



AGENDA
Regular Public Council Meeting
Tuesday, September 18, 2018
Town Hall - Council Chambers, 7:00 PM

1. CALL OF MEETING TO ORDER

2. ADOPTION OF AGENDA

3. DELEGATIONS/PRESENTATIONS

4. ADOPTION OF MINUTES

4.1. Adoption of Minutes for September 4, 2018

[Regular Public Council - 04 Sep 2018 - Minutes DRAFT](#)

5. BUSINESS ARISING FROM MINUTES

6. COMMITTEE REPORTS

6.1. Planning & Development Committee- Councillor Harding

Report

[Planning & Development Committee - 10 Sep 2018 - Report](#)
[2018 09 10 PD Report - Tabled Correspondence](#)

MOTION

6.1.1. Civics # 256 and 270-282 Witch Hazel Road

The Committee recommends that the application to complete an amendment to the Town's Municipal Plan and Development Regulations to rezone the rear of properties at Civics # 256 and 270-282 Witch Hazel Road from Agriculture to Residential and amend the semi-serviced development standards as per Appendix A: Tabled Report.

MOTION

6.1.2. Civic # 97-103 Witch Hazel Road

The Committee recommends that the application to subdivide property at Civic # 97-103 Witch Hazel Road be granted approval in principle as per Appendix A: Tabled Report.

MOTION

6.1.3. Civics # 432, 450-452, 460-466, 478b, and 478c Old Broad Cove Road and 34a Johnathan Heights

The Committee recommends that the application to complete an amendment to the Town's Municipal Plan and Development Regulations to rezone properties at Civics # 432, 450-452, 460-466, 478B and 478C Old Broad Cove Road and Civic # 34 Johnathan Heights from Agriculture to Residential as per

Appendix A: Tabled Report.

- MOTION 6.1.4. Civic # 952-956 Indian Meal Line**
The Committee recommends that the application to construct a single dwelling with subsidiary apartment at Civic # 952-956 Indian Meal Line be granted approval in principle as per Appendix A: Tabled Report.
- MOTION 6.1.5. Civic # 18 North Point Road**
The Committee recommends that the application to demolish and reconstruct a single dwelling at Civic # 18 North Point Road be granted approval in principle as per Appendix A: Tabled Report.
- MOTION 6.1.6. Civic # 89A Dogberry Hill Road**
The Committee recommends that the application to demolish and reconstruct a single dwelling at Civic # 89A Dogberry Hill Road be granted approval in principle as per Appendix A: Tabled Report.
- 6.1.7 Other Items**
Items # 7 through 24 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.
- 6.1.25 Permits**
There were ten (10) permits issued from August 24 to September 6, 2018 as per Appendix A: Tabled Report.
- 6.2. Recreation/Community Services- Councillor Stewart Sharpe**
Report
[Recreation/Community Services Committee - 12 Sep 2018 - Report](#)
- 6.2.1 Discussion Items**
- A resident had a concern with a group that rented Rainbow Gully Turf for a tournament and didn't offer a canteen service. Staff will advise the resident that it is option of the renter to provide the services that their clients may want or need. The Town is responsibility for the maintenance of the facility, having the washrooms open and operational, and for groups to have access to the hut. It will also be noted that the washrooms have running water that participants can avail of to refill water bottles.
 - It is with regret that we received news that Brian Rice, President of the PCSP Minor Soccer Association will not be returning next season. The Town would like to acknowledge all the hard work and dedication that Brian has put into the association over the part 12 years. Although his role will change for our community, he is still the NLSA Director for the Northeast Avalon and our relationship will continue at that capacity. Staff an Council would like to past along our best regards on your future endeavors
- 6.2.2. Senior Fitness Class**
The Program Coordinator is organizing a pilot program, low impact

Seniors Fitness Class. This class will take place for 5 weeks in October, Tuesdays at 1:30p.m. for \$5. This class will focus on increasing seniors strength and flexibility. Advertising for the class will be through all forms of social media as well as posters will be placed around the community. For questions on the program call Mike at 895-5671.

6.2.3. Grand Concourse Association

The Recreation Committee discussed the membership and contacts that the Town has with Grand Concourse Authority. The committee wanted to address some questions that were brought forward from residents. It was clear that the Town has a trail maintenance agreement with GCA but we own all trails. The committee requested that staff organize a meeting with the GCA to discuss the future relationship with the association. Staff will contact all council to make arrangements.

6.2.4. Budget

The Recreation Committee discussed the 2019 budget. Recreation staff will meet Friday, September 28th for a yearly planning session. At that time budget items will also be discussed. Councillors are asked to contact the Recreation Director if there are items for the recreation budget that will require pricing quotes. It is noted that the Recreation Department can certainly try and explore new programs and special events. If anyone would like to add to our planning session, please contact any of the recreation staff.

6.2.5. Community Grants

Committee discussed the Community Grant Applications that were submitted and will make the following recommendations;

MOTION

Committee recommends that the Town donate \$150 towards the Ursula Crescent Block Party that took place on September 8th.

MOTION

Committee recommends that the Town donate \$50 a month for the next 4 months to the Beachy Cove Elementary Breakfast Club for a total of \$200.

MOTION

Committee recommends that the Town donate one day field rental to the St. John Ambulance #321 Medical First Response Division team building exercise.

6.3. Public Works- Councillor Bartlett

Report

[Public Works Committee - 12 Sep 2018 - Report](#)

6.3.1. 2018 Road Maintenance Tender Results

Three bids were received in response to the advertised 2018 Road Maintenance Tender package.

MOTION

Committee recommends that awarding of the tender for the 2018 Road Maintenance Package to CW Parsons Ltd. in the amount of \$74,734 HST included be approved.

6.3.2. Traffic Calming Requests - Update

An update was provided to Committee advising that traffic calming requests are now being processed and moving forward. Public Works is working diligently to expedite these requests and public safety is an utmost priority. The outcome(s) of the assessments will determine the criteria for placement of traffic calming measures. Public Works is in discussions with the RNC to address concerns in these areas.

6.3.3. Injured or Deceased Domestic Animal Policy

Staff presented Committee with a draft policy for the collection of injured or deceased domestic animals within the Town's boundaries. This policy has been put in place to ensure who has the authority to collect and deliver animals on the Town's behalf.

[Injured or Deceased Domestic Animal Policy - DRAFT](#)

Committee recommends that the Injured or Deceased Domestic Animal Policy be approved.

6.3.4. Road Updates

- Ditching and Line Painting throughout the Town is now complete.
- Guard Rail – maintenance and repairs is scheduled to begin September 17th.
- Culverts – the culvert on Mercers Road is outstanding, Public Works is waiting on permit from Environment.

6.3.5. Ongoing Item Updates

- Portugal Cove Road – Cross Culvert – Public Works is in the process of assessing the water issues as they relate to the Portugal Cove Road cross culvert and are in the process of moving this matter forward to find an amicable solution. The next step is to acquire an engineered calculation of water flows and determine what impacts will result in any changes made to the cross culvert.
- Staff advised Committee that a request was received at Public Works from the Planning and Development Division to assess an application for Commercial Driveway Access. Staff advised that conditional approval for the driveway access will be granted based on meeting the conditional requirements. Future infrastructure will need to be taken into consideration.
- Meadow Heights & Maggies Place Surveys – a survey for Meadow Heights has been completed and is with the Town Manager for review and action. With respect to Maggies Place, at this time, Public Works does not have any ongoing matters.
- Bennetts Road Raised Crosswalk / Posted Speed – question was raised as to why the posted speed on Bennetts Road in the area of the raised crosswalk remained at 50kms/hr. Staff contacted the City of St. John's and were informed that the raised crosswalk was placed as a temporary measure and will be removed in the fall, but typically they do not lower the speed in the vicinity of these devices.

- Small Scale Treatment Plants – report is in-progress.

6.3.6. 2018/19 Winter Operations

The requirements for the upcoming winter season will be reviewed by Public Works and will include snow removal operations, staffing and equipment requirements.

6.3.7. Newbury Street

The Town is currently in discussions with the owners of the land at the end of Newbury Street in an attempt to bring to a conclusion any remaining construction work outstanding in this area.

6.4. Economic Development, Marketing, Communications and Tourism- Councillor Neary

The committee did not have a meeting but will be tabling a report at the September 18th Council meeting.

6.5. Protective Services- Councillor Hanlon

Report

[Protective Services Committee - 12 Sep 2018 - Report](#)

6.5.1. Commissionaires – Municipal Enforcement

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

- MEO located stolen vehicle on Dogberry hill Road Extension; subsequently reported to the RNC and vehicle was retrieved.
- Several reports from residents of Thorburn Woods area and Ocean View area, of vehicles broken into and some cases of slashed tires. These areas are patrolled regularly and officers have been notified of the reported activity. Patrols continue to monitor throughout all areas of the community, and in particular for this type of activity.
- MEO performed School Zone Patrols and are working in conjunction with the RNC for traffic enforcement. RNC had additional presence in school areas for the start of the school year.
- Sept. 7 - Report of a party at the end of Nearys Pond Road with greater than 100 persons in attendance, possible under age drinking however, no initial report of fire. Approx. 9:40pm St. John's Regional Fire Department contacted the PCSP Volunteer Fire Department for notification. Approx. 10:15pm, PCSP VFD was in receipt of official call out for large bonfire in the same location and subsequently responded to scene. RNC were already on site.
- MEO investigated resident complaint of illegal dumping on Emylia Place. Investigation concluded as a matter between two neighbours.
- Performed two site visits (Old Broad Cove Road and Witch Hazel Road) in conjunction with the Planning and Development Department's Development Control Officer.

Ongoing:

- Traffic Regulations still waiting for response from Minister.

6.5.2. FES Updates

Total Responses: 8 since last Protective Services Committee meeting.

- 2 residential alarm
- 3 medical calls
- 2 brush fires
- 1 commercial alarm

Training:

September 3 - no training, Labour Day Holiday

September 10 - SCBA searches in confined space

Other Activity:

- Tender for replacement of rescue awarded and ordered from MicMac Fire Safety Source. Expected delivery date of August 6, 2019 as specified in Tender. PO has been issued.
- Co-chiefs met with Blair Hogan, Regional Emergency Planning Officer with FES-NL, to begin preparation for table top exercise scheduled for later in the fall.
- Department has been assisting the OHS Advisor in the development of an evacuation plan for the Town Hall.
- Firefighter's Annual Ball is scheduled for Saturday September 22nd at the Royal Canadian Legion.
- NL Fire Services Association annual convention is scheduled for Sept. 28 - 30, 2018 in the Town of Clarendville. Deputy Chief Sharpe had to withdraw from attending the convention, Lieutenant Ed Lundrigan will attend in his place.
- Fire Prevention Week supplies have been ordered and a proclamation will be forwarded to the Mayor for signature at a future Public Council meeting.
- Sept. 7 the Co-chiefs, in conjunction with the Northeast Avalon Fire Chiefs, met with Fire Commissioner Derek Simmons to discuss mutual concerns.

The Town Emergency Management Plan is under review and a full walk through of the updated Plan is scheduled for October.

6.5.3. Speedbump - Dogberry Hill Road

The request for a speed bump to be installed in the Dogberry Hill Road area has been forwarded to the Public Works Committee.

6.6. Administration and Finance- Deputy Mayor Laham

Report

[Administration and Finance Committee - 12 Sep 2018 - Minutes - Pdf](#)

6.6.1. Accounts For Payment

The Committee would like to put forth the following recommendation:

MOTION

Committee recommends that Council approve payment of

regular accounts in the amount of \$ 5,152.00, and capital accounts in the amount of \$15,927.50, for a total of \$21,079.50.

6.6.2. Correspondence Policy

Committee is reviewing the Correspondence Policy for updates and improvements.

6.6.3. Rules of Procedure

The committee is reviewing the Rules of Procedure for updates and improvements. The current Rules of Procedure can be found on the Town's website at: <https://pcsp.ca/local-government/meeting-minutes/>

6.6.4. Metering Project

Negotiations with Department of Municipal Affairs and Environment are underway to ensure all available funding is allocated to the project.

6.6.5. Drovers Heights Project

The Town was not successful in negotiating a consultant agreement with the first choice of consultants under the RFP process, and as such, has moved on to negotiate with the second preferred bidder.

As we are closing in on the end of the 2018 construction season, and there is still a fair bit of work that needs to be done before the Town can go to tender for actual construction, the project will now be scheduled for spring 2019 construction start. It is anticipated that having a tender awarded late this year for an early 2019 start will result in better prices overall.

MOTION

Committee recommends that Motion 2018-256, Council cancels the award to Professional Engineering Consultants Inc. and negotiate with Newfoundland Design Civil Limited to provide engineering consulting for the Drover Heights Water and Sewer Servicing Project 17-CWWF-18-00003.

7. CORRESPONDENCE

7.1.1. Correspondence received September 4-14

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
9/14/2018	Eastern Health	Invitation to AGM	Council

8. NEW/GENERAL/UNFINISHED BUSINESS

9. AGENDA ITEMS/NOTICE OF MOTIONS ETC.

10. ADJOURNMENT



DRAFT MINUTES
Regular Public Council Meeting
Tuesday, September 4, 2018
Town Hall - Council Chambers, 7:00 PM

Present

Carol McDonald, Mayor
Jeff Laham, Deputy Mayor
Dave Bartlett, Councillor
Darryl J. Harding, Councillor
Johnny Hanlon, Councillor
Tina Neary, Councillor
Madonna Stewart-Sharpe, Councillor

Absent W/Notice

Tony Pollard, Director of Financial Operations/Town Clerk
Dawn Sharpe, Director

Also Present

Chris Milley, Town Manager/Engineer
Charlie Hamlyn, Director of Public Works
Jeff Lawlor, Director
Les Spurrell, Planning Coordinator
Claudine Murray, Deputy Town Clerk

1. CALL OF MEETING TO ORDER

- 1.1 Mayor McDonald called the meeting to order and welcomed the gallery of 10 persons in attendance.

2. ADOPTION OF AGENDA

- 2.1 Adoption of Agenda for September 4, 2018
- 2018-285 Motion Moved by Councillor Bartlett; Seconded by Councillor Hanlon
Resolved that the Agenda of September 4, 2018 be adopted as amended.
- CARRIED. Unanimously

3. DELEGATIONS/PRESENTATIONS

None for this meeting

4. ADOPTION OF MINUTES

- 4.1 Adoption of Minutes for August 21, 2018
- 2018-286 Motion Moved by Councillor Stewart-Sharpe; Seconded by Councillor Hanlon
Resolved that the minutes of August 21, 2018 be adopted as presented.
- CARRIED. Unanimously

5. BUSINESS ARISING FROM MINUTES

None for this meeting

6. COMMITTEE REPORTS

6.1. Planning & Development Committee- Councillor Harding

Planning & Development Committee Report

[Appendix A – Tabled Report](#)

6.1.1 Civic # 7-9A Day's Road - Demolish accessory Buildings and Construct Single Dwelling

2018-287 Motion Moved by Councillor Harding; Seconded by Councillor Hanlon
Resolved that the application to demolish three accessory buildings and construct a single dwelling at Civic # 7-9A Day's Road be granted approval in principle as per Appendix A: Tabled Report.
CARRIED. Unanimously

6.1.2 Civic # 97-103 Witch Hazel Road - Subdivide Property

Item was deferred

6.1.3 Civic # 6 Kittiwake Place

2018-288 Motion Moved by Councillor Harding; Seconded by Councillor Laham
Resolved that the application to construct an accessory building at Civic # 6 Kittiwake Place be granted approval in principle as per Appendix A: Tabled Report.
CARRIED. Unanimously

6.1.4 Civic # 28 Ursula Crescent – Accessory Building

2018-289 Motion Moved by Councillor Harding; Seconded by Councillor Bartlett
Resolved that the application to construct an accessory building at Civic # 28 Ursula Crescent be granted approval in principle as per Appendix A: Tabled Report.
CARRIED. Unanimously

6.1.5 City of St. John's – Proposed Amendment to the St. John's Urban Region Regional Plan

The Planning Department is in receipt of a letter from the City of St. John's proposing to amend the St. John's Urban Region Regional Plan to coincide with a proposed amendment to the St. John's Municipal Plan & Development Regulations currently under review. This amendment involves the re-designation land located at 364 Blackhead Road from Rural to Urban Development for the development of two single dwellings.

2018-290 Motion Moved by Councillor Harding; Seconded by Councillor Laham
Resolved that Council forward correspondence to the City of St. John's stating that they have no concerns with the proposed amendment.
CARRIED. Unanimously

6.1.6 Other Items

Items # 6 through 20 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

6.1.7 Permits

There were fifteen (15) permits issued from August 10 to August 23, 2018

6.2. Recreation/Community Services- Councillor Stewart Sharpe

6.2.1 Killick Coast Games

The Town of Torbay hosted the 2018 Killick Coast Games from August 19th – 23rd.

We would like to thank the Town of Torbay for their role as host community. This event was exceptionally well-organized thanks to hours of dedication from volunteers, councilors, parents, and Town staff. Your efforts are truly appreciated. PCSP had a fantastic week participating in the games with 75 athletes, coaches and volunteers participating. Our junior boys' basketball and ball hockey team played in the championship games. Our community had two runners Ash Mitchelmore and Katlynn Hall win their respected groups in cross country running. The town is looking forward to hosting the 2019 Killick Coast Games from July 21st to 26th.

Summer Program Council Report is available in the Council supporting documentation on the Town's website.

6.2.2 Summer Programs

The 2018 Summer Programs were a great success. With both Little Gaffers and Camp Whaddy'At at full capacity for all eight weeks, it reflects the quality of programming and highlights the confidence the residences have in what the Town offers. Attached is the summary report of the Summer Program prepared by the Summer Program Coordinator, Kirk Combdon. Copy of the full report can be obtained through the Programs Coordinator, Mike Stone.

6.2.3 Fall Family Festival

The Recreation Department will be hosting its 3rd Annual Fall Family Festival on Sunday, October 14th 1pm to 4pm at Rainbow Gully Park. There will be pony rides, petting zoo, tractor rides, face painting, games, costume party, and much more. The cost of the event is \$5 per person or \$20 per family; kids under 2 are free. The Communications Coordinator will advertise the event and work with Recreation Staff as well Public Works Facilities Staff to make the event a great success.

6.2.4 Summerwood Playground

The Summerwood Playground upgrade is now completed. The inclusion swing and safety surface has been installed. The Town will be co-hosting with the PCSP Lion's Club, a block party at the playground on Thursday, September 13th from 6pm to 7pm. There will be a bbq, cake, and beverages served. Residents of the area will be sent an invitation and all Council are welcome to attend. A special thanks to the PCSP Lions Club who donated \$5000 toward the project.

6.2.5 Sports Coordinator

The committee set a date for the Recreation Director to present to council information supporting a full time Sports Coordinator position. The presentation will take place on Tuesday, September 18th following the regular scheduled Council Meeting. Note that the contract for this position finishes the end of September.

6.2.6 Bill Churchill Memorial Softball Tournament

The Annual Bill Churchill Memorial Mixed Softball Tournament will be taking place from Friday, September 14th to Sunday, September 16th. There are 8 teams registered for the tournament, one of which is representatives from the Town. All staff and council are welcome to play. If you would like to register, please contact the Recreation Department.

6.2.7 Correspondence from members of the Minor Soccer Association

Correspondence from members of the Minor Soccer Association was delivered to the Town Hall on Wednesday, August 22nd addressed to members of the Recreation Committee as well as Recreation Staff. The letter was addressed to the President of the Minor Soccer Association requesting a call for a "Special Meeting". The meeting is scheduled for Thursday, September 20th at 6pm and all members of the Minor Soccer Association are welcome to attend. The associations AGM will follow at 7pm and is open to the public.

6.2.8 Community Grants

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

- | | | |
|----------|----------|---|
| 2018-291 | Motion | Moved by Councillor Stewart Sharpe; Seconded by Councillor Neary
<i>Resolved that the Town donate \$200 to Fusion Dance Competition Team to assist with their cost associated 3 competitions that they will participate in during their 2018/2019 season.</i>
<i>NOTE: Members of the team include Morgan Brown, Mollie Ash, Anna Tucker, Bella Rowsell, and Emilie Snow.</i> |
| | CARRIED. | Unanimous |
| 2018-292 | Motion | Moved by Councillor Stewart Sharpe; Seconded by Councillor Neary
<i>Resolved that the Town discount the Bill Churchill Softball Field rental rate to \$200 for Kenny Shea softball Team, "The Bigs", to assist with the fundraising for the World Championships in Arizona in the fall.</i> |
| | CARRIED. | Unanimous |
| 2018-293 | Motion | Moved by Councillor Stewart Sharpe; Seconded by Councillor Bartlett
<i>Resolved that the Town discount the Bill Churchill Softball Field rental rate to \$200 for the Northeast Junior Eagles Hockey Team to assist with the fundraising for the association.</i> |
| | CARRIED. | Unanimous |

6.3. Public Works- Councillor Bartlett

6.3.1 Portugal Cove Road – Cross Culvert

Committee met with a resident living in the area of Portugal Cove Road who claims to have had water damage issues over the last nine years as a result of a concrete

culvert that was installed in a ditch on Portugal Cove Road in the area of Old Cart Road. The resident provided historical information about the culvert and suggested statements which were made to him by previous Council and Minister of Transportation and Works; however to date, nothing has been rectified to alleviate him of his water issues. The current Committee has in good faith advised the resident they are committed to finding an amicable solution to his issues and will endeavor to move this matter forward on his behalf.

6.3.2 Pedestrian Activated Crosswalk

An update was provided to Committee advising that quotes have been received for the supply of materials required for the pedestrian activated crosswalks; however, as the main purpose for their installation is focused on pedestrian safety, committee requested that staff also investigate additional options which will provide pre-warning signals to drivers. A recommendation will be put together and provided at the next committee meeting. Staff will also assess the option of extending a trail system from the outset of the new crosswalk on the Thorburn Road into to the school.

6.3.3 Transportation and Works Meeting

The Director of Public Works met with the Superintendent of Transportation and Works (TW) for the purpose of discussing matters which were brought to their attention and remain outstanding.

- Portugal Cove Road Cross Culvert – as referenced in item #1 of this report, Public Works will move forward on this matter to bring it to resolution.
- Road shoulder repairs on Beachy Cove Road – this item is on TWs maintenance list.
- Ditching on Indian Meal Line near Beaver Creek Road – this item is on TWs maintenance list.
- Request for hidden driveway sign on Portugal Cove Road – TW will complete a site line assessment and advise Public Works of the outcome.
- An assessment of the concerns received regarding public access and parking in the area of Mitchells Pond at Bennetts Road have been reviewed by the Public Works division and at this time, public use and access to this pond is supported.
- Speed reduction on Bennetts Road – a temporary speed bump was installed at the beginning of the summer however the speed sign remained at 50kms/hr. A request went to TW to reduce the speed near the speed hump (as Bennetts Road is under the jurisdiction of TW and the City of St. John's), however, speed change requests for this area need to go to the City. Public Works will follow up with them.

6.3.4 2018 Road Maintenance Package

Staff advised that the tender for the 2018 road maintenance went public on August 27th with a closing date of September 7th.

6.3.5 Roads Updates

- Ditching & Line Painting – maintenance in these areas are near 90% completed
- Guard Rail maintenance will be conducted in the areas of Bemisters Road, Coadys Road, Nice Lane, North Point Road and Anglican Church Road.

6.3.6 Meadow Heights / Maggies Place Gate

The issue of accessibility to the local access road between Meadow Heights and Maggies Place will be placed on hold until an up-to-date survey establishing property

ownership has been completed.

6.3.7 Blast Hole Pond Access

The area of Blast Hole Pond is protected by the watershed zone regulations which carries restrictions regulating land use. This protection secures the area from the effects brought on by development. Committee agrees to support the continuation of such zoning for this area in an effort to keep it safeguarded from future vandalism and safety concerns around the pump station.

6.3.8 Rainbow Crosswalk – Brookside Intermediate

Installation of the rainbow crosswalk has been completed.

6.3.9 Wastewater Treatment Plant Maintenance

Updates were provided to Committee on Wastewater Treatment Plant maintenance requirements.

6.4. Economic Development, Marketing, Communications and Tourism - Councillor Neary

6.4.1 Piccos Ridge Memorial Site RFP

Committee reviewed a draft of the RFP for the Piccos Ridge Memorial Site Design. The draft will be reviewed by the Town of Torbay as well prior to being advertised. This is a budgeted item for this year for both communities as a joint project with shared history.

6.4.2 Chamber of Commerce

A meeting with the executive members of the Chamber of Commerce, Director of Economic Development and representatives of the Department of Tourism, Culture, Industry and Innovation took place on Tuesday, August 28th. The Chamber is now in final stages of applying for support to undertake the development of Tourism Plan. If approved, meetings will take place in the Fall with the business community, advisory committees, staff and Council to develop the plan.

The next Taskforce meeting is scheduled for Tuesday, September 4th. The topics on the agenda will include Procurement and the Tourism Plan.

6.4.3 Climate Adaptation Plan

The next stage of the plan being completed with the International Council on Local Environmental Initiatives is a regional workshop that will take place in mid-October. This workshop will create local impact statements through a facilitated session with invited guests. The date of this workshop is yet to be determined. The first of three national workshops will take place in St. John's at the Alt Hotel on November 15-16 where the Town will be a contributor and presenter.

6.4.4 Budget 2019/Strategic Plan

The committee discussed the public engagement requirements for September – December. With various projects, budget consultations and other public events it was concluded that the Strategic Plan sessions should be moved to February to ensure volunteers, residents and other stakeholders can be fully committed to the process.

6.4.5 Eastern Health Clinic

A meeting has been scheduled for Wednesday, August 29th with representatives of Eastern Health to discuss collaborative efforts to keep services within the community.

6.4.6 Pictures for Recognition

Town staff have been in correspondence with artist and seasonal resident JC Roy regarding prints that the Town could give away when special recognition would be warranted. Mr. Roy has not only provided prints to the Town for this purpose, but, has also donated a beautiful picture to the Town Hall of the St. Philip's Regatta he painted this year. On behalf of Council we thank him for this donation and will invite him to meet with the Mayor to officially accept this gift and show our gratitude.

6.4.7 Investment Network

The City of St. John's have invited the Town and PCSP Chamber of Commerce to a meeting to discuss the potential development of an investment network for the region. The Director of Economic Development and Vice President of the Chamber, Rob Stapleton will be attending the meeting on September 6th.

6.4.8 Regional Tourism Signage Project

The Director of Economic Development will prepare a letter of support to include in the City of St. John's proposal for Regional Tourism Signage, as we are the neighboring community pilot included in it. We continue to work with ACOA and the Province on our separate municipal focused application.

6.4.9 Harbour Authority Meeting

A meeting with the Portugal Cove – St. Philip's Harbour Authority and Town Council is being planned to discuss partnerships and collaborations.

6.5. Protective Services- Councillor Hanlon

6.5.1 Commissionaires – Municipal Enforcement

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

- Investigated a complaint of an illegal cabin in the woods behind United Church Cemetery with David Beckett.
- Investigation finished and letters sent to both residents on Dogberry Hill Road
- Civic numbing is almost finished, will soon be going back to check for compliance of the notice that was issued.
- After Hours reported a complaint from a resident of Dirt Bikes riding around Voiseys Brook Park, pin for the gate was missing so gate was not secure.
- Ongoing: Traffic Regulations

6.5.2 FES Updates

Responses: 7

- 1 Residential Alarm
- 3 Medical Calls
- 1 Extra Service Call (report alarm in area/nothing found)
- 1 Garbage
- 1 Road Traffic Accident

Training:

- August 20: Medical, Zodiac Training
- August 27: Pumping and Pump Relays at BC Elementary

Other Activity:

- Reviewed Specifications and recommended award Tender to replace Rescue.- Chiefs are actively working on updates to the Emergency Management Plan with a view to conduct a table top exercise in the fall.
- Assisting with the development of Evacuation Plan for Town Hall.
- Camp Fire Beach Signs are in place.
- FD annual ball is scheduled Sept 22"d at the Royal Canadian Legion.
- NL Fire Services Association annual convention is occurring on Sept 28- 30, 2018 in the Town of Clareville. 13 FD members have expressed interest. Chiefs have decided that a total of 6 persons will be approved to attend, with priority given to those who have not attended previously. Attending will be: Deputy Chief Sharpe, Lt. Daren Janes, FF Zack Parrell, Capt. Chris Peinsznski, Capt. B J Hibbs, Lt. Terry Scott.
- Aug 27: Chiefs attend Northeast Avalon Fire Chiefs meeting.
- Aug 20: Fire Prevention Presentation to 65 participants at Summer Day Camp at Brookside Elementary.
- Aug 18: Attended Block Party at Brookview Place

6.5.3 Purchase of Rescue Vehicle

Tender PCSP- 2018 -001 was publicly opened on August 17, 2018 at 3 PM in the council chambers. Present for the opening were Chiefs Hollett and Murphy, Employee and Public Relations Administrator Heather Coughlan and Director of Public Works Charlie Hamlyn.

There were a total of three bids received with the following results:

1. MicMac Fire Safety Source- \$277,725.00 T-ax Incl.
2. Metalfab Ltd. - \$306,877.50 Tax Incl.
3. Mississauga Fire Apparatus- \$344,919.88 Tax Incl.

Chiefs have reviewed all bids and have determined that all bidders have met the specifications as outlined. After careful review, it is recommended that the tender be awarded to the lowest bidder, Mic Mac Fire Safety Source.

A motion to purchase the vehicle will be recommended during the Admin & Finance committee report, later in this meeting.

6.6. Administration and Finance- Deputy Mayor Laham

6.6.1 Accounts For Payment

2018-294 Motion Moved by Councillor Laham; Seconded by Councillor Stewart Sharpe
Resolved that Council approve payment of regular accounts in the amount of \$94,559.18, and capital accounts in the amount of \$324,543.10 for a total of \$419,102.28.

CARRIED. Unanimously

Note: Clarification was requested in the Committee meeting about using Grand Concourse Authority in conjunction with the new Procurement Act. The response was tabled [HERE](#).

6.6.2 Drover Heights Water and Sewer Servicing

The Department of Municipal Affairs and Environment sent approval for the Town to engage Progressive Engineering & Consulting Inc. to provide engineering consulting services for the Drover Heights project. The Town is in contact with the consultants regarding scope of work and are awaiting a draft Engineering Consultant Agreement before any work can begin.

6.6.3 Meadow Heights Property Ownership Issue

Staff are looking into getting a survey of the area done and drafting an agreement.

6.6.4 Maggies Place Road Ownership Issue

Staff are looking into getting a survey of the area done.

6.6.5 Rescue Vehicle

The Tender for the new rescue vehicle closed Friday August 17, 2018 and bids were publically opened.

- 2018-295 Motion Moved by Councillor Laham; Seconded by Councillor Hanlon
Resolved that tender PCSP-2018-001, purchase of one new rescue vehicle, be awarded to Mic Mac Fire Safety Source for the lowest bid price of \$277,705.00, tax included, having met all requirements of the tendered specifications.
- CARRIED. Unanimously
- Note: It was stated that the money won't be spent until 2019 and until that time, Council has opportunity to determine what to do with the old rescue vehicle

7. CORRESPONDENCE

Council Correspondence for August 20 to August 31, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
8/27/2018	MHA Whalen	Organic Sector	Council
8/27/2018	Resident	Feedback concerning the cannabis store petition	P&D Cmte
8/20/2018	Dept of Municipal Affairs	Clean Water and Waste Water Fund Project	A&F Cmte

8. NEW/GENERAL/UNFINISHED BUSINESS

- 8.1.1 Councillor Stewart Sharpe inquired as to the status of the Tolt Road project and also about Public Works cutting and replacing the pavement.
- The letters to the residents are being sent in the mail tomorrow.
- The tender package included a clause whereby Tolt Road could be removed from this year's repairs depending on the asphalt and the resident feedback.

9. AGENDA ITEMS/NOTICE OF MOTIONS ETC.

None for this meeting

10. ADJOURNMENT

Moved by Councillor Laham; Seconded by Councillor Hanlon

Resolved that there is no further business and this meeting is adjourned. Time is 7:32 p.m.

Mayor

Deputy Town Clerk

DRAFT

Planning & Development Committee Appendix A: Tabled Report

Tuesday, August 28, 2018

In Attendance Jeff Laham, Deputy Mayor
Johnny Hanlon, Councillor
Ashely Linehan, Planning Technician
Holly Duffett, Planning Technologist

Also In Attendance Carol McDonald, Mayor
Tony Pollard, Director of Financial Operations/Town Clerk

APPLICATIONS:

1. **CIVIC # 7-9A DAY'S ROAD**

Subdivide Property
Zoning: Agriculture (AG) - Unserviced

Motion **The Committee recommends that the application for Civic # 7-9A Day's Road be granted approval in principle, permitting the demolition of three accessory buildings and the construction of a single dwelling. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations, requirements of the Town's Public Works Department, and all other regulatory bodies of government, specifically Development Regulation 47 (Lot Frontage).**

As the opinion presented in the accompanying Regulation 47 report is based on Council expectations demonstrated by Municipal Plan Amendment No.4, 2018 and Development Regulations Amendment No.5, 2018, which both have not yet been approved by the Department of Municipal Affairs and Environment or adopted by Council, the Administrator recommends Council members consider the impact that any unforeseen outcomes of the amendment review process could have on this application when making their decision. Currently the amendments are out for legal review and comment.

2. **CIVIC # 97-103 WITCH HAZEL ROAD**

Subdivide Property
Zoning: Agriculture (AG) - Unserviced

Motion **The Committee recommends that the application for Civic # 97-103 Witch Hazel Road be granted approval in principle, permitting subdivision of property. Approval in principle is subject to approval from the Department of Fisheries & Land Resources. 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 GL-8 (General Layout of the Town), Development Regulation 11 (Variances), Development Regulation 12 (Notice of**

Variance), Schedule C: Agriculture, and Schedule E: Environmental Protection Overlay.

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

3. CIVIC # 6 KITTIWAKE PLACE

Accessory Building

Zoning: Residential Low Density (RLD) – Semi-Serviced

Motion

The Committee recommends that the application for Civic # 6 Kittiwake 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), and Schedule C: Residential Low Density.

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

4. CIVIC # 28 URSULA CRESCENT

Accessory Building

Zoning: Residential Low Density (RLD) – Semi Serviced

Motion

The Committee recommends that the application for Civic # 28 Ursula Crescent be granted approval in principle, permitting the construction of an accessory building. Approval in principle shall be in full compliance with the Town’s Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 39 (Accessory Buildings) and Schedule C: Residential Medium Density.

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

OTHER ITEMS DISCUSSED:

6. CIVICS # 1535-1537 & 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 requests that this application be held pending receipt of the requested report.

7. 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.

8. 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.

9. CIVIC # 1661 PORTUGAL COVE ROAD – PROPOSED FENCE LOCATION

The Planning Department is in receipt of correspondence from a property owner regarding a fence currently under construction at the intersection of Western Gully Road and Portugal Cove Road.

The Committee advises Staff to correspond with the property owner advising that the fence must be moved back in either direction and angle it. The Committee also advises the Town's Public Works Department and the Department of Transportation & Works should also be consulted for their comments.

10. CIVIC # 58-60 AYRES LANE – REQUEST TO REVISE LANDSCAPING PLAN

The Planning Department is in receipt of a request to revise the landscaping plan related to the demolition and reconstruction of a single dwelling at Civic # 58-60 Ayres Lane.

The Committee advised Staff to correspond with the property owner advising that all other required approvals must be submitted to the Town prior to a decision being made on the request.

11. CIVIC # 10-12 HILLTOP LANE – REMOVAL ORDERS

The Committee discussed two Removal Orders with deadlines for compliance of May 2, 2016; one regarding a dwelling extension that was constructed beyond the specifications of the Building Permit issued and another for property cleanup.

The Committee requested that this item be held pending Staff completing a site visit to the property to provide the Committee with updated pictures.

12. MUNICIPAL PLAN AMENDMENT NO. 4, 2018 & DEVELOPMENT REGULATIONS AMENDMENT NO. 5, 2018 (SINGLE DWELLINGS OFF RIGHT-OF-WAY'S)

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.

13. ST. JOHN'S URBAN REGION REGIONAL PLAN AMENDMENT, MUNICIPAL PLAN AMENDMENT NO. 5, 2018 & DEVELOPMENT REGULATIONS AMENDMENT NO. 6, 2018 (TC ZONING BOUNDARY CHANGE)

The Committee discussed an on-going amendment to the Town's Municipal Plan & Development Regulations to re-designate and rezone infill development along Beachy Cove Road (from the current zoning boundary to approximately Ridge Road) from Residential and Rural to Traditional Community on the Generalized Future Land Use map and Residential Medium Density and Rural to Traditional Community on the Development Regulations map.

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

14. CIVICS # 167-169A & 167-169B BEACHY COVE ROAD – INFORMATION REGARDING RIGHT-OF-WAY

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

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

15. CIVIC # 7-9 ANGLICAN CEMETERY ROAD EXTENSION – DWELLING EXTENSIONS

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

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

16. 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 requests that this item be held pending further discussion.

17. DEPARTMENT OF MUNICIPAL AFFAIRS & ENVIRONMENT FLOOD RISK MAPPING STUDY

The Committee discussed concerns regarding a Flood Risk Mapping Study completed by the Department of Municipal Affairs and Environment.

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

18. CIVIC # 58A KNAPP'S ROAD – RESIDENTIAL SUBDIVISION APPLICATION

The Planning Department is in receipt of a request to revise the landscaping plan related to the demolition and reconstruction of a single dwelling.

The Committee requested that this item be held pending receipt of other required government approvals.

19. CIVIC # 12 LARKSPUR LANE – DEVELOPMENT WITHOUT PERMIT

The Committee discussed a permit issued for a temporary accessory building without a permit from the Town.

Staff advised that a permit has been issued for the accessory building. Item submitted for information.

20. CIVIC # 53 WESTERN GULLY ROAD – CONDITION OF WATERCOURSE

The Committee discussed the condition of a watercourse behind this property.

Service NL advised that they had completed a site inspection and that there was no evidence of malfunctioning sewer at the time of the inspection and no visible evidence of sewer runoff in the area or any odour, insects or rodents noted. They also advised that the sheen and sludge noted in the photos appears to be naturally occurring in a fen/boggy environment.

The Committee requested that this item be held pending a response from the Department of Municipal Affairs & Environment.

21. PERMITS

23.1. There were fifteen (15) permits issued from August 10 to August 23, 2018

#	Permit	Date Issued	Civic #	Street	Permit Type
1	18-199	08/10/2018	1172	Thorburn Road	Accessory Building
2	18-200	08/10/2018	53-57	Hogan's Pond Road	Demolition
3	18-201	08/14/2018	23-27	Druken's Lane	Dwelling Extension
4	18-202	08/15/2018	1435-1437	Portugal Cove Road	Accessory Building
5	18-203	08/15/2018	1-25	Mitchell's Pond Place	Accessory Building
6	18-204	08/16/2018	12	Larkspur Lane	Accessory Building
7	18-205	08/16/2018	19-19A	Farm Road	Accessory Building
8	18-206	08/17/2018	1563-1565	Thorburn Road	Accessory Building & Consolidate Property
9	18-207	08/17/2018	53-57	Hogan's Pond Road	Single Dwelling
10	18-208	08/21/2018	14	Blue Sky Drive	Occupancy
11	18-209	08/22/2018	22	Megan Ridge Drive	Occupancy
12	18-210	08/22/2018	68-70	Western Gully Road	Demolish & Reconstruct Stairwell & Construct Basketball Court
13	18-211	08/22/2018	105-107	Skinner's Road	Single Dwelling
14	18-212	08/22/2018	189-191	Old Broad Cove Road	Accessory Building
15	18-213	08/23/2018	245-247	Oliver's Pond Road	Site Preparation

Subject: FW: GCA and procurement

From: Jeff Laham <Jeff.Laham@pcsp.ca>
Date: September 4, 2018 at 6:51:13 PM NDT
To: Council <Council@pcsp.ca>
Subject: GCA and procurement

FYI here is the response Tony received regarding the GCA and the new procurement act...

Original message -----

From: "Williams, Dale"
CC: "Tizzard, Heather"
To: Tony Pollard <Tony.Pollard@pcsp.ca>
Subject: Grand Concourse Authority
Good afternoon,
Thank you for your inquiry.

The Town of Portugal Cove-St. Philip's is subject to the Public Procurement Act; therefore, when acquiring goods, services, public works, or lease of space the Town is responsible for ensuring compliance with this Act.

The Grand Concourse Authority Act notes that the "purpose of the authority is to foster, promote and enable the design, development and operation, by or for the members, of an integrated network of walkways, bicycle paths and amenities on land owned or occupied by the members, to be known as the Grand Concourse." The powers of the authority include, but are not limited to, preparing a master plan for the concourse, and providing maintenance and management of maintenance programs for the concourse.

Consequently, a municipality can engage the Grand Concourse Authority (GCA) to perform maintenance to land that is part of the Grand Concourse, including maintenance to amenities that are affixed to said land. If the former applies, and the Town is engaging the GCA, the municipality would have to utilize an exception to an open call for bids if the acquisition meets or exceeds the threshold identified in the Public Procurement Act. Generally, the exception that would be utilized in these instances by public bodies, is 6.(a)(v), which is only available source, based on the rationale that the GCA is the only available source for maintenance related to the Grand Concourse. Any exception of this nature has to be reported to the Public Procurement Agency for posting on the Agency's website. If the acquisition is below the threshold for an open call for bids, the limited call for bids process would apply – in this instance, you would be looking at ensuring that the quotation obtained from the GCA is fair and reasonable (please see section 6.1.3 of the Public Procurement Policy) and documenting how you established that it was fair and reasonable and that you did not obtain three quotations because the land is part of the Grand Concourse and that maintenance is performed by the GCA.

You should refer to the master plan for the Grand Concourse to determine whether any land in question is part of the Grand Concourse before you proceed, as the above guidance is based on the premise that the land in question is part of the Grand Concourse and that the work being performed is maintenance to said land.

If you have any questions, please don't hesitate to call or email.

Regards,

Dale Williams, SCMP
Director of Audit, Information and Training
Public Procurement Agency

From: Tony Pollard <Tony.Pollard@pcsp.ca>

To: Tizzard, Heather

Subject: Grand Concourse Authority

Heather , the issue of utilization of the Grand Concourse Authority for some town projects has been raised and we are all wondering where they stand in relation to the new procurement act. They were previously considered equivalent to towns own staff and as such some work had been offered to them based on this fact combined with their own Act.

I am seeking some clarification as to how we would be required to treat them under the act . I know they don't respond to tenders etc. and they have been considered a little differently than regular service suppliers.

Thanks Heather,

Tony

Tony Pollard ,CPA,CMA

Director , Financial Operations

Town of Portugal Cove – St. Philip's

A1M 1T6

T: [895-8000](tel:895-8000) ext 231

F: [895-3780](tel:895-3780)

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REPORT
Planning & Development Committee Meeting
Monday, September 10, 2018
Town Hall, 4:30 PM

Present Darryl J. Harding, Councillor
Jeff Laham, Deputy Mayor
Johnny Hanlon, Councillor
Les Spurrell, Planning Coordinator
David Beckett, Development Control Officer

Absent W/Notice Ashely Linehan, Planning Technician
Holly Duffett, Planning Technologist

Also Present Carol McDonald, Mayor
Chris Milley, Town Manager

1. CIVICS # 256 AND 270-282 WITCH HAZEL ROAD - REZONING

MOTION *The Committee recommends that the application to complete an amendment to the Town's Municipal Plan and Development Regulations to rezone the rear of properties at Civics # 256 and 270-282 Witch Hazel Road from Agriculture to Residential and amend the semi-serviced development standards as per Appendix A: Tabled Report.*

2. CIVIC # 97-103 WITCH HAZEL ROAD – SUBDIVIDE PROPERTY

MOTION *The Committee recommends that the application to subdivide property at Civic # 97-103 Witch Hazel Road be granted approval in principle as per Appendix A: Tabled Report.*

3. CIVICS # 432, 450-452, 460-466, 478B, AND 478C OLD BROAD COVE ROAD AND 34A JOHNATHAN HEIGHTS - REZONING

MOTION *The Committee recommends that the application to complete an amendment to the Town's Municipal Plan and Development Regulations to rezone properties at Civics # 432, 450-452, 460-466, 478B and 478C Old Broad Cove Road and Civic # 34 Johnathan Heights from Agriculture to Residential as per Appendix A: Tabled Report.*

4. CIVIC # 952-956 INDIAN MEAL LINE – SINGLE DWELLING WITH SUBSIDIARY APARTMENT

MOTION The Committee recommends that the application to construct a single dwelling with subsidiary apartment at Civic # 952-956 Indian Meal Line be granted approval in principle as per Appendix A: Tabled Report.

5. CIVIC # 18 NORTH POINT ROAD – DEMOLISH AND RECONSTRUCT SINGLE DWELLING

MOTION The Committee recommends that the application to demolish and reconstruct a single dwelling at Civic # 18 North Point Road be granted approval in principle as per Appendix A: Tabled Report.

6. CIVIC # 89A DOGBERRY HILL ROAD – DEMOLISH AND RECONSTRUCT SINGLE DWELLING

MOTION The Committee recommends that the application to demolish and reconstruct a single dwelling at Civic # 89A Dogberry Hill Road be granted approval in principle as per Appendix A: Tabled Report.

7. OTHER ITEMS

- 7.1. Items # 7 through 24 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

25. PERMITS ISSUED

- 25.1. There were ten (10) permits issued from August 24 to September 6, 2018 as per Appendix A: Tabled Report.

APPENDIX A: TABLED REPORT
Planning & Development Committee Meeting
Monday, September 10, 2018
Town Hall, 4:30 PM

1. CIVICS # 256 AND 270-282 WITCH HAZEL ROAD

Rezoning

Zoning: Residential Low Density & Agriculture (RLD & AG) - Unserviced

- 1.1. **Committee recommends that an amendment be completed to the Town's Municipal Plan and Development Regulations 2014-2024 to re-designate and rezone the rear of Civics # 256 and 270-282 Witch Hazel Road from Agriculture to Residential on the Generalized Future Land Use map and Development Regulations map, and to amend the development standards table for semi-serviced development (municipal water and on-site sewer) within Schedule C: Residential Low Density to remove the New Street development standards and to reduce the minimum lot frontage for single dwellings (non pond frontage) from 30 m to 23 m.**

Administrator recommended that this application be granted approval in principle.

2. CIVIC # 97-103 WITCH HAZEL ROAD

Subdivide Property

Zoning: Agriculture (AG) - Unserviced

- 2.1. **Committee recommends that the application for Civic # 97-103 Witch Hazel Road be granted approval in principle, permitting the subdivision of property. 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 GL-8 (General Layout of the Town), Development Regulation 11 (Variances), Development Regulation 12 (Notice of Variance), and Schedule C: Agriculture.**

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

3. CIVICS # 432, 450-452, 460-466, 478B, AND 478C OLD BROAD COVE ROAD AND 34A JOHNATHAN HEIGHTS

Rezoning

Zoning: Mixed Use, Residential Low Density & Agriculture (MIX, RLD & AG) – Semi-Serviced

- 3.1. **Committee recommends that an amendment be completed to the Town's Municipal Plan and Development Regulations 2014-2024 to re-designate and rezone properties in the area of Civics # 432, 450-452, 460-466, 478B and 478C Old Broad Cove Road and 34A Johnathan Heights from Agriculture to Residential on the Generalized Future Land Use map and Development Regulations map.**

Administrator recommended that this application be held pending the completion of a comprehensive review of released ADA lands in accordance with Plan Policies AG-2 & AG-6.

4. CIVIC # 952-956 INDIAN MEAL LINE

Single Dwelling with Subsidiary Apartment

Zoning: Mixed Use & Residential Low Density (MIX & RLD) – Unserviced

- 4.1. **Committee recommends that the application for Civic # 952-956 Indian Meal Line be granted approval in principle, permitting the construction of a single dwelling with subsidiary apartment. 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 60 (Subsidiary Apartment), Development Regulation 102 (Discretionary Uses), Schedule C: Mixed Use, and Schedule D: Off Street Parking Requirements.**

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

5. CIVIC # 18 NORTH POINT ROAD

Demolish & Reconstruct Single Dwelling

Zoning: Traditional Community (TC) – Semi-Serviced

- 5.1. **Committee recommends that the application for Civic # 18 North Point Road be granted approval in principle, permitting the demolition and reconstruction of a single dwelling. Approval in principle is subject to the submission of documentation from a professional confirming that the dwelling must be demolished due to structural and/or health concerns. 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 49 (Non-Conforming Use) and Schedule C: Traditional Community.**

Administrator recommended that this application be granted approval in principle.

6. CIVIC # 89A DOGBERRY HILL ROAD

Demolish & Reconstruct Single Dwelling

Zoning: Residential Medium Density (RMD) – Unserviced

- 6.1. **Committee recommends that the application for Civic # 89A Dogberry Hill Road be granted approval in principle, permitting the demolition and reconstruction of a single dwelling. Approval in principle is subject to the submission of documentation from a professional confirming that the dwelling must be demolished due to structural and/or health concerns. 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 49 (Non-Conforming Use) and Schedule C: Residential Medium Density.**

Administrator recommended that this application be granted approval in principle.

7. CIVIC # 8A RON'S ROAD – Application to Demolish and Construct Single Dwelling & Accessory Building

- 7.1. 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.

8. CIVICS # 1535-1537 & 1539-1541 THORBURN ROAD – Application to Consolidate Properties and Construct Single Dwelling

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

The Committee requested that this application be held pending receipt of the requested report.

9. CIVIC # 820B ST. THOMAS LINE - REMOVAL ORDER

- 9.1. The Committee discussed the status of a Removal Order (accessory building) that had a deadline for compliance of August 31, 2013.

The Committee advised that the demolition and removal of the accessory building (in accordance with the Contempt Order) be referred to the Public Works Department for tendering and execution.

10. CIVIC # 10-12 HILLTOP LANE – REMOVAL ORDERS

- 10.1. The Committee discussed two Removal Orders with deadlines for compliance of May 2, 2016; one regarding a dwelling extension that was constructed beyond the specifications of the Building Permit issued and another for property cleanup.

The Committee advised Staff to continue trying to arrange a site visit with the resident, however, if a time cannot be agreed upon prior to the next Committee meeting then Staff are to proceed with the site visit with or without their attendance.

11. STEEP SLOPE REGULATIONS

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

The Committee advised Staff to schedule a meeting time with the Advisory Committee on the Environment for further discussion.

12. CIVIC # 58-60 AYRES LANE - REQUEST TO REVISE LANDSCAPING PLAN

- 12.1. The Planning Department is in receipt of a request to revise the landscaping plan related to the demolition and reconstruction of a single dwelling.

The Committee requested that this request be held pending receipt of all required provincial and federal approvals.

Councillor Harding left the meeting during discussion of Item # 12 due to potential conflict of interest as the property owner is on the Board of Directors for the Councillor's employer.

13. CIVICS # 167-169A & 167-169B BEACHY COVE ROAD - INFORMATION REGARDING RIGHT-OF-WAY

- 13.1. 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 Staff forward a copy of all file information for Civics # 167-169A and 167-169B Beachy Cove Road for review and discussion.

14. CIVIC # 7-9A ANGLICAN CEMETERY ROAD EXTENSION - DWELLING EXTENSIONS

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

The Committee requested that Staff forward a copy of all file information for Civic # 7-9A Anglican Cemetery Road Extension for review and discussion.

15. POTENTIAL AMENDMENT TO DEVELOPMENT REGULATION # 10 (DISCRETIONARY POWERS OF COUNCIL)

- 15.1. 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.

16. DEPARTMENT OF MUNICIPAL AFFAIRS AND ENVIRONMENT FLOOD RISK MAPPING STUDY

- 16.1. The Committee discussed concerns regarding a Flood Risk Mapping Study completed by the Department of Municipal Affairs and Environment.

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

17. CIVIC # 58A KNAPP'S ROAD - RESIDENTIAL SUBDIVISION APPLICATION

- 17.1. 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 advised Staff to proceed with processing of the application.

18. PROPOSED RESIDENTIAL DEVELOPMENT SCHEME AREA (OLD BROAD COVE ROAD EAST)

- 18.1. The Committee discussed a draft of the Residential Development Scheme for the Old Broad Cove Road East area.

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

19. MUNICIPAL PLAN AMENDMENT NO. 4, 2018 & DEVELOPMENT REGULATIONS AMENDMENT NO. 5, 2018 (SINGLE DWELLINGS OFF RIGHT-OF-WAY'S)

- 19.1. 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.

20. ST. JOHN'S URBAN REGION REGIONAL PLAN AMENDMENT, MUNICIPAL PLAN AMENDMENT NO. 5, 2018 & DEVELOPMENT REGULATIONS AMENDMENT NO. 6, 2018 (TC ZONING BOUNDARY CHANGE)

- 20.1. The Committee discussed a report received from the Town's consultant planner regarding an on-going amendment to the Town's Municipal Plan and Development Regulations to re-designate and rezone infill development along Beachy Cove Road to Traditional Community. The Committee advised Staff to proceed with the amendment as proposed.

21. CIVIC # 53 WESTERN GULLY ROAD - CONDITION OF WATERCOURSE

- 21.1. The Committee discussed the condition of a watercourse behind Civic # 53 Western Gully Road.

The Committee advised that this item be referred to the Town's Public Works Department as the matter has already been addressed at one of their Committee meetings.

22. COMPLAINT REGARDING CABIN UNDER CONSTRUCTION OFF DAY'S ROAD

- 22.1. The Planning Department is in receipt of a complaint regarding a cabin under construction approximately 800 m (0.5 mi) from Day's Road.

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

23. COMPLAINT REGARDING CONDITION OF BUILDING AT CIVIC # 508 OLD BROAD COVE ROAD

- 23.1. The Planning Department is in receipt of a complaint regarding the condition of an existing building at Civic # 508 Old Broad Cove Road.

The Committee advised Staff to correspond with the property owner requesting that the structure be removed from the property within 30 days.

24. REQUEST FOR INFORMATION – CIVIC # 114-162 WITCH HAZEL ROAD

- 24.1. The Committee discussed a request to provide file information to the Committee regarding excavation activity at Civic # 114-162 Witch Hazel Road.

The Committee requested that the information be forwarded to all members of the Committee for review and discussion.

25. PERMITS ISSUED FROM AUGUST 24 TO SEPTEMBER 6, 2018

25.1. There were ten (10) permits issued from August 24 to September 6, 2018

#	Permit	Date Issued	Civic #	Street	Permit Type
1	18-215	08/24/2018	14	Megan Ridge Drive	Occupancy
2	18-216	08/24/2018	1055-1057	Indian Meal Line	Accessory Building Extension
3	18-217	08/27/2018	48-50	Jera Street	Occupancy
4	18-218	08/28/2018	6	Kittiwake Place	Test Holes
5	18-219	08/29/2018	141-149	Tucker's Hill Road	Accessory Building
6	18-220	08/30/2018	211-225	Neary's Pond Road	Occupancy (Apartment)
7	18-221	08/30/2018	9	Bluebell Bend	Accessory Building
8	18-222	08/31/2018	49-53	Meadow Heights	Water & Sewer Connection
9	18-223	09/05/2018	33-35	Thorpes Road	Sewer Connection
10	18-224	09/06/2018	25-27	Olivia Place	Accessory Building

EDM Planning Services Ltd.
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Halifax NS B3K 2Z8
902 425 7900



PLANNING REPORT

PROPOSED AMENDMENT - TRADITIONAL COMMUNITY (TC) ZONING BOUNDARY

Prepared by **EDM Planning Services Ltd.**
and **Lydia Lewycky Planning and Design**

Prepared for **Town of Portugal Cove - St. Philip's**
August 2018

Planning Report: Proposed Amendment to Traditional Community (TC) Zoning Boundary

August 2018

Prepared for:

Town of Portugal Cove - St. Philip's

Prepared by:

EDM Planning Services Ltd.

Lydia Lewycky Planning and Design



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1.0 INTENT OF PROPOSED AMENDMENT

The intent of the proposed amendment is to allow for the readjustment of the zone boundary to reflect the appropriate location of the Traditional Community Zone as advised by the Town's Heritage Advisory Committee.

The proposed amendment will re-designate and rezone infill development along Beachy Cove Road from the current zone boundary to approximately Old Ridge Road, from Residential and Rural to Traditional Community (TC) on the Generalized Future Land Use Map and from Residential Medium Density (RMD) and Rural (RUR) to Traditional Community (TC) on the Land Use Zoning Map.

Amendments will be required to the following documents:

- Town of Portugal Cove-St. Philip's Municipal Plan, 2014-2024 and Generalized Future Land Use Map
- Town of Portugal Cove-St. Philip's Development Regulations, 2014-2024 and Land Use Zoning Map
- The St. John's Urban Region Regional Plan, 1976 and accompanying regional planning map

2.0 METHODOLOGY

We have reviewed the information provided regarding the proposal to extend the existing Traditional Community (TC) zone boundary to include 25 ha of land currently zoned as Residential Medium Density (RMD) and Rural (RUR). This included a review of the following relevant planning documents for Portugal Cove-St. Philips:

- Municipal Plan, 2014-2014
- Development Regulations, 2014-2024
- Map(s): Generalized Future Land Use Map (GFLUM), Land Use Zoning Map (LUZM)
- Town of Portugal Cove – St. Philip's Internal Report
- Resolution of Council to proceed with the proposal
- Urban and Rural Planning Act, 2000

The proposal to extend the boundary of the Traditional Community Zone to include 25 ha of lands currently zoned RMD and RUR, effectively changes the zoning standards and provisions for those residential uses currently in existence in RMD and the allowed uses in RUR, and will significantly impact all property owners in these two zones.

Zoning provisions and standards must be compatible between the TC and RMD zones and the TC and RUR zones, to ensure existing permitted uses in the subject area zoned RMD are not rendered non-conforming. The purpose of this review and planner's report is to determine the consequences of this proposed zone amendment, and recommend whether the amendment is viable and suggest potential actions.

3.0 SUMMARY

This proposed amendment is a complex undertaking without a specific development proposal on the table with a specific goal and desired outcome. The magnitude of this proposed boundary extension and re-zoning requires an intricate and detailed examination due to the area of the lands to be re-zoned, the number of property owners (30 +/-) of RMD lands, and (2) of RUR lands, who's property rights will be affected, and potentially negatively affected, the differences between zone standards in the TC and RMD zones, and likewise between the TC and RUR, and inconsistencies among definitions, general provisions, zone provisions, development regulations and provincial legislation.

Therefore, this is not a simple re-designation/ re-zoning, and should be considered as either part of a full-fledged municipal plan review, or at the very least, an in-depth and detailed study and assessment of the RMD lands and RUR lands that may potentially lead to a zone amendment. This assessment will be a time consuming endeavour. Once every property owner in the current RMD zone is contacted and interviewed, each existing use is physically examined and catalogued for discrepancies from the zoning standards,

adherence to the intent of the outport character and built heritage of the TC zone through design elements such as scale, massing and architectural style, will the impacts of the proposed rezoning and accurate number of non-conforming uses be determined. The existing Rural property owners must also be consulted and their agreement obtained for this re-designation and rezoning. The change from Rural to Traditional Community is significant and renders these properties non-conforming and impacts their property rights. Opportunities for public input must also be offered through both public presentations and potentially, the public hearing of objections as required under the Urban and Rural Planning Act.

Given the findings, the creation of non-conforming uses may lower property values and have significant impacts on owners of properties. Thus in its current state this proposed amendment should not proceed.

4.0 FINDINGS

The following sections are based upon our review of the relevant passages of the Municipal Plan, 2014-2024, the Development Regulations, 2014-2024, maps, and the Urban and Rural Planning Act.

4.1 Municipal Plan, 2014-2024

The Municipal Plan *Section 3.4.3 Traditional Community*, describes the *General Intent* of Traditional Community as follows:

The intent of the Traditional Community designation is to preserve and enhance the traditional character and landscape of the original harbour communities in the vicinity of Portugal Cove and St. Philip's. Through the potential future introduction of historic development general design guidelines... and through potential new standards recommended by the local Heritage Committee, Council may develop a new heritage design policy and thereby be more effectively equipped to carefully manage new development in these areas to maintain the traditional harbour areas as "hearts" of the community.

Two policies contained in the Municipal Plan pertaining to the Traditional Community must be considered with regards to the current uses of the subject lands designated and zoned RMD.

Policy TC-4: In consideration of a development proposal within the Traditional Community designation areas, Council shall determine the specific terms and conditions that may apply on a development application, or refuse the application altogether if Council forms an opinion that the proposed development in the Traditional Community designation will detract from the intent of the outport character or built heritage of the area.

Policy TC-6: In reviewing new development proposals, Council shall ensure that new buildings and site developments will be of a scale, mass and architectural style that will not detract from surrounding heritage buildings and the general character and scale of the surrounding area.

Provision 6 (c) of the Tradition Community Zone, Heritage Preservation, lends more strength to the protection of the historical character of the zone, and states:

Priority will be given to ensuring that new buildings proposed in the Traditional Community Zone conform to the character of the site and do not detract from historical buildings and land use character.

The Municipal Plan *Section 3.4.1 Residential* describes the **General Intent** of Residential as follows: *The majority of lands designated Residential are located in the St. Philip's area of town, with a second large cluster of lands in Portugal Cove along local roads off Portugal Cove Road. These areas are designated Residential in order to preserve the amenity of existing residential areas and to accommodate new housing needs in areas with short- and medium-term development potential.*

In guiding residential growth, Council shall endeavour to achieve a balance between the following guidelines:

a) New residential development will maintain the Town's rural character and the heritage of the historical harbour areas in the vicinity of Portugal Cove and St. Philip's – implementation of new heritage design guidelines may be considered;

Implications

Does the inclusion of the subject lands currently zoned RMD (with existing residential uses) into the Traditional Community designation and zone support or contravene the intent of the Municipal Plan policies pertaining to Traditional Community? What are the ramifications for the TC Zone and its provisions? Are further amendments to the Development Regulations required in addition to changes to the changes to the GFLUM and LUZM?

Presumably, no terms and conditions were attached to the development of residences in the area designated RMD that would address the requirements of Policy TC-4, and Policy TC-6. Furthermore, residential buildings currently in the RMD zone that are not compliant with TC Provision 6 could be considered non-conforming uses in the TC zone. Defined by the Development Regulations *non-conforming use means a legally existing use that is not listed as a permitted or discretionary use for the use zone in which it is located or which does not meet the development standards for that use zone*. This would initiate amendments to the Development Regulations and the TC Zone. The Development Regulations further describe residential *non-conformity* and *non-conformance with standards* citing additional provisions. (These appear in **Appendix B.**) *The goal of development control through standards and assignment of zoning is to minimize the occurrence of non-conforming uses.*

Recommendations

A physical inspection of the existing residential buildings (approximately 30 +/-) within the subject lands currently zoned RMD and document review of permits and approvals issued for the existing residential uses in the RMD zone is needed to definitively assess whether the proposed amendment complies with the Municipal Plan, whether or not an amendment to the Municipal Plan is required, the magnitude of non-conformance especially regarding the standards and provisions of the Development Regulations, and the degree to which amendments to the Development Regulations are required.

Provision 10 (1), Discretionary Powers of Council, of the Development Regulations (and the Ministerial Regulation (Newfoundland Regulation 3/10), supports an in-depth examination of the proposed amendment(s) and their impacts and states:

In considering an application for a permit or for approval in principle to carry out development, Council shall take into account the policies expressed in the Municipal Plan and any further scheme, plan or regulations pursuant thereto, shall consider any applicable report and recommendation submissions from a qualified consultant, shall further consider recommendations from the Town Engineer, and shall assess the general appearance of the development of the area, the amenity of the surroundings, potential environmental effects, availability of municipal services and utilities, public safety and convenience, and any other considerations which are, in its opinion, material. Notwithstanding the conformity of the application with the requirements of these Regulations, Council may as a result of its consideration of the matters set out in this Regulation, conditionally approve or refuse the application.

4.2 Development Regulations, 2014-2024

Item 1 - Schedule C – Use Zones of the Development Regulations contains **General Provisions** that apply to all Use Zones.

Provision (6) Minimum Residential Floor Area describes minimum finished floor areas for residential buildings. Specifically it states that single family dwellings shall have a minimum floor area of 79.0 m², double dwellings a minimum floor area of 60.0 m² and apartment/townhouse units a minimum floor area of 47.0 m². (See Appendix C) These minimum areas given contradict those listed for the TC Zone, which gives a minimum floor area of 65m² for a single dwelling and a double dwelling.

General Provision (6) also contradicts the development standards in the RMD Zone that pertain to residential uses. The minimum floor area in the RMD Zone is 80m² for single dwellings, for new streets and pond frontage, and double dwelling; 65 m² row dwelling (townhouse); and 40m² for one and two bedroom apartment units.

Implications

These minimum floor areas of Provision (6) contradict those listed for the TC Zone and would render existing residential uses non-conforming. The contradiction between Provision 6 and the RMD Zone standards would render apartment units non-conforming.

Recommendations

Review the zone standards for all residential uses and allowed minimum floor areas to identify other instances of contradiction, to determine other effects of Provision 6 and repeal this provision if possible.

Item 2 - Uses under the TC, RMD, RUR Zones: There are differences between the Development Regulations outlined for each of these zones, described as follows.

1. Permitted Uses: the primary permitted uses for each zone are the same, Single Dwelling, Recreational Open Space and Conservation. However the TC zone also allows Cultural and Civic Uses, General Assembly, and Place of Worship. This has no significant impact on the RMD zone.
2. Discretionary Uses: are allowed in both zones and many are the same, with the TC zone encompassing a greater variety of commercial and industrial uses, and the RMD zone allowing a greater variety of residential options. These are compared in Appendix A.
3. Permitted Uses RUR: Agriculture, Conservation, Forestry, Recreational Open Space
4. Discretionary Uses RUR: Animal, Antenna, Cemetery, Commercial Residential, General Industry, Light Industry, Mineral Working, Outdoor Assembly, Single Dwelling, Veterinary, Private and Commercial Wind Turbine.

Implications

RMD to TC Zone: Only one discretionary use, Subsidiary Apartment currently exists in the RMD zone, which is also a discretionary use in the TC zone. Thus no action is required.

RUR to TC Zone: The proposal to change the southwestern TC zone boundary to include a farm near Beachy Cove Road (approximately opposite of Civic 211-213 Beachy Cove Road adjacent to the coastline) currently zoned RUR. Agriculture is a Permitted use in the RUR zone but is not a Permitted or a Discretionary Use under the TC Zone.

Two parcels of land have been identified that are currently designated/zoned Rural. It is not clear whether any agricultural uses are currently being pursued or for what purpose owners want to use their lands.

Recommendations

The existing Rural property owners must be consulted to determine their land use intentions. Do they want to retain the Rural Zoning for agricultural purposes? Are they amenable to the proposed re-designation and rezoning to Traditional Community? The change from Rural to Traditional Community is significant and renders these properties non-conforming and may impact the owners' property rights and property values. Seek their agreement for this the re-designation and rezoning to Traditional Community. This will initiate an amendment to the St. John's Urban Region Regional Plan.

Item 3 - Development Standards TC and RMD Zones: There are significant differences in the Zone Development Standards for between the TC Zone and the RMD Zone with regards to: minimum floor area(s), minimum frontage, maximum height, and maximum lot coverage. These differences are illustrated by the following chart, with the most significant ones highlighted in red.

Standard	TC Zone Standard	RMD Zone Standard
Minimum Floor Area (m²)		
Single Dwelling	65	80
Pond Frontage	65	80
Double Dwelling	65	80
Minimum Frontage (m)		
Existing	15	15
New streets	15	23
Pond Frontage	30	30
Double Dwelling	20	13
Maximum Height (m)	8	10
Maximum Lot Coverage (%)		
Unserviced lots		
Single dwelling	33	25
Pond Frontage	33	25
Double Dwelling	33	25

Implications

Existing residential uses built to the RMD zone standards (in red) will become non-conforming uses if the TC boundary is expanded to include the existing land uses currently zoned RMD. The goal of development control through standards and assignment of zoning is to minimize the occurrence of non-conforming uses.

Recommendations

The magnitude of the proposed amendment to the boundary of the TC Zone, which will incorporate the land uses in the RMD Zone is complex and requires in-depth examination and consultation with the public and specifically the property owners, whose property rights will be affected by this change in zoning. For this reason, it is recommended that the TC Zone boundary amendment should be incorporated into a full-fledged Municipal Plan and Development Regulations Review.

Item 4 - TC Development Standards, Condition (3) of Terms and Conditions: The chart of Development Standards for the TC Zone includes **Maximum Floor Area (m²)** and refers to **Terms and Conditions (3) Building Size and Appearance**, which states:

3.1 Dwellings

The ground area coverage of a new or expanding dwelling shall be no more than 20 percent larger than the average ground area coverage of all dwellings located within a radius of 60.0 metres of the new or expanding dwelling.

However, there is a discrepancy in terminology, definitions and intent. The Development Regulations include the following definition:

FLOOR AREA: means the total area of all floors in a building, measured to the outside face of exterior walls. For the purposes of these Development Regulations, interpretation of floor area is not intended to include the basement.

The definition above effectively describes Maximum Floor Area as it contains the total area of all floors. It is not clear whether the intent of this zone standard was to include an actual square metre value.

Implications

Maximum floor area and *ground area coverage* are not the same thing and cannot be interchanged. Ground area coverage is typically the area of the building footprint (or building coverage) on the ground and does not include the sum of the area calculation for all building floors (stories).

Furthermore, this Term and Condition granted by Council, is for all intents and purposes a **variance** from the Zone Standard. Condition 3.1 exceeds the 10% variance allowed by the Ministerial Regulations (Newfoundland and Labrador Regulation 3/10). Ministerial Regulation 11, Variances, states:

(2) An authority shall not allow a variance from development standards set out in development regulations if that variance, when considered together with other variances made or to be made with respect to the same land, building or structure, would have a cumulative effect that is greater than a 10% variance even though the individual variances are separately no more than 10%.

(3) An authority shall not permit a variance from development standards where the proposed development would increase the non-conformity of an existing development.

Residential uses in the RMD Zone require a minimum floor area of 80 m² as compared to the 65 m², in the TC Zone. Should the proposed rezoning occur, these existing residential uses will vary from the TC Development Standard by 24%. Permitting additional variances will potentially increase the non-conformity, and contravene Ministerial Regulation 11 and the Town's Development Regulations.

Recommendations

Review and examine the discrepancies among the definitions, terminology and intent of the Development Regulations, as well as the Terms and Conditions of the TC Zone for clarity and to ensure compliance among and within the planning documents.

5.0 CONCLUSION

Planning is the practice of managing change. The purpose of the Municipal Plan and Development Regulations is to maintain quality of life, protect community interests, achieve residents' goals and manage growth to create a balanced community. Communities are comprised of two types of interests - individual interests and common interests. Individual interests relate to singular issue such as an individual's home, business or property. Common interests relate to broader aspects of a community's foundation based upon economic, social and environmental issues – collectively referred to as the *common good*. Therefore, the undertaking of a zone amendment must weigh the rationale behind the proposed zone change with the long term consequences to determine an acceptable balance between individual interests and the common good.

The proposed amendment is not based on a request (by a property owner or developer) for a development approval or land use not currently allowed in the Traditional Community Zone. It does correct or make right an existing situation that is problematic for the property owner or the community, it does not propose a specific use or future development that offers benefit for the community as a whole or benefits the *common good* and as such its value is indeterminate.

The magnitude and scale of this proposed boundary change to the TC Zone is complex resulting in significant changes in land use and the creation of numerous non-conforming uses, thus affecting property owners' rights, and their future ability to develop their land, and thus has the potential to lower property values. The magnitude and scale of this proposed boundary change to the TC Zone is compound and will

require amendments to Municipal Plan and Development Regulations, their relevant maps, and the St. John's Urban Region Regional Plan and map.

An amendment of this scale and nature is an overhaul and should be undertaken as a Municipal Plan and Development Regulations review which as a public process needs to be transparent, requires extensive public consultation and assures that the development rights of affected property owners are preserved and protected.

In the interim, correct the obvious contradictions and discrepancies among development provisions/ standards contained within the Development Regulations and repeal those that problematic or redundant.

APPENDIX A

Comparison of Uses in RMD Zone and TC Zone

Permitted Uses:

Residential Medium Density

Single Dwelling
Recreational Open Space
Conservation

Traditional Community

Single Dwelling
Recreational Open Space
Conservation
Cultural and Civic*
General Assembly
Place of Worship

Discretionary Uses:

Residential Medium Density

Agriculture
Antenna
Boarding House Residential
Convenience Store
General Service
Kennel
Medical & Professional
Nursing Home
Personal Service
Subsidiary Apartment
Townhouse
Apartment Building
Child Care
Double Dwelling
Group Home
Light Industry
Medical Treatment &
Special Care
Office
Places of Worship
Take-out Food Service
Private Wind Turbine

Traditional Community

Amusement
Catering
Child Care
Commercial Residential
Double Dwelling
Fishery Uses
General Service
Indoor Assembly
Infill Residential
Light Industry
Nursing Home
Outdoor Assembly
Passenger Assembly
Retail
Subsidiary Apartment
Theatre

Boarding House
Residential
Cemetery
Club and Lodge
Convenience Store
Educational
Funeral Home
Group Home
Indoor Market
General Industry
Medical & Professional
Office
Outdoor Market
Personal Service
Shop
Take-out Food Service
Transportation

* denotes differences

APPENDIX B

The PC-SP Development Regulations and the Ministerial Regulation (Newfoundland Regulation 3/10) contained therein, define a series of non-conformance situations, which follow.

Ministerial Regulation (Newfoundland Regulation 3/10)

4.1.(m) Non-conforming use means a legally existing use that is not listed as a permitted or discretionary use for the use zone in which it is located or which does not meet the development standards for that use zone.

14. Residential Non-Conformity A residential building or structure referred to in paragraph 108(3)(g) of the Act, must where being repaired or rebuilt, be repaired or rebuilt in accordance with the plan and development regulations applicable to that building or structure.

16. Non-conformance with Standards Where a building or structure or development does not meet the development standards that included within the development regulations, building, structure or development shall not be expanded if the expansion would increase the non-conformity and an expansion must comply with the development standards applicable to that building, structure or development.

49. Non-conforming Use (Refer to Minister's Development Regulations 3/10, Section 14-17, January 2, 2001)

(1) Notwithstanding the Municipal Plan, scheme or regulations made under the *Urban and Rural Planning Act, 2000*, Council shall, in accordance with regulations made under this *Act*, allow a development or use of land to continue in a manner that does not conform with a regulation, scheme, or plan that applies to that land provided that the non-conforming use legally existed before the registration under Section 24 of the *Act*, scheme or regulations made with respect to that kind of development or use.

(3) A non-conforming building, structure or development under the *Act* that is allowed to continue under Regulation 49(1):

- (a) shall not be internally or externally varied, extended or expanded unless otherwise approved by Council;
- (b) shall not be structurally modified except as required for the safety of the building, structure or development;
- (c) shall not be reconstructed or repaired for use in the same non-conforming manner where 50% or more of the value of that building, structure or development has been destroyed, except as provided for in Regulation 49(3)(h);
- (d) may have the existing use for that building, structure or development varied by Council to a use that is, in Council's opinion, more compatible with the plan and regulations applicable to it;
- (e) may have the existing building extended by approval of Council where, in Council's opinion, the extension is not more than 50% of the existing building;
- (f) where the non-conformance is with respect to the standards included in these Regulations, shall not be expanded if the expansion would increase the non-conformity;
- (g) where a building, structure or development does not meet the development standards included in development regulations, the building, structure or development shall not be expanded if the expansion would increase the non-conformity, and an expansion must comply with the development standards applicable to that building, structure or development; and,
- (h) where the building or structure is primarily zoned and used for residential purposes, may, in accordance with the municipal plan and regulations, be repaired or rebuilt where 50% or more of the value of that building or structure is destroyed.

The PC-SP Development Regulations and the Ministerial Regulation (Newfoundland Regulation 3/10) contained therein, define a series of non-conformance situations.

They are as follows:

4.1.(m) Non-conforming use means a legally existing use that is not listed as a permitted or discretionary use for the use zone in which it is located or which does not meet the development standards for that use zone.

16. Non-conformance with standards where a building or structure or development does not meet the development standards that included within the development regulations, building, structure or development shall not be expanded if the expansion would increase the non-conformity and an expansion must comply with the development standards applicable to that building, structure or development.



MINUTES

Recreation/Community Services Committee Meeting

Wednesday, September 12, 2018

Town Hall, 5:45 PM

Present

Johnny Hanlon, Councillor
Madonna Stewart-Sharpe, Councillor
Tina Neary, Councillor
Dawn Sharpe, Director

Absent W/Notice

Also Present

1. DISCUSSION ITEMS

- 1.1
 - A resident had a concern with a group that rented Rainbow Gully Turf for a tournament and didn't offer a canteen service. Staff will advise the resident that it is option of the renter to provide the services that their clients may want or need. The Town is responsibility for the maintenance of the facility, having the washrooms open and operational, and for groups to have access to the hut. It will also be noted that the washrooms have running water that participants can avail of to refill water bottles.
 - It is with regret that we received news that Brian Rice, President of the PCSP Minor Soccer Association will not be returning next season. The Town would like to acknowledge all the hard work and dedication that Brian has put into the association over the part 12 years. Although his role will change for our community, he is still the NLSA Director for the Northeast Avalon and our relationship will continue at that capacity. Staff an Council would like to past along our best regards on your future endeavours.

2. SENIOR FITNESS CLASS

- 2.1 The Program Coordinator is organizing a pilot program, low impact Seniors Fitness Class. This class will take place for 5 weeks in October, Tuesdays at 1:30p.m. for \$5. This class will focus on increasing seniors strength and flexibility. Advertising for the class will be through all forms of social media as well as posters will be placed around

the community. For questions on the program call Mike at 895-5671.

3. GRAND CONCOURSE ASSOCIATION

- 3.1 The Recreation Committee discussed the membership and contacts that the Town has with Grand Concourse Authority. The committee wanted to address some questions that were brought forward from residents. It was clear that the Town has a trail maintenance agreement with GCA but we own all trails. The committee requested that staff organize a meeting with the GCA to discuss the future relationship with the association. Staff will contact all council to make arrangements.

4. BUDGET

- 4.1 The Recreation Committee discussed the 2019 budget. Recreation staff will meet Friday, September 28th for a yearly planning session. At that time budget items will also be discussed. Councillors are asked to contact the Recreation Director if there are items for the recreation budget that will require pricing quotes. It is noted that the Recreation Department can certainly try and explore new programs and special events. If anyone would like to add to our planning session, please contact any of the recreation staff.

5. COMMUNITY GRANTS

- 5.1 Committee discussed the Community Grant Applications that were submitted and will make the following recommendations;

Committee recommends that the Town donate one day field rental to the St. John Ambulance #321 Medical First Response Division team building exercise.

Committee recommends that the Town donate \$150 towards the Ursula Crescent Block Party that took place on September 8th.

Committee recommends that the Town donate \$50 a month for the next 4 months to the Beachy Cove Elementary Breakfast Club for a total of \$200.



MINUTES
Public Works Committee Meeting
Wednesday, September 12, 2018
Town Hall, 5:30 PM

Present

Dave Bartlett, Councillor
Jeff Laham, Deputy Mayor
Darryl J. Harding, Councillor
Charlie Hamlyn, Director of Public Works
Linda Newhook, Coordinator

Absent W/Notice

Also Present

Carol McDonald, Mayor

1. 2018 ROAD MAINTENANCE TENDER RESULTS

- 1.1 Three bids were received in response to the advertised 2018 Road Maintenance Tender package.

Committee recommends that awarding of the tender for the 2018 Road Maintenance Package to CW Parsons Ltd. in the amount of \$74,734 HST included be approved.

2. TRAFFIC CALMING REQUESTS - UPDATE

- 2.1 An update was provided to Committee advising that traffic calming requests are now being processed and moving forward. Public Works is working diligently to expedite these requests and public safety is an utmost priority. The outcome(s) of the assessments will determine the criteria for placement of traffic calming measures. Public Works is in discussions with the RNC to address concerns in these areas.

3. INJURED OR DECEASED DOMESTIC ANIMAL POLICY

- 3.1 Staff presented Committee with a draft policy for the collection of injured or deceased domestic animals within the Town's boundaries. This policy has been put in place to ensure who has the authority to collect and deliver animals on the Town's behalf.

Committee recommends that the Injured or Deceased Domestic Animal Policy be approved.

[Injured or Deceased Domestic Animal Policy - DRAFT](#)

4. ROADS UPDATES

- 4.1
- Ditching and Line Painting throughout the Town is now complete.
 - Guard Rail – maintenance and repairs is scheduled to begin September 17th.
 - Culverts – the culvert on Mercers Road is outstanding, Public Works is waiting on permit from Environment.

5. ONGOING ITEMS UPDATES

- 5.1
- Portugal Cove Road – Cross Culvert – Public Works is in the process of assessing the water issues as they relate to the Portugal Cove Road cross culvert and are in the process of moving this matter forward to find an amicable solution. The next step is to acquire an engineered calculation of water flows and determine what impacts will result in any changes made to the cross culvert.
 - Staff advised Committee that a request was received at Public Works from the Planning and Development Division to assess an application for Commercial Driveway Access. Staff advised that conditional approval for the driveway access will be granted based on meeting the conditional requirements. Future infrastructure will need to be taken into consideration.
 - Meadow Heights & Maggies Place Surveys – a survey for Meadow Heights has been completed and is with the Town Manager for review and action. With respect to Maggies Place, at this time, Public Works does not have any ongoing matters.
 - Bennetts Road Raised Crosswalk / Posted Speed – question was raised as to why the posted speed on Bennetts Road in the area of the raised crosswalk remained at 50kms/hr. Staff contacted the City of St. John's and were informed that the raised crosswalk was placed as a temporary measure and will be removed in the fall, but typically they do not lower the speed in the vicinity of these devices.
 - Small Scale Treatment Plants – report is in-progress.

6. 2018/19 WINTER OPERATIONS

- 6.1
- The requirements for the upcoming winter season will be reviewed by Public Works and will include snow removal operations, staffing and equipment requirements.

7. NEWBURY STREET

- 7.1
- The Town is currently in discussions with the owners of the land at the end of Newbury Street in an attempt to bring to a conclusion any remaining construction work outstanding in this area.

Town of Portugal Cove-St. Philip's

Injured or Deceased Domestic Animal Policy

Pursuant to the authority vested in the Town Council of Portugal Cove- St. Philip's the Town Council has adopted this policy on the 18th day of September 2018.

1.0 TITLE

- 1.1 This document shall be known and cited as the *Injured or Deceased Domestic Animal Policy*.

2.0 DEFINITIONS

- 2.1 **"Council"** shall mean the Town Council of Portugal Cove – St. Philip's.
- 2.2 **"Town"** shall mean the Town of Portugal Cove – St. Philip's.
- 2.3 **"Staff person"** shall mean a person appointed by the Town of Portugal Cove – St. Philip's.
- 2.4 **"Domestic Animal"** shall mean cat or dog.

3.0 POLICY STATEMENT:

- 3.1 This policy is to ensure the Town only incurs justified veterinary expenses.
- 3.2 This policy is to identify that only staff person(s) appointed by the Town have the authority to collect and deliver injured or deceased domestic animals found within the Town's boundaries.
- 3.3 This policy identifies that the Town will not assume veterinary fees for injured or deceased domestic animals delivered by someone other than an appointed staff person.

4.0 APPLICATION:

- 4.1 This policy shall apply to the response of all reports of injured or deceased domestic animals within the Town's boundaries.

5.0 POLICY PROCEDURE:

- 5.1 Upon discovery of an injured or deceased domestic animal within the boundaries of the Town of Portugal Cove-St. Philip's, the Town's Public Works Division are to be contacted. If during normal business hours the animal will be collected as quickly as possible. Outside normal business hours collection will be at the discretion of the Town.

- 5.2 The Town will assign a staff person to collect the domestic animal. The staff person will note the date, time, location and description of animal.
- 5.3 Injured domestic animals will be brought to a Veterinary Hospital for examination by the assigned staff person. The Veterinary Hospital will determine the outcome for the injured animal. The Town will assume fees for euthanasian, cremation and disposal.
- 5.4 Deceased domestic animals will be brought to a Veterinary Hospital by the assigned staff person for cremation and disposal. The Town will assume the fees for cremation and disposal.
- 5.5 Animals found deceased or those injured animals requiring euthanasian will be held for 72 hours by the Veterinary Hospital prior to disposal to provide an opportunity for an owner to reclaim them.
- 5.6 The Town will not assume fees for any domestic animals delivered to a Veterinary Hospital by anyone other than an appointed staff person.

6.0 REPEALS

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

7.0 AMENDMENTS

- 7.1 None.

8.0 DATE EFFECTIVE/RESOLUTION

- 8.1 Date effective: September 18th, 2018. Motion #2018-XXX

Town of Portugal Cove-St. Philip's

Injured or Deceased Domestic Animal Policy

Pursuant to the authority vested in the Town Council of Portugal Cove- St. Philip's the Town Council has adopted this policy on the 18th day of September 2018.

1.0 TITLE

- 1.1 This document shall be known and cited as the *Injured or Deceased Domestic Animal Policy*.

2.0 DEFINITIONS

- 2.1 **"Council"** shall mean the Town Council of Portugal Cove – St. Philip's.
- 2.2 **"Town"** shall mean the Town of Portugal Cove – St. Philip's.
- 2.3 **"Staff person"** shall mean a person appointed by the Town of Portugal Cove – St. Philip's.
- 2.4 **"Domestic Animal"** shall mean cat or dog.

3.0 POLICY STATEMENT:

- 3.1 This policy is to ensure the Town only incurs justified veterinary expenses.
- 3.2 This policy is to identify that only staff person(s) appointed by the Town have the authority to collect and deliver injured or deceased domestic animals found within the Town's boundaries.
- 3.3 This policy identifies that the Town will not assume veterinary fees for injured or deceased domestic animals delivered by someone other than an appointed staff person.

4.0 APPLICATION:

- 4.1 This policy shall apply to the response of all reports of injured or deceased domestic animals within the Town's boundaries.

5.0 POLICY PROCEDURE:

- 5.1 Upon discovery of an injured or deceased domestic animal within the boundaries of the Town of Portugal Cove-St. Philip's, the Town's Public Works Division are to be contacted. If during normal business hours the animal will be collected as quickly as possible. Outside normal business hours collection will be at the discretion of the Town.

- 5.2 The Town will assign a staff person to collect the domestic animal. The staff person will note the date, time, location and description of animal.
- 5.3 Injured domestic animals will be brought to a Veterinary Hospital for examination by the assigned staff person. The Veterinary Hospital will determine the outcome for the injured animal. The Town will assume fees for euthanasian, cremation and disposal.
- 5.4 Deceased domestic animals will be brought to a Veterinary Hospital by the assigned staff person for cremation and disposal. The Town will assume the fees for cremation and disposal.
- 5.5 Animals found deceased or those injured animals requiring euthanasian will be held for 72 hours by the Veterinary Hospital prior to disposal to provide an opportunity for an owner to reclaim them.
- 5.6 The Town will not assume fees for any domestic animals delivered to a Veterinary Hospital by anyone other than an appointed staff person.

6.0 REPEALS

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

7.0 AMENDMENTS

- 7.1 None.

8.0 DATE EFFECTIVE/RESOLUTION

- 8.1 Date effective: September 18th, 2018. Motion #2018-XXX



MINUTES

**Protective Services Committee Meeting
Wednesday, September 12, 2018
Town Hall, 4:00 PM**

Present

Johnny Hanlon, Councillor
Dave Bartlett, Councillor
Tina Neary, Councillor
Fred Hollett, Co-Chief
Heather Coughlan, Employee & Public Relations Admin.

Absent W/Notice

Richard Murphy, Co-Chief
Peter Morey, Commissionaire

Also Present

1. COMMISSIONAIRES- MUNICIPAL ENFORCEMENT

- 1.1
- The Municipal Enforcement Officer offered the following update on activity since the last Committee meeting:
 - MEO located stolen vehicle on Dogberry hill Road Extension; subsequently reported to the RNC and vehicle was retrieved.
 - Several reports from residents of Thorburn Woods area and Ocean View area, of vehicles broken into and some cases of slashed tires. These areas are patrolled regularly and officers have been notified of the reported activity. Patrols continue to monitor throughout all areas of the community, and in particular for this type of activity.
 - MEO performed School Zone Patrols and are working in conjunction with the RNC for traffic enforcement. RNC had additional presence in school areas for the start of the school year.
 - Sept. 7 - Report of a party at the end of Nearys Pond Road with greater than 100 persons in attendance, possible under age drinking however, no initial report of fire. Approx. 9:40pm St. John's Regional Fire Department contacted the PCSP Volunteer Fire Department for notification. Approx. 10:15pm, PCSP VFD was in receipt of official call out for large bonfire in the same location and subsequently responded to

- scene. RNC were already on site.
- MEO investigated resident complaint of illegal dumping on Emylia Place. Investigation concluded as a matter between two neighbours.
- Performed two site visits (Old Broad Cove Road and Witch Hazel Road) in conjunction with the Planning and Development Department's Development Control Officer.

Ongoing:

- Traffic Regulations still waiting for response from Minister.

2. FES UPDATES

2.1 **Total Responses:** 8 since last Protective Services Committee meeting.

- 2 residential alarm
- 3 medical calls
- 2 brush fires
- 1 commercial alarm

Training:

September 3 - no training, Labour Day Holiday

September 10 - SCBA searches in confined space

Other Activity:

- Tender for replacement of rescue awarded and ordered from MicMac Fire Safety Source. Expected delivery date of August 6, 2019 as specified in Tender. PO has been issued.
- Co-chiefs met with Blair Hogan, Regional Emergency Planning Officer with FES-NL, to begin preparation for table top exercise scheduled for later in the fall.
- Department has been assisting the OHS Advisor in the development of an evacuation plan for the Town Hall.
- Firefighter's Annual Ball is scheduled for Saturday September 22nd at the Royal Canadian Legion.
- NL Fire Services Association annual convention is scheduled for Sept. 28 - 30, 2018 in the Town of Clarendville. Deputy Chief Sharpe had to withdraw from attending the convention, Lieutenant Ed Lundrigan will attend in his place.
- Fire Prevention Week supplies have been ordered and a proclamation will be forwarded to the Mayor for signature at a future Public Council meeting.
- Sept. 7 the Co-chiefs, in conjunction with the Northeast Avalon Fire Chiefs, met with Fire Commissioner Derek Simmons to discuss mutual concerns.

The Town Emergency Management Plan is under review and a full walk through of the updated Plan is scheduled for October.

3. SPEEDBUMP - DOGBERRY HILL ROAD

- 3.1 The request for a speed bump to be installed in the Dogberry Hill Road area has been forwarded to the Public Works Committee.



MINUTES

Administration and Finance Committee Meeting
Wednesday, September 12, 2018
Town Hall, 7:00 PM

Present

Jeff Laham, Deputy Mayor
Darryl J. Harding, Councillor
Madonna Stewart-Sharpe, Councillor
Chris Milley, Town Manager
Tony Pollard, Director of Financial Operations/Town Clerk
Claudine Murray, Deputy Town Clerk

Absent W/Notice

Also Present Carol McDonald, Mayor

Page

1. ACCOUNTS FOR PAYMENT

1.1. Accounts for payment approval

Committee recommends Council approve payment of regular accounts in the amount of \$5,152.00, and capital accounts in the amount of \$15,927.50, for a total of \$21,079.50.

[AFP Sept 12 2018](#)

[Cheq Register Sept 12 2018 Redacted](#)

2. CORRESPONDENCE POLICY

2.1. Committee is reviewing the Correspondence Policy for updates and improvements.

3. RULES OF PROCEDURE GOVERNING MEETINGS

3.1. The committee is reviewing the Rules of Procedure for updates and improvements. The current Rules of Procedure can be found on the Town's website at:

<https://pcsp.ca/local-government/meeting-minutes/>

4. METERING PROJECT

- 4.1. Negotiations with Department of Municipal Affairs and Environment are underway to ensure all available funding is allocated to the project.

5. DROVERS HEIGHTS PROJECT

- 5.1. The Town was not successful in negotiating a consultant agreement with the first choice of consultants under the RFP process, and as such, has moved on to negotiate with the second preferred bidder.

As we are closing in on the end of the 2018 construction season, and there is still a fair bit of work that needs to be done before the Town can go to tender for actual construction, the project will now be scheduled for spring 2019 construction start. It is anticipated that having a tender awarded late this year for an early 2019 start will result in better prices overall.

Committee recommends that Motion 2018-256, Council cancels the award to Professional Engineering Consultants Inc. and negotiate with Newfoundland Design Civil Limited to provide engineering consulting for the Drover Heights Water and Sewer Servicing Project 17-CWWF-18-00003.

Accounts for Payment - September 12, 2018

REGULAR ACCOUNTS:

28690	8/25/2018	Commissionaires	\$	5,152.00
		Town security Aug12-25		
		Total Regular Accounts:	\$	5,152.00

CAPITAL ACCOUNT:

20181427	9/7/2018	Windco Enterprises Ltd.	\$	15,927.50
		Supply & install soccer field netting		
		Total Capital Account:	\$	15,927.50
		GRAND TOTAL:	\$	21,079.50

Town of Portugal Cove-St.Philips
BNK1 - BNS CURRENT ACCT
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CHEQUE REGISTER

Printed: 9:17:50AM 08/27/2018

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Number	Issued	Amount	SC	Status	Status Date
048091	08/16/2018 AA Towing Ltd. 27004 supply & remove 2 vehicles for FD training	805.00 805.00	A/P	OUT-STD	08/16/2018
048092	08/16/2018 Acklands - Grainger Inc. 9865731369 Ear plug, box respirators (Facilities staff) 9866820757 earplug station	187.50 56.84 130.66	A/P	OUT-STD	08/16/2018
048093	08/16/2018 Atlantic Trailer & Equipment Ltd. 55577 4 pins & adjustment arm for infield groomer	27.54 27.54	A/P	OUT-STD	08/16/2018
048094	08/16/2018 Atlantic Cash & Carry 34701030887587 canteen supplies for spn nationals 34703030884599 canteen supplies for spn nationals	263.98 211.11 52.87	A/P	OUT-STD	08/16/2018
048095	08/16/2018 Big Erics Inc. 115938 Toilet Paper - for Town Hall	413.62 413.62	A/P	OUT-STD	08/16/2018
048096	08/16/2018 Cansel - St. John's 90557602 walking measuring tape	181.13 181.13	A/P	OUT-STD	08/16/2018
048097	08/16/2018 Construction Signs 36808 2 signs for fuel tanks at depot 36858 speed bump sign, max 40 signs	483.01 97.76 385.25	A/P	OUT-STD	08/16/2018
048098	08/16/2018 Corporate Express 48150475 paper, batteries, tissue, sharpies	257.80 257.80	A/P	OUT-STD	08/16/2018
048099	08/16/2018 Cummins Eastern Canada 029-7702 unit 48 maint	335.00 335.00	A/P	OUT-STD	08/16/2018
048100	08/16/2018 Frederick Hollett Aug5-11 FD consultations - Aug5-11	1,351.25 1,351.25	A/P	OUT-STD	08/16/2018
048101	08/16/2018 Harvey & Company Limited 1047761 abs sensor unit 38	194.27 194.27	A/P	OUT-STD	08/16/2018
048102	08/16/2018 Image 4 Printing & Design Inc. 18975 business cards-a.linehan	96.60 96.60	A/P	OUT-STD	08/16/2018
048103	08/16/2018 Irving Energy Distribution & Marketing 937576 gas	1,997.58 1,997.58	A/P	OUT-STD	08/16/2018
048104	08/16/2018 Kent Building Supplies 15825192 spray foam - Front office 15834812- 2x4 for boatshed by rec center 15837140 supplies for boatshed by rec center 15838652 supplies for boatshed by rec center 15842656 drop clothes, watering can 15842996 supplies for boatshed by rec center	808.26 9.17 105.57 384.31 136.52 120.36 52.33	A/P	OUT-STD	08/16/2018
048105	08/16/2018 Mark's Work Wearhouse 730-103552 Annual boots - Roan Stanley	138.00 138.00	A/P	OUT-STD	08/16/2018
048106	08/16/2018 Murray's Garden Centre & m2649 supply & install plants in front pot	362.25 362.25	A/P	OUT-STD	08/16/2018
048107	08/16/2018 Newfoundland Distributors Ltd. 30288778 Cordless Grinder - inventory for depot	349.31 349.31	A/P	OUT-STD	08/16/2018
048108	08/16/2018 Nick Miller Jul-Aug mileage claim - Jul2-6, Aug2-6	240.26 240.26	A/P	OUT-STD	08/16/2018
048109	08/16/2018 Nicole Clark PCFallFest18 petty cash - fall family festival2018	1,000.00 1,000.00	A/P	OUT-STD	08/16/2018
048110	08/16/2018 Parts for Trucks	506.73	A/P	OUT-STD	08/16/2018

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	40420589-00 Inventory for depot - rags and valves	322.93				
	40422047-00 tailgate cyclinder unit 40	183.80				
048111	08/16/2018 Pinnacle Office Solutions	242.17	A/P	OUT-STD	08/16/2018	
	138238 copier maint- downstairs	242.17				
048112	08/16/2018 Princess Auto Ltd.	134.52	A/P	OUT-STD	08/16/2018	
	981235 3 brooms	134.52				
048113	08/16/2018 Richard Murphy	1,437.50	A/P	OUT-STD	08/16/2018	
	Aug6-12 FD consultations - Aug6-12	1,437.50				
048114	08/16/2018 Royal Garage Limited	179.46	A/P	OUT-STD	08/16/2018	
	13224 Hinges for Unit #49	179.46				
048115	08/16/2018 Stephanie Tucker	20.50	A/P	OUT-STD	08/16/2018	
	Travel - RNC Meeting mileage claim - RNC Meeting	20.50				
048116	08/16/2018 Telus	928.05	A/P	OUT-STD	08/16/2018	
	32893145Aug18 AVL Aug18	928.05				
048117	08/16/2018 United Rentals	581.79	A/P	OUT-STD	08/16/2018	
	159497928-001 Plate tamper	581.79				
048118	08/16/2018 Wolseley Canada Inc.	88.86	A/P	OUT-STD	08/16/2018	
	6993898 Red Dye tablets	88.86				
048119	08/16/2018 Xerox Canada Ltd.	434.94	A/P	OUT-STD	08/16/2018	
	F52922031 copier maint	434.94				
048120	08/16/2018 You Store Limited	195.50	A/P	OUT-STD	08/16/2018	
	Jul18 Storage unit rental	195.50				
048121	08/16/2018 Chris Mills	100.00	A/P	OUT-STD	08/16/2018	**
	2018-268 C.Mills-NL Ball Hockey	100.00				
048122	08/16/2018 [REDACTED]	120.00	A/R	OUT-STD	08/16/2018	
048123	08/16/2018 Tony Pollard	1,320.49	A/P	OUT-STD	08/16/2018	
	AssetManagement Reimb - registration Asset Management	661.25				
	reimb-flightAM reimb-flight asset management moncton	659.24				
048124	08/23/2018 4Imprint	5,857.69	A/P	OUT-STD	08/23/2018	
	6418873 promotional materials/prizes for events-Rec	5,857.69				
048125	08/23/2018 City of St. John's	10,859.27	A/P	OUT-STD	08/23/2018	
	18343 landfill use July2018	10,859.27				
048126	08/23/2018 Commissionaires	5,152.00	A/P	OUT-STD	08/23/2018	
	28484 security Jul15-28	5,152.00				
048127	08/23/2018 Complete Transport Services	5,479.91	A/P	OUT-STD	08/23/2018	
	40712 repairs to rescue vehicle	5,479.91				
048128	08/23/2018 Atlantic Cash & Carry	31.87	A/P	OUT-STD	08/23/2018	
	34703160885992 supplies for town function	31.87				
048129	08/23/2018 Bernadine Lawlor	600.00	A/P	OUT-STD	08/23/2018	
	Aug18 rec center cleaning Aug1-31	600.00				
048130	08/23/2018 Bugden Signs	1,787.10	A/P	OUT-STD	08/23/2018	
	37000 signage for regatta festival	1,153.45				
	37001 a-frame board for regatta	179.40				
	37002 decals and trophies for regatta	454.25				
048131	08/23/2018 Conservation Corps	978.08	A/P	OUT-STD	08/23/2018	
	627 team leader extension	978.08				
048132	08/23/2018 E C Boone	223.09	A/P	OUT-STD	08/23/2018	
	15367 100 helmet decals - FD	223.09				

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048133	08/23/2018 Economic Developers Association of Canada C-872-7789 registration for EDAC Conference 2018	840.71 840.71	A/P	OUT-STD	08/23/2018
048134	08/23/2018 EDANL 2018-021 conference registration EDANL	165.00 165.00	A/P	OUT-STD	08/23/2018
048135	08/23/2018 Frederick Hollett 31960816 reimb-snap hooks and split rings for ff acct t Aug12-18 FD Consultations Aug12-18	1,617.31 93.56 1,523.75	A/P	OUT-STD	08/23/2018
048136	08/23/2018 [REDACTED] Appeal Fee refund appeal fee refund	230.00 230.00	A/P	OUT-STD	08/23/2018
048137	08/23/2018 [REDACTED] [REDACTED] legal fees [REDACTED]	232.30 232.30	A/P	OUT-STD	08/23/2018
048138	08/23/2018 Hammer Down Construction & Electrical 6005 switches for flashing lights near beachy cov	1,086.75 1,086.75	A/P	OUT-STD	08/23/2018
048139	08/23/2018 Harbourside Transportation Consultants 1063 traffic impact study dogberry hill road	2,530.00 2,530.00	A/P	OUT-STD	08/23/2018
048140	08/23/2018 Heather Coughlan Aug18 Cell aug18 Ju22-Aug17 mileage claim Jun22-Aug17 Jul18 cell jul18 Jun18 cell jun18	173.18 39.96 53.30 39.96 39.96	A/P	OUT-STD	08/23/2018
048141	08/23/2018 Hospitality Nfld & Lab 8673 NEA tourism session -J.Lawlor	23.00 23.00	A/P	OUT-STD	08/23/2018
048142	08/23/2018 Image 4 Printing & Design Inc. 18871 business directory printing 18992 business cards-C.Hamlyn, L.Gaulton 18999 newsletter printing	5,331.83 2,547.25 175.95 2,608.63	A/P	OUT-STD	08/23/2018
048143	08/23/2018 Jean Claude Roy 2018 prints of the town	600.00 600.00	A/P	OUT-STD	08/23/2018
048144	08/23/2018 Jeff Lawlor 66107314 reimb-materials for stat planning meeting	45.75 45.75	A/P	OUT-STD	08/23/2018
048145	08/23/2018 Jelly Bean Entertainment 5046 day camp event	160.00 160.00	A/P	OUT-STD	08/23/2018
048146	08/23/2018 Justin Daniels 04127 reimb-tide pods for FD	33.34 33.34	A/P	OUT-STD	08/23/2018
048147	08/23/2018 Kailey Cahill-Meeker 015377 reimb - supplies for library program PCJul18 Reimb petty cash Jul18 Reimb-programsupplies reimb - library program supplies	391.06 36.48 158.30 196.28	A/P	OUT-STD	08/23/2018
048148	08/23/2018 Neopost Canada 6192408 postage meter lease Aug15-Sep14 6193973 postage meter lease	347.98 173.99 173.99	A/P	OUT-STD	08/23/2018
048149	08/23/2018 Nick Miller BillChurchill18 petty cash for bill churchill memorial tournar	1,000.00 1,000.00	A/P	OUT-STD	08/23/2018
048150	08/23/2018 NL Association of Fire Services 5902 registration for convention 5903 Convention sponsor	3,708.50 3,208.50 500.00	A/P	OUT-STD	08/23/2018
048151	08/23/2018 Northeast Avalon Times 6221 aug advertising	833.75 833.75	A/P	OUT-STD	08/23/2018

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048152	08/23/2018 North Atlantic 1386201 diesel	2,414.57 2,414.57	A/P	OUT-STD	08/23/2018
048153	08/23/2018 Pyramid Construction 000557 Road gravel for maggies place and cayman	3,146.40 3,146.40	A/P	OUT-STD	08/23/2018
048154	08/23/2018 Regatta Program 2018ad regatta program Ad	560.00 560.00	A/P	OUT-STD	08/23/2018
048155	08/23/2018 RNCA 2018ad annual crime prevention guide Ad	530.00 530.00	A/P	OUT-STD	08/23/2018
048156	08/23/2018 Rogers Payment Centre Aug18 cable aug18 FD	106.35 106.35	A/P	OUT-STD	08/23/2018
048157	08/23/2018 Russell Dicks Training0817 travel claim - training	14.97 14.97	A/P	OUT-STD	08/23/2018
048158	08/23/2018 Stephanie Tucker Aug16-21 Mileage claim - tickle swim supplies RCD18464014 Reimb - songs for beautification awards vidi	53.57 24.18 29.39	A/P	OUT-STD	08/23/2018
048159	08/23/2018 Telus Aug18 cell phones aug18	2,129.41 2,129.41	A/P	OUT-STD	08/23/2018
048160	08/23/2018 Telus Going Mobile Wireless FRESHIN44908 Cell phone repair	493.35 493.35	A/P	OUT-STD	08/23/2018
048161	08/23/2018 The Canadian Payroll Association 18membership membership fee Oct18-Sep19	310.50 310.50	A/P	OUT-STD	08/23/2018
048162	08/23/2018 The Royal Canadian Legion 2018ad Military service recognition book ad	425.00 425.00	A/P	OUT-STD	08/23/2018
048163	08/23/2018 Town of Torbay May,Jun,Jul18 animal control May, June, July	2,404.71 2,404.71	A/P	OUT-STD	08/23/2018
048164	08/23/2018 Triware Technologies Inc. 186474 switch	126.50 126.50	A/P	OUT-STD	08/23/2018
048165	08/23/2018 VitalAire 3567970 lease oxygen cylinder	33.01 33.01	A/P	OUT-STD	08/23/2018
048166	08/23/2018 Water Werks Communications 19160 website maintenance Jul-Sep 19182- communications & workshop-cllr training	4,628.75 2,052.75 2,576.00	A/P	OUT-STD	08/23/2018
048167	08/23/2018 Waypoints 201731 youth camp	500.00 500.00	A/P	OUT-STD	08/23/2018
048168	08/23/2018 Yvonne King Aug18 rec center cleaning Aug1-31	600.00 600.00	A/P	OUT-STD	08/23/2018
048169	08/23/2018 [REDACTED] Development Application refund	223.91	A/R	OUT-STD	08/23/2018
048170	08/23/2018 Richard Murphy Aug13-19 FD Consultations Aug13-19	1,380.00 1,380.00	A/P	OUT-STD	08/23/2018

Cheque Totals Issued: 86,183.34

Void: 0.00

Total Cheques Generated: 86,183.34

Total # of Cheques Listed: 80

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** - Name on Check was modified