

The Committee discussed the current zoning of a Residential Development Scheme Area (RDSA) affecting infill properties fronting on St. Thomas Line.

The Committee advised Staff to include the re-designation and rezoning of the infill development fronting on St. Thomas Line from Residential Development Scheme Area to Residential in Municipal Plan Amendment No. 2, 2017 and Development Regulations Amendment No. 3, 2017 (currently under review).

Deputy Mayor Laham left the meeting prior to discussion on Item # 21 due to potential conflict of interest.

Item # 21:

Residential Low Density and Residential Medium Density Land Use Zone Adjustments

The Committee discussed the adjustment of the Residential Low Density Land Use Zones to reflect semi-serviced and unserviced areas only, and the adjustment of Residential Medium Density Land Use Zones to reflect fully serviced areas only.

The Committee advised Staff include these adjustments in in Municipal Plan Amendment No. 2, 2017 and Development Regulations Amendment No. 3, 2017 (currently under review).

Deputy Mayor Laham returned to the meeting after discussion of Item # 21.

Permits Issued:

22) There were twenty-one (21) permits issued from June 29 to July 12, 2018

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	18-150	06/29/2018	275-277	Dogberry Hill Road	Backfilling & Landscaping
2	18-151	06/29/2018	22-30	Gails View	Accessory Building
3	18-152	06/29/2018	1303-1309	Thorburn Road	Patio/Deck
4	18-153	06/29/2018	18-28	Mitchell's Pond Place	Single Dwelling
5	18-154	07/04/2018	23	Sunset Way	Site Preparation
6	18-155	07/04/2018	181-183	Old Broad Cove Road	Patio/Deck
7	18-156	07/04/2018	15	Neary's Pond Road	Business
8	18-157	07/04/2018	13-23	Dan's Road	Accessory Building
9	18-158	07/04/2018	1	Ocean's Edge	Occupancy
10	18-159	07/05/2018	17	Blagdon Hill	Accessory Building
11	18-160	07/05/2018	700-704	Old Broad Cove Road	Accessory Building & Patio/Deck
12	18-161	07/05/2018	666-670	Indian Meal Line	Accessory Building
13	18-162	07/05/2018	49	Peggy Deane Drive	Accessory Building
14	18-163	07/05/2018	9-11	Olivia Place	Accessory Building
15	18-164	07/10/2018	36	Coady's Road	French Drains
16	18-165	07/10/2018	23	Sunset Way	Single Dwelling
17	18-166	07/10/2018	45-47	Woodland Drive	Accessory Building
18	18-167	07/11/2018	125-127	Tucker's Hill Road	Patio/Deck
19	18-168	07/11/2018		Wharf Road	Business
20	18-169	07/11/2018	2-6	Fennelly's Road	Dwelling Extension
21	18-170	07/11/2018	113-119	Tolt Road	Culvert Replacement



Portugal Cove
St. Philip's

RECREATION & COMMUNITY SERVICES

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

Staff: Dawn Sharpe, Director of Recreation and Community Services

1. Program and Special Events Update

June and July were particularly busy for the Department of Recreation and Community Services. Regatta Festival began with the Canada Day Celebrations. They were a huge success with hundreds of residents taking part in a full day of activities for the whole family. From the Flag Raising, parade, family carnival, to the Bennie Malone show, bouncy castle, balloon twist, and face painting. The highlight of the evening was the fireworks show synchronized to 5 movie theme songs. Many photos and videos were posted on social media by residents, as well as on the Town's Facebook page, courtesy of Stephanie Tucker, Communications Coordinator.

The remainder of the events for the Regatta attracted great numbers, which made it one of our most positive years to date. The Community Breakfast with the Councillor was a great time, along with Harry Potter Day in the Library, Trivia Night, Family Bingo, Touch a Truck and Senior Day around the Bay.

Regatta Day and Music Festival was also a great success. Although the Dory Races were cancelled due to the high winds, patrons stayed at the marina to enjoy the music, games, food, and kid's entertainment. A highlight of the day was participants taking the opportunity to row the dories in the gut. This will definitely be a part of the Regatta Festivities next year. Special thanks has been prepared by Stephanie and it was sent to all Council, staff, volunteers, and supporters of the Regatta.

Camp Whaddy'a't and Little Gaffers are going strong and all 8 weeks are now full. Camp Councilors are doing a great job and we have received much positive feedback from parents.

Soccer NL, PCSP Minor Soccer and the Town of PCSP hosted U14 and U13 Female Atlantic Championships. With teams from each of the Atlantic Provinces in attendance for each divisions, there were 8 teams and their families that visited our park over a 4 day period. Staff had received many positive comments about the park, including one parent who stated that "he has been to facilities all over Canada and this one beats them all." Please find attached Cash Flow Statement from the tournament showing a net profit of \$3105.45.

2. Touch a Truck Donation

The Town hosted its 1st Annual Touch a Truck Event during the Regatta Celebrations. The events was a great success with over 25 vehicles on display and hundreds of people in attendance. For the event staff collected donations from patrons for Beachy Cove Elementary Breakfast Program and Brookside Intermediate Lunch Program. Both schools will receive a donation in the amount of \$343.55, for a total of \$687.10 raised at the event.

3. Lifestyle Centre

The consultants met with the Recreation Staff on Thursday, July 12th to discuss programs, services, facilities, and other pertinent information that would assist with the development of the Operational Analysis. The Director of EDMC also provided information on the demographics of the community and other supporting documents to support the study.

4. Library Update

Librarian, Kailey Cahill Meeker prepared a report of activity in the library since she started in April;

April - 192 items were checked out

May - 370 items were checked out

June - 224 items were checked out, 206 visitors to the library

July (up to July 18th) - 91 items checked out and 205 visitors to the library

The full report is attached for Council to review.

5. St. John's Triathlon

The Recreation Committee received correspondence, as per attached, from the St. John's Triathlon. They will be hosting their annual event on Sunday, August 5th at Rotary Sunshine Park. As per previous years they will communicate directly to residents along the race route about the closure of Bennett's Road from 7am – 1:30pm. The correspondence has been forwarded to the Public Works Department and the Director of EDMC for their review and action, if required.

6. St. John's Rotary Club

The Recreation Committee discussed that in the past the Town of Portugal Cove – St. Philip's held a position on the St. John's Rotary Club. It was requested that the Director of Recreation and Community Services send correspondence to the St. John's Rotary asking if they would reinstate the position for the Town.

7. Traffic Concerns and Motorized Vehicles on Mitchel's Pond

A resident spoke with the Director of Recreation and Community Services regarding their concerns with vehicles parking on the side of Bennet's Road impeding traffic. They also expressed concerns with sea-dooing on the pond. After the Recreation Committee meeting,

Public Works received correspondence from the Department of Transportation and Works stating that they are planning to place “no parking” signs along this area of concern as the first step to control this issue. They will have them install over the next couple weeks as resources and priority allow.

8. Community Grants

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

- MOTION: Committee recommends that the Town discount the Rainbow Gully Softball Field rental rate to \$200 for the MUN School of Nursing as a fund-raiser for Cystic Fibrosis.**
- MOTION: Committee recommends that the Town donate \$100 to Abigail Chaulk to assist with her travel to Montreal for Nationals.**
- MOTION: Committee recommends that the Town waive the fee of the Recreation Centre for a fund-raiser for Robbie Sharpe who has injured himself while playing softball.**
- MOTION: Committee recommends that the Town donate \$100 to Will Willams to assist with his travels to the Men’s U15 Baseball Nationals in Oshawa, Ont.**
- MOTION: Committee recommends that the Town donate \$100 to Joelle Vokey to assist with her travels to the Women’s U16 Baseball Nationals in Halifax, NS.**



Tabled items at end of
Council Package for:

**RECREATION &
COMMUNITY
SERVICES**



Portugal Cove
St. Philip's

PUBLIC WORKS



Public Works Committee

July 18, 2018, 4:30pm

In attendance: Councillor Dave Bartlett, Chair (Items 4&5)
Deputy Mayor Jeff Laham
Councillor Darryl Harding
Staff: Linda Newhook, Public Works Coordinator
Chris Milley, Town Manager

1. Water & Sewer Application – Portugal Cove Road

Application for connection to Town water and sewer services on Portugal Cove Road was received. Initial field assessment for this property was approved as a serviceable lot however the proposed installation plan was not compliant with the Town's Water and Sewer Regulations. As the existing Regulations are outdated and under review, Committee recommends the following revision to the Regulations.

MOTION: Committee recommends that the Portugal Cove-St. Philip's Water and Sewer Regulations be revised to remove the condition that the subject building must be built prior to the installation of water and sewer services as a requirement of permitting horizontal bends in a sewer service line. This is condition 3.10.C.2.b) of the current Water and Sewer Regulations.

MOTION: Committee recommends that, subject to success of the prior motion, Council conditionally approve the request for connection to the Portugal Cove Road water and sewer mains as part of the Building & Development Application process for a new home at 1525 Portugal Cove Road. All remaining conditions found in section 3.10.C.2 of the Water and Sewer Regulations for the proposed horizontal bends in the service lines of the new construction shall apply.

Discussion Items

- 2. Portugal Cove Road / Bell Island Ferry Lineup** – Mayor McDonald received complaints from residents that the ferry line up was infringing on traffic in the area; discussion was held with Assistant Deputy Minister, Air & Marine Services.
- 3. Condition of Roads** – Mayor McDonald questioned whether consideration should be given to having the Town do pothole repairs on TW roads within the Town's boundaries and charge back to TW.
- 4. Meadow Heights / Maggies Place** – During the Meadow Heights Water & Sewer Project, a gate which was located at the end of Meadow Heights was removed for construction and at the end of construction rocks were put in its place. The scope of the project requested reinstatement of all things removed, however the necessity of having this area closed off



has been questioned by residents in the area. Committee agreed to leave this access road open to the public as it is located on Town owned property.

5. **Planning & Development Referral – Pre-Engineered Sewage Treatment System –** Recommendation letter to P&D is in progress.
6. **Newbury Street –** Concerns were received regarding life safety measures in the Newbury Street area. Committee discussed the current Traffic Speed Policy and road condition standards and a consensus was made that amendments are required.

MOTION: Committee recommends amending the Traffic Speed Zone Policy standards on local roads from 50km/hr to 40km/hr unless conditions warrant otherwise.



Portugal Gove
St. Philip's

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



Economic Development,
Marketing, Communications and
Tourism Minutes
Wednesday, July 18, 2018
3:30 pm

In attendance: Councilor Tina Neary, Chair
Councilor Dave Bartlett
Jeff Lawlor, Director, Economic
Development, Marketing and Communications

Also in attendance: Mayor Carol McDonald (Items 1-7)

1. Heritage Updates

a. Ancestry Library Edition

To support the family history club and provide an additional service that we can offer at the library the committee discussed a genealogical research product called Ancestry Library Edition. It does not have all the features of a private subscription of Ancestry.com but has a comprehensive database of valuable information. This can be purchased under the heritage budget, although it was not included.

Motion: The committee recommends that the Town purchase a one year subscription of ProQuest Ancestry Library Edition at a cost of \$500 US plus HST.

b. Anchor Preservation and Placement

Preservation work on the anchor recovered last year during construction of the Portugal Cove breakwater is set to commence. The final placement of the anchor will be in Portugal Cove, likely located at a future lookout or at the ferry terminal.

c. Regional Heritage Fair

Brookside Intermediate will be hosting the regional Heritage Fair in May of 2019. The Town will offer to provide support through our Heritage Committee and staff.

2. Environment Updates

a. PCSP Property Beautification Awards

Details of the annual garden competition were discussed. The competition will be renamed the PCSP Property Beautification Awards and will have 5 awards: 1) Best Residential 2) Best Commercial 3) Best Curb Appeal 4) Greenest Garden 5) Best Edible Garden. Details can be found on the website. Deadline for nomination will be Friday, August 24th and judging will take place September 4th – 7th.

b. ACE Correspondence

ACE submitted three letters with recommendations and concerns on various issues including minimizing water runoff, sewage treatment, future development and communications. The letters will be distributed to respective departments/committees for consideration and follow-up.

3. East Coast Trail Announcement

Representatives of Paradise, CBS and PCSP will meet at Greymens Beard on Friday, July 20th at 3:30 for a photo and to announce the collaboration with the East Coast Trail Association on Miners Path which will connect the three communities from the Portugal Cove Ferry Terminal to Topsail Beach. Work is expected to be completed on the path through the summer of 2019. Deputy Mayor Jeff Laham will represent the Town.

4. PCSP Connects

The committee discussed PCSP Connects and plans for the future. After a soft launch last year and the transition of the Communications Coordinator role we will now be officially launching PCSP Connects in September with a strong marketing campaign. We currently have over 3000 households and businesses connected to the service in case of emergencies via white pages information. In addition, we have 160 registered to receive customized information. Our goal is to have 15% of households signed up to receive customized information in the first year. We will require an annual renewal of the product. This is a budgeted item.

Motion: The committee recommends that the Town renew their annual subscription to Everbridge at a cost of \$6500 US plus HST.

5. Service Level Review

Council and senior staff have reviewed the final draft of the Service Level Review over the last month.

Motion: The committee recommends that Phase II: Standards of Service and Phase III: Needs Gap Analysis of the Service Level Review be accepted.

6. Paperless E-Bill Contest

Newfoundland Power has advised that the winner of the contest is the Town of Appleton. Although we did not win we would like to thank all those residents who switched to paperless e-bills and encourage those who have not yet switched to do so.

7. Tickle Swim

The Tickle Swim will take place on Saturday, August 18th at 7:00 am. We will continue to work with Canadian Mental Health and Town of Wabana to ensure the event's success.

8. Media Training

Dates are being confirmed with Council and Staff for the first phase of the media training. Tentatively it will take place on Thursday, July 26th and Thursday, August 2nd in the afternoons for staff and evenings for Council.

9. MNL Correspondence

We received correspondence from MNL requesting expressions of interest for “Big Data-Big Ideas” project. We are already involved with the first iteration of this project with our regional partners as a follow up to our demographics and perceptions study.

10. RAnLab

The Director of Economic Development distributed a Northeast Avalon Project update document prepared by the Harris Centre for Regional Analytics (RAnLab) who are conducting the project. We will continue to work with our regional partners on the project and are expecting completion in the Fall.



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



Portugal Cove
St. Philip's

PROTECTIVE SERVICES



Protective Services Committee

Tuesday, July 17, 2018

4:00PM

IN ATTENDANCE: Councilor Johnny Hanlon, Committee Chair
Councilor Tina Neary
Councilor Dave Bartlett
Heather Coughlan, Employee & Public Relations Administrator
Fred Hollett, Co-Chief – Volunteer Fire Department (Items # 2-4)
Peter Morey, Commissionaires NL (Item #1)

1. Commissionaires – Municipal Enforcement

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

- MEO Patrols have encountered numerous incidents of vehicles parked at Rainbow Gully and Voisey's Brook Parks. Once the MEO patrol vehicle shows up or the vehicle is approached, they leave. No illegal activity found.
- There is an increase in ATV and dirt bike activity in the areas of Voisey's Brook Park, Nearys Pond, Dogberry Hill, and Golden Dawn Drive. Patrols are continuing to monitor and record with dash cam however, lack of evidence as to where the drivers live is an issue.
- **The MEO and the Town ask that residents who witness any illegal activity please contact the RNC as soon as possible. The RNC non-emergency number is 729-8000. As well, if you have any information at all to identify the dirt bike / ATV drivers, including their home address or description of the driver or vehicle, please pass this information along to the MEO. This information has proven very beneficial with investigations, especially in conjunction with dash cam footage. You will not be identified to the driver nor will you be asked to testify. The MEO can be contacted via email to the Town (pcsp@pcsp.ca) or by cell phone 743-7268.**
- MEO patrol provided assistance to a woman in need of medical attention found on Indian Meal Line. The woman refused to have the RNC called, however, MEO provided her with transportation to an alternate location.
- After Hours Service called MEO reporting an open fire on Hynes Road, patrols were in the area at the time and followed up with the residence. Fire had been in an enclosed fire pit and was extinguished by the time MEO arrived. Reminder was given to resident regarding the current fire ban in the Town.

Ongoing:

- Still waiting on response from Minister regarding Traffic regulations. The Committee Chair was provided with a copy of the original request from the Town as sent on March 28, 2018, and will follow up with the Minister asap.

2. FES Updates

Responses: 7

- 1 Brush Fire
- 2 Structure Fires
- 4 Residential Alarms

Training:

- July 9th: Pump, Porta-tank, and foam exercises.
- July 26th: Live fire evolutions at the training ground

Recruit training continues every Tuesday evening.

Other Activity:

The Volunteer Fire Department provided safety boat coverage for the regatta on July 7th and participated in the Touch-A-Truck event on the same date. Both events were very successful and no incidents reported.

Fire prevention presentation at Kids Kampus Day Care, Portugal Cove Road on July 12th.

The Tender for the Rescue replacement will be published this week and the Tender closing and public opening has been set for Friday August 17, 2018.

July 6th, the Fire Department in conjunction with the Department of Forestry officials, issued a suspension of all open air burning permits within the Town due to high risk conditions.

As of July 17th, again in consultation with Forestry officials, the fire ban was lifted temporarily for the remainder of the week in consideration of the Environment forecast.

Recently completed a fire and life inspection for a licensed B&B.

Current rescue unit is out of service for maintenance and MVI and is anticipated to be back in service July 18th.

The Committee reviewed the Department activity snapshot from January 1 to date.

3. Block Party Impacts

The Town is in receipt of a number of complaints regarding block or neighbourhood parties in the community. More specifically regarding impeding access to personal properties and less than adequate notification of the event. These events are organized by private citizens. The complaints were brought to the Recreation & Community Services Department to assist with the development of a written agreement to use Town equipment for the events. The Committee has recommended that agreement make note of rules and regulations organizers must follow including but not limited to:

- You are not permitted to block traffic from the roadway nor impede access to private properties – for safety concerns, organizers may provide a designated / responsible individual to walk vehicles safely through the event.
- Adequate notification of the event must be provided to all residents of the area, time frame to be determined.

4. Feeding Wildlife Regulations

The Chair has provided some revisions to the draft regulations and the revised copy will be provided to all members of the Committee asap.

5. Beach Usage Signs

Staff have acquired some quotes for producing the beach signs. Once three quotes have been compiled, the Committee will review and make a decision for the best value product.



Portugal Cove
St. Philip's

ADMINISTRATION & FINANCE



Administration & Finance Committee
July 17, 2018

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

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

1. Accounts for Payment

MOTION: Committee recommends Council approve payment of regular accounts in the amount of \$136,125.17.

2. Grand Concourse Authority

The committee discussed the Grand Concourse Authority managing Town projects verses the Town calling for Open Bids (Tenders).

3. Request to purchase Town land

The committee completed their discussion regarding a request for the Town to sell a piece of their land at the edge of the cul-de-sac in Ocean's Edge to B&B Homes. The Director of Financial Operations will follow up with a letter to the requestor stating the Town is not selling the land.

4. Request for Legal Opinion

The legal advice obtained by the town concerning a previous Conflict of Interest claim was requested by a resident. The committee discussed the request and is recommending the release of information not be granted.

5. Correspondence: Jack Bryne Arena

On June 27, 2018, the Mayor represented the Town by attending a presentation at the Jack Byrne Regional Sport & Entertainment Centre concerning an Ownership Buy In Proposal & Facility Expansion presentation. As a follow up to the presentation, the committee received a request from the Centre to contribute \$1,520,400 towards the expansion of the current facility.

MOTION: Committee recommends that Council not accept the Jack Byrne Regional Sport & Entertainment Centre ownership buy in proposal and not contribute to the expansion of the Centre.

6. Access to Records

The committee discussed the level of access Councillors and staff have to records. It was agreed that Councillors and staff are governed by the rules of the Access to Information and Protection of Privacy Act, 2015; have the right to access records they need to do their job; records may be redacted when necessary; and that all Councillors should receive the same information.

7. Director of Public Works

Council and the Town staff would like to welcome Charlie Hamilyn as the successful candidate for the Director of Public Works position.

MOTION: Committee recommends Council approve the appointment of Mr. Charlie Hamilyn for the position of Director of Public Work effective July 23, 2018.



Tabled items at end of
Council Package for:

Administration & Finance



Portugal Gove
St. Philip's

CORRESPONDENCE

Council Correspondence for July 10 to July 20, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
7/11/2018	Chamber of Commerce	Non-Competition in the Municipalities Act	R&C Cmte
7/13/2018	The Town of Flatrock	2018 Flatrock Soiree Invite	Council
7/13/2018	Resident	Request for Legal Opinion	A&F Cmte
7/17/2018	MunicipalNL	Request for Expressions of Interest	EDMC Cmte



Portugal Cove
St. Philip's

**NEW / GENERAL /
UNFINISHED
BUSINESS**



Portugal Cove
St. Philip's

AGENDA ITEMS/ NOTICE OF MOTIONS



Tabled items

Recreation & Community Services

2018 Atlantic Soccer Championship

Revenue

Gate Revenue	\$3560.00	
Canteen Revenue	\$1111.45	
Total Revenue:		\$4671.45

Expenses:

Staff Wages	\$1416.00	
Canteen Supplies	\$150.00	
Total Expenses:		\$1566.00

Net Profit: **\$3105.45**

PCSP Library Summary of Activities
Information provided by Kailey Cahill Meeker

April	192 items were checked out
May	370 items were checked out
June	224 items were checked out, 206 visitors to the library
July (up to July 18 th)	91 items checked out and 205 visitors to the library

From April –June; Paws for Stories Tuesday evening. 8 children registered for the first session (5 weeks)
5 children registered for the second session (7 weeks)

Thursday morning; Yarns for Youngin’s 10-12pm. This includes reading time, sing-along, a craft and a snack. There are approximately 15-20 people every Thursday for this program.

From April-June, we also offered tutoring every Monday, Tuesday, and Wednesday from 3-5pm with all the slots filled.

During the first week of July, four events were hosted in the library.

July 3rd, Hogwarts at the Library had 23 people registered (\$2.00 each).

Also on July 3rd, Harry Potter Trivia had 20 players registered.

July 4th, Fairy Tales and Tea with a sold out event with 24 participants registered.

July 5th, Building “Block Party” themed Yarns for Youngins with 18 participants for this event.

The Library is hosting “Trivia Tuesdays”. It is an adult only trivia night, from 7-8pm every second Tuesday during the summer months. There were 20 players registered for the first session, July 3rd (Harry Pottery Trivia) and 13 players registered for the second session, July 17th (Friends Trivia). There isn’t a registration fee for the Trivia Night. However you must have a membership for the library in order to register (cost \$5). Trivia Tuesdays are going well and pre-register is required due to limit in space for only 24 people. Winners of the events receive \$20 gift card and snacks are provided. Feedback is positive and the next sessions are scheduled for July 31st, August 14th, and 28th.

Summer Reading Challenge: July 2nd- August 24th, children read books and fill out a pirate’s log book to enter to win prizes and loot bag.

On Friday, July 20th it will be advertised to the Rainbow 50+ Club the Afternoon Tea Book Club from 2-4pm (monthly book club meeting). Hoping to receive feedback from the group on a good time and day.

On July 10th, started the weekly visits of the Little Gaffers summer camp (20 kids). They come to the library at 1:30pm every Wednesday to participate in story time and a planned activity.

On July 21st, Saturday Café (cat café) fundraiser for the SPCA. Through a partnership with SPCA St. John’s we will provide snacks and host kittens for the public to view. Admittance is food or monetary donation

to the SPCA. There has been a lot of interest generated for this event and feedback will be provided after the event.

On August 8th, Travelling Touch Tank (Ocean Sciences Centre) will visit the library from 1-3pm. This will be advertised to the public so that anyone can attend. The Little Gaffers will get to enjoy it as well.

August 25th, Pirate Party for the Summer Reading Challenge. Event will take place 2-4pm and include story time, crafts, and prizes for all participants of the Summer Reading Challenge.

On August 29th, S'more Stories Camping Party 6-7:30pm. We will have camping themed story, activities as well as snacks (smores).

ST. JOHN'S 
TRIATHLON
SPONSORED BY CAPITAL  SUBARU 

TOWN OF PORTUGAL COVE-ST-PHILIP'S

JUL 10 2018

RECEIVED _____

Town of Portugal Cove/St. Philip's
1119 Thorburn Road
Portugal Cove-St. Phillip's, NL
A1M 1T6

July 5th, 2018

ST. JOHN'S TRIATHLON

The 2017 St. John's Triathlon is taking place on Sunday, August 5th, 2018 at the Rotary Sunshine Park. This marks our 34th year for the event making it one of the longest running triathlons in North America! As in previous years, the committee is hoping to work collaboratively with the Town of Portugal Cove-St. Philip's (PCSP) to ensure a safe and fun event.

Race Information and Invitation

Race set-up is scheduled to commence at 5am on Sunday, August 5th with the official race start at 8am from the beach of Healey's Pond. We expect the event to be completed and off-site no later than 4pm on the race day, Sunday, August 6th. We would like to take this opportunity to cordially extend invitation to the Mayor or a representative from the PCSP Town Council to join us for the official start of the race at 8am at Sunshine Camp.

Communication

To minimize disruption to the area and in respect of local businesses we have advised participants and spectators that parking at Sharpe's store is strictly prohibited and will remind them of this again at race kit pick-up. We will also make an effort to communicate any approved road closures affecting local residents via door-to-door notifications, the St. John's Triathlon website, on-site volunteers the day of the event, and announcements on Coast FM. In an effort to maximize communication about the event, we kindly request the Town of PCSP put notification of the St. John's Triathlon on the any local signage operated by the Town of PCSP for the first week of August.

Road Closures and Traffic

To ensure the safety of athletes and volunteers we have requested authorization for the following from the Department of Transportation and Works, Government of NL and request the Town of PCSP support of the following:

1. Closure of Bennett's Road on Sunday, August 5th, from 7am to 1.30pm.

2. Closure of the right hand lane heading west on the Trans Canada Highway (Outer Ring Road) in the following section only:


START OF RIGHT LANE CLOSURE: From Portugal Cove Road on-ramp (just after Major's Path intersection where cyclists will leave Portugal Cove Road via the off-ramp to commence riding on the highway).

END OF RIGHT LANE CLOSURE: Up to and including the westbound Thorburn Road off-ramp where cyclists will leave the highway and ride onto Thorburn Road.

3. Reduced speed limits in proximity to all aforementioned sections.

Provisions have been made to accommodate immediate access by emergency vehicles and local traffic at all times during the event. Enclosed please find a copy of the run route and bike route maps. Please contact me regarding the above requests via stjohnstri@gmail.com or (709) 770-9858. Thank you for your ongoing cooperation.

Sincerely,



Jason Pretty
Race Director

ST JOHN'S
TRIATHLON

Sunshine Camp, Bennet's Rd

Bike Route



Clockwise Direction
Olympic Distance: 2 loop
Sprint Distance: 1 loop

From transition left unto Bennet's Rd
Turn right unto Old Broad Cove Rd
Turn right unto Portugal Cove Rd
Turn right unto Thorburn Rd
Turn right unto Bennet's Rd
Left into Transition

Route Profile

ST JOHN'S
TRIATHLON



Sunshine Camp, Bennet's Rd

Run Route

Clockwise Direction

Olympic Distance: 2 loops

Sprint Distance: 1 loop



Canadian Sport Tourism Alliance Congress:

March 6TH to 9TH 2018

Halifax Nova Scotia

Conference review:

The CSTA Congress attracts delegates from all over Canada and the USA, over 400 delegates attended the conference this year. The congress is attended by Cities, Municipalities and Provinces from all over Canada. The conference is also attended by all National and Provincial sport organization from across Canada. The Conference has three main streams included 1) Sport Tourism 2) Sponsorship and Hosting / 3) Planning Sports Events.

1. Sport Tourism -

Sessions Attended:

Sports Tourism 101: Topics include scope of sport tourism, case studies, trends, issues and opportunities in the fastest growing tourism industry segment. If you're a first-timer at SEC, grab your rookie ribbon at the registration desk and buckle up to learn more about the fastest growing segment of the tourism industry.

Steam Cycle Presentation: This session will provide a holistic overview of CSTA's steam2.0 and steam pro2.0 programs. Topics to be discussed include everything from the basic information about economic impact assessments, the inputs required for the model, the outputs delivered from the model, the differences between the original model and version 2.0, as well as a practical discussion from the people who use the model. Panelists will provide a brief case study and explanation about how economic impact information is utilized and why it is important.

Sports Tourism Assessment Template: CSTA has developed the Sport Tourism Assessment Template (STAT) that will give member communities, of all sizes and budgets, an online tool to help provide a snapshot of where you are today so planning is based on industry standards within sport tourism.

2. Sponsorship -

Sessions Attended:

Driving Maximum sponsorship Value: In the increasingly competitive sponsorship market, this session will explain how IMI and Swimming Canada work together to provide measurable ROI for existing partners, and how IMI's data is used to attract new prospects.

What Sponsorship Want: Changing sponsorship landscape: Proposal development for partnerships is often a major weakness in many organizations. This panel discussion will involve a combination of sponsors and properties/communities to explore the status of the sponsorship discipline today, what sponsors are looking for, and the elements of an attractive proposal from a corporate perspective.

3. Planning Sporting Events -

Sessions Attended:

When things don't go as planned- In today's world, we cannot take safety & security for granted. Over the past year we have witnessed several catastrophic events at concerts, sporting events, and festivals. As the event planner, property manager or sport organization you are responsible for the safety and security of your event participants.

GX – the guest experience: How to prepare for safety: With CX and UX becoming part of the business lexicon, how can sport events deliver.

CSTA Membership –

CSTA'S members have access to the latest trends news and information related to sport tourism industry. Canada fastest Growing tourism segment. The Growth in Sport Tourism is a phenomenon that is evident not only in major cities but in smaller communities as well. Becoming a member of the CSTA is also gives you access to the Speed dating session that take place at the Congress each year. CSTA Speed Dating is when Municipalities and Cities have a chance to sit down with National and provincial Sports Organization to see what tournament and events they have to offer. The cost of membership to CSTA would be \$150.00.



Tabled items

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

Julie Pomeroy

From: Julie Pomeroy
Sent: Thursday, May 17, 2018 3:44 PM
To: Jeff Lawlor
Subject: FW: Ancestry Library Edition
Attachments: ALE_Canada.pdf; Ancestry_com_vs AncestryLibraryEdition.pdf; Ale_canadian_December 2017.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Ancestry Info below.

I would like to purchase this for the library and start hosting the family history club in the library space. We can also advertise it as a library resource for anyone to use.

Julie

From: Manny Axais [mailto:Manny.Axais@proquest.com]
Sent: Thursday, May 17, 2018 3:05 PM
To: Julie Pomeroy <Julie.Pomeroy@pcsp.ca>
Subject: Ancestry Library Edition

Hello Julie,

Thank you for your interest in Ancestry Library Edition. Although this product is geared for Public Libraries and Academic institutions, we do offer it to Genealogical and Historical societies. These are specific guidelines that come with it:

- In-house use only. No remote access.
- Must be in a physical library/office space belonging to the organization. Or, inside a public library, archive, city hall, etc., if it's a partnership. Definitely not in someone's home!
- Minimum price is \$ 500 USD for 1-2 workstations.
- Minimum one year subscription.
- No on-site training is available. The society can, however, participate in our ALE webinars by signing-up on www.proquest.com. Or, they can access our ALE LibGuide free-of-charge for additional training materials, <https://proquest.libguides.com/ancestrylibraryedition>.
- The invoice must be for the society or museum, not a third-party.

I have attached a few Product sheets for your information.

Please let me know if you have any specific questions or concerns.



Emmanuel (Manny) Axais – Account Manager, Sales/Ventes
ProQuest | Québec & Atlantic Canada/Canada atlantique
E: manny.axais@proquest.com O: +1-450-686-7162 M: +1-888-683-0569
Better research. Better learning. Better Insights.

First Name: Julie



ANCESTRY® LIBRARY EDITION

The largest online collection of Canadian family history records

Ancestry Library Edition has unparalleled coverage of Canada, the United States, and the United Kingdom, including census and vital records; church, court, and immigration records; as well as directories, catalogues, histories, and more. This broad range of more than 7,000 databases with billions of records is the best place to research Canadian ancestry online.

Newly Added Canadian Content!

Soldiers of the First World War, 1914-1918: This database contains an index to the Attestation papers of men enlisted in the Canadian Expeditionary Force (CEF).

CEF Commonwealth War Graves Registers, 1914-1919 and CEF Burial Registers, 1914-1919: Also known as the 'Black Binders,' this collection contains records for the War Graves Registers and Burial Registers for service personnel of the Canadian Expeditionary Force who died during the First World War in Belgium, France, and the United Kingdom.

Selected Service Records of Soldiers, 1914-1918: Selections from the personnel files of 100 First World War veterans.

Selected Service Records of War Dead, 1939-1945: Selections from the service files of almost 100 Canadian soldiers that served during the Second World War.

Quebec, Canada, Land Grants: An index of people who received a Land Grant from the Crown between 1763 and 1890. This index places a family in an area and points to the Land Grant Letter of Patent, which may contain more genealogical information. Each record includes the name of the grantee; county; township; acres granted; the letter's patent date; and comments.

Most Comprehensive Collection of Canadian Family Research Records

Canadian Census, 1851-1911: Indexes and images are available for Canadian censuses for every decade from 1851-1911, and censuses of Manitoba, Saskatchewan, and Alberta, from 1906 and 1916.

Ontario & Nova Scotia Census Records, 1800-1842: Index to various local censuses taken between 1800 and 1842 in Canada, primarily in the Nova Scotia and Ontario provinces.

Ontario Marriage Index, 1801-1926: Online index to approximately 3.2 million marriages recorded in Ontario between 1801 and 1926.

Ontario Birth Index, 1869-1911: Online index to over 2 million births that were registered in Ontario between 1869 and 1911.

Ontario Death Index, 1869-1936 and Deaths Overseas, 1939-1947: Online index to over 2 million deaths that were registered in Ontario between 1869 and 1936; and the deaths of Ontario military personnel overseas from 1939-1947.

British Columbia Death Index, 1872-1979: Compiled by the British Columbia Vital Statistics Agency and the British Columbia Archives, these vital records are valuable sources for genealogists because they document an individual in a particular place and time, as well as provide details about that person's marriage. Additional information beyond the keyed index may be found on the image.

Canadian Genealogy Index, 1600s-1900s: Database contains over two million records referencing individuals from all regions of Canada, as well as early Alaska. The vast majority of the records fall between 1600 and the mid-to-late 1900s, although some records date before the 1500s.

Border Crossings: From U.S. to Canada, 1908-1935: This database of more than 1.6 million names contains records of immigrants crossing into Canada from the United States between 1908 and 1935. These records consist of border entry lists and Form 30 (individual entry forms).

Canadian Immigrant Records, 1780-1906: Compiled from a variety of sources, this database is a collection of over 270,000 records between 1780 and 1906, relating to immigrants to Canada. Researchers will find the name of the immigrant, year, and source of the original record.

Quebec Vital Records (Drouin Collection), 1621-1967: The Drouin Collection represents the largest and most valuable French-Canadian family history resources available, including an impressive collection of Quebec vital records. The Drouin Collection contains nearly 14 million records from 1621 to the 1940s. It represents all vital records from Quebec—including baptism, marriage and burial—as well as a compilation of church records from Ontario, Nova Scotia, New Brunswick, and various New England states in America. Both Catholic and non-Catholic records are included.

Other New Resources

ProQuest Genealogy News & Notes is a new quarterly e-newsletter. Each issue features a genealogy story meant to entertain and inspire; research tips; and product and content updates for ProQuest's online genealogy resources. Sign up today at www.proquest.com/go/geneasignup.

Genealogy training and marketing resources from ProQuest are available together at www.proquest.com/go/genares. Librarians and genealogists will find two-minute videos; research guides; printable posters and bookmarks; and other resources to jump start family history research at the library.





155 North Lake Avenue, Suite 900
Pasadena, CA 91101 USA

tel: +1-818-230-9700
fax: +1-818-230-9505

www.everbridge.com

Quotation

Prepared for:
Jacqueline Clarke
Town of Portugal Cove - St. Philip's
NL
Canada
Ph: 709-765-1559
Fax:
Email: jacqueline.clarke@pcsp.ca

Quote #: Q-15081
Date: 5/8/2018
Expires On: 8/4/2018
Confidential

Salesperson: Caroline Lynch
Phone: 7813739851
Email: caroline.lynch@everbridgemail.com

Contract Summary Information:

Contract Period:	12 Months
Contract Start Date:	8/5/2018
Contract End Date:	8/4/2019
Contract Option Years (in months)	36 Months

Contact Summary:

Household Count:	3,089
Employee Count:	

Qty	Description	Price
1	Everbridge Mass Notification (MN) with Unlimited Domestic Minutes	USD 5,000.00
1	Everbridge ContactBridge	USD 1,500.00

Pricing Summary:

Year One Fees:	USD 6,500.00
One-time Implementation and Setup Fees:	USD 0.00
Professional Services:	USD 0.00
Total Year One Fees Due:	USD 6,500.00

Option Years:

Contract Option Years (in months)	36 Months
Ongoing Annual Fees :	USD 6,500.00

1. Additional rates apply for all international calls.
2. Quote subject to the terms and conditions of the service agreement, including any amendments, executed between Everbridge, Inc. and the customer listed above.
3. Subject to sales taxes where applicable.
4. Except for currency designation, the supplemental notes below, if any, supplied in this Quote are for informational purposes and not intended to be legally binding or override negotiated language of the Everbridge Inc. Service Agreement.

Supplemental Notes:

This quote assists the Town of Portugal Cove - St. Philip's in exercising their second option year of the four written into the original contract signed in 2016.

Authorized by Everbridge:

Signature:

Date:

Name (Print):

Title:

To accept this quote, sign, date and return:

Signature:

Date:

Name (Print):

Title:

155 North Lake Avenue, Suite 900
Pasadena, CA 91101 USA
Tel: +1-818-230-9700
Fax: +1-818-230-9505

THANK YOU FOR YOUR BUSINESS!

Needs Gap Analysis Report

Phase III of the Level of Service Review 2017 - 2018

Prepared for the Town of Portugal Cove - St. Philip's

June 2018

Supporting documentation for this record is available upon request from Deputy Town Clerk. Email pcsp@pcsp.ca or call 895-8000

Standard of Service Report

Phase II of the Level of Service Review

Prepared for:
Town of Portugal Cove - St. Philip's

December 2017

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The preparation of this project was carried out with assistance from the Government of Canada and the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.

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Supporting documentation for this record is available upon request from Deputy Town Clerk. Email pcsp@pcsp.ca or call 895-8000

Jeff Lawlor

From: Craig Pollett <cpollett@municipalnl.ca@mail204.atl221.rsgsv.net> on behalf of Craig Pollett <cpollett@municipalnl.ca>
Sent: Tuesday, July 17, 2018 10:45 AM
To: Jeff Lawlor
Subject: Big Data-Big Ideas: Request for Expressions of Interest

Municipalities Newfoundland and Labrador
July 17, 2018

[View this email in your browser](#)



Big Data-Big Ideas: Request for Expressions of Interest.

Municipalities Newfoundland and Labrador is partnering with the Regional Analytics Lab at Memorial University (RANLab) to provide regional groups of municipalities with an opportunity to create a detailed regional profile. This profile will include comprehensive demographic data as well as economic data, in particular the flow of goods and services within each municipality as well as between municipalities within their region and beyond.

Initially, this data will be available via a dashboard app in Excel and in the future the data and updates will be available to participating municipalities through an online portal which will allow for real-time interactive analysis of the data making it easily integrated into existing municipal planning documents and processes.

Through funding from the Atlantic Canada Opportunities Agency, MNL is offering a substantially reduced cost for this work by RANLab. It is anticipated that a typical regional analysis will cost approximately \$40,000. The ACOA support means that municipalities, collectively, will only need to cover \$10,000 of that budget. We recommend that groups of four or five municipalities would be ideal for this project, but we are flexible depending on the individual projects.

To access this program, municipalities must provide MNL with an Expression of Interest describing:

1. the municipalities participating in your cluster;
2. the top five demographic and socioeconomic concerns in your region;
3. any other impending municipal issues that you would like to include; and,
4. your plan for using the information.

Written confirmation from each municipality of their participation is required with each Expression of Interest.

The deadline for receipt of these Expressions of Interest is August 10, 2018.

The Expressions of Interest will be reviewed by the project Advisory Committee and successful groups will be notified by August 17, 2018.

Expressions of Interest should be emailed to cpollett@municipalnl.ca.

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Memo to Members: Big Data-Big Ideas: Request for Expressions of Interest

Our mailing address is:

460 Torbay Road, St. John's, NL A1A 5J3

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#)



Northeast Avalon Project Update

Harris Centre for Regional Analytics (RANLab)
Memorial University

Alvin Simms, PhD and Jamie Ward, MSc
Harris Centre RANLab, Memorial University



Supporting documentation for this record is available upon request
from Deputy Town Clerk. Email pcsp@pcsp.ca or call 895-8000



Tabled items

PROTECTIVE SERVICES



Portugal Cove
St. Philip's

Tabled items

Administration &

Finance

Accounts for Payment - July 17, 2018

REGULAR ACCOUNTS:

17849	7/1/2018	City of St. John's Landfill use Jun18	\$	11,052.93
RW 201805-4	7/6/2018	City of St. John's Water consumption - May18	\$	42,802.49
RW 201806-4	7/9/2017	City of St. John's Water consumption - June18	\$	42,243.09
28276	6/30/2018	Commissionaires Town security Jun17-30	\$	5,152.00
443289	7/5/2018	EXP Services Inc. Dev application review - Broad Cove Ridge	\$	5,377.16
100030	7/3/2018	Municipal Assessment Agency Third quarter assessment fees	\$	29,497.50
		GRAND TOTAL:	\$	136,125.17

Town of Portugal Cove-St.Philips
BNK1 - BNS CURRENT ACCT
 Cheques from 000001 to 047936 dated between 06/30/2018 and 07/13/2018

CHEQUE REGISTER

Printed: 11:06:45AM 07/13/2018

Page 1 of 5

Number	Issued		Amount	SC	Status	Status Date
047855	07/05/2018	Chris Milley	200.00	A/P	OUT-STD	07/05/2018
	Jun2018	TRAVEL ALLOWANCE	200.00			
047856	07/05/2018	Daren Janes	40.81	A/P	OUT-STD	07/05/2018
	004108	reimb-wireless mouse station 2	40.81			
047857	07/05/2018	Flaghouse	374.27	A/P	OUT-STD	07/05/2018
	V017313600027	sport ball set - day camp supplies	374.27			
047858	07/05/2018	Frederick Hollett	1,348.68	A/P	OUT-STD	07/05/2018
	937200	Reimb- step stool and water for zodiac	83.68			
	Jun24-30	FD Consultation Jun24-30	1,265.00			
047859	07/05/2018	Heather Coughlan	62.32	A/P	OUT-STD	07/05/2018
	Mileage0618	Mileage claim	62.32			
047860	07/05/2018	Image 4 Printing & Design Inc.	700.35	A/P	OUT-STD	07/05/2018
	18870	printing summer reading prog booklets	700.35			
047861	07/05/2018	Kailey Cahill-Meeker	145.10	A/P	OUT-STD	07/05/2018
	pettycash 062018	petty cash reimb - library supplies	145.10			
047862	07/05/2018	Linda Newhook	183.00	A/P	OUT-STD	07/05/2018
	AnimalProtTraining	Travel claim - animal protection training	183.00			
047863	07/05/2018	NL Dunktank	286.35	A/P	OUT-STD	07/05/2018
	20180630-001	Dunk Tank rental for Regatta18	286.35			
047864	07/05/2018	Richard Murphy	1,150.00	A/P	OUT-STD	07/05/2018
	Jun25-Jul1	FD Consultations Jun25-Jul1	1,150.00			
047865	07/05/2018	Rovers Search and Rescue Inc.	1,000.00	A/P	OUT-STD	07/05/2018
	2018	Donation	1,000.00			
047866	07/05/2018	SingSong Inc.	1,150.00	A/P	OUT-STD	07/05/2018
	01389	Regatta entertainment	1,150.00			
047867	07/05/2018	Telelink Call Centre	372.03	A/P	OUT-STD	07/05/2018
	C9139-1807	phone answering service	372.03			
047869	07/13/2018	Commissionaires	5,152.00	A/P	OUT-STD	07/13/2018
	28170	Security Jun3-16	5,152.00			
047870	07/13/2018	Grand Concourse Authority	179,979.26	A/P	OUT-STD	07/13/2018
	18050	Claim#5 voiseys brook park trail phase III	148,196.60			
	18051	Rainbow gully soccer field (posts for netting	22,985.38			
	18052	Voiseys Brook Jr softball field fence-claim#1	8,797.28			
047871	07/13/2018	Wolseley Canada Inc.	17,404.50	A/P	OUT-STD	07/13/2018
	6784246	Maintenance & Repairs - WWTP	13,425.86			
	6857254	PRV kits	3,978.64			
047872	07/13/2018	Harbour Authority PC-SP	500.00	A/P	OUT-STD	07/13/2018
	Regatta18	use of marina for regatta 18	500.00			
047873	07/13/2018	Ian Gerow	354.00	A/P	OUT-STD	07/13/2018
	Atlantics2018	Atlantics2018	354.00			
047874	07/13/2018	Kyle Spurrell	354.00	A/P	OUT-STD	07/13/2018
	Atlantics2018	Atlantics2018	354.00			
047875	07/13/2018	Mackenzie Drover	360.00	A/P	OUT-STD	07/13/2018
	Atlantics2018	Atlantics2018	360.00			
047876	07/13/2018	Madison Purchase	55.75	A/P	OUT-STD	07/13/2018
	Regatta18	Regatta 2018	55.75			
047877	07/13/2018	PCSP Volunteer Fire Department	1,000.00	A/P	OUT-STD	07/13/2018

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of Portugal Cove-St.Philips
BNK1 - BNS CURRENT ACCT
 Cheques from 000001 to 047936 dated between 06/30/2018 and 07/13/2018

CHEQUE REGISTER

Printed: 11:06:45AM 07/13/2018

Page 2 of 5

Number	Issued	Amount	SC	Status	Status Date
	Regatta18	Regatta & canada day assistance			
		1,000.00			
047878	07/13/2018	Royal Canadian Legion			
	Regatta18	regatta breakfast 2018			
		100.00			
047879	07/13/2018	Ty Matthews			
	Atlantics2018	Atlantics2018			
		354.00			
047880	07/13/2018	Brookside Intermediate			
		343.55			
047881	07/13/2018	Beachy Cove Elementary			
		343.55			
047882	07/13/2018	Action Car & Truck Accessories			
	10512149	6 toggle switches-inventory			
		22.57			
047883	07/13/2018	Bell Mobility Inc. (Radio Division)			
	2-1008247	Pagers and Batteries for FD			
		4,820.80			
047884	07/13/2018	Blue Water Marine & Equipment Ltd.			
	196416	Boat hook - for lift stations for grabbing wire			
		57.44			
	196670	Supplies for dories			
		167.56			
047885	07/13/2018	Bugden Signs			
	36986	letters for town sign			
		302.22			
047886	07/13/2018	Cal LeGrow Insurance			
	286369	addition mobile shelters			
		253.00			
047887	07/13/2018	Canadian Linen & Uniform Service			
	6500336307	mat rental			
		149.19			
047888	07/13/2018	Capital Ready Mix Ltd.			
	R88833	Footing and pad for boat house extention			
		1,328.12			
	R88989	Concrete for SafePCSP sign - St. Thomas L			
		643.18			
	R89041	concrete for protective services sign			
		529.47			
	R89098	concrete for protective services sign			
		1,058.94			
047889	07/13/2018	CBS Rentals Limited			
	10182722	oil for wiper snipers			
		29.26			
047890	07/13/2018	Complete Transport Services			
	40665	MVI, full service, front tires, and repairs to e			
		3,645.73			
047891	07/13/2018	Corporate Express			
	47939525	message pad			
		18.75			
047892	07/13/2018	Credit Information Services (NFLD) 2012 Ltd.			
	0618June18PB	Public records bulletin jun-aug			
		134.55			
047893	07/13/2018	D & S Vacuum Truck Services Ltd.			
	11414	port a potties for regatta			
		402.50			
047894	07/13/2018	Dulux Paints			
	852902043783	gun and hose for paint sprayer			
		244.94			
	859003006895	paint supplies for paint machine			
		65.75			
047895	07/13/2018	East Coast Hydraulics			
	0000040699	check valve, fittings			
		142.44			
	0000043116	Inventory - for shop supplies hydraulic syste			
		528.48			
	0000043159	hose & fitting for 624J			
		54.52			
047896	07/13/2018	EMM Hardchrome and Hydraulics			
	181198	repair steering ram 624J			
		454.02			
047897	07/13/2018	EXP. Services Inc.			
	440067	dev application review- broad cove ridge			
		2,472.11			
047898	07/13/2018	Frederick Hollett			
	Jul1-7	FD Consultations Jul1-7			
		1,178.75			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of Portugal Cove-St.Philips
BNK1 - BNS CURRENT ACCT
 Cheques from 000001 to 047936 dated between 06/30/2018 and 07/13/2018

CHEQUE REGISTER

Printed: 11:06:45AM 07/13/2018

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Number	Issued	Amount	SC	Status	Status Date
047899	07/13/2018 Frontline Paintball Inc.	2,070.58	A/P	OUT-STD	07/13/2018
	1924669 Youth night - bouncy games	818.23			
	1924674 bouncy castle for regatta - additional	540.50			
	1924818 regatta bouncers	711.85			
047900	07/13/2018 Frozen in Time Ltd.	460.00	A/P	OUT-STD	07/13/2018
	1063 Tour @ winery - seniors trip	460.00			
047901	07/13/2018 GCR Tire Centers	155.08	A/P	OUT-STD	07/13/2018
	931-69760 Tire repair	28.69			
	931-69779 Tire repairs	126.39			
047902	07/13/2018 GFL Environmental Inc.	1,772.18	A/P	OUT-STD	07/13/2018
	E60000051547 dump/replace garbage bin	874.15			
	E60000053177 dump/replace garbage bin & paper recycling	898.03			
047903	07/13/2018 Harvey & Company Limited	423.76	A/P	OUT-STD	07/13/2018
	1047007 Unit #38 - fuel gage, ID light, bracket for mir	335.00			
	1047016 Unit #38 - fuel gage, ID light, bracket for mir	88.76			
047904	07/13/2018 Hercules SLR	125.58	A/P	OUT-STD	07/13/2018
	01001-11368566 fall arrest harness replacement	125.58			
047905	07/13/2018 Home Depot	2,767.13	A/P	OUT-STD	07/13/2018
	1450317 Mateirals for railing for RG parking lot	236.88			
	5450286 Mateirals for railing for RG parking lot	2,530.25			
047906	07/13/2018 Irving Oil Limited	1,642.75	A/P	OUT-STD	07/13/2018
	438166 Gas	1,642.75			
047907	07/13/2018 Keep Cool Refrigeration & A/C Ltd.	1,292.93	A/P	OUT-STD	07/13/2018
	W12561 fix cooler @ voiseys hut	1,292.93			
047908	07/13/2018 Kent Building Supplies	545.87	A/P	OUT-STD	07/13/2018
	15738502 supplies for boat house extension	164.50			
	15738750 supplies for boat house extension	137.03			
	15740782 supplies for soccer field	53.95			
	15744689 supplies for soccer field	37.77			
	15744848 supplies for water sewer	21.22			
	15759597 paint brushes, tape, drill bit	45.59			
	15771683 supplies for line painting	28.62			
	1789771 3/4 inch spruce for stage for regatta	57.19			
047909	07/13/2018 Lindsey Hynes	100.00	A/P	OUT-STD	07/13/2018
	Regatta18 sunset zumba - regatta18	100.00			
047910	07/13/2018 M5	276.00	A/P	OUT-STD	07/13/2018
	074935 website hosting may1/18-Apr30/19	276.00			
047911	07/13/2018 Mark's Work Wearhouse	755.55	A/P	OUT-STD	07/13/2018
	730-103382 Summer Jackets for public works staff	755.55			
047912	07/13/2018 Maxxam Analytics Inc.	327.75	A/P	OUT-STD	07/13/2018
	BE3350404 water testing	327.75			
047913	07/13/2018 Modern Business Equipment	93.44	A/P	OUT-STD	07/13/2018
	AR396584 copier maint - FD	93.44			
047914	07/13/2018 Newfoundland Distributors Ltd.	115.30	A/P	OUT-STD	07/13/2018
	30283926 supplies for dories	64.70			
	30284577 screws for safepecsp signs	50.60			
047915	07/13/2018 Newfoundland Power Co.	511.75	A/P	OUT-STD	07/13/2018
	BILL013252 Power disconnect/reconnect at Voiseys Bro	511.75			

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Number	Issued		Amount	SC	Status	Status Date
047916	07/13/2018	NLCSA	724.50	A/P	OUT-STD	07/13/2018
	55281	fall protection & confined space training	724.50			
047917	07/13/2018	North Atlantic	5,119.78	A/P	OUT-STD	07/13/2018
	NA-283826	diesel	2,504.41			
	NA-283828	diesel	2,615.37			
047918	07/13/2018	Paint Shop Campbell Ave	80.52	A/P	OUT-STD	07/13/2018
	00389926	painting suits and strainers	80.52			
047919	07/13/2018	Parts for Trucks	85.23	A/P	OUT-STD	07/13/2018
	40419560-00	Grease fittings & tips	60.17			
	40420114-00	terminals and gloves for garage	25.06			
047920	07/13/2018	Pik-Fast Express Inc.	41.40	A/P	OUT-STD	07/13/2018
	DC-2059	courier service	41.40			
047921	07/13/2018	Pinnacle Office Solutions	296.36	A/P	OUT-STD	07/13/2018
	137023	copier maint	296.36			
047922	07/13/2018	Princess Auto Ltd.	256.43	A/P	OUT-STD	07/13/2018
	965990	welder holder, tailgate lift	256.43			
047923	07/13/2018	Pyramid Construction	3,321.73	A/P	OUT-STD	07/13/2018
	000538	gravel for protective services sign	3,321.73			
047924	07/13/2018	Quikprint Services Ltd.	669.30	A/P	OUT-STD	07/13/2018
	58747	4000 cheques	669.30			
047925	07/13/2018	Richard Murphy	1,437.50	A/P	OUT-STD	07/13/2018
	Jul2-8	FD Consultations Jul2-8	1,437.50			
047926	07/13/2018	Rona	55.72	A/P	OUT-STD	07/13/2018
	22130-01010377-01	Propane for Regatta Day	36.17			
	22130-10095301	Propane tanks for regatta day	19.55			
047927	07/13/2018	S & S Supply	350.40	A/P	OUT-STD	07/13/2018
	300178618	Lock out kit for Facilities for all buildings	220.10			
	300178756	4 x 2" binders	130.30			
047928	07/13/2018	SME	633.66	A/P	OUT-STD	07/13/2018
	045746	storage container rental	460.00			
	045778	sandblasting hood, filters, mask	173.66			
047929	07/13/2018	Steelfab Industries Ltd.	74.75	A/P	OUT-STD	07/13/2018
	0000137326	Piece 4x4 steel for compactor	74.75			
047930	07/13/2018	Triware Technologies Inc.	408.25	A/P	OUT-STD	07/13/2018
	185774	monthly hosting & liscensing for offsite back	408.25			
047931	07/13/2018	Vigilant Management Inc.	4,719.34	A/P	OUT-STD	07/13/2018
	1216	water metering project	2,577.45			
	1218	lifestyle centre	2,141.89			
047932	07/13/2018	Winnie Glavine	415.00	A/P	OUT-STD	07/13/2018
	000005	rug hooking regatta18	415.00			
047933	07/13/2018	Xerox Canada Ltd.	711.03	A/P	OUT-STD	07/13/2018
	F52766126	copier maint	711.03			
047934	07/13/2018	Newfoundland Exchequer	4,509.50	A/P	OUT-STD	07/13/2018
	June2018	HAPSET Jun18	4,509.50			
047935	07/13/2018	[REDACTED]	110.00	A/R	OUT-STD	07/13/2018
947830	07/06/2018	Windco Enterprises	5,520.00	A/P	OUT-STD	07/06/2018
	20180763-	batting cage netting	5,520.00			

Overpayment of taxes

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of Portugal Cove-St.Philips
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CHEQUE REGISTER

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Number	Issued	Amount	SC	Status	Status Date
Cheque Totals Issued:		274,993.86			
Void:		0.00			
Total Cheques Generated:		274,993.86			
Total # of Cheques Listed:		81			

* - Partial payment was made on Invoice

** - Name on Check was modified

G&G HOMES LIMITED

6 Neary Road

Paradise, NL A1L 3R8

Office No. 709-895-7600

Office Fax. 709-895-0155

e-mail. gandghomes895@gmail.com

June 27, 2018

Town of Portugal Cove St. Philips

Too whom it may concern;

I am the owner of the subdivision Oceans Edge Estates located in Portugal Cove / St. Philips.

I am requesting the Town to sell me a piece of land at the edge of the cul-de-sac on Oceans Edge. I would like to point out to the council members that when I met with previous members of the council I was asked to do numerous things to the subdivision.

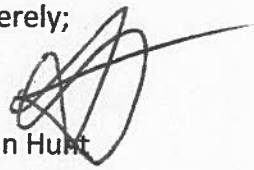
1. I was asked to give Mrs. Squires of Drung Road at 14 Solomons an exit as she could not get out in the winter. This was done.
2. We were then asked to put in services at her property and this was done.
3. We installed oversized pipes as requested by council for the future storm and sewer for Dogberry Hill Road. This was done.
4. We installed another exit for snow clearing the treatment plant.
5. The lift Station was upgraded to accommodate a much larger population than Ocean Edge Subdivision.

In general I complied with all the requests and went over and above my responsibilities for a subdivision.

The lot I am referring too is indicated in a survey I have attached . I am offering the Town \$100,000.00 for this piece of land that co joins with my land.

I look forward to hearing from you.

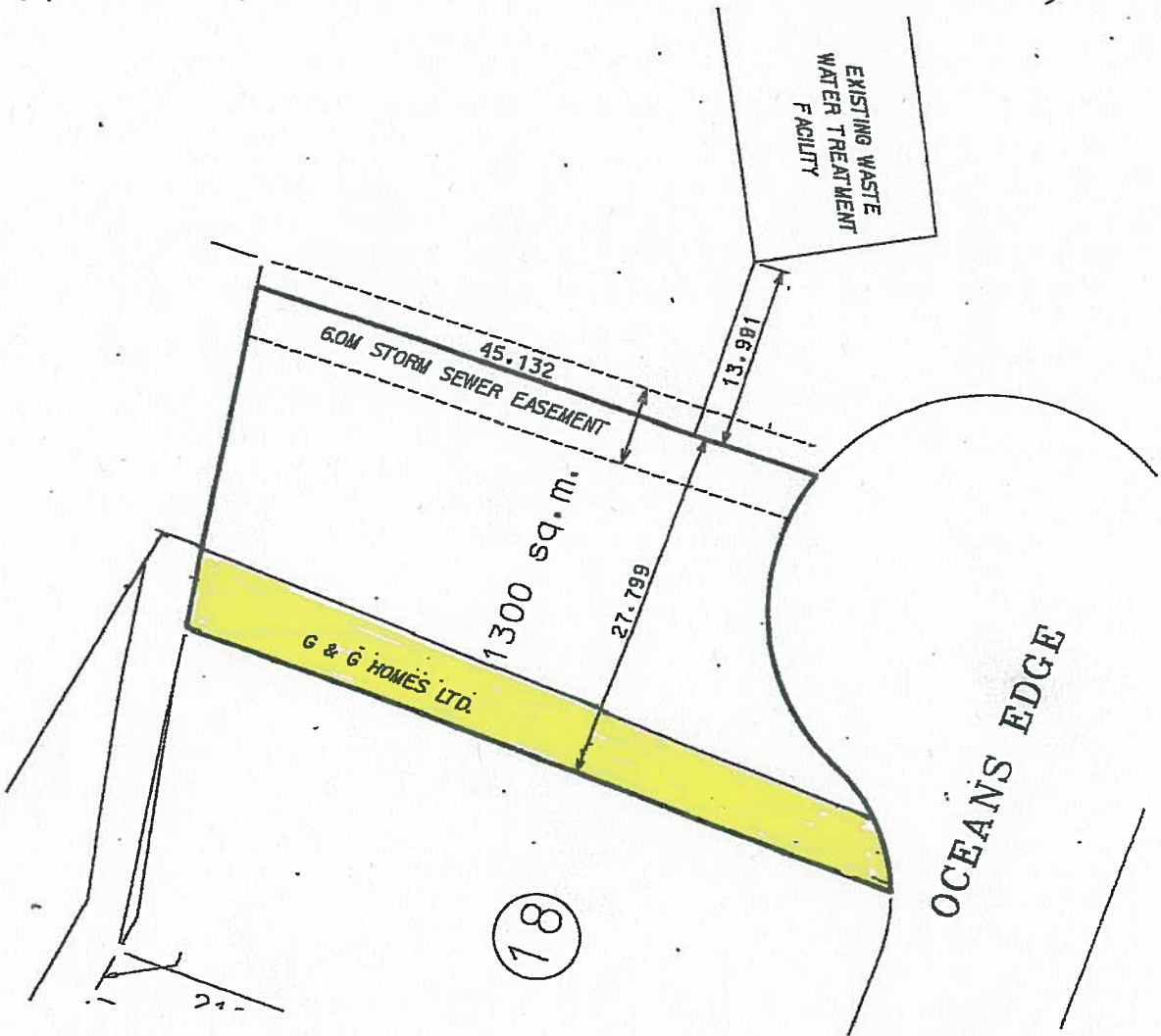
Sincerely;

A handwritten signature in black ink, appearing to read "Glenn Hunt", with a long horizontal stroke extending to the right.

Glenn Hunt

President

G&G Homes Limited



Subject: Fwd: Assessment and Disposition of Complaint

From: [REDACTED]

Date: 7/13/2018 9:55 AM

To: Jeff.Laham@pcsp.ca, Madonna Stewart Sharpe <Madonna.StewartSharpe@pcsp.ca>, darrylj.harding@pcsp.ca, Carol McDonald <Carol.McDonald@pcsp.ca>, Chris Milley <Chris.Milley@pcsp.ca>

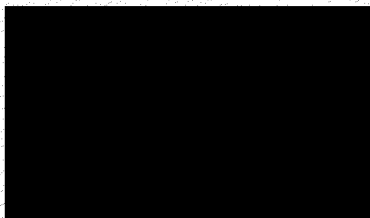
Good morning All,

Attached is a letter from Lionel Clarke, of the office of the Privacy Commissioner, relating to the Town's refusal to disclose a legal opinion regarding a conflict of interest of a former PCSP councillor; a legal opinion that, because of the conclusion reached by the solicitor, I believe to be seriously flawed.

In paragraph four of page 1 and the last four paragraphs (bottom of page 2, concluding on page 3) of Mr. Clarke's letter, he clearly suggests that this is a case where, while the Authority has the option to refuse disclosure, the reasonable thing to do is to table the requested correspondence, thereby providing its disclosure.

Any conflict of interest, whether merely perceived or indeed factual, deserves full disclosure to the people. The very reason for inclusion of Conflict of Interest provisions in the Municipalities Act is to ensure that any and all potential incidents of such ARE disclosed and NOT hidden from those whom they are designed to protect.

I look forward to attending the council meeting of 24 July, 2018 and I trust that this matter will be dealt with in the manner that I have requested.



----- Forwarded Message -----

Subject:Assessment and Disposition of Complaint

Date:Thu, 12 Jul 2018 13:25:26 +0000



OFFICE OF THE INFORMATION
AND PRIVACY COMMISSIONER
NEWFOUNDLAND AND LABRADOR

BY E-MAIL

July 12, 2018



s.40, ATIPPA, 2015

Dear [REDACTED]:

Subject: Complaint under the *Access to Information and Protection of Privacy Act, 2015 (ATIPPA, 2015)*;
Our File: 0025-062-18-043

On May 23, 2018 we received your complaint in relation to your access request to the Town of Portugal Cove-St. Philip's. In the following weeks we received and reviewed a copy of the records responsive to your access request, as well as submissions from you and from the Town.

Your access request was for a copy of a legal opinion received by the Town regarding a conflict of interest matter involving a former councillor. The Town refused to disclose that record, on the ground that it was covered by the exception to access in section 30 of the *ATIPPA, 2015* (legal advice).

I have examined the record that the Town refused to provide. It is indeed a legal opinion provided to the Town by a solicitor. It is therefore protected from disclosure by section 30, the relevant portion of which reads:

*30. (1) The head of a public body may refuse to disclose to an applicant information
(a) that is subject to solicitor and client privilege or litigation privilege of a public body;*

The privilege belongs to the client – in this case the Town. Therefore the Town has the right to withhold that record, unless the privilege has been waived, for example by tabling it at a public meeting, or by another form of disclosure or discussion. There is no evidence that the Town has done so.

I note in passing that in such cases, the client is the Town as an incorporated entity under the *Municipalities Act*, not, as you have suggested, the residents collectively. The privilege belongs to the incorporated local government body, not to each and every resident.

Section 9 of the *ATIPPA, 2015* (public interest override) applies to section 30. It reads:

9. (1) Where the head of a public body may refuse to disclose information to an applicant under a provision listed in subsection (2), that discretionary exception shall not apply where it is clearly demonstrated that the public interest in disclosure of the information outweighs the reason for the exception.

The Supreme Court of Canada has stated that solicitor-client privilege is very near to absolute, and that it would be a very rare circumstance in which the public interest in disclosure could override the reason for the privilege. In the present case, there was clearly a public interest in the underlying issue of whether a

councillor acted improperly due to a conflict of interest. However, the Town has sought a legal opinion, discussed it internally and concluded publicly that the councillor did not act improperly. The issue is not a continuing one, since the individual is no longer a councillor. In these circumstances it cannot be said that the public interest in disclosure of the underlying legal opinion could outweigh such a near-absolute privilege that is the reason for the exception.

Furthermore, while the exception in section 30 is discretionary, the evidence is that the Town, in responding to your request, properly considered whether to exercise its discretion to disclose, and in the course of doing so explicitly considered the public interest, before deciding that it would not disclose the record.

I discussed my conclusion with you, but you are unwilling to accept informal resolution of this complaint, which is your right. The *ATIPPA, 2015* provides in section 44(4) that where the Commissioner is unable to resolve a complaint informally the Commissioner shall conduct a formal investigation of the subject matter of the complaint where the Commissioner is satisfied there are reasonable grounds to do so.

In addition, section 45 of the *ATIPPA, 2015* provides as follows:

- 45.(1) The commissioner may, at any stage of an investigation, refuse to investigate a complaint where he or she is satisfied that*
- (a) the head of a public body has responded adequately to the complaint;*

For the reasons noted above, the Commissioner is satisfied that the Town has responded adequately to the complaint, and we therefore rely on section 45 of the *ATIPPA, 2015* to decline to conduct a formal investigation.

I am required to provide you with this notice of the Commissioner's refusal to conduct a formal investigation based on the reasons above, and to advise you of your right to appeal the decision of the Town of Portugal Cove-St. Philip's to the Supreme Court of Newfoundland and Labrador, Trial Division, in accordance with section 52(3) which provides as follows:

- 52. (3) Where an applicant has filed a complaint with the commissioner under section 42 and the commissioner has refused to investigate the complaint, the applicant may commence an appeal in the Trial Division of the decision, act or failure to act of the head of the public body that relates to the request for access to a record or for correction of personal information.*

In relation to the time limit for filing an appeal and the procedure to be followed I have attached a copy of section 52 and refer you to section 52(4) as follows:

- 52. (4) An appeal shall be commenced under subsection (3) not later than 15 business days after the applicant is notified of the commissioner's refusal under subsection 45(2).*

Our Office has reached the above conclusion on the disposition of this complaint, and the file will now be closed on that basis. However, we wish to offer the following comments to the Town of Portugal Cove-St. Philip's.

The limited exceptions to access in the *ATIPPA, 2015* are designed to protect the interests of public bodies or third parties from the harm that might result from certain kinds of disclosures. While some

exceptions are mandatory, others give a public body the discretionary power to disclose the requested information. We would suggest that discretionary disclosure is always appropriate if, on a good-faith review of the records and the circumstances, it appears that there is no risk of harm to the public body's interests, and that there would be benefits to be gained from the disclosure.

Section 30 is such a discretionary exception to access. While the privilege of keeping legal advice confidential is a very important principle, a public body responding to an access request ought perhaps to consider, in each particular case, whether there is anything that is necessarily confidential about, for example, an uncomplicated legal opinion which applies clear law to a simple, straightforward set of facts.

In many circumstances a public body might well conclude that there is no reasonable likelihood of harm that could arise from the disclosure of such a routine legal opinion, and that there may be benefits, in areas such as conflict resolution, accountability and transparency, that might support a disclosure.

If you have any questions with respect to my comments, please contact me at (709)729-4440.

Yours truly,



Lionel G. Clarke
Access & Privacy Analyst

cc: Town of Portugal Cove-St. Philip's

Access to Information and Protection of Privacy Act, 2015:**Direct appeal to Trial Division by an applicant**

52. (1) Where an applicant has made a request to a public body for access to a record or correction of personal information and has not filed a complaint with the commissioner under section 42, the applicant may appeal the decision, act or failure to act of the head of the public body that relates to the request directly to the Trial Division.
- (2) An appeal shall be commenced under subsection (1) not later than 15 business days
- (a) after the applicant is notified of the decision of the head of the public body, or the date of the act or failure to act; or
 - (b) after the date the head of the public body is considered to have refused the request under subsection 16 (2).
- (3) Where an applicant has filed a complaint with the commissioner under section 42 and the commissioner has refused to investigate the complaint, the applicant may commence an appeal in the Trial Division of the decision, act or failure to act of the head of the public body that relates to the request for access to a record or for correction of personal information.
- (4) An appeal shall be commenced under subsection (3) not later than 15 business days after the applicant is notified of the commissioner's refusal under subsection 45 (2).

Claudine Murray

Subject: FW: JBR Presentation
Attachments: PC-SP & Bauline.update.pptx

From: Cathy Green [<mailto:CGreen@nearena.ca>]
Sent: Thursday, July 12, 2018 3:27 PM
To: Joedy Wall <joedywall@pouchcove.ca>; darrin.thorne@hotmail.com; Craig Scott (cscott@torbay.ca) <cscott@torbay.ca>; berthickey@lbmcoc.ca; Carol McDonald <Carol.McDonald@pcsp.ca>
Cc: Chris Milley <Chris.Milley@pcsp.ca>; Town of Flatrock <dianne@townofflatrock.com>; Town of LBMCOG <AdeleCarruthers@lbmcoc.ca>; Town of Pouch Cove <info@pouchcove.ca>; Town of Torbay <dchaplin@torbay.ca>
Subject: JBR Presentation

Good afternoon,

Attached is the presentation as shown at our meeting held on June 27th.
The contributions included in the presentation assumed a \$10,000,000 expansion to the current facility at a 80/20 cost share with government.

Now that the concept design report and associated work is nearing completion, we know that the cost is more in the range of approximately \$14,000,000 and the cost share with government is 70/30, therefore the numbers have increased. Based on the 30% or \$4,200,000 these are listed below:

Town of Torbay	\$ 1,478,400
Town of PC-SP	\$ 1,520,400
Town of LMO	\$ 415,800
Town of Pouch Cove	\$ 386,400
Town of Flatrock	\$ 315,000
Town of Bauline	\$ 84,000

(This is pertaining new construction only.)

If you have any questions, please do not hesitate to contact us.

Thanks,
Cathy

Cathy Green
Administrative Assistant

Jack Byrne Regional Sport & Entertainment Centre
7 Kennedys Brook Dr.
Torbay, NL A1K 1K8
Ph. (709) 437-6224
www.jackbyrnearena.com

'Nothing great was ever achieved without enthusiasm!' Ralph Waldo Emerson

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Ownership Buy In Proposal & Facility Expansion

Presented to
Town of Portugal Cove- St. Philips
Town of Bauline

Prepared by: Board of Directors, Jack Byrne Regional Sport & Entertainment Centre

Acting on behalf of the owners-

Town of Torbay

Town of Logy Bay- Middle Cove- Outer Cove,

Town of Pouch Cove

Town of Flatrock

Why Expand- Ownership & Facility

- The existing facility is profitable (viable)
- No owner subsidies since facility opened
- Residents of Portugal Cove- St. Philips & Bauline are users and identify with JBR
- The time is right for expanded regional cooperation
- 4 current owners favour expanded ownership to accommodate building expansion
- The facility has outgrown its ability to meet demand for available opportunities
- Too much local Minor Hockey still going elsewhere for ice time

Original Allocation

Total Cost		\$11, 480, 249.59
Town of Torbay	56.21%	\$ 1, 685, 664.64
Town of LMO	17.57%	\$ 526, 792.37
Town of Pouch Cove	15.55%	\$ 466, 415.52
Town of Flatrock	10.67%	\$ 319, 903.23
Government Contribution		\$ 8, 481, 473.83

Net Present Values as of December 31, 2016

Total NPV- 4 Owners	\$ 2, 390, 629.82
Torbay	\$ 1, 343, 815.10
Logy Bay- Middle Cover- Outer Cove	\$ 419, 859.89
Pouch Cove	\$ 371, 827.35
Flatrock	\$ 255, 027.47
Provincial Government NPV	\$ 6, 761, 447.30
Total Net Present Value	\$ 9, 152, 077.12

Current Governance & Organization

- An independent Board of Directors of 10
- Appointed to 2 year terms by each of the owners
 - Torbay 4; 1 council rep; 3 community rep
 - LB-MC-OC 2; 1 council rep; 1 community rep
 - Pouch Cove 2; 1 council rep; 1 community rep
 - Flatrock 2; 1 council rep; 1 community rep

 - Chairperson position is rotational- currently Pouch Cove
 - Management & Staff
 - Lorne Tucker Manager
 - Cathy Green Executive Administrator
 - 3 Full Time & 6 Part Time Staff

Other Considerations

- Numerous capital improvements completed since original construction; all financed by Board
- Working Agreement in place with employees
- \$ 104,000.00 in restricted funds to cover future contingencies
- 2016 profit of \$ 42, 576.00
 - \$ 21, 288 to be added to restricted funds
- Continued surplus projected in 2017 & 2018 budgets

Activities to Date

Towards Facility Expansion

- Feasibility & opportunity studies completed by Tom Clift
- Lat49 engaged to do design/ cost proposal
- Stantec engaged to undertake ground water investigation
- Current valuation of facility completed
- Applications to ACOA in support of above projects submitted

2016 Census for 6 Towns in Region

Town of Torbay	7899	35.2%
Town of LB-MC-OC	2221	9.9%
Town of Pouch Cove	2069	9.2%
Town of Flatrock	1683	7.5%
Town of PC- SP	8147	36.2%
Town of Bauline	452	2.0%

Notes:

1. An expanded ownership model would reflect percentages from a costing perspective
2. From a governance perspective a consensus model will be required

Cost of Ownership Breakdown

- Cost of Initial Buy-in Breakdown¹

PC-SP	\$ 865,408.06
Town of Bauline	\$ 47,812.60

- Cost of Expansion study

PC-SP	\$ 24,435.00
Bauline	\$ 1,350.00

- Cost of Expansion Buy-in²

PC-SP	\$ 724,000.00
Bauline	\$ 40,000.00

Total Expected Cost for Ownership³

PC-SP	\$ 1,613,843.00
Bauline	\$ 89,162.60

NOTES:

1. Based on 2016 Census numbers and NPV of \$ 2,390,629.82 as of December 31, 2016
2. Assumes \$10M cost for expansion with an 80/20 cost sharing arrangement with other levels of government
3. It is understood that expanded ownership would only proceed if the facility expansion proceeds

Next Steps

- Approval in principle to buy in
- Six partner committee to draft new governance model
- Formal agreement on new ownership model by all partners
- New Management lease agreement with Board
- Preparation of expansion proposal/ business plan for other levels of government

Major Issues to be addressed for Expansion

- Acceptance of buy in by PC-SP & Bauline
- Water & Sewer
- Land for Parking
- Financial Support from other levels of Government for expansion¹

Note:

1. It is understood that support from Federal & Provincial levels of government should not negatively impact individual municipal projects