



AGENDA
Regular Public Council Meeting
Tuesday, October 2, 2018
Town Hall - Council Chambers, 7:00 PM

1. CALL OF MEETING TO ORDER

2. ADOPTION OF AGENDA

- 2.1. Adoption of Agenda for October 2, 2018
[Council Agenda - 02 Oct 2018](#)

3. DELEGATIONS/PRESENTATIONS

World Breastfeeding week proclamation, October 1-7, 2018

- 3.1. **Baby Friendly NL**

4. ADOPTION OF MINUTES

5. BUSINESS ARISING FROM MINUTES

6. COMMITTEE REPORTS

- 6.1. **Planning & Development Committee- Councillor Harding**

- 6.1.1. **Committee report**
[2018 09 25 PD Report](#)

- 6.2. **Recreation/Community Services- Councillor Stewart Sharpe**

Committee report
[Recreation/Community Services Committee - 24 Sep 2018 - Minutes - Pdf](#)

- 6.2.1. **Sports Coordinator**
Committee discussed the information that was provided by the Recreation Director to Council on Tuesday, September 18th regarding the Sport Coordinator position. Committee members felt that it would be valuable to access the position once the full calendar year has been completed and all invoices have been process. The position would be discussed in dept discussion during budget consultations.. The Recreation Committee would like to put forward the following recommendation;

Committee recommends that the Town extend the Sports Coordinator position for 4 months to allow for a full year evaluation and for further discussion during the budget consultations.

6.2.2. Programs and Special Events

The Recreation Director provided committee a list of the remaining programs and special events for 2018. Please find a list of these items and their dates in the attached committee report.

6.2.3. Lifestyle Centre

The Recreation Director gave an update on the Lifestyle Centre Business Case Analysis. Gardner Pinfold received the recommended changes that the Recreation Director and Vigilant suggested and these changes will be made and the first draft of the report will be tabled at the next Recreation Committee meeting.

6.2.4. Community Grants

The Recreation Committee reviewed the Community Grant applications and would like to make the following recommendations:

Committee recommends that the Town donate \$100.00 to Noah Whittle to assist with his travel to the British Commonwealth Karate Championships in Durban, South Africa from November 29th to December 2nd.

Committee recommends that the Town donate \$200 to the PCSP Mixed Softball League to assist with the replacement cost of the dart boards in the Recreation Centre.

Committee recommends that the Town donate \$200.00 to the Feildians U15 Soccer Team to assist with their travels to Nationals in Laval, Quebec Oct 3rd -8th.

Committee recommends that the Town donate \$250.00 to the PCSP Men's Pirates Softball Team to assist with registration for the USSA World's Qualifier.

6.3. Public Works- Councillor Bartlett

Committee report

[Public Works Committee - 26 Sep 2018 - Minutes - Pdf](#)

6.3.1. Traffic Calming

Discussions were held with the Director of Economic Development and the Public Works Committee in respect to the Traffic Calming assessments last year for Country Gardens, Olivers Pond Road and Western Gully Road and the subsequent changes to the Town's Speed Limit Policy. Committee agreed the next steps in this process are to reassess traffic calming in these areas based on the new speed limit policy as per the policy changes adopted by Motion 2018-249 on July 24, 2018. Then move forward with the implementation of the 40km/hr speed limits throughout the Town. Communication will be provided to

the neighborhoods as these changes are implemented.

6.3.2. Easements - Balda Place

Public Works is in the process of having surveys completed for the installation of storm water management infrastructure.

6.3.3. Small Scale Treatment Plants

Committee was presented with the final recommendations for the use of small scale treatment plants as requested by the Planning and Development Department. In summary, Public Works and the Town Manager/Engineer recommend that developer implementation of small scale treatment plants in semi-serviced (water) areas shall be allowed provided the approval process and conditions as outlined in the full report are applied.

6.3.4. Water Interruption - September 25, 2018

Committee was notified that there was a minor water interruption in the areas of Anglican Cemetery Road, Blast Hole Pond Road, Churchills Road, Legion Road and some parts of Portugal Cove Road. Operators were dispatched, assessed the issues and resolved the matter expediently. On the same day calls were received at Public Works with respect to water escaping on Meadow Heights, issues were quickly repaired resolving the issue.

Operational Updates:

6.3.5. Culverts

An assessment of the culverts at the lower end of School Road following heavy rain storm resulted in immediate necessary replacements as well as a culvert on Farm Road. The required permits for work on Mercers Road culvert have not been received yet from Environment.

6.3.6. Guardrails

Replacements / repairs are ongoing.

6.3.7. Meadow Heights Pedestrian Walkway

Line painting has been completed. This was not part of the scheduled work.

6.3.8. Sign Replacements

Some traffic signage throughout the Town which were damaged or dilapidated are being replaced.

6.3.9. Tenders

Remaining 2018 tenders are under way.

Other Business:

6.3.10. Walkway Portugal Cove Road Pedestrian Walkway

A request has been put forward to EXP regarding the durability of the

green paint which was installed as part of a pilot project for the pedestrian walkway on Portugal Cove Road. Public Works is waiting on a response.

6.3.11. Pedestrian Activated Crosswalks

Public Works received quotes for the supply of pedestrian activated crosswalks. Correspondence will be sent to the Department of Transportation and Works requesting their approval for the Town to install these safety measures on Thorburn Road in the area of Brookside Intermediate School.

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

Committee Report

[Economic Development, Marketing, Communications, and Tourism
Committee - 24 Sep 2018 - Minutes - Pdf](#)

6.4.1. Budget 2019

A proposed schedule and strategy was shared with the committee; it includes three public meetings, a forum for community groups to make presentations, social media strategy and a dedicated page on our website, including a form for residents to submit their thoughts. The draft budget is planned to be completed in mid-November with a summary flyer to be circulated to all residents, prior to the final public meeting.

6.4.2. Small Business Week

The Town is working with the Chamber of Commerce to celebrate Small Business Week this year. There will be a special event at the Grounds Cafe on Wednesday, October 17th at 7:00 pm with a number of special guests to address members of the Chamber. Final plans are still being confirmed.

6.4.3. Tourism Plan

The Director of Economic Development is supporting the Chamber of Commerce in the application process for funding, through the Community Capacity Building program, with the Department of Tourism, Culture, Industry and Innovation. The Department will then facilitate a 1.5 day session with the business community, Council, advisory groups and stakeholders to develop a Tourism Plan for Portugal Cove - St. Philip's.

6.4.4. Regional Signage - Letter of Support

Committee discussed the regional signage project and the request for a letter of support by the City of St. John's. The Town of Portugal Cove - St. Philip's is identified in the proposal as the pilot project community to have a set of regional signs designed, constructed and installed, at a cost of \$5000. Our municipal neighbors have been signing on to show their commitment and contribute toward the design of the regional template, that will allow for municipal customization. The general

municipal way finding signs in our community will be done as a separate project.

Committee recommends that the Town provide a letter of support to the City of St. John's for the Regional Signage Plan, with a commitment of \$5000.

6.4.5. Stewardship Association of Municipalities Meeting

Our Heritage and Environment Coordinator attended the Fall meeting of the Stewardship Association on September 20-21 in Labrador City. The association is looking for municipalities to hold future meetings. This will be included as a part of the budget considerations for 2019.

6.4.6. Wooden Boat Museum Conference

The Director of Economic Development will be presenting at the conference in Twillingate on Saturday, September 29.

6.4.7. Eastern Health Clinic

A public meeting has been planned with MHA Brazil for Tuesday, September 25th to discuss the issue with residents, community groups and stakeholders at the Town Hall.

6.4.8. Bus Tour

The proposed route and topics were discussed with the committee. A date is yet to be finalized.

6.4.9. Heritage - Digital Storytelling Project

The Heritage Committee and Family History Club will be partnering with Dale Jarvis and the Heritage Foundation to do a pilot project on digital storytelling in Portugal Cove - St. Philip's. The end product will be a series of short videos, designed as narrated slideshows, which tell stories of people and places in the community. The first workshop will take place on October 16th.

6.4.10. Heritage - Red Earth TV

We have been supporting a television production company looking to do a show on the history of the giant squid in Portugal Cove - St. Philip's.

6.5. Protective Services- Councillor Hanlon

Committee report

[Protective Services Committee - 26 Sep 2018 - Minutes - Pdf](#)

Commissionaires-Municipal Enforcement

- 6.5.1. On September 21st, the MEO joined Sgt. Kevin Foley of the RNC to do a Facebook live presentation on the Commissionaires role in the community and at what point residents should call the RNC. The discussion also covered the best way to contact the MEO including after hours contact information. Call 895-8000 anytime, even when the office is closed, the after hours call center will ensure contact is made with MEO.

- 6.5.2. Commissionaires have been once again participating in school safety zone patrols. MEO suggests this would be an ideal topic for the next social media presentation with the RNC as many high speed vehicles are still being witnessed in school zones, including parents dropping off kids and then racing out of the area. MEO contacted RNC Traffic Services on this as a result RNC are increasing patrols in these areas especially during peak school traffic times - morning drop off and afternoon pick up.
- 6.5.3. On three separate occasions the MEO has contacted the RNC regarding suspected impaired drivers, the suspicion of impairment due to marijuana usage. These vehicles were all noted within the Nearys Pond Road area and Rainbow Gully parking lot area.
- 6.5.4. Still waiting on Minister's response regarding ticketing ability.

FES Updates:

- 6.5.5. Total responses: 9 since last Committee meeting.
- 1 Residential Alarm
 - 1 RTA (road traffic accident)
 - 1 Pole Fire
 - 1 Vehicle Fire
 - 1 Wire Down
 - 1 Extra Service Call
 - 2 Medical Calls
 - 1 Commercial Alarm
- 6.5.6. Training Events:
September 17th - fire extinguisher training and equipment checks.
- 6.5.7. Other Activity:
- Fire Department Annual Firefighters Ball was held on September 22nd at the Royal Canadian Legion, Branch 10. Another great event and a fantastic turn out.
 - Fire Department monthly general meeting (GM) was held on September 20th after 2 months of downtime for summer months. GM will continue each month throughout the winter to the end of June.
 - Planning for Fire Prevention Week is ongoing. 2018 Fire Prevention Week is October 7-13th and the theme this year is "Look. Listen. Learn. Be aware. Fire can happen anywhere." The Chiefs anticipate having a proclamation for Fire Prevention Week prepared for signature at the next Council meeting, October 2, 2018. Several members of the department will be in attendance for this meeting. The Department will be participating in evacuation drills with the schools as well as events for staff.
 - The Chiefs are continuing to work with the Special Projects & OHS Advisor on evacuation plans and secure building / lockdown procedures for the Town Offices and Depot.

- 6.5.8. The Committee review the dashboard snapshot of incident response to date.

6.6. Administration and Finance- Deputy Mayor Laham

Committee report

[Administration and Finance Committee - 26 Sep 2018 - Minutes - Pdf](#)

6.6.1. Chamber of Commerce

The Chamber of Commerce (COC) attended the committee meeting from 5:00 to 5:30 to discuss the new Procurement Act.

They offered their services on developing process and procedures for acceptable procurement standards. They stressed that the more bids the Town can get for a service the better.

Staff indicated that specification writing and the grouping of products are areas that the Town can review with process improvement in mind.

6.6.2. Accounts for Payment

The Committee has the following motion:

Committee recommends that Council approve payment of regular accounts in the amount of \$ \$11,905.86, and capital accounts in the amount of \$48,209.92, for a total of \$60,115.78.

6.6.3. Correspondence Policy

In an effort to be open and transparent to residents about the issues before Council, and to ensure correspondence is responded to, the committee has reviewed the Correspondence Policy and is putting forward our recommendations.

The committee evaluated the distribution process for correspondence that is marked 'Private' and would like to emphasize our position. Correspondence received that is needed by a committee to make a recommendation or needed by the whole Council for decision or action, will be managed in accordance with the Access to Information and Protection of Privacy Act, 2015 (ATIPPA, 2015). Whether or not correspondence is marked confidential, private, secret, etc., is a consideration but not the determining factor in deciding whether correspondence is in fact confidential under ATIPPA, 2015.

Please note that all records under the custody and control of the Town are subject to release under the ATIPPA, 2015 legislation.

6.6.4. Rules of Procedure

The committee continues to review sections of the Town's Rules of Procedure Governing Meetings and recommendations are being compiled for Council review. Staff are evaluating if other Municipalities simply use Robert's Rules of Order or have summerized Rules as

PCSP does.

6.6.5. Canadian Federation of Independent Business

Municipal red tape challenge - this item is for information only.

6.6.6. KidKare Children's Centre

School Bus Courtesy Seating

The Town considered the request and is considering possibilities.

6.6.7. Municipal Assessments

Committee reviewed the 2019 Assessments that were received. The Town's overall assessed value is down by \$25 million.

6.6.8. Tolt Road project

The town sent questionnaires to the residents of Tolt Road and sounding cul-de-sacs pertaining to the Tolt Road upgrading project asking for feedback on which services are desired. We have recieved responses from 45% of the homes. Responses will be reported on the website. Further discussion will take place at the next committee meeting.

7. CORRESPONDENCE

7.1. Council Correspondence for September 17 to 28, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
9/25/2018	KidKare Children's Centre	School Bus Courtesy Seating	A&F Cmte
9/17/2018	Canadian Federation of Independent Business (CFIB)	Red Tape Challenge	A&F Cmte

8. NEW/GENERAL/UNFINISHED BUSINESS

9. AGENDA ITEMS/NOTICE OF MOTIONS ETC.

10. ADJOURNMENT



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- 1. CALL OF MEETING TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. DELEGATIONS/PRESENTATIONS**
 - 3.1. Baby Friendly NL
- 4. ADOPTION OF MINUTES**
- 5. BUSINESS ARISING FROM MINUTES**
- 6. COMMITTEE REPORTS**
 - 6.1. Planning & Development Committee- Councillor Harding**
 - 6.1.1. Civic # 28-30 Balda Place – Single Dwelling
 - 6.1.2. Civic # 1-3 Lamswood Lane – Subdivide Property and Construct Single Dwelling
 - 6.1.3. Civic # 337-387 Old Broad Cove Road – Accessory Building
 - 6.1.4. Civic # 12 Ron's Road – Demolish and Construct Accessory Building
 - 6.1.5. Civic # 7-17 Lees Place – Patio/Deck
 - 6.1.6. Civic # 1910-1914 Portugal Cove Road – Request for Municipal Approval
 - 6.1.7. Civic # 1614-1616 Portugal Cove Road – Request for Municipal Approval
 - 6.1.8. Other Items
 - 6.1.24. Permits Issued
 - 6.2. Recreation/Community Services- Councillor Stewart Sharpe**
 - 6.2.1. Sports Coordinator
 - 6.2.2. Programs and Special Events
 - 6.2.3. Lifestyle Centre
 - 6.2.4. Community Grants
 - 6.3. Public Works- Councillor Bartlett**
 - 6.3.1. Traffic Calming
 - 6.3.2. Easements - Balda Place
 - 6.3.3. Small Scale Treatment Plants

- 6.3.4. Water Interruption - September 25, 2018
- 6.3.5. Culverts
- 6.3.6. Guardrails
- 6.3.7. Meadow Heights Pedestrian Walkway
- 6.3.8. Sign Replacements
- 6.3.9. Tenders
- 6.3.10. Walkway Portugal Cove Road Pedestrian Walkway
- 6.3.11. Pedestrian Activated Crosswalks

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

- 6.4.1. Budget 2019
- 6.4.2. Small Business Week
- 6.4.3. Tourism Plan
- 6.4.4. Regional Signage - Letter of Support
- 6.4.5. Stewardship Association of Municipalities Meeting
- 6.4.6. Wooden Boat Museum Conference
- 6.4.7. Eastern Health Clinic
- 6.4.8. Bus Tour
- 6.4.9. Heritage - Digital Storytelling Project
- 6.4.10. Heritage - Red Earth TV

6.5. Protective Services- Councillor Hanlon

- 6.5.1 Commissionaires-Municipal Enforcement
- 6.5.2 FES Updates:

6.6. Administration and Finance- Deputy Mayor Laham

- 6.6.1. Chamber of Commerce
- 6.6.2. Accounts for Payment
- 6.6.3. Correspondence Policy
- 6.6.4. Rules of Procedure
- 6.6.5. Canadian Federation of Independent Business
- 6.6.6. KidKare Children's Centre
- 6.6.7. Municipal Assessments
- 6.6.8. Tolt Road project

7. CORRESPONDENCE

8. NEW/GENERAL/UNFINISHED BUSINESS

9. AGENDA ITEMS/NOTICE OF MOTIONS ETC.

10. ADJOURNMENT

Planning and Development Committee Report

September 25, 2018

In Attendance: Darryl J. Harding, Councillor
Jeff Laham, Deputy Mayor (Items # 1-7, 10-20 & 22)
Johnny Hanlon, Councillor
Carol McDonald, Mayor
Chris Milley, Town Manager (Items # 1-20 & 22)
Les Spurrell, Planning & Development Coordinator
Holly Duffett, Planning Technologist
Developer (Item # 22)

1. Civic # 28-30 Balda Place – Single Dwelling

Motion: The Committee recommends that the application to construct a single dwelling at Civic # 28-30 Balda Place be granted approval in principle as per Appendix A: Tabled Report.

2. Civic # 1-3 Lamswood Lane – Subdivide Property and Construct Single Dwelling

Motion: The Committee recommends that the application to subdivide property and construct a single dwelling at Civic # 1-3 Lamswood Lane be granted approval in principle as per Appendix A: Tabled Report.

3. Civic # 377-387 Old Broad Cove Road – Accessory Building

Motion: The Committee recommends that the application for an accessory building at Civic # 377-387 Old Broad Cove Road be granted approval in principle as per Appendix A: Tabled Report.

Amended the address from #337-387 to #377-387 during adoption of the agenda.

4. Civic # 12 Ron's Road – Demolish and Construct Accessory Building

Motion: The Committee recommends that the application to demolish and construct an accessory building at Civic # 12 Ron's Road be granted approval in principle as per Appendix A: Tabled Report.

5. Civic # 7-17 Lees Place – Patio/Deck

Motion: The Committee recommends that the application to for demolition and reconstruction of a patio/deck at Civic # 7-17 Lees Place be granted approval in principle as per Appendix A: Tabled Report.

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

The Planning Department is in receipt of correspondence from the business owner at Civic # 1910-1914 Portugal Cove Road with a request for municipal approval to transfer the existing liquor license from "The Angry Urchin" to "62454 NL Inc." operating as Wild Horses Pub & Eatery.

Motion: The Committee recommends that Council forward correspondence to the business owner advising that the Town has no objections to the transfer and continuation of the existing liquor license for Civic # 1910-1914 Portugal Cove Road.

7. Civic # 1614-1616 Portugal Cove Road – Request for Municipal Approval

The Planning Department is in receipt of correspondence from the business owner at Civic # 1614-1616 Portugal Cove Road with a request for municipal approval to obtain a license from the NLC to be a Cannabis Retailer.

Motion: The Committee recommends that Council forward correspondence to the business owner advising that the Town has no objections to the issuance of a license to establish a cannabis retailer at Civic # 1614-1616 Portugal Cove Road.

Items # 8 through 23 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

24. Permits Issued

There were fifteen (15) permits issued from September 7 to September 20, 2018 as per Appendix A: Tabled Report.



APPENDIX A: TABLED REPORT
Planning & Development Committee Meeting
Tuesday, September 25, 2018
Town Hall, 4:30 PM

Present

Darryl J. Harding, Councillor
Jeff Laham, Deputy Mayor
Johnny Hanlon, Councillor
Carol McDonald, Mayor
Chris Milley, Town Manager
Les Spurrell, Planning & Development Coordinator
Holly Duffett, Planning Technologist

Absent W/Notice

Also Present

Developer

1. CIVIC # 28-30 BALDA PLACE

Single Dwelling

Zoning: Residential Medium Density (RMD) - Unserviced

- 1.1. **The Committee recommends that the application for Civic # 28-30 Balda Place be granted approval in principle, permitting the construction of a single dwelling. Approval in principle is subject to approval from the Department of Municipal Affairs and Environment and the consolidation of the two properties. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Schedule C: Residential Medium Density and Schedule E: Environmental Protection Overlay.**

Administrator recommended that this application be granted approval in principle.

2. CIVIC # 1-3 LAMSWOOD LANE

Subdivide Property & Construct Single Dwelling
Zoning: Traditional Community (TC) - Unserviced

- 2.1. **The Committee recommends that the application for Civic # 1-3 Lamswood Lane be granted approval in principle, permitting the subdivision of property and construction of a single dwelling fronting on Coady's Road. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Schedule C: Traditional Community and Schedule E: Environmental Protection Overlay.**

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

3. CIVIC # 377-387 OLD BROAD COVE ROAD

Accessory Building
Zoning: Mixed Use (MIX) – Semi-Serviced

- 3.1. **The Committee recommends that the application for Civic # 377-387 Old Broad Cove Road be granted approval in principle, permitting an accessory building. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 39 (Accessory Buildings) and Schedule C: Mixed Use.**

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

4. CIVIC # 12 RON'S ROAD

Demolish & Construct Accessory Building
Zoning: Protected Watershed (PW) – Unserviced

- 4.1. **The Committee recommends that the application for Civic # 12 Ron's Road be granted approval in principle, permitting demolition and reconstruction 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 49 (Non-Conforming Use) and Schedule C: Protected Watershed, and conditions listed within the approval from the City of St. John's.**

Administrator recommended that this application be granted approval in principle.

5. CIVIC # 7-17 LEES PLACE

Patio/Deck
Zoning: Residential Medium Density (RMD) – Unserviced

- 5.1. **The Committee recommends that the application for Civic # 7-17 Lee's Place be granted approval in principle, permitting demolition and reconstruction of a patio/deck.**

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).

Administrator recommended that this application be granted approval in principle.

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

- 8.1. 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.

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

- 9.1. 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.

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 contact the resident advising that the Orders must be addressed by June 1, 2019.

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 with the Advisory Committee on the Environment for the October 23, 2018 Committee meeting.

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 Director's 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 this item be held pending receipt of the file information at the next Committee meeting.

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 this item be held pending receipt of the file information at the next Committee meeting.

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 forward notices to property owners located within a 200m offset of the subdivision boundaries in accordance with Plan Policy SD-5 (Public Input).

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 review and discussion of the Solicitor's Report by all members of Council.

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

- 20.1. 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 receipt of information from the Department of Fisheries and Land Resources (Crown lands).

21. AMENDMENT TO MUNICIPAL PLAN AND DEVELOPMENT REGULATIONS (MAXIMUM STREET LENGTH)

- 21.1. The Committee discussed the status of an amendment to the maximum street length standards within the Town's Municipal Plan & Development Regulations.

Staff advised the Committee that they have received a report on the proposed amendment from the Town's Consultant Planner and will forward the report to Committee member for their review and consideration. The Committee requested that staff ask the Planning Consultant for a time-line regarding completion of the proposed amendment.

22. CIVIC # 432 OLD BROAD COVE ROAD – FEES PREVIOUSLY PAID (MEETING WITH THE COMMITTEE)

- 22.1. The Committee met with a developer and discussed fees that they had previously paid to the Town for rezoning and residential subdivision applications.

The Committee advised Staff to correspond with the developer advising of the funds that have been charged to date and to advise that the fees required for rezoning (as per the Town's Tax Structure and Schedule of Fees) must be paid prior to commencing the rezoning process.

23. CONDITION OF PROPERTY – CIVIC # 1401-1417 PORTUGAL COVE ROAD

- 23.1. The Committee discussed the condition of property at an existing agricultural operation at Civic # 1401-1417 Portugal Cove Road.

The Committee advises Staff to contact the property owner regarding the property's condition and to complete a site visit to provide the Committee with pictures of the property at their next meeting.

24. PERMITS ISSUED FROM SEPTEMBER 7 TO SEPTEMBER 20, 2018

- 24.1.

#	Permit	Date Issued	Civic #	Street	Permit Type
1	18-225	09/07/2018	1	Summer Cove	Site Preparation
2	18-226	09/07/2018	2	Summer Cove	Site Preparation
3	18-227	09/07/2018	13	Moses Place	Site Preparation
4	18-228	09/07/2018	13	Moses Place	Single Dwelling
5	18-229	09/11/2018	1604	Portugal Cove Road	Commercial Building Extension
6	18-230	09/11/2018	52-56	Meadow Heights	Water & Sewer Connection
7	18-231	09/13/2018	46-50	Meadow Heights	Sewer Connection
8	18-232	09/13/2018	6	Kittiwake Place	Site Preparation
9	18-233	09/14/2018	64-66	Tuckers Hill Road	Accessory Building
10	18-234	09/17/2018	605-607	Old Broad Cove Road	Dwelling Repairs
11	18-235	09/17/2018	1429	Portugal Cove Road	Replace Septic System
12	18-236	09/18/2018	20	Megan Ridge Drive	Occupancy
13	18-237	09/18/2018	344-348	Dogberry Hill Road	Subdivide Property
14	18-238	09/18/2018	344-346	Dogberry Hill Road	Test Holes
15	18-239	09/20/2018	15-17	Anglican Cemetery Road	Replace Septic Tank



APPENDIX A: TABLED REPORT
Planning & Development Committee Meeting
Tuesday, September 25, 2018
Town Hall, 4:30 PM

Present

Darryl J. Harding, Councillor
Jeff Laham, Deputy Mayor
Johnny Hanlon, Councillor
Carol McDonald, Mayor
Chris Milley, Town Manager
Les Spurrell, Planning & Development Coordinator
Holly Duffett, Planning Technologist

Absent W/Notice

Also Present

Developer

1. CIVIC # 28-30 BALDA PLACE

Single Dwelling

Zoning: Residential Medium Density (RMD) - Unserviced

- 1.1. **The Committee recommends that the application for Civic # 28-30 Balda Place be granted approval in principle, permitting the construction of a single dwelling. Approval in principle is subject to approval from the Department of Municipal Affairs and Environment and the consolidation of the two properties. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Schedule C: Residential Medium Density and Schedule E: Environmental Protection Overlay.**

Administrator recommended that this application be granted approval in principle.

2. CIVIC # 1-3 LAMSWOOD LANE

Subdivide Property & Construct Single Dwelling
Zoning: Traditional Community (TC) - Unserviced

- 2.1. **The Committee recommends that the application for Civic # 1-3 Lamswood Lane be granted approval in principle, permitting the subdivision of property and construction of a single dwelling fronting on Coady's Road. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Schedule C: Traditional Community and Schedule E: Environmental Protection Overlay.**

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

3. CIVIC # 337-387 OLD BROAD COVE ROAD

Accessory Building
Zoning: Mixed Use (MIX) – Semi-Serviced

- 3.1. **The Committee recommends that the application for Civic # 377-387 Old Broad Cove Road be granted approval in principle, permitting an accessory building. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 39 (Accessory Buildings) and Schedule C: Mixed Use.**

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

4. CIVIC # 12 RON'S ROAD

Demolish & Construct Accessory Building
Zoning: Protected Watershed (PW) – Unserviced

- 4.1. **The Committee recommends that the application for Civic # 12 Ron's Road be granted approval in principle, permitting demolition and reconstruction 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 49 (Non-Conforming Use) and Schedule C: Protected Watershed, and conditions listed within the approval from the City of St. John's.**

Administrator recommended that this application be granted approval in principle.

5. CIVIC # 7-17 LEES PLACE

Patio/Deck
Zoning: Residential Medium Density (RMD) – Unserviced

- 5.1. **The Committee recommends that the application for Civic # 7-17 Lee's Place be granted approval in principle, permitting demolition and reconstruction of a patio/deck. 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).

Administrator recommended that this application be granted approval in principle.

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

- 8.1. 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.

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

- 9.1. 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.

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 contact the resident advising that the Orders must be addressed by June 1, 2019.

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 with the Advisory Committee on the Environment for the October 23, 2018 Committee meeting.

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 Director's 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 this item be held pending receipt of the file information at the next Committee meeting.

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 this item be held pending receipt of the file information at the next Committee meeting.

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 forward notices to property owners located within a 200m offset of the subdivision boundaries in accordance with Plan Policy SD-5 (Public Input).

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 review and discussion of the Solicitor's Report by all members of Council.

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

- 20.1. 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 receipt of information from the Department of Fisheries and Land Resources (Crown lands).

21. AMENDMENT TO MUNICIPAL PLAN AND DEVELOPMENT REGULATIONS (MAXIMUM STREET LENGTH)

- 21.1. The Committee discussed the status of an amendment to the maximum street length standards within the Town's Municipal Plan & Development Regulations.

Staff advised the Committee that they have received a report on the proposed amendment from the Town's Consultant Planner and will forward the report to Committee member for their review and consideration. The Committee requested that staff ask the Planning Consultant for a time-line regarding completion of the proposed amendment.

22. CIVIC # 432 OLD BROAD COVE ROAD – FEES PREVIOUSLY PAID (MEETING WITH THE COMMITTEE)

- 22.1. The Committee met with a developer and discussed fees that they had previously paid to the Town for rezoning and residential subdivision applications.

The Committee advised Staff to correspond with the developer advising of the funds that have been charged to date and to advise that the fees required for rezoning (as per the Town's Tax Structure and Schedule of Fees) must be paid prior to commencing the rezoning process.

23. CONDITION OF PROPERTY – CIVIC # 1401-1417 PORTUGAL COVE ROAD

- 23.1. The Committee discussed the condition of property at an existing agricultural operation at Civic # 1401-1417 Portugal Cove Road.

The Committee advises Staff to contact the property owner regarding the property's condition and to complete a site visit to provide the Committee with pictures of the property at their next meeting.

24. PERMITS ISSUED FROM SEPTEMBER 7 TO SEPTEMBER 20, 2018

- 24.1.

#	Permit	Date Issued	Civic #	Street	Permit Type
1	18-225	09/07/2018	1	Summer Cove	Site Preparation
2	18-226	09/07/2018	2	Summer Cove	Site Preparation
3	18-227	09/07/2018	13	Moses Place	Site Preparation
4	18-228	09/07/2018	13	Moses Place	Single Dwelling
5	18-229	09/11/2018	1604	Portugal Cove Road	Commercial Building Extension
6	18-230	09/11/2018	52-56	Meadow Heights	Water & Sewer Connection
7	18-231	09/13/2018	46-50	Meadow Heights	Sewer Connection
8	18-232	09/13/2018	6	Kittiwake Place	Site Preparation
9	18-233	09/14/2018	64-66	Tuckers Hill Road	Accessory Building
10	18-234	09/17/2018	605-607	Old Broad Cove Road	Dwelling Repairs
11	18-235	09/17/2018	1429	Portugal Cove Road	Replace Septic System
12	18-236	09/18/2018	20	Megan Ridge Drive	Occupancy
13	18-237	09/18/2018	344-348	Dogberry Hill Road	Subdivide Property
14	18-238	09/18/2018	344-346	Dogberry Hill Road	Test Holes
15	18-239	09/20/2018	15-17	Anglican Cemetery Road	Replace Septic Tank



MINUTES

Recreation/Community Services Committee Meeting

Monday, September 24, 2018

Town Hall, 7:00 PM

Present

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

Absent W/Notice

Also Present

1. SPORTS COORDINATOR

- 1.1 Committee discussed the information that was provided by the Recreation Director to Council on Tuesday, September 18th regarding the Sport Coordinator position. Committee members felt that it would be valuable to access the position once the full calendar year has been completed and all invoices have been process. The position would be discussed in dept discussion during budget consultations.. The Recreation Committee would like to put forward the following recommendation;

Committee recommends that the Town extend the Sports Coordinator position for 4 months to allow for a full year evaluation and for further discussion during the budget consultations.

2. PROGRAMS AND SPECIAL EVENTS

- 2.1 The Recreation Director provided committee a list of the remaining programs and special events for 2018. Please find attached a list of these items and their dates.
[Programs and Special Events Oct-Dec](#)

3. LIFESTYLE CENTRE

- 3.1 The Recreation Director gave an update on the Lifestyle Centre Business Case Analysis. Gardner Pinfold received the recommended changes that the Recreation

Director and Vigilant suggested and these changes will be made and the first draft of the report will be tabled at the next Recreation Committee meeting.

4. COMMUNITY GRANTS

- 4.1 The Recreation Committee reviewed the Community Grant applications and would like to make the following recommendations:

Committee recommends that the Town donate \$250.00 to the PCSP Men's Pirates Softball Team to assist with registration for the USSA World's Qualifier.

Committee recommends that the Town donate \$200.00 to the Feildians U15 Soccer Team to assist with their travels to Nationals in Laval, Quebec Oct 3rd -8th.

Members of the team include Edmund Oates, Jonathan Furlong, Taj Exeley, Brandon Toope, and Daniel Hanlon.

Committee recommends that the Town donate \$200 to the PCSP Mixed Softball League to assist with the replacement cost of the dart boards in the Recreation Centre.

Committee recommends that the Town donate \$100.00 to Noah Whittle to assist with his travel to the British Commonwealth Karate Championships in Durban, South Africa from November 29th to December 2nd.

Programs and Special Events Oct – Dec 2018

National Seniors Day	Monday, October 1 st
Seniors Low Impact Fitness	Tuesday in October
Caterday Café	October 27 th
Fall Family Festival	Sunday October 14 th
Paint Night	Tuesday October 23 rd
Bootcamp	Ongoing
Learn to Run	Ongoing
Youth Kickboxing	Ongoing
Yoga	Ongoing
Zumba	Ongoing
Sports Day / Jersey Day	Friday, November 2 nd
Wellness Expo	Rescheduled to January 2019
Guy Fawkes Bonfire Night	Monday November 5 th
Ugly Stick Workshop	Wednesday November 28 th
Breakfast with Santa	Saturday December 1 st
Parade	Sunday December 2 nd
Tree Lighting/Gingerbread Contest	Tuesday December 4 th
Merry and Bright Festival of Lights	Week of December 17 th



MINUTES
Public Works Committee Meeting
Wednesday, September 26, 2018
Town Hall, 6:15 PM

Present

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

Absent W/Notice

Also Present

Jeff Lawlor, Director of Economic Development, Marketing and Communications

1. TRAFFIC CALMING

Jeff Lawlor in attendance for this item.

- 1.1 Discussions were held with the Director of Economic Development and the Public Works Committee in respect to the Traffic Calming assessments last year for Country Gardens, Olivers Pond Road and Western Gully Road and the subsequent changes to the Town's Speed Limit Policy. Committee agreed the next steps in this process are to reassess traffic calming in these areas based on the new speed limit policy as per the policy changes adopted by Motion 2018-249 on July 24, 2018. Then move forward with the implementation of the 40km/hr speed limits throughout the Town. Communication will be provided to the neighborhoods as these changes are implemented.

2. EASEMENTS - BALDA PLACE

- 2.1 Public Works is in the process of having surveys completed for the installation of storm water management infrastructure.

3. SMALL SCALE TREATMENT PLANTS

- 3.1 Committee was presented with the final recommendations for the use of small scale

treatment plants as requested by the Planning and Development Department. In summary, Public Works and the Town Manager/Engineer recommend that developer implementation of small scale treatment plants in semi-serviced (water) areas shall be allowed provided the approval process and conditions as outlined in the full report are applied.

4. WATER INTERRUPTION - SEPTEMBER 25, 2018

- 4.1 Committee was notified that there was a minor water interruption in the areas of Anglican Cemetery Road, Blast Hole Pond Road, Churchills Road, Legion Road and some parts of Portugal Cove Road. Operators were dispatched, assessed the issues and resolved the matter expediently. On the same day calls were received at Public Works with respect to water escaping on Meadow Heights, issues were quickly repaired resolving the issue.

5. OPERATIONAL UPDATES

- 5.1 Culverts: An assessment of the culverts at the lower end of School Road following heavy rain storm resulted in immediate necessary replacements as well as a culvert on Farm Road. The required permits for work on Mercers Road culvert have not been received yet from Environment.
- 5.2 Guardrails: replacements / repairs are ongoing.
- 5.3 Meadow Heights pedestrian walkway line painting has been completed. This was not part of the scheduled work.
- 5.4 Sign replacements – some traffic signage throughout the Town which were damaged or dilapidated are being replaced.
- 5.5 Remaining 2018 tenders are under way.

6. OTHER BUSINESS

6.1 Portugal Cove Road Pedestrian Walkway

A request has been put forward to EXP regarding the durability of the green paint which was installed as part of a pilot project for the pedestrian walkway on Portugal Cove Road. Public Works is waiting on a response.

6.2 Pedestrian Activated Crosswalks

Public Works received quotes for the supply of pedestrian activated crosswalks. Correspondence will be sent to the Department of Transportation and Works requesting their approval for the Town to install these safety measures on Thorburn Road in the area of Brookside Intermediate School.

Committee recommends that the purchase of two pedestrian activated crosswalks at a cost of \$9,350 each plus HST be approved.



MINUTES

Economic Development, Marketing, Communications, and Tourism Committee Meeting Monday, September 24, 2018 Town Hall, 5:30 PM

Present Tina Neary, Councillor
Madonna Stewart-Sharpe, Councillor
Dave Bartlett, Councillor
Carol McDonald, Mayor (Items 1- 6,8,9)

Absent W/Notice

Also Present Jeff Lawlor, Director

1. BUDGET 2019

- 1.1. A proposed schedule and strategy was shared with the committee; it includes three public meetings, a forum for community groups to make presentations, social media strategy and a dedicated page on our website, including a form for residents to submit their thoughts. The draft budget is planned to be completed in mid-November with a summary flyer to be circulated to all residents, prior to the final public meeting.

2. SMALL BUSINESS WEEK

- 2.1. The Town is working with the Chamber of Commerce to celebrate Small Business Week this year. There will be a special event at the Grounds Cafe on Wednesday, October 17th at 7:00 pm with a number of special guests to address members of the Chamber. Final plans are still being finalized.

3. TOURISM PLAN

- 3.1. The Director of Economic Development is supporting the Chamber of Commerce in the application process for funding, through the Community Capacity Building program, with the Department of Tourism, Culture, Industry and Innovation. The Department will then facilitate a 1.5 day session with the business community,

Council, advisory groups and stakeholders to develop a Tourism Plan for Portugal Cove - St. Philip's.

4. REGIONAL SIGNAGE - LETTER OF SUPPORT

- 4.1. Committee discussed the regional signage project and the request for a letter of support by the City of St. John's. The Town of Portugal Cove - St. Philip's is identified in the proposal as the pilot project community to have a set of regional signs designed, constructed and installed, at a cost of \$5000. Our municipal neighbors have been signing on to show their commitment and contribute towards the design of the regional template, that will allow for municipal customization. Our general municipal way finding signs in our community are being done separately to this project.

Committee recommends that the Town provide a letter of support to the City of St. John's for the Regional Signage Plan, with a commitment of \$5000.

5. STEWARDSHIP ASSOCIATION OF MUNICIPALITIES MEETING

- 5.1. Our Heritage and Environment Coordinator attended the Fall meeting of the Stewardship Association on September 20-21 in Labrador City. The association is looking for municipalities to hold future meetings. This will be considered as a part of the budget considerations for 2019.

6. WOODEN BOAT MUSEUM CONFERENCE

- 6.1. The Director of Economic Development will be presenting at the conference in Twillingate on Saturday, September 29.

7. EASTERN HEALTH CLINIC

- 7.1. A public meeting has been planned with MHA Brazil for Tuesday, September 25th to discuss the issue with residents, community groups and stakeholders at the Town Hall.

8. BUS TOUR

- 8.1. The proposed route and topics were discussed with the committee. A date is yet to be finalized.

9. HERITAGE

- 9.1. Digital Storytelling Project
 - 9.1.1. The Heritage Committee and Family History Club will be partnering with Dale Jarvis and the Heritage Foundation to do a pilot project on digital storytelling in Portugal Cove - St. Philip's. The end product will be a series of short videos, designed as narrated slideshows, to tell stories of people and places in the community. The first workshop will take place on October 16th.

9.2. Red Earth TV

- 9.2.1. We have been supporting a television production company looking to do a show on the history of the giant squid in Portugal Cove - St. Philip's.



MINUTES

Protective Services Committee Meeting
Wednesday, September 26, 2018
Town Hall, 4:00 PM

Present

Johnny Hanlon, Councillor
Dave Bartlett, Councillor
Tina Neary, Councillor
Carol McDonald, Mayor

Absent W/Notice

Also Present

Fred Hollett, Co-Chief
Heather Coughlan, Employee & Public Relations Admin.

1. COMMISSIONAIRES- MUNICIPAL ENFORCEMENT

- 1.1 On September 21st, the MEO joined Sgt. Kevin Foley of the RNC to do a Facebook live presentation on the Commissionaires role in the community and at what point residents should call the RNC. The discussion also covered the best way to contact the MEO including after hours contact information. Call 895-8000 anytime, even when the office is closed, the after hours call center will ensure contact is made with MEO.
- 1.2 Commissionaires have been once again participating in school safety zone patrols. MEO suggests this would be an ideal topic for the next social media presentation with the RNC as many high speed vehicles are still being witnessed in school zones, including parents dropping off kids and then racing out of the area. MEO contacted RNC Traffic Services on this as a result RNC are increasing patrols in these areas especially during peak school traffic times - morning drop off and afternoon pick up.
- 1.3 On three separate occasions the MEO has contacted the RNC regarding suspected impaired drivers, the suspicion of impairment due to marijuana usage. These vehicles were all noted within the Nearys Pond Road area and Rainbow Gully parking lot area.
- 1.4 Still waiting on Minister's response regarding ticketing ability.

2. FES UPDATES

- 2.1 Total responses: 9 since last Committee meeting.
- 1 Residential Alarm
 - 1 RTA (road traffic accident)
 - 1 Pole Fire
 - 1 Vehicle Fire
 - 1 Wire Down
 - 1 Extra Service Call
 - 2 Medical Calls
 - 1 Commercial Alarm
- 2.2 Training Events:
September 17th - fire extinguisher training and equipment checks.
- 2.3 Other Activity:
- Fire Department Annual Firefighters Ball was held on September 22nd at the Royal Canadian Legion, Branch 10. Another great event and a fantastic turn out.
 - Fire Department monthly general meeting (GM) was held on September 20th after 2 months of downtime for summer months. GM will continue each month throughout the winter to the end of June.
 - Planning for Fire Prevention Week is ongoing. 2018 Fire Prevention Week is October 7-13th and the theme this year is "Look. Listen. Learn. Be aware. Fire can happen anywhere." The Chiefs anticipate having a proclamation for Fire Prevention Week prepared for signature at the next Council meeting, October 2, 2018. Several members of the department will be in attendance for this meeting. The Department will be participating in evacuation drills with the schools as well as events for staff.
 - The Chiefs are continuing to work with the Special Projects & OHS Advisor on evacuation plans and secure building / lockdown procedures for the Town Offices and Depot.
- 2.4 The Committee review the dashboard snapshot of incident response to date.

3. HEADING 3



MINUTES

**Administration and Finance Committee Meeting
Wednesday, September 26, 2018
Town Hall, 5:00 PM**

Present Jeff Laham, Deputy Mayor
Darryl J. Harding, Councillor
Madonna Stewart-Sharpe, Councillor

Absent W/Notice

Also Present Carol McDonald, Mayor
Chris Milley, Town Manager
Tony Pollard, Director of Financial Operations/Town Clerk
Claudine Murray, Deputy Town Clerk

1. PROCUREMENT

- 1.1. The Chamber of Commerce (COC) attended the committee meeting from 5:00 to 5:30 to discuss the new Procurement Act.

They offered their services on developing process and procedures for acceptable procurement standards. They stressed that the more bids the Town can get for a service the better.

Staff indicated that specification writing and the grouping of products are areas that the Town can review with an eye to process improvement.

2. ACCOUNTS FOR PAYMENT

- 2.1. *Committee recommends that Council approve payment of regular accounts in the amount of \$ \$11,905.86, and capital accounts in the amount of \$48,209.92, for a total of \$60,115.78.*
[AFP Sept 26 2018](#)
[Redacted - Cheq Register Sept 26 2018](#)

3. CORRESPONDENCE POLICY

- 3.1. In an effort to be open and transparent to residents about the issues before Council and to ensure correspondence is responded to, the committee has reviewed the Correspondence Policy and is putting forward our recommendations.

The committee evaluated the process for correspondence that is marked Private and would like to emphasize our position. Correspondence received that is needed by a committee to make a recommendation or needed by the whole Council for decision or action, will be managed in accordance with the Access to Information and Protection of Privacy Act, 2015 (ATIPPA, 2015). Whether or not correspondence is marked confidential, private, secret, etc., is a consideration but not the determining factor in deciding whether correspondence is in fact confidential under ATIPPA, 2015.

Please note that all correspondence under the custody and control of the Town is subject to release under the ATIPPA legislation.

4. RULES OF PROCEDURE

- 4.1. The committee continues to review sections of the Town's Rules of Procedure Governing Meetings and recommendations are being compiled for Council review. Staff are evaluating if other Municipalities simply use Robert's Rules of Order or have summerized Rules as PCSP does.

5. CORRESPONDENCE

- 5.1. **Municipal red tape challenge**
This item is for information only.
[CFIB Municipal red tape challenge](#)
- 5.2. School Bus Courtesy Seating
The Town considered the request and is considering possibilities.
[KidKare Children's Centre School Bus Courtesy Seating](#)

6. TAX STRUCTURE

- 6.1. Committee reviewed the 2019 Assessments that were received. The Town's overall assessed value is down by \$25 million.

7. CARRY FORWARD ITEMS:

- 7.1. The town sent questionnaires to the residents of Tolt Road and sounding cul-de-sacs pertaining to the Tolt Road upgrading project asking for feedback on which services are desired. We have recieved responses from 45% of the homes. Responses will be reported on the website. Further discussion will take place at the next committee meeting.

Accounts for Payment - September 26, 2018

REGULAR ACCOUNTS:

18826	9/1/2018	City of St. John's	\$	11,905.86
		Landfill Use Aug18		
		Total Regular Accounts:	\$	11,905.86

CAPITAL ACCOUNT:

18095	9/19/2018	Grand Concourse Authority	\$	16,437.58
		Rainbow gully trails upgrade		
18085	9/19/2018	Grand Concourse Authority	\$	31,772.34
		Voiseys Brook park trail phase III		
		Total Capital Account:	\$	48,209.92

GRAND TOTAL:	\$	60,115.78
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Town of Portugal Cove-St. Philips
BNK1 - BNS CURRENT ACCT
 Cheques from 000001 to 048309 dated between 09/01/2018 and 09/24/2018

CHEQUE REGISTER

Printed: 2:22:29PM 09/24/2018

Page 1 of 5

Number	Issued	Amount	SC	Status	Status Date
048213	09/11/2018 City of St. John's RW 201807-4 water consumption Jul18	44,494.68 44,494.68	A/P	OUT-STD	09/11/2018
048214	09/11/2018 Commissionaires 28585 town security - Jul29-Aug11	5,152.00 5,152.00	A/P	OUT-STD	09/11/2018
048215	09/11/2018 East Coast Trail Association 2018-135 Motion 2018-135 re-development of trails	28,600.00 28,600.00	A/P	OUT-STD	09/11/2018
048216	09/11/2018 Grand Concourse Authority 18075 Summerwood playground upgrade	108,814.61 108,814.61	A/P	OUT-STD	09/11/2018
048217	09/11/2018 Harbourside Transportation Consultants 1010 traffic impact study dogberry hill road	9,487.50 9,487.50	A/P	OUT-STD	09/11/2018
048218	09/11/2018 Pyramid Construction Claim#1BroadCoveRidge claim #1 Broad Cove Ridge Subdivision	204,456.27 204,456.27	A/P	OUT-STD	09/11/2018
048219	09/11/2018 Rideout Tool and Machine Inc. 1614496 Mower	6,060.49 6,060.49	A/P	OUT-STD	09/11/2018
048220	09/11/2018 Automotive Supplies (1985) Ltd 229529 case of oil, oil filter, air filter - unit 15 232095 Unit #51 front and rear rotors and pads, terr 232099 Refund - Unit #51 front and rear rotors and 232100 Unit #51 front and rear rotors and pads, terr	740.77 86.03 301.68 -301.68 654.74	A/P	OUT-STD	09/11/2018
048221	09/11/2018 Babb Lock & Safe Company Ltd. 116391 2 padlocks - 1 for VB gate, 1 for spare 116418 Multi-keys for various buildings - for invento	333.50 43.70 289.80	A/P	OUT-STD	09/11/2018
048222	09/11/2018 Bell Mobility Inc. (Radio Division) 2-1007669 Truck radio install / repairs 2-1009268 Service call - VHF radio antenna in fire1	588.49 348.94 239.55	A/P	OUT-STD	09/11/2018
048223	09/11/2018 Bugden Signs 36757 decals-humboldt	184.00 184.00	A/P	OUT-STD	09/11/2018
048224	09/11/2018 Campbell Rent - Ails Ltd. 1198458 propane bbq rental - regatta	374.90 374.90	A/P	OUT-STD	09/11/2018
048225	09/11/2018 Charlie Hamlyn Asset Management 18 travel expense - Asset management confer	617.41 617.41	A/P	OUT-STD	09/11/2018
048226	09/11/2018 Complete Transport Services 40834 repair cause of scene lights not working 40837 GOF, brake inspection, rotate tires - suppor	771.71 560.54 211.17	A/P	OUT-STD	09/11/2018
048227	09/11/2018 Executive Coffee 0000200889 milk,creamers,tea,coffee	155.70 155.70	A/P	OUT-STD	09/11/2018
048228	09/11/2018 EXP. Services Inc. 451479 broad cove ridge application review	2,052.78 2,052.78	A/P	OUT-STD	09/11/2018
048229	09/11/2018 Frederick Hollett Aug26-Sep1 FD Consultation Aug26-Sep1 Sept2-8 FD Consultation Sept2-8	2,731.25 1,552.50 1,178.75	A/P	OUT-STD	09/11/2018
048230	09/11/2018 GCR Tire Centers 931-71243 2 tire repairs (Unit 54 & 48)	103.39 103.39	A/P	OUT-STD	09/11/2018
048231	09/11/2018 Home Depot 1236 Paid 2530.25 in error - credit used to pay of 3450718 wrenches for depot 3461741 snow fencing 300'	199.79 -562.74 96.88 229.66	A/P	OUT-STD	09/11/2018

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Number	Issued		Amount	SC	Status	Status Date
	6461635	galvanized bolts for parks guardrail	217.14			
	7462516	Hand tools for facilities staff	218.85			
048232	09/11/2018	Honda One	29.33	A/P	OUT-STD	09/11/2018
	I0619355	25ft pull cord for street liner	29.33			
048233	09/11/2018	Jeff Lawlor	550.00	A/P	OUT-STD	09/11/2018
	EDAC Conf18	travel advance EDAC Conf 2018	550.00			
048234	09/11/2018	Josh Gladney's Bus Service Ltd.	1,319.05	A/P	OUT-STD	09/11/2018
	41	bussing for youth camp	1,319.05			
048235	09/11/2018	Madsen Construction Equipment	243.90	A/P	OUT-STD	09/11/2018
	5008458	4 Bushings & 4 keys for backhoe Unit #22	243.90			
048236	09/11/2018	McLoughlan Supplies Ltd.	96.60	A/P	OUT-STD	09/11/2018
	1036280	Lights for treatment plant	96.60			
048237	09/11/2018	Murray's Landscape Services	2,127.50	A/P	OUT-STD	09/11/2018
	25432	Town welcoming sign	2,127.50			
048238	09/11/2018	NL Association of Fire Services	184.00	A/P	OUT-STD	09/11/2018
	5926	Convention registration addition	184.00			
048239	09/11/2018	Orkin Canada Corporation	378.37	A/P	OUT-STD	09/11/2018
	IN-8731226	Pest control - depot	83.38			
	IN-8731240	Pest control - rainbow gully hut	46.58			
	IN-8731246	Pest control - rec center	79.93			
	IN-8731257	Pest control - Voiseys Hut	63.83			
	IN-8731278	Pest control - generator shed	104.65			
048240	09/11/2018	Pinnacle Office Solutions	299.97	A/P	OUT-STD	09/11/2018
	139354	copier maint	299.97			
048241	09/11/2018	PMA	195.50	A/P	OUT-STD	09/11/2018
	4224	Fall Forum Registration	195.50			
048242	09/11/2018	Princess Auto Ltd.	118.28	A/P	OUT-STD	09/11/2018
	1015447	tarps for pickups, wheel balancer, pins for h	118.28			
048243	09/11/2018	Quikprint Services Ltd.	1,850.56	A/P	OUT-STD	09/11/2018
	58335	Safe PCSP cards, brochure	1,850.56			
048244	09/11/2018	Richard Murphy	2,788.75	A/P	OUT-STD	09/11/2018
	Aug27-Sep2	FD Consultations Aug27-Sep2	1,437.50			
	Sep3-9	FD Consultation	1,351.25			
048245	09/11/2018	Rona	730.34	A/P	OUT-STD	09/11/2018
	22010-10218861	facia for new rec storage building	682.07			
	22130-10160401	Propane for Rec Dept event	19.55			
	999-90270419	Service charge	28.72			
048246	09/11/2018	SME	460.00	A/P	OUT-STD	09/11/2018
	046086	shipping container rental	460.00			
048247	09/11/2018	Stephanie Tucker	367.98	A/P	OUT-STD	09/11/2018
	087170	Reimb-framing town photos - costco	367.98			
048248	09/11/2018	Telelink Call Centre	449.36	A/P	OUT-STD	09/11/2018
	C9139-1809	phone answering system	449.36			
048249	09/11/2018	Telus Going Mobile Wireless	241.50	A/P	OUT-STD	09/11/2018
	FRESHIN44452	phone upgrade-TM	241.50			
048250	09/11/2018	Triware Technologies Inc.	2,697.33	A/P	OUT-STD	09/11/2018
	186364	laptop	2,697.33			
048251	09/11/2018	Vigilant Management Inc.	3,715.96	A/P	OUT-STD	09/11/2018

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Number	Issued		Amount	SC	Status	Status Date	
	1261	Water loss program	1,746.57				
	1262	Water metering project	1,052.25				
	1263	Lifestyle centre	787.76				
	1269	ashalt patching	129.38				
048252	09/11/2018	Water Werks Communications	2,547.25	A/P	OUT-STD	09/11/2018	
	19192	Website business directory	2,547.25				
048253	09/11/2018	Windco Enterprises	79.35	A/P	OUT-STD	09/11/2018	
	20181381	Flag for Resident for special games	79.35				
048254	09/11/2018	Xerox Canada Ltd.	538.99	A/P	OUT-STD	09/11/2018	
	F53054337	copier maint	538.99				
048255	09/11/2018	You Store Limited	195.50	A/P	OUT-STD	09/11/2018	
	Aug18	storage unit rental-heritage	195.50				
048256	09/11/2018	Fusion Dance Competition Team	200.00	A/P	OUT-STD	09/11/2018	**
	2018-291	Fusion Dance competition team	200.00				
048257	09/11/2018	[REDACTED]	240.00	A/R	OUT-STD	09/11/2018	
048258	09/11/2018	[REDACTED]	400.00	A/R	OUT-STD	09/11/2018	
048259	09/11/2018	Haven Home Builders Ltd., & Paul Gosse & Greg Collett	1,400.00	A/R	OUT-STD	09/11/2018	
048260	09/11/2018	CIBC Mellon	15,199.65	A/P	OUT-STD	09/11/2018	
	AUG18	Aug18 Pension Contr.	15,199.65				
048261	09/11/2018	CIBC Mellon	12,159.72	G/L	OUT-STD	09/11/2018	
048262	09/11/2018	N.A.P.E.	2,371.95	G/L	OUT-STD	09/11/2018	
048263	09/11/2018	Department of Finance	6,584.62	A/P	OUT-STD	09/11/2018	
	Aug18	HAPSET Aug18	6,584.62				
048271	09/12/2018	Acklands - Grainger Inc.	258.75	A/P	OUT-STD	09/12/2018	
	9858857163	fit test -FD	258.75				
048272	09/12/2018	Apex Const. Specialties Inc.	2,225.25	A/P	OUT-STD	09/12/2018	
	257887	supply & install chain link fence - Emberleys	2,225.25				
048273	09/12/2018	Automotive Supplies (1985) Ltd	211.54	A/P	OUT-STD	09/12/2018	
	215032	starting motor - Unit #44	211.54				
048274	09/12/2018	Babb Lock & Safe Company Ltd.	114.77	A/P	OUT-STD	09/12/2018	
	115003	2 locks for trailers for excavator	59.57				
	116252	pad locks for salt pile	55.20				
048275	09/12/2018	Canadian Linen & Uniform Service	158.07	A/P	OUT-STD	09/12/2018	
	6500343719	mat rental	158.07				
048276	09/12/2018	CarQuest Auto Parts	119.66	A/P	OUT-STD	09/12/2018	
	2961-238718	Tire weights - inventory	119.66				
048277	09/12/2018	Chris Squires Enterprises Inc	57.50	A/P	OUT-STD	09/12/2018	
	4812	topsoil - bayview hgts & larkspur lane repair	57.50				
048278	09/12/2018	Dulux Paints	517.39	A/P	OUT-STD	09/12/2018	
	859003007216	2 buckets of yellow paint for Town Hall park	202.26				
	859003007238	2 yellow & blue	315.13				
048279	09/12/2018	Frederick Hollett	79.18	A/P	OUT-STD	09/12/2018	
	008873	Reimb- coffee for FD	79.18				
048280	09/12/2018	GFL Environmental Inc.	814.37	A/P	OUT-STD	09/12/2018	
	E60000057045	dump/replace garbage bin	814.37				
048281	09/12/2018	Hammer Down Construction & Electrical	1,038.62	A/P	OUT-STD	09/12/2018	
	6313	service call for emergency lighting @town o	814.37				
	6314	service call for fan motor	224.25				

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Number	Issued		Amount	SC	Status	Status Date
048282	09/12/2018	Hiscock's Spring Service	53.59	A/P	OUT-STD	09/12/2018
	132623	2 ubolts for unit #35	53.59			
048283	09/12/2018	IBS of Atlantic Provinces	163.22	A/P	OUT-STD	09/12/2018
	60017617	battery for emergency lights in huts	163.22			
048284	09/12/2018	James G. Crawford Ltd.	634.80	A/P	OUT-STD	09/12/2018
	453143	flushometer for urinal at rec center	634.80			
048285	09/12/2018	Kent Building Supplies	414.97	A/P	OUT-STD	09/12/2018
	15865122	Supplies for boat house ext.	265.51			
	15878284	Supplies for WWTP ventilation system repai	73.69			
	15886578	2 exhaust hoods, wire mesh, screws, headl	71.30			
	55691414	Unit #15 - parts for tarp	4.47			
048286	09/12/2018	Martins Fire Safety Ltd.	43.70	A/P	OUT-STD	09/12/2018
	78691	bracket - for fire extinguisher	43.70			
048287	09/12/2018	N & G Contracting	1,000.50	A/P	OUT-STD	09/12/2018
	4346	boathouse ext.	1,000.50			
048288	09/12/2018	Newfoundland Distributors Ltd.	105.62	A/P	OUT-STD	09/12/2018
	30292595	16 nuts and bolts (Fire Hydrants)	105.62			
048289	09/12/2018	NLCSA	684.25	A/P	OUT-STD	09/12/2018
	55848	Powerline Hazards - August 17	684.25			
048290	09/12/2018	North Atlantic Supplies Inc.	549.93	A/P	OUT-STD	09/12/2018
	55846	Knit wrist work gloves & tinted safety glasse	549.93			
048291	09/12/2018	North Atlantic	3,389.36	A/P	OUT-STD	09/12/2018
	1386451	diesel	3,389.36			
048292	09/12/2018	Pardy's Waste Management & Industria Services Lt	1,480.63	A/P	OUT-STD	09/12/2018
	00075726	farm rd - ditching	1,480.63			
048293	09/12/2018	Parts for Trucks	367.29	A/P	OUT-STD	09/12/2018
	40422047-01	Air cyclinder unit 40, marker light unit 54, an	367.29			
048294	09/12/2018	Princess Auto Ltd.	329.98	A/P	OUT-STD	09/12/2018
	1027987	trailer cuppler	114.99			
	1028479	Parts for repairs to the pressure washer - Di	123.00			
	1029392	13 pelce deep socket set	91.99			
048295	09/12/2018	Provincial Fence Products Ltd.	748.00	A/P	OUT-STD	09/12/2018
	15017	Repairs to fence Rainbow Gully Field	649.75			
	15018	Fence to repair softball fields	98.25			
048296	09/12/2018	Pyramid Construction	869.95	A/P	OUT-STD	09/12/2018
	000573	gravel for western gully culvert	869.95			
048297	09/12/2018	Quality Truck & Trailer Repairs	311.70	A/P	OUT-STD	09/12/2018
	10791	check front end, install u joint - unit #32	311.70			
048298	09/12/2018	Rideout Tool and Machine Inc.	101.13	A/P	OUT-STD	09/12/2018
	1611399	Service and Repairs to Pressure Washer	101.13			
048299	09/12/2018	Royal Freightliner	174.80	A/P	OUT-STD	09/12/2018
	550782	unit#40 check engine codes	174.80			
048300	09/12/2018	SaltWire Network Inc.	791.60	A/P	OUT-STD	09/12/2018
	TM00013423	tender - asphalt	374.53			
	TM00013508	ad tender - asphalt	417.07			
048301	09/12/2018	Stantec Consulting Ltd.	1,725.00	A/P	OUT-STD	09/12/2018
	1302632	municipal plan meeting	1,725.00			
048302	09/12/2018	Steele Communications	4,899.00	A/P	OUT-STD	09/12/2018

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Number	Issued		Amount	SC	Status	Status Date
	273517-1	regatta radio ads	1,449.00			
	273520-1	regatta radio ads	1,449.00			
	273521-1	regatta radio ads	2,001.00			
048303	09/12/2018	Telus Going Mobile Wireless	379.50	A/P	OUT-STD	09/12/2018
	FRESHIN45102	cell phone upgrade - S. Tucker	379.50			
048304	09/12/2018	Terra Nova Motors Ltd.	149.27	A/P	OUT-STD	09/12/2018
	360605	2 exhaust clamps, coolant gasket - unit#31	149.27			
048305	09/12/2018	Triware Technologies Inc.	523.25	A/P	OUT-STD	09/12/2018
	186746	1 yr ssl cert renewal	115.00			
	186752	monthly hosting/licensing for off site backup	408.25			
048306	09/12/2018	Wajax Industrial Components	142.00	A/P	OUT-STD	09/12/2018
	RIN004885433	2 belts for treatment plant ventilation fan reg	25.60			
	RIN004890482	2 belts for WWTP ventilation system St. Ph	51.93			
	RIN004894755	2 bearings for vent.system @wwtp st. philip	64.47			
048307	09/12/2018	Wolseley Canada Inc.	667.78	A/P	OUT-STD	09/12/2018
	6760721	Van Stock - 4x18" ext, 4x12" ext., 10 curb s	630.20			
	7078988	2 filters for WWTP	37.58			
048308	09/12/2018	Woodpath Cat & Dog Hospital	322.00	A/P	OUT-STD	09/12/2018
	78060	animal control	322.00			
Cheque Totals Issued:			503,298.47			
Void:			0.00			
Total Cheques Generated:			503,298.47			
Total # of Cheques Listed:			89			

September 17, 2018

Sent by email

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

Re: Municipal Red Tape Challenge

Dear Mayor McDonald,

On behalf of over 2,000 business owners who are members of the Canadian Federation of Independent Business (CFIB) in Newfoundland and Labrador, we are writing to you today about our upcoming Red Tape Awareness Week™, January 21st to 25th, 2019.

Next year marks the 10th Anniversary of CFIB's annual Red Tape Awareness Week™ campaign and to mark this milestone CFIB is issuing a **Municipal Red Tape Challenge**. We're asking your municipality to champion red tape reduction and service improvement by committing to enact a red tape reduction charter with a checklist to ensure new regulations are properly challenged and a one-in-one out rule to keep the regulatory burden from growing. Our other recommendations include:

- Measure municipal service standards and regulatory loads,
- Create opportunities where citizens can give feedback on ideas for red tape reduction and customer service improvement (e.g., online feedback mechanisms and "suggestion boxes"; a business advisory panel, a Business Navigator program),
- Ensure transparency through public reporting,
- Create a director of service excellence and red tape control who has responsibility for implementing the recommendations above.

Reducing "red tape" can lift constraints on private sector development and foster economic growth and these simple measures can help grow small business in your community and attract new entrepreneurs. If your municipality accepts this challenge in writing by December 14, 2018, CFIB will highlight, during our 2019 Red Tape Awareness Week™, the leadership your municipality is showing in helping small business succeed.

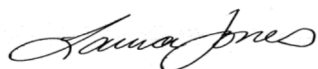
The Golden Scissors Award

CFIB also wants to provide you an opportunity to highlight the red tape reduction efforts in your municipality in 2018. The Golden Scissors Award is a prestigious national CFIB award recognizing individuals or teams who have successfully motivated others to take action or produced meaningful, positive results in cutting red tape for small business.

We are inviting you to submit a nomination for the Golden Scissors Award. Nominations are open until September 28, 2018 at cfib.ca/goldenscissors. The winner and honourable mentions will be announced during Red Tape Awareness Week™.

On behalf of our members, please accept our sincere thanks for your commitment to increase business owners' chances of success. We look forward to hearing from you soon.

Sincerely,



Laura Jones
Executive Vice-President



Vaughn Hammond
Director of Provincial Affairs

Copy: Portugal Cove-St. Philip's Town Council
Mr. Chris Milley, Town Manager

Claudine Murray

Subject: FW: courtesy seating at Beachy Cove Elementary

From: Tracy Squires [<mailto:tracysquires@nl.rogers.com>]

Sent: Friday, September 21, 2018 11:04 AM

To: Council <Council@pcsp.ca>

Cc: davidbrazil@gov.nl.ca

Subject: courtesy seating at Beachy Cove Elementary

Hello Everyone,

My name is Tracy Squires and I have owned and operated KidKare Children's Centre in our community for 22 years. I am writing today to inform you of an issue that has arisen which is affecting a number of families in our community.

Every year, parents have to wait until this time in September to be notified if their child has been accepted for a courtesy seat on a bus. A courtesy seat refers to students who live in one catchment area and are normally bused there, but request a seat on another bus so as to avail of a stop at another location. This location could be a childcare centre in our community, a babysitters home, grandparents, etc.

This situation arises each year in our community and parents wait patiently to get their seat. Parents leave work to pick their children up at school and then drop them off at their chosen child care provider. Parents then return to work. This continues until mid to late September, as they wait for their courtesy seat.

Unfortunately, yesterday, parents were informed that a number of them were denied a courtesy seat. Consequently, they have no transportation to childcare providers for their children while they try to work.

According to the school, 19 families in our community are affected by this.

This is a community issue and causes great stress each year for families. People in our community work and need childcare when school finishes at 2:40pm.

I understand that the school is doing all it can, as they only have a specific number of buses available to them. However, families in our community are now very stressed as to how to deal with this situation.

Is there anything as a council that you can do to help rectify this situation this year and in the coming years? This issue has been ongoing for a long time.

The courtesy seats for the intermediate school are still being processed.

Thank you for your time.

Tracy

Tracy Squires BSc. (Hons.) ECE Level 4

Licensee/Operator

KidKare Children's Centre

895-3124

Sent from [Mail](#) for Windows 10

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