



AGENDA
Regular Public Council Meeting
Tuesday, October 16, 2018
Town Hall - Council Chambers, 7:00 PM

- 1. CALL OF MEETING TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. DELEGATIONS/PRESENTATIONS**
 - 3.1** Newfoundland & Labrador Association of Optometrists - Children's Vision Month Proclamation
[Assoc Optometrists proclamation](#)
- 4. ADOPTION OF MINUTES**
 - 4.1** Adoption of Minutes for October 2, 2018
[Regular Public Council - 02 Oct 2018 - Minutes - Pdf](#)
- 5. BUSINESS ARISING FROM MINUTES**
 - 5.1** August 29, 2017 minutes be corrected to reflect motion #2017-404 was seconded by Councillor Butler.
- 6. COMMITTEE REPORTS**
 - 6.1. Planning & Development Committee- Councillor Harding**
 - 6.1.1. Committee report**
[Planning & Development Committee - 09 Oct 2018 - Report - Pdf](#)
[Planning & Development Committee - 09 Oct 2018 - Minutes - Pdf](#)
 - 6.2. Recreation/Community Services- Councillor Stewart Sharpe**
 - 6.2.1. Committee Report**
[Recreation/Community Services Committee - 11 Oct 2018 - Minutes - Pdf](#)
 - 6.3. Public Works- Councillor Bartlett**
 - 6.3.1. Committee Report**
[Public Works Committee - 10 Oct 2018 - Minutes - Pdf](#)

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

No meeting held this week

6.5. Protective Services- Councillor Hanlon

6.5.1. Committee Report

[Protective Services Committee - 10 Oct 2018 - Minutes - Pdf](#)

6.6. Administration and Finance- Deputy Mayor Laham

6.6.1. Committee Report

[Administration and Finance Committee - 10 Oct 2018 - Minutes - Pdf](#)

7. CORRESPONDENCE

7.1 Correspondence for October 1 to 12, 2018

[Council Correspondence](#)

8. NEW/GENERAL/UNFINISHED BUSINESS

9. AGENDA ITEMS/NOTICE OF MOTIONS ETC.

10. ADJOURNMENT



Newfoundland & Labrador Association of Optometrists

CHILDREN'S VISION MONTH PROCLAMATION Help Children See their Full Potential October 2018

WHEREAS, all children deserve the opportunity to see their full potential

WHEREAS, 80% of childhood learning relies on vision and many vision problems do not have symptoms

WHEREAS, public awareness about the role vision plays in learning is necessary for children to receive prompt vision treatment;

WHEREAS, parents, teachers, and healthcare professionals understand the importance of collaborating to reduce the impact of untreated vision problems;

WHEREAS, to determine if a child sees well, he or she requires a comprehensive eye examination by a Doctor of Optometry;

THEREFORE, I, _____, Mayor of the Town/City of _____, do hereby proclaim **October 2018 Children's' Vision Month** in _____, NL.

Signature
Mayor



DRAFT MINUTES

Regular Public Council

Tuesday, October 2, 2018

Town Hall - Council Chambers, 7:00 PM

Present

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

Absent W/Notice

Dawn Sharpe, Director of Recreation and Community Services
Jeff Lawlor, Director of EDMC

Also Present

Chris Milley, Town Manager
Tony Pollard, Director of Financial Operations/Town Clerk
Charlie Hamlyn, Director of Public Works
Les Spurrell, Planning & Development Coordinator
Nicole Clark, Special Events Coordinator
Claudine Murray, Deputy Town Clerk

1. CALL OF MEETING TO ORDER

1.1 Mayor McDonald called the meeting to order and welcomed a gallery of 19 persons.

2. ADOPTION OF AGENDA

2.1 Adoption of Agenda for October 2, 2018

Motion	2018-313	Moved by Tina Neary; Seconded by Dave Bartlett <i>Resolved that the Agenda be adopted as corrected.</i>
	CARRIED.	Unanimously

3. DELEGATIONS/PRESENTATIONS

3.1 Baby Friendly NL

World Breastfeeding week proclamation, October 1-7, 2018

3.2 National Seniors Day Proclamation, October 1, 2018

**3.3 PCSP Volunteer Fire Department
Fire Prevention Week Proclamation, October 7-13, 2018.**

4. ADOPTION OF MINUTES

4.1 Minutes of September 18, 2018

Motion 2018-314 Moved by Dave Bartlett; Seconded by Johnny Hanlon
Resolved that the minutes of September 18, 2018 Regular Council Meeting be adopted as corrected.
CARRIED. Unanimously

5. BUSINESS ARISING FROM MINUTES

None for this meeting

6. COMMITTEE REPORTS

6.1. Planning & Development Committee- Councillor Harding

Minutes of September 25, 2018

In attendance:

- 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
- Developer

6.1.1 Civic # 28-30 Balda Place – Single Dwelling

Motion 2018-315 Moved by Darryl J. Harding; Seconded by Jeff Laham
Resolved 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.
CARRIED. Unanimously

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

Motion 2018-316 Moved by Darryl J. Harding; Seconded by Johnny Hanlon
Resolved 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.

CARRIED. Unanimously

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

Note: this item was corrected during the adoption of the agenda from address #337-387 to #377-387.

Motion 2018-317 Moved by Darryl J. Harding; Seconded by Dave Bartlett
Resolved 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.

CARRIED. Unanimously

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

Motion 2018-318 Moved by Darryl J. Harding; Seconded by Dave Bartlett
Resolved 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.

CARRIED. Unanimously

6.1.5 Civic # 7-17 Lees Place – Patio/Deck

Motion 2018-319 Moved by Darryl J. Harding; Seconded by Jeff Laham
Resolved 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.

CARRIED. Unanimously

6.1.6 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 2018-320 Moved by Darryl J. Harding; Seconded by Johnny Hanlon
Resolved 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.

CARRIED. Unanimously

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

Councillor Harding read a preamble to clarify for the general public regarding the system of how the application process works and what the Town is responsible for.

There are three Town approvals required for this business to operate as a dispensary of Cannabis in Canada. I will list them out and explain the process including where we are in the process.

1) Development Permit - A development permit to alter building was issued. This permit did not require council decision or public notice. An occupancy permit can be issued against this development permit once the work has been validated by inspection (by all the different authorities including public works).

2) Business Permit – A business permit for a retail business has been established.

- A notice for this business was advertised in the newspaper in accordance with plan policy.
- Council approved the business in principle.
- An approval in principle was issued in accordance with council approval.
- All conditions were met prior to issuance of the business permit.
- The permit requires the proponent to have an occupancy permit before the business occupies or operates from the location
- The Town requires favourable inspection of the site as well as a host of other things before an occupancy permit can be granted.
- Not the Town, but Service NL, also requires final inspection before an occupancy permit can be issued

3) Approval to grant a Licence – The Town doesn't grant a cannabis licence. That is done through Cannabis NL and the Liquor Corporation. Approval to grant a licence is scheduled to go before council tonight. Cannabis NL will not issue a license without any Municipalities approval.

- Cannabis NL publicly advertised this licence in accordance with their licensing requirements because they are the licencing body.
- Cannabis NL will not issue a licence until all the authorities have approved all aspects of the business and building process. This means they need to see final acceptance by Service NL, the Town, and anyone else with authority. This presumably includes having a valid occupancy permit.

In this case, all steps have been followed and advertised as required. There is no reason why the Council cannot make a decision on the licence approval tonight.

The Town even sought public interest for a Cannabis related public meeting in

our July-August edition of our newsletter. The meeting was to answer any public questions or concerns about the legalization and implementation of a cannabis licence. We also gave the province's contact information for anyone wanting to contact and provide input on legalization or our community. We did not receive any responses to this engagement initiative.

What's next if the license is given municipal approval?

- The proponent will have to finish his work required in the development and business permits.
- The work, permit conditions, and approval requirements will have to be validated in appropriate ways (e.g., building code, plumbing code, electrical code sign offs; Fire department inspections, Public Works inspection of finished driveway and access, Service NL inspections for accessibility and others). This is often called final approval.
- All final approvals will be used to issue an occupancy permit.
- The occupancy permit will allow the business to operate a retail location.
- All final approvals need to be sent to Cannabis NL (by the proponent, not us as the Town)
- Once Cannabis NL has all the paperwork and is satisfied they, and they alone, will issue a license to sell cannabis for this or any other location in Newfoundland.

Having clarified the process, Councillor Harding read and moved the motion, Deputy Mayor Laham seconded the motion and the following points were made:

Councillor Hanlon doesn't agree with the site location and has no issue with Cannabis itself. The business permit has been issued for almost a year and the structure does not look like a front line business. The lack of change and upkeep is a concern as to whether this will continue in the future.

Councillor Neary commented that she does not have issue with the selling of legalized cannabis and is trying to keep her personal views out of decision making and discussions. She is basing her vote on the information before her concerning regulations. She is aware of the concerns of area residents, is not in favour of the location however recognizes that this is in fact a business area in the town. She questioned the walkability and public safety concerns received whereas this is the first house on the street.

Deputy Mayor Laham explained that the proponent acquired the business application unanimously though Council without concern over the site at that time. The motion before Council tonight is not concerning a business application; it is concerning support of cannabis.

Councillor Bartlett considered the site, residents concerns, and property value but as a teacher, he sees how cannabis can affect some people's lives in a

negative way and does not support cannabis and other substances.

Councillor Stewart Sharpe has concerns over location and also on the selling of a substance that can cause additions but when the product is legal we cannot deny the sale of the product. The concerns of our citizens will be heard and we will work together going forward to find solutions to those concerns.

Mayor McDonald does not agree with the location but all requirements have been met. The decision to finalize the application will come from NLC and Cannabis NL. The roadway entrance is of concern and so the proponent will have to meet those conditions as set out. Whereas Council has carefully thought about this important decision, and whereas there is no new information coming before Council, the Mayor is ready to put forward the question.

Councillor Harding said when an application like this comes to a public forum, we all think about our personal feelings, morality and what we were taught in school about drug use but we evolve with new medical studies and government decisions. The proponent submitted a second application for a speciality store and was approved in principle by Council knowing the location. The onus is now on the proponent to ensure he continues to meet conditions, and Council must focus on whether or not our regulations are met. We can speculation and voice concerns over safety and security but Council will deal with those situations if they occur. Cannabis will be legal and we can vote our conscious not what we learned years ago in school about drugs.

Councillor Bartlett and Councillor Neary pointed out that schools are still teaching about drugs and substance abuse and many new scientific discoveries, on both sides of the controversy, have occurred.x

Motion 2018-321 Moved by Darryl J. Harding; Seconded by Jeff Laham

Resolved 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.

CARRIED. For: Carol McDonald, Jeff Laham, Darryl J. Harding, Tina Neary, and
 Madonna Stewart-Sharpe
 Against: Dave Bartlett and Johnny Hanlon

6.1.8 Other Items

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.

6.1.9 Permits Issued

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

6.2. Recreation/Community Services- Councillor Stewart Sharpe

Minutes of September 24, 2018

In attendance:

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

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;

Motion 2018-322 Moved by Madonna Stewart-Sharpe; Seconded by Dave Bartlett

Resolved 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.

CARRIED. For: Carol McDonald, Jeff Laham, Dave Bartlett, Johnny Hanlon, Tina Neary, and Madonna Stewart-Sharpe
Against: Darryl J. Harding

Councillor Harding spoke against this motion whereas, he stated, we have a hiring freeze on. Having a sports coordinator for the next 4 months will take us outside that budget and with revenues projected to be down next year, he is against the motion. Councillor Neary asked for clarification if the hiring freeze is still in place as she remembers the motion from a year ago was for a 6 month freeze. Other Councillors agreed that the motion was for a 6 month period. Councillor Hanlon pointed out that the Sports Coordinator was already hired at the time the hiring freeze was approved, and this motion is for an extension, not hiring. He added that we have revenue generated that can pay for this position for 4 months and for that particular reason Councillor Hanlon will be voting in favour of the motion. Councillor Neary pointed out that we have extended other positions in the past 12 months.

6.2.2 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.

Note: this item was corrected during the adoption of the agenda. The updated attachment for this item was amended in the Council agenda package to reflect a change in dates.

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:

- | | | |
|--------|----------|--|
| Motion | 2018-323 | Moved by Madonna Stewart-Sharpe; Seconded by Tina Neary
<i>Resolved that the Town donate \$250.00 to the PCSP Men's Pirates Softball Team to assist with registration for the USSA World's Qualifier.</i> |
| | CARRIED. | Unanimously |
| Motion | 2018-324 | Moved by Madonna Stewart-Sharpe; Seconded by Dave Bartlett
<i>Resolved that the Town donate \$200.00 to the Feildians U15 Soccer Team at assist with their travels to Nationals in Laval, Quebec Oct 3rd - 8th.</i> |
| | CARRIED. | Unanimously |

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

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|--------|----------|--|
| Motion | 2018-325 | Moved by Madonna Stewart-Sharpe; Seconded by Tina Neary
<i>Resolved that the Town donate \$200 to the PCSP Mixed Dart League to assist with the replacement cost of the dart boards in the Recreation Centre.</i> |
| | CARRIED. | Unanimously |

Note: this item was corrected from softball league to mixed dart league during the reading of the motion as it was a typo.

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|--------|----------|--|
| Motion | 2018-326 | Moved by Madonna Stewart-Sharpe; Seconded by Johnny Hanlon
<i>Resolved 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.</i> |
|--------|----------|--|

CARRIED. Unanimously

6.3. Public Works- Councillor Bartlett

Minutes of September 26, 2018

In attendance:

- Dave Bartlett, Councillor
- Jeff Laham, Deputy Mayor
- Darryl J. Harding, Councillor
- Charlie Hamlyn, Director of Public Works
- Linda Newhook, Public Works Coordinator
- Jeff Lawlor, Director of EDMC for Item #1

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.

Motion	2018-327	Moved by Dave Bartlett; Seconded by Tina Neary <i>Resolved that the purchase of two pedestrian activated crosswalks at a cost of \$9,350 each plus HST be approved.</i>
	CARRIED.	Unanimously

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

Minutes of September 24, 2018

In attendance:

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

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.

Note: Councillor Harding inquired about the number of signs that were not put up after purchase. The Director of Finance/Town Clerk answered none.

Motion 2018-328 Moved by Tina Neary; Seconded by Dave Bartlett

Resolved 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.

CARRIED. Unanimously

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

Minutes of September 26, 2018

In attendance:

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

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

6.5.1 Commissionaires-Municipal Enforcement

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.

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.

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.

Still waiting on Minister's response regarding ticketing ability.

6.5.2 FES Updates:

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

Training Events:

September 17th - fire extinguisher training and equipment checks.

6.5.2 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.

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

6.6. Administration and Finance- Deputy Mayor Laham

Minutes of September 26, 2018

In attendance:

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

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:

Motion 2018-329 Moved by Jeff Laham; Seconded by Madonna Stewart-Sharpe
Resolved 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.
CARRIED. Unanimously

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.

Note: Councillor Harding asked if all Councillors saw the Correspondence Policy. The Deputy Town Clerk stated it was emailed to Council and a hardcopy is on every desk. Everyone agreed they saw the policy.

Motion 2018-330 Moved by Jeff Laham; Seconded by Johnny Hanlon
Resolved that the Correspondence Policy be adopted as presented.
CARRIED. Unanimously

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.

Councillor Harding clarified the committee didn't recommend to use Robert's Rules of Order because they are so large. The committee would reference

Robert's Rules of Order in conjunction with our own Rules of Procedure for specific items of Robert's Rules of Order.

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.

Note: The Mayor explained that Council has been working with MHA Brazil and the Courtesy seating issues at Beachy Cove School have been rectified. They are still working with Brookside Intermediate on a solution.

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 surrounding cul-de-sacs pertaining to the Tolt Road upgrading project asking for feedback on which services are desired. We have received 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

- 8.1** The Mayor mentioned that Joanne Power is going to Australia to represent NL in the Invictus Games and will be carrying her hometown flag of Portugal Cove-St. Philip's. We are all very proud of Joanne and wish her luck.

9. AGENDA ITEMS/NOTICE OF MOTIONS ETC.

None for this meeting.

10. ADJOURNMENT

10.1 Adjournment of meeting

Motion	2018-331	Moved by Dave Bartlett; Seconded by Tina Neary <i>Resolved that there is no further business and the meeting is adjourned at 8:15 p.m.</i>
	CARRIED.	Unanimously

Mayor

Deputy Town Clerk

Present

Darryl J. Harding, Councillor
Jeff Laham, Deputy Mayor
Johnny Hanlon, Councillor
Chris Milley, Town Manager
Les Spurrell, Planning & Development Coordinator
Ashely Linehan, Planning Technician

Absent W/Notice

Also Present Carol McDonald, Mayor

1. CIVICS # 1535-1537 & 1539-1541 THORBURN ROAD - CONSOLIDATE PROPERTIES & CONSTRUCT SINGLE DWELLING

1.1.

Motion *Committee recommends that the application for Civics # 1535-1537 & 1539-1541 Thorburn Road be granted approval in principle, permitting the consolidation of properties and construction of a single dwelling as per the Planning & Development Committee Minutes.*

2. CIVIC # 32-34 EMBERLEY'S ROAD – DEMOLISH & RECONSTRUCT SINGLE DWELLING

2.1.

Motion *Committee recommends that the application for Civic # 32-34 Emberley's Road be granted approval in principle, permitting the demolition and reconstruction of a single dwelling as per the Planning & Development Committee Minutes.*

3. EASTERN NEWFOUNDLAND REGIONAL APPEAL BOARD - NOTICE OF APPEAL HEARINGS

The Planning Department is in receipt of correspondence notifying the Town of three upcoming appeal hearings.

- 3.1 Motion *Committee recommends that Council ratify correspondence forwarded to the Eastern Newfoundland Regional Appeal Board requesting that the appeal hearing for Civic # 432 Old Broad Cove Road be deferred as the Appellant and the Town are amicably working together toward rezoning an area of land for potential future development (which this property is part of).*

4-22. OTHER ITEMS DISCUSSED

Items # 4-22 were discussed as per the Planning & Development Committee Minutes.

23. PERMITS ISSUED - SEPTEMBER 21 TO OCTOBER 4, 2018

There were sixteen (16) permits issued from September 21 to October 4, 2018 as per the Planning & Development Committee Minutes.



MINUTES
Planning & Development Committee Meeting
Tuesday, October 9, 2018
Town Hall, 4:30 PM

Present

Darryl J. Harding, Councillor
Jeff Laham, Deputy Mayor
Johnny Hanlon, Councillor
Chris Milley, Town Manager
Les Spurrell, Planning & Development Coordinator
Ashely Linehan, Planning Technician

Absent W/Notice

Also Present

Carol McDonald, Mayor

1. CIVICS # 1535-1537 & 1539-1541 THORBURN ROAD - CONSOLIDATE PROPERTIES & CONSTRUCT SINGLE DWELLING

Zoning: Traditional Community (Serviced)

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

Deputy Mayor Laham was absent during discussion of this item.

Committee recommends that the application for Civics # 1535-1537 & 1539-1541 Thorburn Road be granted approval in principle, permitting the consolidation of properties and construction of a single dwelling. Approval in principle is subject to the submission of a grading plan stamped by a professional engineer. 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 70 (Soil Removal and Deposit and Site Grading), Schedule C: Traditional Community, and Schedule E: Environmental Protection Overlay.

2. CIVIC # 32-34 EMBERLEY'S ROAD – DEMOLISH & RECONSTRUCT SINGLE DWELLING

Zoning: Residential Low Density (Unserviced)

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

Deputy Mayor Laham was absent during discussion of this item.

Committee recommends that the application for Civic # 32-34 Emberley's 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, and approval from the Department of Fisheries and 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 Development Regulation 49 (Non-Conforming Use).

3. EASTERN NEWFOUNDLAND REGIONAL APPEAL BOARD - NOTICE OF APPEAL HEARINGS

- 3.1. Thursday, October 18, 2018 beginning at 9:00 am at Council Chambers, Mount Pearl City Hall.
- Civic # 12-16B Mercers Road - Councils decision to reject an application to subdivide property & construct a residential subdivision, and;
 - Civic # 432 Old Broad Cove Road - Council's decision to reject an application to subdivide property & construct a residential subdivision.

Committee recommends that Council ratify correspondence forwarded to the Eastern Newfoundland Regional Appeal Board requesting that the appeal hearing for Civic # 432 Old Broad Cove Road be deferred as the Appellant and the Town are amicably working together toward rezoning an area of land for potential future development (which this property is part of).

[Notice of Hearing - October 18](#)

- 3.2. Friday, October 19, 2018 beginning at 9:00 am at Council Chambers, Mount Pearl City Hall.
- Civic # 37-39 Beaver Creek Road - Council's decision to reject an application to construct a single dwelling.

Item submitted for information.

[Notice of Hearing - October 19](#)

4. CIVIC # 8A RON'S ROAD - DEMOLITION & CONSTRUCTION OF A SINGLE DWELLING & ACCESSORY BUILDING

Zoning: Protected Watershed (Unserviced)

- 4.1. 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.

Deputy Mayor Laham was absent during discussion of this item.

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

- 5.1. 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 advised Staff to forward the legal opinion received from Benson Buffett to the Department of Municipal Affairs and Environment (as per their request) and to request that the Department release the amendment from provincial review.

6. AMENDMENT TO MUNICIPAL PLAN & DEVELOPMENT REGULATIONS (MAXIMUM STREET LENGTH)

- 6.1. The Committee discussed correspondence received from the Consultant Planner regarding timelines for completion of an amendment to the maximum street length standards within the Town's Municipal Plan & Development Regulations.

Item submitted for information.

[Street Length Amendment Timeline](#)

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

- 7.1. The Committee discussed correspondence received from the Consultant Planner regarding timelines for completion of an amendment to the Town's Municipal Plan and Development Regulations to re-designate and rezone infill development along Beachy Cove Road to Traditional Community.

Item submitted for information.

[TC Amendment Timeline](#)

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

- 8.1. The Committee discussed a draft of the Development Scheme and potential options to proceed with the inclusion of the development standards in the Town's Municipal Plan and Development Regulations.

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

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

- 9.1. 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 advised Staff to forward correspondence to the property owner advising that as the required approvals had not been submitted to the Town, the area must be reinstated.

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

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

- 10.1. 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.

Staff advised the Committee that the information packages requested would be forwarded to them on October 10, 2018.

Deputy Mayor Laham was absent during discussion of this item.

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

- 11.1. The Committee discussed processing of an application for dwelling extensions at Civic # 7-9 Anglican Cemetery Road Extension which were approved by Council and permits have been issued.

Staff advised the Committee that the information package requested would be forwarded to them on October 10, 2018.

Deputy Mayor Laham was absent during discussion of this item.

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

- 12.1. 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.

Deputy Mayor Laham was absent during discussion of this item.

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

- 13.1. 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.

Deputy Mayor Laham was absent during discussion of this item.

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

- 14.1. 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 advised Staff to forward correspondence to the complainant and post notice on the cabin property advising that Council will look into the creation of regulations to allow this type of development during the full review of the Town's Municipal Plan and Development Regulations.

Deputy Mayor Laham was absent during discussion of this item.

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

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

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

Deputy Mayor Laham was absent during discussion of this item.

16. SAFEPCSP - CONCERNS REGARDING WALKING SPACE ON DROVER HEIGHTS

- 16.1. The Committee discussed correspondence received from SafePCSP regarding the inclusion of walkways and sidewalks in relation to a new commercial access off Drover Heights.

The Committee requested that this correspondence be forwarded to the Protective Services Committee.

17. MEETING WITH THE COMMITTEE (5:00 PM) – PROPERTY OWNERS OFF TUCKERS HILL ROAD

- 17.1. The Committee met with seven property owners off Tuckers Hill Road to discuss potential rezoning of their properties and the development of a residential subdivision.

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

18. CIVIC # 361-439 BAULINE LINE EXTENSION - CLEARING OF LAND

- 18.1. The Committee discussed a complaint received regarding clearing activity.

Staff completed a site visit on September 25, 2018 and was advised by the property owner that the purpose of the clearing was to expand an existing agricultural operation for increased hay production.

Item submitted for information.

19. APPLICATION & PERMIT STATISTICS

- 19.1. The Committee discussed application & permit statistics from July-September 2018 as compared to the same time period in 2017.

Item submitted for information.

20. DEVELOPMENT CONTROL STATISTICS

- 20.1. The Committee discussed development control statistics up to September 30, 2018.

Item submitted for information.

21. PROPOSED EXTENSION OF HUGH'S POND ROAD

- 21.1. The Committee discussed a proposal to extend Hugh's Pond Road by approximately 160 m (525 ft). Hugh's Pond Road as it exists exceeds the maximum permitted street length.

The Committee advised Staff to correspond with the property owner advising that as Hugh's Pond Road as it exists exceeds the maximum street length standard, any proposed extension would require a full connection to another existing Town street (to Town standard).

22. CIVIC # 2-6 FENNELLY'S ROAD - DEVELOPMENT ACTIVITY

- 22.1. The Committee discussed development of a dwelling extension at Civic # 2-6 Fennelly's Road for which a permit was issued by the Town prior to construction commencing.

Item submitted for information.

23. PERMITS ISSUED - SEPTEMBER 21 TO OCTOBER 4, 2018

- 23.1. There were sixteen (16) permits issued from September 21 to October 4, 2018

#	Permit	Date Issued	Civic #	Street	Permit Type
1	18-240	09/21/2018	66	Skinners Road	Subdivide Property
2	18-241	09/21/2018	17-23	Meadow Heights	Water & Sewer Connection

3	18-242	09/21/2018	52	Dan's Road	Occupancy
4	18-243	09/24/2018	344-346	Dogberry Hill Road	Site Preparation
5	18-244	09/24/2018	1199	Thorburn Road	General Repairs & Maintenance
6	18-245	09/24/2018	2-4	Olivia Place	Accessory Building
7	18-246	09/24/2018	1535-1537	Portugal Cove Road	Subdivide Property
8	18-247	09/24/2018	1531-1533	Portugal Cove Road	Subdivide Property
9	18-248	09/24/2018	356-358	Tolt Road	Accessory Building
10	18-249	09/24/2018	98-100	Witch Hazel Road	Occupancy
11	18-250	09/26/2018	2	Summer Cove	Single Dwelling
12	18-251	09/26/2018	52-58	Jera Street	Occupancy
13	18-252	09/27/2018	1767A	Portugal Cove Road	Raise Dwelling, Subsidiary Apartment & Weeping Tile
14	18-253	10/01/2018	459	Dogberry Hill Road	Dwelling Extension
15	18-254	10/01/2018	356-358	Tolt Road	Accessory Building
16	18-255	10/04/2018	1	Summer Cove	Single Dwelling

Eastern Newfoundland Regional Appeal Board

September 26, 2018

NOTICE OF HEARING

The Eastern Newfoundland Regional Appeal Board have scheduled the following appeals on October 18, 2018 beginning at 9:00 a.m. at Council Chambers, City Hall, 3 Centennial Street, Mount Pearl, NL in the following order;

BETWEEN	Trak Developers	APPELLANT
AND	Town of Portugal Cove-St. Philip's	RESPONDENT
RESPECTING	council's decision respecting a refusal to permit the subdivision of property and construction of a residential subdivision at 12-16B Mercers Road, Portugal Cove St. Philip's.	

BETWEEN	Trak Developers	APPELLANT
AND	Town of Portugal Cove-St. Philip's	RESPONDENT
RESPECTING	council's decision respecting a refusal to permit the subdivision of property and construction of a residential subdivision at 432 Old Broad Cove Road, Portugal Cove-St. Philips.	

To confirm your attendance please contact the Secretary by phone at 729-3088, or by email at rcotter@gov.nl.ca .

Yours truly,

Robert

Robert Cotter
Secretary, Newfoundland Regional Appeal Board

Eastern Newfoundland Regional Appeal Board

October 1, 2018

NOTICE OF HEARING

The Eastern Newfoundland Regional Appeal Board has scheduled the following appeal on October 19, 2018 beginning at 9:00 a.m. at Council Chambers, City Hall, 3 Centennial Street, Mount Pearl, NL in the following order;

BETWEEN	Ian Mercer	APPELLANT
AND	Town of Portugal Cove-St. Philip's	RESPONDENT
RESPECTING	a refusal of a single dwelling at 37-39 Beaver Creek Road, PCSP	

To confirm your attendance please contact the Secretary by phone at 729-3088, or by email at rcotter@gov.nl.ca .

Yours truly,

Robert Cotter
Secretary, Newfoundland Regional Appeal Board

Mr. Les Spurrell
Planning and Development Coordinator
Town of Portugal Cove- St. Philip's
1119 Thorburn Road
Portugal Cove – St. Philip's
A1M 1T6

28 September 2018

RE: Preparation of Proposed Amendment to Extend the Length of a Cul-de-sac

Dear Les:

Further to our discussion of Wednesday 26 September 2018, I have given more thought to the Proposed Amendment to Extend the Length of Cul-de-sac and potential timelines to: prepare the amendment, and to have it approved by Municipal Affairs. There are mitigating circumstances that will affect the amendment and how it is interpreted by Department Staff at Municipal Affairs. The Department will have specific requirements for an amendment to the St. John's Urban Region Regional Plan, 1976.

This is not a simple amendment to the Development Regulations as emphasized by my Planning Report on the Length of a Cul-de-sac, and the PCSP Internal Report of June 5, 2018 prepared by the Administrator. These two reports identify inconsistencies between this proposed amendment and existing planning documents with respect to the following:

- The St. John's Urban Region Regional Plan, 1976: [Section E(c)]
- The Portugal Cove –St. Philip's Municipal Plan 2014-2024: Sections 1.1 Purpose of the Municipal Plan, Section 3.4.1 Residential General Intent, Council Control of Land Development: Policy RES-8, Policy RES-14, Policy Res-16; Section 3.4.10 Transportation Policy T-12, Policy T-13
- The Portugal Cove –St. Philips Development Regulations 2014-2024: Regulation 83. Permit to Subdivide Subject to Considerations, Regulation 90. Subdivision Design Standards

These sections of the planning documents will require examination, preparation of draft amendments, and discussion with staff of the Department of Municipal Affairs in order to proceed with the proposed amendment to Development Regulation 90 Subdivision Design Standards. Amendments to the Municipal Plan also require public consultation (Section 14) as well the public hearing of objections (Section 18) as stipulated by the Urban and Rural Planning Act, 2000. The public consultation will likely take place in January/February 2019. Any edits to the amendments will be completed before submission to the Department for review. Similar to the preparation of the planning reports, my work to undertake this work will be completed on a time and materials basis.

The Planning Report also states that the Transportation Association of Canada and the Geometric Design Guide for Canadian Roads recommends a maximum cul-de-sac length of 150m based on life safety and fire protection criteria. Has the Town of Portugal Cove –St. Philip's adopted the TAC standard? This will also have a bearing on the amendment and Council's responsibility. I recommend that you have a discussion with the Town's solicitor and seek a legal opinion.

I have given some thought with respect to a timeframe to prepare the above noted amendments. As I am out of the country from Oct 1-10, 2018, I anticipate completing a draft copy of the amendments for your review by November 28, 2018. This will also be dependent on the availability of Department of Municipal Affairs' staff to meet with me to discuss and review the proposed amendments and drafts. The public consultation and the public hearing of objections may initiate additional changes to the amendments after these consultations take place.

It is not possible to predict the timeframe for review and approval of these amendments by Department staff and release by the Minister. As you know, the Department is short staffed and the current complement includes only 2 planners, thus the timeframe is entirely dependent on their workload, and it is not uncommon for the Departmental review to take 12 (+/-) months.

Please let me know if you have any questions or wish to discuss the work required and suggested timeframe in greater detail.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Lydia Lewycky', written in a cursive style.

Lydia Lewycky, MCIP, CSLA

Senior Planner/Landscape Architect

Tel: 709-726-8899

Cel: 709-730-5191

Mr. Les Spurrell
Planning and Development Coordinator
Town of Portugal Cove- St. Philip's
1119 Thorburn Road
Portugal Cove – St. Philip's
A1M 1T6

28 September 2018

RE: Preparation of Proposed Amendment to Traditional Community Zone Boundary

Dear Les:

Further to our discussion of Wednesday 26 September 2018, I have given more thought to the Proposed Amendment to the TC Zoning Boundary and potential timelines to: prepare the amendment, and to have it approved by Municipal Affairs. The Department will have specific requirements for an amendment to the St. John's Urban Region Regional Plan, 1976.

As emphasized by my Planning Report, this proposal to extend the boundary of the Traditional Community (TC) Zone to include 25 ha of lands currently zoned Residential Medium Density (RMD) and Rural (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 make them non-conforming. Furthermore, existing buildings in the RMD and RUR areas may contravene policies of the Municipal Plan as they pertain to the Traditional Community designation in terms of general character of the site and heritage characteristics.

I anticipate amendments will be required to the following planning documents:

- The St. John's Urban Region Regional Plan, 1976: map
- The Portugal Cove –St. Philip's Municipal Plan 2014-2024 – Section 3.4.3 Traditional Community Policies, Policy TC-4 Land Uses, Policy TC-6 Preservation of Built and Natural Heritage
- The Portugal Cove – St. Philip's Development Regulations 2014-2024: TC Zone Provision 6 Heritage Preservation; TC, RMD, RUR Zones differences in permitted uses and discretionary uses; and differences in Development Standard among TC, RMD and RUR
- Portugal Cove – St. Philip's: Generalized Future Land Use Map(s) and Land Use Zoning Map(s). I anticipate that changes to the mapping can be completed by the Town's GIS staff.

There are two main issues associated with this proposed amendment.

1. Does the inclusion of the subject lands (RMD and RUR) into the TC designation and zone support or contravene the policies of the Municipal Plan? A site visit and evaluation of each affected property will enable this determination.
2. How many existing properties in the RMD and RUR zones will become non-conforming uses? What is the implication for the property owners? To this end, as stipulated in the Planning Report, each and every property owner must be notified of this proposed amendment and have the opportunity to voice his/her opinions.

In order to notify and meet with property owners, I will need a complete list of owners and contact information. And working together with town staff, I suggest that a letter is sent to each property owner advising of this potential change and offering a meeting to discuss.

Once these two tasks are completed, it will be possible to determine what changes, if any are required to the Municipal Plan. However at this time, without knowing how many properties and owners are affected it is difficult to predict with any accuracy how long these two tasks will take to complete. Amendments to the Municipal Plan also require public consultation (Section 14) as well the public hearing of objections (Section 18) as stipulated by the Urban and Rural Planning Act, 2000. Any edits to the amendments and maps will be completed before submission to the Department for review. Once the amendments are released by the Minister, the public hearing of objections may occur. Similar to the preparation of the planning reports, my work to undertake this work will be completed on a time and materials basis.

I have given some thought to a timeframe to prepare the above noted amendments. As I am out of the country from Oct 1-10, 2018, I anticipate completing a draft copy of the amendments for your review by 8 January 2019 with a public consultation in February 2019. Depending on the site evaluation, number of properties and reaction of owners, we may determine an amendment to the Municipal Plan is not required. In that case, the timeline may be shortened and the public meeting and public hearing of objections should not be required.

It is not possible to predict the timeframe for review and approval of these amendments by Department staff and release by the Minister. As you know, the Department is short staffed and the current complement includes only 2 planners, thus the timeframe is entirely dependent on their workload, and it is not uncommon for the Departmental review to take 12 (+/-) months.

Please let me know if you have any questions or wish to discuss the work required and suggested timeframe in greater detail.

Kind Regards,



Lydia Lewycky, MCIP, CSLA

Senior Planner/Landscape Architect

Tel: 709-726-8899

Cel: 709-730-5191



MINUTES
Recreation/Community Services Committee Meeting
Thursday, October 11, 2018
Town Hall, 5:00 PM

Present

Johnny Hanlon, Councillor
Madonna Stewart-Sharpe, Councillor
Tina Neary, Councillor
Dawn Sharpe, Director of Recreation and Community Services

Absent W/Notice

Also Present

1. BUSINESS CASE REVIEW

- 1.1 The Recreation Director reviewed the first draft of the Gardner Pinfold Lifestyle Centre Business Case. The Recreation Staff, Vigilant, and Gardner Pinfold met to go through the facility in detail, with specific revenues and expenditures for each room. Over the next couple of weeks the final draft will be reviewed by staff and the completed document will be submitted to Council the first week of November.

2. COALITIONS OF PERSONS WITH DISABILITIES (COD-NL)

- 2.1 The Coalition of Persons with Disabilities held a session at the MNL Conference in Gardner October 4th -6th. Councillor Hanlon informed the committee that the session was very informative and suggested that the Town engage COD-NL to host a training session the staff and Council. The Recreation Director will contact Nancy Reid with COD-NL to obtain potential dates and cost for a session early in the new year.

3. UPDATE FOR YOUTH COMMITTEE

- 3.1 The Recreation Director, the Communication Coordinator, and Ms. Leigh Clawford met to discuss further action that could be taken to engage the youth of the community to attend the Youth Committee Meeting. It was mentioned by Ms. Clawford that the facebook page was great. However youth are not using facebook as a means of social media anymore. The Communications Coordinator suggested that she would place the attached poster on all forms of social media to try and generate more interest. For details on the Youth Committee Meeting please see the attached.

[Youth Committee \(1\)](#)

4. FALL FAMILY FESTIVAL

- 4.1 The Fall Family Festival will be taking place on Sunday, October 14th. An event report will be provided at the Council Meeting on Tuesday, October 16th.

5. COLLAGE OF THE NORTH ATLANTIC STUDENT

- 5.1 The Recreation and Community Services Department welcomes Lyndon Cobb for a 4 week unpaid work -term from the Recreation Leadership Program at the College of the North Atlantic.

6. COMMUNITY GRANT

- 6.1 The Recreation Committee reviewed the Community Grant application and would like to make the following recommendation:

Portugal Cove - St. Philip's

YOUTH COMMITTEE

Drop In - First Meeting



**Tuesday
Oct 16
2018**

PCSP Library 1119 Thorburn Rd
Youth Ages 12-18
Free Pizza for Everyone
7:00-8:00pm

Contact Dawn Sharpe for More Details
dawn.sharpe@pcsp.ca or 895-8000 ext. 236

Seeking young
leaders for a new
PCSP Youth Committee!
The committee will plan
social events, help
organize a support group,
facilitate activities, and more!



MINUTES
Public Works Committee Meeting
Wednesday, October 10, 2018
Town Hall, 6:15 PM

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

Absent W/Notice Linda Newhook, Public Works Coordinator

Also Present Carol McDonald, Mayor

1. 2018 ROAD MAINTENANCE:

- 1.1 Road maintenance is continuing throughout the community for the month of October, updates as to what areas are being worked on, will be provided to residents through the Town's Communication Department.

2. TENDERS

- 2.1 2018 Tenders will be completed by late November.

3. PORTUGAL COVE ROAD- CROSS CULVERT

- 3.1 Transportation and Works, due to liability issues, endorsed the assessment of water volumes and flow rates necessary to determine the appropriate corrective actions. Hence a request for quotes has been issued to better understand:
- water volumes to assess dam alterations.
 - cost associated with changing the channel.

4. EASEMENTS

- 4.1 Balda place – necessary work to obtain surveys for the required easements will be completed this week.

5. STREETS/FLEET/WASTE

- 5.1
 - 1. Storm water management:
 - a. Island View Crescent
 - b. Larkspur Lane
 - c. Balda Place
 - 2. Inspections for Town developments are being conducted for 2018.
 - 3. Guard rails in the area of Nice Lane are being assessed.
 - 4. 2018 Road shoulder repairs are ongoing from recent washouts.
 - 5. Driveway access approvals for residential and commercial constructions are being concluded for 2018.
 - 6. Equipment assessment and preparation for winter services are under way.

6. FACILITIES

- 6.1
 - 1. Preparations and cleanup for the 2018 Fall Family Festival, scheduled for Sunday October 14, are expected to be completed early this week, as weather conditions permit.
 - 2. The necessary 2018 renovations and extension to the Boat House are completed.
 - 3. 2018/2019 Winter maintenance schedule is being assessed.
 - 4. 2018 field maintenance will be concluded by mid-November.

7. WATER WORKS

- 7.1
 - 1. Second and final residential water inspections are being assessed and completed for 2018.
 - 2. 2018 PRV maintenance is continuing on Portugal Cove Road.
 - 3. 2018 Flushing of hydrants is continuing throughout the Town and will be completed as weather conditions permit.
 - 4. 2018 installation of water sample test stations will be completed as weather conditions permit.
 - 5. 2018 Water loss maintenance is continuing and will be completed as weather conditions permit.
 - 6. 2018 Waste water plant maintenance is in progress.

8. OTHER BUSINESS

- 8.1
 - 1. Public Works is assisting our Heritage Programs and Services Coordinator with the anchor restoration project.
 - 2. Traffic calming, assessment of equipment and traffic data collection is ongoing.
 - 3. 2018 Animal Control Services are being reviewed and assessed.
 - 4. Public Works is continuing to communicate with Transportation and Works to address ongoing road deficiencies.



MINUTES
Protective Services Committee Meeting
Wednesday, October 10, 2018
Town Hall, 4:00 PM

Present Johnny Hanlon, Councillor
Fred Hollett, Co-Chief
Heather Coughlan, Employee & Public Relations Admin.
Carol McDonald, Mayor

Absent W/Notice Dave Bartlett, Councillor
Tina Neary, Councillor
Peter Morey, Commissionaire

Also Present

1. COMMISSIONAIRES- MUNICIPAL ENFORCEMENT

- 1.1 Report coming from MEO and will be circulated to all Committee members for review.

2. FES UPDATES

- 2.1 Total Responses: 12
3 residential alarms
1 vehicle fire
1 brush fire
1 carbon monoxide
1 smell of smoke
5 medical calls
- 2.2 Training:
October 1 - Ladder testing and inspections, equipment exercises
October 8 - No training due to Thanksgiving holiday
- 2.3 Other Activity:
- 6 FD members attended the NL Fire Services Association annual conference in Clareville from Sept. 28th to October 1st. Co-Chief Murphy also attended as a member of the NLFS Association and Co-Chief Hollett attended a Sunday session on his own accord.

- Fire Prevention Week activities are ongoing through the week of October 7th - 13th.
- FD participated in the Torbay/Flatrock & Pouch Cove Fire Prevention Week parade on October 7th.
- October 10th - FD members were at Beachy Cove Elementary to present fire prevention education to the grade 2 and grade 4 classes. FD also participated in a fire drill.
- October 11th - FD members were at Brookside Intermediate to present fire prevention education, conduct a fire extinguisher demonstration with the grade 8s, and participate in a fire drill.
- October 12th - we will be selecting a Fire Chief for a day from a grade 2 and a grade 4 class at Beachy Cove Elementary and having a pizza party with the Chiefs of the Day classes. With the parent's permission, the FD will transport the Chiefs for a Day to school on the fire apparatus.
- October 13th - FD will be conducting a Fire Prevention Week parade from Voisey's Brook Park to Rainbow Gully Park starting at 1:00pm. From 2:00pm - 4:00pm we will be having an open house at the Thorburn Road Fire Station, Station 2. There will be booths presenting on the equipment, a vehicle extrication demonstration, and a fire extinguisher demonstration. Posters will be posted throughout the community and the Communications Officer for the Town will be provided the information to promote on social media and the Town website.

3. CARRY FORWARD ITEMS:

Traffic Regulations

Emergency Management Plan Review



MINUTES
Administration and Finance Committee Meeting
Wednesday, October 10, 2018
Town Hall, 5:00 PM

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

Absent W/Notice Chris Milley, Town Manager

Also Present Carol McDonald, Mayor

1. ACCOUNTS FOR PAYMENT

- 1.1. *Committee recommends that Council approve payment of regular accounts in the amount of \$154,304.91*
 [AFP Oct 10 2018](#)
 [Redacted - Cheq Register Oct 10 2018](#)

2. STAFFING

- 2.1. The interviews for the vacant Admin Support Clerk position have been completed. Final selections shall be chosen in the next few weeks.

3. COURTESY BUS SEATING

- 3.1. The committee received further correspondence from a resident with concerns over Brookside Intermediate school courtesy bus seating and the Mayor advised the committee that she, and MHA Brazil, are still working on a solution for the school.
 [Redacted - Resident Brookside Intermediate bussing](#)

4. TOLT ROAD

- 4.1. The Town sent a survey to the residents of Tolt Road asking if they preferred their project scope to include the road reconstruction, water service, sewer service, a paved shoulder or a raised curb. The committee reviewed the 104 responses from

the residents in which 94 residents felt road reconstruction was important or very important and 92 residents were interested in walk-ability (68 responded to having a paved shoulder and 24 responded to having a raised curb). There were 29 residents interested in water service (19 currently have water service) and 42 respondents interested in sewer service.

The committee will be recommending the road reconstruction and paved shoulder to be approved, based on resident feedback. The Town will be sending letters to the residents, as a follow up to the survey, to advise of Council's decisions.

Committee recommends that the Tolt Road project consist of road reconstruction and installation of a paved shoulder for walkability.

5. DROVERS HEIGHTS

- 5.1. The committee discussed correspondence from residents of Drovers Heights, including a petition, that requested a meeting with Council to discuss their opposition to the conditional approval for the Drover's Hts access to the pending business of a speciality shop, located at 1614-1616 Portugal Cove Rd. The Town Manager will reply to the correspondence.

6. NON-UNIONIZED HIRING POLICY

- 6.1. The committee is putting forward a notice of motion to adopt a revision to the Hiring Non-Unionized Personnel Policy of 2012.
[Hiring Process for Non-Union Department Heads and Directors](#)

7. SKINNERS ROAD

- 7.1. The committee discussed requests from four residents on Skinners Road to hook into the water tower. Further discussion will be needed at the next Committee meeting.

8. RAINBOW 50+ CLUB

- 8.1. The committee discussed questions from residents regarding funding of the Rainbow 50+ club and referred the discussion to Recreation and Community Services committee for resolution.

9. LEGAL OPINION

- 9.1. A resident has re-requested the legal opinion from a Conflict of Interest matter involving a former Councillor.

Access to Information legislation states that it is at the Town's discretion whether to release Legal Advice that is subject to solicitor and client privilege. The legislation also provides discretion whether the Town consults with the solicitor to determine if they advise against releasing their advice for other reasons.

The Office of the Information Privacy Commissioner's assessment of a related complaint was that discretionary disclosure of a legal opinion is appropriate if there is no risk to the Public Body's interests, and if there are benefits to be gained from the disclosure . The commissioner also stated that the legal opinion was uncomplicated which applied clear law to a simple, straightforward set of facts.

The Committee is recommending the town disclose the legal opinion obtained.

Committee recommends that the Town disclose the legal opinion dated April 24, 2018 relating to a Conflict of Interest matter involving a former PCSP Councillor.

Accounts for Payment - October 10, 2018

REGULAR ACCOUNTS:

RW 201808-4	9/7/2018	City of St. John's Water consumption Aug18	\$	46,136.52
RW 201809-4	10/4/2018	City of St. John's Water consumption Sep18	\$	43,487.20
19301	10/1/2018	City of St. John's Landfill use Sept18	\$	10,323.99
28901	9/22/2018	Commissionaires Security - Sept9-22	\$	5,152.00
6480	9/26/2018	EDM Planning Services Ltd. Professional fees for proposed amendment - cul-de-sac length	\$	6,450.13
100260	10/1/2018	Municipal Assessment Agency Fourth Quarter Assessment fees	\$	29,497.50
10876	9/5/2018	Quality Truck & Trailor Repairs Inspection - Unit#31	\$	7,507.57
187201	9/28/2018	Triware Technologies Comptuer support	\$	5,750.00
GRAND TOTAL:			\$	154,304.91

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Number	Issued		Amount	SC	Status	Status Date
048310	09/26/2018	Bernadine Lawlor	600.00	A/P	OUT-STD	09/26/2018
	Sept18	Rec center cleaning Sept18	600.00			
048311	09/26/2018	Yvonne King	600.00	A/P	OUT-STD	09/26/2018
	Sept18	Rec center cleaning Sept18	600.00			
048312	09/26/2018	G&G Homes Ltd	12,382.63	G/L	OUT-STD	09/26/2018
048313	09/27/2018	Bazel Hibbs	160.00	A/P	OUT-STD	09/27/2018
	NLAFS18	NLAFS Conf - Per Diem	160.00			
048314	09/27/2018	Chris Pelnsynski	160.00	A/P	OUT-STD	09/27/2018
	NLAFS18	NLAFS Conf - Per Diem	160.00			
048315	09/27/2018	Daren Janes	160.00	A/P	OUT-STD	09/27/2018
	NLAFS18	NLAFS Conf - Per Diem	160.00			
048316	09/27/2018	Ed Lundrigan	160.00	A/P	OUT-STD	09/27/2018
	NLAFS18	NLAFS Conf - Per Diem	160.00			
048317	09/27/2018	Terry Scott	160.00	A/P	OUT-STD	09/27/2018
	NLAFS 18	NLAFS Conf - Per Diem	160.00			
048318	09/27/2018	Zack Parrell	160.00	A/P	OUT-STD	09/27/2018
	NLAFS18	NLAFS Conf - Per Diem	160.00			
048319	09/27/2018	Carol McDonald	1,372.83	A/P	OUT-STD	09/27/2018
	AIIM Conf18	travel claim - AIIM Conference	1,372.83			
048320	09/27/2018	Chris Neary	68.88	A/P	OUT-STD	09/27/2018
	Travel - Training18	travel claim - pw training	68.88			
048321	09/27/2018	Claudine Murray	397.50	A/P	OUT-STD	09/27/2018
	travel exp PMA	PMA Convention travel expense	397.50			
048322	09/27/2018	Darrin Tucker	26.08	A/P	OUT-STD	09/27/2018
	Travel18	travel claim - PW training	26.08			
048323	09/27/2018	Jeff Lawlor	354.00	A/P	OUT-STD	09/27/2018
	Travel Adv-Sep18	Wooden Boat Museum conference	354.00			
048324	09/27/2018	Julie Pomeroy	466.69	A/P	OUT-STD	09/27/2018
	SAM18	Travel claim - SAM AGM	466.69			
048325	09/27/2018	Mike Stone	375.00	A/P	OUT-STD	09/27/2018
	Seniors Day18	Len Collins Band - Seniors day	375.00			
048326	09/27/2018	Carol McDonald	389.79	A/P	OUT-STD	09/27/2018
	1YR	reimb-town function supplies	93.09			
	Reimb-hotel	reimb - hotel AIIM conf	296.70			
048327	09/27/2018	Beachy Cove Elementary Breakfast Club	200.00	A/P	OUT-STD	09/27/2018
	Dec2018	Donation for Breakfast club - Dec	50.00			
	Nov2018	Donation for Breakfast club - Nov	50.00			
	Oct2018	Donation for Breakfast club - Oct	50.00			
	Sept2018	Donation for Breakfast club - Sept	50.00			
048328	09/28/2018	Commissionaires	5,152.00	A/P	OUT-STD	09/28/2018
	28690	security-Aug12-25	5,152.00			
048329	09/28/2018	Windco Enterprises	15,927.50	A/P	OUT-STD	09/28/2018
	20181427	soccer field netting	15,927.50			
048330	09/28/2018	Telus	724.15	A/P	OUT-STD	09/28/2018
	32893145Sep18	AVL Sept18	767.05			
	Sept18	Credit - vendor charged wrong amount/char	-42.90			
048331	09/28/2018	Depoist refund	236.45	A/R	OUT-STD	09/28/2018

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048332	09/28/2018	Development Application refund	1,400.00	A/R	OUT-STD	09/28/2018	
048333	09/28/2018	Depoist refund	100.00	G/L	OUT-STD	09/28/2018	
048334	09/28/2018	Depoist refund	100.00	G/L	OUT-STD	09/28/2018	
048335	09/28/2018	Depoist refund	100.00	A/P	OUT-STD	09/28/2018	**
	2018-305	Ursula Cres Block party	100.00				
048336	09/28/2018	ADT Security Services Canada Inc.	709.85	A/P	OUT-STD	09/28/2018	
	6809553	Alarm monitoring Oct-Dec - office	158.53				
	6948774	Alarm monitoring Oct-Dec - voiseys brook h	137.83				
	6948775	Alarm monitoring Oct-Dec - rainbow gully hu	137.83				
	6948776	Alarm monitoring Oct-Dec - rec center	137.83				
	6948777	Alarm monitoring Oct-Dec - depot	137.83				
048337	09/28/2018	AETTNL	552.00	A/P	OUT-STD	09/28/2018	
	3641	Prof fees- Holly Duffett	276.00				
	3710	Prof fees - Charlie Hamlyn	276.00				
048338	09/28/2018	Afonso Group	1,449.00	A/P	OUT-STD	09/28/2018	
	22357	Culvert Cleaning - School Road	1,449.00				
048339	09/28/2018	Baker Flooring Contracts Ltd.	95.38	A/P	OUT-STD	09/28/2018	
	21419	Baseboard for front office	95.38				
048340	09/28/2018	BDP Rentals and Contracting Inc.	115.00	A/P	OUT-STD	09/28/2018	
	2018-895	scissor lift rental- depot & wwtp	115.00				
048341	09/28/2018	Benson Buffett	1,173.81	A/P	OUT-STD	09/28/2018	
	78909	general legal advice	1,173.81				
048342	09/28/2018	Big Erics Inc.	1,815.69	A/P	OUT-STD	09/28/2018	
	103074	2 hand soap disp. box of soap	143.67				
	104497	Supplies for Huts	124.29				
	111046	Supplies and Inventory buildings	1,517.66				
	29859	rec center cleaning supplies	30.07				
048343	09/28/2018	Bugden Signs	3,680.76	A/P	OUT-STD	09/28/2018	
	37139	softball & soccer field promotion package	3,019.51				
	37245	5 aluminum signs for beaches-protective se	661.25				
048344	09/28/2018	CanOps Distribution Centre	1,173.00	A/P	OUT-STD	09/28/2018	
	1398	2 fire prevention week kits	1,173.00				
048345	09/28/2018	Cansel - St. John's	190.27	A/P	OUT-STD	09/28/2018	
	90577110	metric measuring wheel	190.27				
048346	09/28/2018	Chandler	402.50	A/P	OUT-STD	09/28/2018	
	1740648	fd uniform	402.50				
048347	09/28/2018	Complete Transport Services	1,862.34	A/P	OUT-STD	09/28/2018	
	40591	Repairs to Engine 2 cab swivels	1,529.21				
	40860	GOF, repair headlights and full check over.	333.13				
048348	09/28/2018	Construction Signs	641.13	A/P	OUT-STD	09/28/2018	
	37028	2 street signs - Prince George, Tuckers Hill	310.50				
	37161	wheelchair stencil - parking lots	132.25				
	37179	no parking sign replacements	198.38				
048349	09/28/2018	Corporate Express	469.57	A/P	OUT-STD	09/28/2018	
	48437103	Office Supplies	394.72				
	48530654	Printer Ink	74.85				
048350	09/28/2018	DSI	193.20	A/P	OUT-STD	09/28/2018	
	I-00189072	receipt paper	193.20				

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048351	09/28/2018	Electric Motor & Pump Sales LT	305.90	A/P	OUT-STD	09/28/2018
	77012	Service call for motor in fan at WWTP St. PI	140.30			
	77046	Exhaust fan motor for bathroom in WWTP S	165.60			
048352	09/28/2018	EXP. Services Inc.	548.55	A/P	OUT-STD	09/28/2018
	451476	dev application review Bickerstaffe	182.85			
	453028	Bickerstaffe development review application	365.70			
048353	09/28/2018	Frederick Hollett	2,932.50	A/P	OUT-STD	09/28/2018
	Sept16-22	FD Consultations Sept16-22	1,523.75			
	Sept9-15	FD Consultations Sep9-15	1,408.75			
048354	09/28/2018	GCR Tire Centers	51.69	A/P	OUT-STD	09/28/2018
	931-71784	Unit #54 patch & repair	51.69			
048355	09/28/2018	GFL Environmental Inc.	2,222.49	A/P	OUT-STD	09/28/2018
	E60000057044	dump & replace garbage bin	2,222.49			
048356	09/28/2018	Hammer Down Construction & Electrical	339.25	A/P	OUT-STD	09/28/2018
	6264	lighting - rec center	339.25			
048357	09/28/2018	Harvey & Company Limited	673.76	A/P	OUT-STD	09/28/2018
	1048399	2 air filters, 2 oil filters, 2 fuel filters - Unit #3	673.76			
048358	09/28/2018	Hickman Chrysler	240.62	A/P	OUT-STD	09/28/2018
	58117C	Tranmission Lines (unit15)	211.29			
	58129C	3 quarts of transmission fluid unit15	29.33			
048359	09/28/2018	Home Depot	194.16	A/P	OUT-STD	09/28/2018
	1463062	4 keys cut - skimmers water tower	20.61			
	5463242	3 gallons paint for rec center	173.55			
048360	09/28/2018	Irving Oil Limited	3,831.63	A/P	OUT-STD	09/28/2018
	348371	Gas	1,885.07			
	44147	Gas	1,946.56			
048361	09/28/2018	Jelly Bean Entertainment	332.50	A/P	OUT-STD	09/28/2018
	5078	Bouncy castle - day camp	332.50			
048362	09/28/2018	K & D Pratt Ltd.	691.21	A/P	OUT-STD	09/28/2018
	163455	4 hoses repairs	691.21			
048363	09/28/2018	Kent Building Supplies	1,728.08	A/P	OUT-STD	09/28/2018
	10141917	return siding - boat house ext	-134.81			
	1350490	Galv. hood - return - Boat house ext	-13.05			
	15895171	boathouse ext supplies	539.45			
	15895218	red hydrant paint	54.61			
	15895937	supplies for boat house ext	414.86			
	15900843	supplies for boat house ext	84.97			
	15906373	disposable trouls for installing baseboard gli	26.36			
	15907717	plaster & primer for rec center	51.76			
	1823490	supplies for boat house ext	215.33			
	1823518	3 Brushes, 3 rollers, tray	62.55			
	1823564	2 molding pieces for boat house/rec center	10.03			
	55715285	supplies for boat house ext	33.79			
	55726410	boathouse ext supplies	382.23			
048364	09/28/2018	Kent Mobile Shelters Workplace Solutions	1,472.46	A/P	OUT-STD	09/28/2018
	111096	mobile shelter rentalsept 9-12 & removal	1,472.46			
048365	09/28/2018	Martins Fire Safety Ltd.	222.53	A/P	OUT-STD	09/28/2018
	78896	recharge cartridges	222.53			

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048366	09/28/2018 McElhanney Surveys (NL) Ltd. 3711 095936 survey work - bulb @ newbury street	1,035.00 1,035.00	A/P	OUT-STD	09/28/2018
048367	09/28/2018 McLoughlan Supplies Ltd. 1036984 4 Light bulbs	80.82 80.82	A/P	OUT-STD	09/28/2018
048368	09/28/2018 Museum Association of Nf. & Lab. 2018 membership 2018	40.00 40.00	A/P	OUT-STD	09/28/2018
048369	09/28/2018 Neopost Canada 6195783 lease - postage meter	173.99 173.99	A/P	OUT-STD	09/28/2018
048370	09/28/2018 Nicole Clark Fall Family Float18 Float money for fall family festival	500.00 500.00	A/P	OUT-STD	09/28/2018
048371	09/28/2018 NL Association of Professional Planners 2018NLAPP NLAPP Workshop registration - LS, HD	100.00 100.00	A/P	OUT-STD	09/28/2018
048372	09/28/2018 NLCSA 55950 Traffic Control & Flaggin - August 27	448.50 448.50	A/P	OUT-STD	09/28/2018
048373	09/28/2018 NL Light Bars & Offroad Acc. 4191 install auxiliary lighting on Fire 1	425.42 425.42	A/P	OUT-STD	09/28/2018
048374	09/28/2018 Northeast Avalon Times 6248 sept advertising	833.75 833.75	A/P	OUT-STD	09/28/2018
048375	09/28/2018 North Atlantic Supplies Inc. 55845 Rubber gloves for WWTP	46.00 46.00	A/P	OUT-STD	09/28/2018
048376	09/28/2018 North Atlantic 1386609 Diesel 1386610 Furnace oil	4,032.98 2,875.10 1,157.88	A/P	OUT-STD	09/28/2018
048377	09/28/2018 Nortrax 1057773 2 cans paint, 2 grey (Loader 624J) 1057935 Charcoal grey spray return 1057937 unit 22 primer	70.72 77.74 -21.34 14.32	A/P	OUT-STD	09/28/2018
048378	09/28/2018 Novelty Engravers Plus 19061 Awards Engraving	225.98 225.98	A/P	OUT-STD	09/28/2018
048379	09/28/2018 Orkin Canada Corporation IN-8798617 pest control-rainbow gully hut IN-8798636 pest control-depot IN-8798637 pest control-rec center IN-8798646 pest control-generator shed IN-8798662 pest control-voiseys brook hut	378.37 46.58 83.38 79.93 104.65 63.83	A/P	OUT-STD	09/28/2018
048380	09/28/2018 Overhead Door Company 60372 repairs to overhead door @wwtp Pcove	465.75 465.75	A/P	OUT-STD	09/28/2018
048381	09/28/2018 Parts for Trucks 40419153-00 6 cans of rust check(inventory), 5gl can rust 40423663-00 RUST CHECK, BUNGIE CORDS, FUSES,	870.80 652.48 218.32	A/P	OUT-STD	09/28/2018
048382	09/28/2018 Princess Auto Ltd. 1035855 Quick coupler kit return 1044253 2 Work lights	316.24 -28.74 344.98	A/P	OUT-STD	09/28/2018
048383	09/28/2018 Richard Murphy Sep17-23 fd consultations Sep17-23 Sept10-16 FD Consultations Sep10-16	2,875.00 1,466.25 1,408.75	A/P	OUT-STD	09/28/2018
048384	09/28/2018 Rogers Payment Centre Sept18 FD-able sept18	106.35 106.35	A/P	OUT-STD	09/28/2018

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048385	09/28/2018 Rona	701.62	A/P	OUT-STD	09/28/2018
	22010-10218861	682.07			
	22130-10160401	19.55			
048386	09/28/2018 Royal Freightliner	984.39	A/P	OUT-STD	09/28/2018
	551019C	653.62			
	55280	330.77			
048387	09/28/2018 Telus	2,116.50	A/P	OUT-STD	09/28/2018
	Cells Sept18	2,116.50			
048388	09/28/2018 Telus Going Mobile Wireless	45.99	A/P	OUT-STD	09/28/2018
	FRESHIN45104	45.99			
048389	09/28/2018 Vigilant Management Inc.	3,064.75	A/P	OUT-STD	09/28/2018
	1268	3,064.75			
048390	09/28/2018 VitalAire	33.01	A/P	OUT-STD	09/28/2018
	3615693	33.01			
048391	09/28/2018 Wolseley Canada Inc.	1,384.83	A/P	OUT-STD	09/28/2018
	7197729	1,384.83			
048392	09/28/2018 Xylem Canada Compnay	2,482.56	A/P	OUT-STD	09/28/2018
	3558304328	2,482.56			
048393	09/28/2018 You Store Limited	195.50	A/P	OUT-STD	09/28/2018
	Sept18	195.50			
048394	09/28/2018 Karamar Holdings Ltd.	248,980.75	G/L	OUT-STD	09/28/2018
048396	10/02/2018 Pyramid Construction	99,675.77	A/P	OUT-STD	10/02/2018
	Claim#7MH	92,238.19			
	Claim#8MH	7,437.58			
048397	10/04/2018 AETTNL	276.00	A/P	OUT-STD	10/04/2018
	3615	276.00			
048398	10/04/2018 Air Liquid Canada Inc.	524.31	A/P	OUT-STD	10/04/2018
	68989976	524.31			
048399	10/04/2018 Atlantic Cash & Carry	273.75	A/P	OUT-STD	10/04/2018
	34701260986329	273.75			
048400	10/04/2018 Automotive Supplies (1985) Ltd	80.71	A/P	OUT-STD	10/04/2018
	238003	80.71			
048401	10/04/2018 Babb Lock & Safe Company Ltd.	18.43	A/P	OUT-STD	10/04/2018
	117082	18.43			
048402	10/04/2018 Bazel Hibbs	171.79	A/P	OUT-STD	10/04/2018
	NLAFS mileage	171.79			
048403	10/04/2018 Big Erics Inc.	169.66	A/P	OUT-STD	10/04/2018
	126534	169.66			
048404	10/04/2018 Brian Tucker	416.15	A/P	OUT-STD	10/04/2018
	FES Fire School	416.15			
048405	10/04/2018 Bursey Manufacturing Inc.	172.50	A/P	OUT-STD	10/04/2018
	21666	172.50			
048406	10/04/2018 CarQuest Auto Parts	66.68	A/P	OUT-STD	10/04/2018
	2961-244899	66.68			
048407	10/04/2018 Chris Peinsynski	182.45	A/P	OUT-STD	10/04/2018
	Mileage NLAFS	182.45			
048408	10/04/2018 Conservation Corps	978.08	A/P	OUT-STD	10/04/2018
	672	978.08			

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048409	10/04/2018	Construction Signs	615.25	A/P	OUT-STD	10/04/2018
	37273	1/2 dozen stop signs	310.50			
	37325	Ped way cutouts for walkways	304.75			
048410	10/04/2018	Corporate Express	283.54	A/P	OUT-STD	10/04/2018
	48555956	envelopes	76.78			
	48603552	note pads,pens,holders,batteries	206.76			
048411	10/04/2018	Daren Janes	126.46	A/P	OUT-STD	10/04/2018
	Mileage NLAFS	mileage claim NLAFS Conference	126.46			
048412	10/04/2018	Ed Lundrigan	124.00	A/P	OUT-STD	10/04/2018
	NLAFS Mileage	Mileage for NLAFS conference	124.00			
048413	10/04/2018	Emco Supply	1,513.86	A/P	OUT-STD	10/04/2018
	12624646-00	2 culverts for School Road repairs	1,513.86			
048414	10/04/2018	Frederick Hollett	1,612.50	A/P	OUT-STD	10/04/2018
	NFPA18	reimb-registration for 3 members to NFPA s	60.00			
	Sept23-29	FD Consultations Sept23-29	1,552.50			
048415	10/04/2018	Hickman Chrysler	455.91	A/P	OUT-STD	10/04/2018
	58502C	side axle, Bearing (Unit 15)	455.91			
048416	10/04/2018	IBS of Atlantic Provinces	33.70	A/P	OUT-STD	10/04/2018
	60017993	batteries for emergency lights	33.70			
048417	10/04/2018	Irving Oil Limited	1,559.68	A/P	OUT-STD	10/04/2018
	936516	Gas	1,559.68			
048418	10/04/2018	Keep Cool Refrigeration & A/C Ltd.	984.39	A/P	OUT-STD	10/04/2018
	W13262	freezer repairs - rainbow gully hut	984.39			
048419	10/04/2018	Kent Building Supplies	461.05	A/P	OUT-STD	10/04/2018
	15917896	supplies for boat house ext	53.12			
	15921711	supplies boathouse ext	335.67			
	15923456	wood-boathouse ext	39.16			
	1827830	5 pcs 1x4 and pack screws	33.10			
048420	10/04/2018	KPennell	200.00	A/P	OUT-STD	10/04/2018
	Sept17-Oct3	Tutoring Sept17-Oct3	200.00			
048421	10/04/2018	North Atlantic Supplies Inc.	230.00	A/P	OUT-STD	10/04/2018
	55948	WWTP Rubber Gloves	230.00			
048422	10/04/2018	Parts for Trucks	254.52	A/P	OUT-STD	10/04/2018
	40425608-00	case break cleaner, 3 case antifreeze, 1pk c	254.52			
048423	10/04/2018	Plk-Fast Express Inc.	13.80	A/P	OUT-STD	10/04/2018
	DC-2212	Courier Service	13.80			
048424	10/04/2018	Princess Auto Ltd.	22.99	A/P	OUT-STD	10/04/2018
	1035858	quick coupler kit	22.99			
048425	10/04/2018	Rideout Tool and Machine Inc.	1,437.30	A/P	OUT-STD	10/04/2018
	1618516	Wrenches for garage	83.89			
	1618563	Roll over protection kit - for ride on mower	919.99			
	1618564	Light kit & hitch for ride on mower	433.42			
048426	10/04/2018	Royal Freightliner	765.59	A/P	OUT-STD	10/04/2018
	55573	Unit #48 transmission lines & fittings	750.69			
	55640	1 bulb Unit #32, 3 bulbs inventory	14.90			
048427	10/04/2018	Saunders Equipment Ltd.	299.00	A/P	OUT-STD	10/04/2018
	0000073360	Valve for Unit #35	299.00			
048428	10/04/2018	Telelink Call Centre	388.66	A/P	OUT-STD	10/04/2018

* - Partial payment was made on Invoice

Page 10 of 16
 Original Cheque was modified

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Town of Portugal Cove-St.Philips
BNK1 - BNS CURRENT ACCT
 Cheques from 000001 to 048443 dated between 09/26/2018 and 10/09/2018

CHEQUE REGISTER

Printed: 12:10:37PM 10/09/2018

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Number	Issued		Amount	SC	Status	Status Date
	C9139-1810	phone answering system	388.66			
048429	10/04/2018 Terry Scott		165.64	A/P	OUT-STD	10/04/2018
	NLAFS Mileage	Mileage for NLAFS conference	165.64			
048430	10/04/2018 Chris Milley		600.00	A/P	OUT-STD	10/04/2018
	Aug18	TRAVEL ALLOWANCE	200.00			
	Jul18	TRAVEL ALLOWANCE	200.00			
	Sep18	TRAVEL ALLOWANCE	200.00			
048431	10/04/2018 Glenda Spurrell		500.00	G/L	OUT-STD	10/04/2018
048432	10/04/2018 CIBC Mellon		12,015.45	A/P	OUT-STD	10/04/2018
	Sept18	Pension Contr Sep18	12,015.45			
048433	10/04/2018 CIBC Mellon		9,612.36	G/L	OUT-STD	10/04/2018
048434	10/04/2018 N.A.P.E.		1,823.16	G/L	OUT-STD	10/04/2018
048435	10/04/2018 [REDACTED]	Depoist refund	107.25	A/R	OUT-STD	10/04/2018
048436	10/04/2018 [REDACTED]	Depoist refund	400.00	A/R	OUT-STD	10/04/2018
048437	10/04/2018 Haven Home Builders Ltd., & Paul Gosse & Greg Collett		1,400.00	A/R	OUT-STD	10/04/2018
048438	10/04/2018 Tucker Properties Ltd.,		400.00	A/R	OUT-STD	10/04/2018
048439	10/04/2018 Department of Finance		4,801.48	A/P	OUT-STD	10/04/2018
	Sept18	HAPSET Sept18	4,801.48			
048440	10/04/2018 Haven Home Builders Ltd., & Paul Gosse & Greg Collett		800.00	A/R	OUT-STD	10/04/2018
048441	10/04/2018 Haven Home Builders Ltd., & Paul Gosse & Greg Collett		1,000.00	A/R	OUT-STD	10/04/2018
Cheque Totals Issued:			493,273.72			
Void:			0.00			
Total Cheques Generated:			493,273.72			
Total # of Cheques Listed:			131			

Claudine Murray

From: Carol McDonald
Sent: Wednesday, October 10, 2018 12:09 PM
To: Claudine Murray
Subject: FW: Brookside Busing Through Portugal Cove

From: [REDACTED]
Sent: Wednesday, October 10, 2018 8:33 AM
To: Council <Council@pcsp.ca>; davidbrazil@gov.nl.ca
Subject: Brookside Busing Through Portugal Cove

Hello,

I recently heard about the lack of buses going from Brookside through the Portugal Cove side of the community. I do understand that it is not a guarantee or a right for children to receive courtesy seating/stops from the school to a different address as their own, but this service from Beachy Cove has been very convenient for us and other families we know. Once my children go to Brookside I will have no way to get them from the bus at the end of the day. My husband and I both work in the city and our child care is in Portugal Cove.

I don't know what, if anything, there is that council or Mr. Brazil can do, but if there is something that the parents of the Portugal Cove side can do to help change this please let us know. There will be many in this situation in the years to come and it is a shame if the Portugal Cove side of the community is overlooked, should there be an easy solution.

Thank you for reading my message,

[REDACTED]

Sent from Outlook

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

DATE: September 16, 2018

REPORT NO. PCSP-091218

TO: Chair and Members
Admin and Finance Committee

PREPARED BY: Darryl J Harding
Member - Admin & Finance Committee

1.0	TYPE OF REPORT	CONSENT ITEM	[]
		ITEM FOR CONSIDERATION	[X]

2.0 TOPIC

**Recruitment & Hiring Process for Non-Union Departmental
Head & Director Positions (PCSP-091218)**

3.0 RECOMMENDATION

THAT the Town of PC-SP Policy PCSP-120918 on the Recruitment & Hiring process for non-union management level employees BE RECEIVED; and

THAT Said Policy be considered and discussed at A & F Committee before submission with recommendation of approval to Council of the Whole for ratification at a Public Meeting of Council

4.0 PURPOSE

To provide the Admin & Finance Committee & Council of the Whole with clarification on the policy and procedure for the recruitment & hiring process for non-union departmental heads and directors for the Town of PC-SP

5.0 BACKGROUND

At the request from Council Member John Hanlon, at a Public Meeting in the Spring of 2018, the process for recruitment of non-union department heads and directors was to be reviewed, amended and presented at a future public meeting by the Admin and Finance Committee for final Council approval.

It is the policy of the Town of Portugal Cove-St. Philips to have a fair and equitable hiring process, which does not discriminate on any prohibited grounds in any manner. New or vacant Director or Departmental Head positions will be posted publicly and clearly as per present practice.

6.0 TITLE

6.1 The Document will be known as the:

RECRUITMENT & HIRING PROCESS POLICY FOR NON-UNION DIRECTORS AND DEPARTMENT HEADS

7.0 DEFINITIONS

7.1 "Council" shall mean the whole of the duly elected Town Councilors of Portugal Cove-St Philips

7.2 "Town" shall mean the Town of Portugal Cove-St. Philips

8.0 POLICY STATEMENT

8.1 The purpose of this policy is to establish procedures for the recruitment and hiring processes for non-union department heads and directors.

9.0 APPLICATION AND PROCEDURE

9.1 This policy will be used to establish the recruitment and hiring procedures for Department Heads and Directors for the Town of Portugal Cove-St. Phillips.

9.2 The procedures as outlined in the attached Schedule "A" will form the parts of this Policy and shall be implemented immediately upon the adoption of this policy.

10.0 Date Effective

DATE OF PUBLIC MEETING

MOTION NUMBER

SCHEDULE "A"

PROCEDURE:

1. The Town Manager shall take the lead position for organizing the process and procedures from start to finish.
2. A full Job Description and Job Duty List for the position being filled must be ratified by Council.
3. All required media advertisements for the filling of the vacant or new position will be placed including, but not limited to, all MNL, Local and Public Messaging media avenues.
4. There will be a deadline advertised for the submission and collection of all resumes, but allowances for extensions can be made depending on the number of, and quality of the resumes collected for the position to ensure the best possible result for the Town.
5. A Short Listing of resumes will be completed by the **Shortlisting Committee** which will consist of:
 - a. The Town Manager,
 - b. The Chair of the Admin. & Finance Committee,
 - c. The Chair of Committee that is seeking the Department Head or Director, or a councilor of the Mayor's choosing
 - d. One other person of "expertise" as chosen by the Town Manager
6. Those applicants selected for the Short List will be provided with:
 - a. The Job Description
 - b. The Job Duty List
 - c. Department Specifics including, but not limited to, the number of staff, hours of operation, and staff hierarchy.
 - d. Basic Benefits and Starting Salary
7. All resumes selected for the short list will be supplied to all Councilors for their own files and any input they would like to offer will be accepted by the Short List Committee for consideration.
8. Interviews will be conducted by the **Interview Committee** which will consist of
 - a. The Town Manager
 - b. The Mayor (or his/her Designate)
 - c. The Chair of Admin. & Finance Committee
 - d. One other Director or "expert" in the field as selected by the Town Manager.
9. The Interview Committee will meet as a body before the interview process begins to discuss and formulate:
 - a. the number of questions to be asked to each applicant
 - b. the parameters of what questions to be asked
 - c. interview times for each applicant
 - d. the proper procedures to be followed at each interview and
 - e. the rating scales for each area of the interview
 - f. the schedule of interviews and which members of the Interview Committee will interview which applicant

10. Each member of the Interview Committee rates the applicant that they interview based on the agreed rating scale. All ratings for all applicants will be collected from all members of the Interview Committee and all scores will be tabulated as agreed in Step 9 above
11. If there are applicants who have a total score in their rating which is less than 10 points in difference, a second interview may be done at the discretion of the Interview Committee. The format of those interviews will be decided by the Interview Committee at that time
12. A final list of no more than 3 applicants will then be presented to all Councilors for their input and the Interview Committee will make the final Selection of the successful applicant taking that input into consideration along with their own one on one contact with the applicants.
13. The Town Manager will then present the decision of the Interview Committee of the successful applicant to the Council of the Whole.
14. The Council of the Whole will then ratify the selection of the successful applicant after discussion at a public meeting and with a motion of council

Council Correspondence for October 1 to 12, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
10/11/2018	Community Sector Council	Invitation	EDMC Cmte
10/10/2018	Easter Searls NL	2018 Boccia Championship sponsorship	Rec&Comm Cmte
10/9/2018	East Coast Trail Association	Project meeting request	EDMC and Rec cmtes
10/3/2018	NL Association of Optometrist	Proclamation for October	Mayor
10/1/2018	Resident	Drovers Height residents request for meeting re Business Permit	P&D Cmte