



Public Council Meeting - Thursday, February 16, 2017 5:00 pm

Location: Council Chambers

1. Call of Meeting to order

- Appoint the Deputy Town Clerk as Acting Town Clerk for purpose of this meeting.

2. Adoption of Agenda for: **February 16, 2017**

3. DELEGATIONS/PRESENTATIONS (if any)

- No presentations for this meeting

4. Adoption of Minutes of: **January 31, 2016**

5. Business Arising from Minutes: Town Manager's report to follow

6. Committee Meeting Reports

**a) Planning & Development Committee – Agenda:**

Applications

1. Civic # 965-967 Thorburn Road – Dwelling Extensions & Accessory Buildings

Correspondence:

2. Department of Municipal Affairs – Notice of Ministerial Decision
3. Inspiration Enterprises Inc. – Request for Reimbursement
4. Town of Paradise – Municipal Plan & Development Regulations Review
5. Civic # 837-839 Thorburn Road – Stop Work Order
6. Civic # 841 Thorburn Road – Stop Work Order

Discussion:

7. Civic # 1-3 Olivia Place – Development without a Permit

Permits Issued:

8. Permits issued from January 20<sup>th</sup> to February 2<sup>nd</sup>, 2017

**b) Recreation/Community Services – Agenda:**

- No report for this meeting

**c) Public Works – Agenda:**

1. Connectivity Plan Phase 1 – Thorburn Road & Dogberry Hill Road: Update
2. Zone Metering & Water Loss Program – Project Charter
3. AVL Fleet Monitoring Solution – Request for Proposals (RFP)
4. Other Items Discussed: Town Hall Upper Level Mini-Split Heat Pump Tender

**d) Economic Development, Marketing & Communications – Agenda:**

1. Business Application Process
2. Murray's Horticultural Services Letter
3. Census Data
4. Best of PCSP Community Awards
5. Maggies Place Development Plan
6. Community Garden Funding
7. New Website

**e) Protective Services – Agenda:**

1. FES Updates
2. Civic Numbering Regulations
3. Municipal Enforcement Service Providers

**f) Administration and Finance – Agenda:**

1. Accounts for payment
2. Town Clerk Succession plan
3. Levels of Service
4. Project Updates

**g) Other reports/items (if any)**

7. Correspondence

8. New / General/Unfinished Business

a) Items from the Committee of the Whole

1. Compensation Philosophy and Policy

9. Agenda items/Notice of Motions etc.

10. Adjournment



**Portugal Cove  
St. Philip's**

# **MINUTES**



**TOWN OF PORTUGAL COVE-ST. PHILIP'S**  
January 31, 2017

Regular Public Council Meeting 5:00 p.m.

**IN ATTENDANCE:**

Mayor  
Councillors:

Moses Tucker  
Dave Bartlett  
Joe Butler  
Norm Collins  
Aaron Facey  
Johnny Hanlon  
Chris Milley  
Tony Pollard  
Dawn Sharpe  
Gail Tucker  
Les Spurrell  
Claudine Murray  
Judy Squires

Town Manager  
Director of Financial Operations  
Director of Rec. & Comm. Service  
Director of Public Works  
Planning Coordinator  
Deputy Clerk  
Town Clerk

Mayor Tucker called the meeting to order and welcomed the gallery of 14 persons in attendance, noting regrets from Deputy Mayor Will.

**ADOPTION OF AGENDA**

Motion: Collins/Facey  
2017-024 Resolved that the Agenda dated January 31, 2017, be adopted as circulated.  
Carried Unanimously

**PRESENTATIONS**

1. Winter Carnival Proclamation read and signed by Mayor Tucker
2. Presentation to the winner of the Winter Carnival 'Button' design contest by Councillor Hanlon & Director of Recreation & Community Services. Winner is Cassie Sparks.

**ADOPTION OF MINUTES**

Motion: Hanlon/Bartlett  
2017-025 Resolved that the minutes of January 17, 2016 be adopted as circulated.  
Carried Unanimously

## **BUSINESS ARISING**

The Town Manager presented the following items and tabled his report:

1. Introduction and welcome to the Deputy Town Clerk who began January 30, 2017.
2. Updates on the following capital works construction projects with greater detail provided by respective reporting committees:
  - a. MYCW Nearys Pond Road Upgrade
  - b. MYCW Spurrells Road Bridge
  - c. MYCW Meadow Heights water, sewer, and road upgrade
  - d. CWWF Water Metering
  - e. CWWF Treatment Plant Sludge Dewatering Unit
  - f. Gas Tax School Pedestrian Connectivity
  - g. Gas Tax Portugal Cove Road Pedestrian Connectivity
  - h. OCOA Soccer Field Upgrade
3. Regional Cooperation
4. New Civic Numbering Regulations
5. Maggies Place Development Plan – Public Project Kick-off

## **COMMITTEE REPORTS**

### **Planning & Development Report of January 24, 2017 presented by Councillor Collins**

#### **1. Civic # 51-53 Knapps Road – Single Dwelling**

Motion: Collins/Bartlett

2017-026 Resolved that the application for a single dwelling at Civic # 51-53 Knapps Road be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

#### **2. Civic # 1618 Portugal Cove Road – Business**

Motion: Collins/Facey

2017-027 Resolved that the application to establish a personal service/shop business (pet grooming/retail/bakery) within an existing commercial building at Civic # 1618 Portugal Cove Road be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

#### **3. Civic # 1483-1485 Thorburn Road – Business**

Motion: Collins/Bartlett

2017-028 Resolved that the application to establish a personal service business (health and wellness website) as a home occupation at Civic # 1483-1485 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

#### **4. Civic # 1808 Portugal Cove Road - Business**

Motion: Collins/Hanlon

2017-029 Resolved that the application to establish a shop business (consignment store – children's items) within an existing commercial building at Civic # 1808 Portugal Cove Road be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

**5. Civic # 270-282 Witch Hazel Road – Condition of Building**

Councilor Butler provided update and requested staff to arrange a site visit and send correspondence to the property owner regarding the condition of the building.

**6. Permit stats:**

Nine (9) permits issued January 6<sup>th</sup> to January 19<sup>th</sup>, 2017 as per Appendix A: Tabled Report.

**Recreation & Community Services Committee for January 24, 2017 presented by Clr. Facey**

**1. Winter Carnival**

The Town of Portugal Cove – St. Philip's Winter Carnival is taking place from February 10<sup>th</sup> to 18<sup>th</sup>. To kick off the festivities, Mayor Moses will sign the Proclamation. As a new addition to this year's Winter Carnival, students at Beachy Cove Elementary were invited to participate in the "Winter Carnival Tag It Contest". Students were asked to design a button and give it a tag line. The winner would have his/her design on a button and sold for the purpose of daily prize draws. The winner of the First Annual "Winter Carnival Tag it Contest" is Cassie Sparks. She will be presented with her button and a prize for participating in the contest.

Note: Councillor Facey noted Winter Carnival information booklets were mailed to residents today.

**2. Atlantic Summit**

The Recreation Director provided information on the Atlantic Canada Event Summit being held in St. John's March 8<sup>th</sup> to 10<sup>th</sup>. This Summit target audience is Municipal Leaders, Special Event and/or Facility Coordinators, and Sport Tourism personal. Mayor Moses Tucker and Nick Miller, Sports Coordinator will be attending the conference on behalf of the Town. Information from this conference will be discussed at the Recreation Committee meeting on March 21<sup>st</sup>.

**3. Staff Training**

Over the next few months Recreation Staff will be engaged in Professional Development training. Dawn Sharpe, Director of Recreation and Community Services and Nicole Clark, Special Events Coordinator will be participating in the DancePlay Instructor Certification Workshop hosted by the Town of Torbay, May 6<sup>th</sup> -7<sup>th</sup>. Mike Stone, Program Coordinator will be participating in the Fundamental Movement Skills Workshop on February 4<sup>th</sup>, at the Jack Byrne Arena. Both workshops will allow staff to engage community members that coach or volunteer with youth ages 6-12 years. This will be very beneficial to our Summer Program Staff and we look forward to the outcomes of the training.

**4. Rainbow Gully Softball Field Lighting**

Recreation Committee discussed the expansion of the Rainbow Gully Softball Field Lighting System. Committee would like to put forward the following recommendations:

Motion: Facey/Bartlett

2017-030 Resolved that the Town engage Grand Concourse Authority and Musco Lighting to upgrade Rainbow Gully Softball Field to add Lighting that is compatible to and in conjunction with the soccer field expansion.

Carried For: Bartlett/Butler/Collins/Facey/Hanlon

Against: Tucker

**Friendly Amendment:**

After discussion of this item, Councillor Hanlon suggested inserting the words 'to add' as noted above. The amendment was agreed to by all of Council.

For the Record: Mayor Tucker requested that the minutes show that he is opposed to the expenditure for this lighting (approximately \$280,000) as it is not a need and can't be justified when we already have field lighting on the Voiseys Brook Field.

**Public Works Committee Report for January 25, 2017 presented by Councillor Bartlett**

**1. Update: Connectivity Plan Phase 1 – Thorburn Road and Dogberry Hill Road**

An update from Vigilant Management on January 23, 2017 advised that EXP is finalizing the design drawings for the tender package. Staff is awaiting Council direction on the integration of water connections to this project. The release of the tender package will be held until such direction is received. If water connections are integrated, further design work will need to be completed and the tender package updated.

**2. Update: Zone Metering / Water Loss Program**

The project charter will be brought to next Committee meeting for review and recommendation for approval.

**3. Update: Sludge Dewatering Project**

A meeting with Department of Municipal Affairs is scheduled for January 30, 2017 to discuss the project.

**4. Traffic Concerns Witch Hazel Road**

Concerns forwarded by a resident regarding traffic speeds and driveway approaches on Witch Hazel Road are being assessed.

**Economic Development, Marketing & Communications Report for January 31, 2017 presented by Councillor Butler**

**1. CFIB Report**

Committee reviewed the Canadian Federation of Independent Business (CFIB) report on Municipal Red Tape. The Town of Portugal Cove –St. Philip's ranked poorly in the report and the methodology and findings of the study were reviewed. The Director of Economic Development will propose a new formalized process to deal with business applications and inquiries at the next Committee meeting as a result.

**2. Maggies Place**

The public meeting took place on Wednesday, January 18<sup>th</sup>. As a result of both the introductory meetings, Tract and Town staff are reviewing the methodology for engagement and timelines of the project to ensure meaningful dialogue and success. At the next Committee meeting the minutes will be shared and revised plan presented.

### **3. Website/PCSP Connects**

The new website will be launched on Wednesday, February 1<sup>st</sup>. Residents will also be able to sign up for our new notification system called "PCSP Connects". We will start to send out notifications with the new system on March 1<sup>st</sup>.

### **4. Field Expansion Press Release**

A press release is being drafted by the Town and ACOA for a funding announcement on February 2<sup>nd</sup>.

### **5. Stewardship Agreement Signs**

In collaboration with the Stewardship Association of Municipalities additional signs have been completed to support the individual management units. There are unique signs for the Blast Hole Ponds area, Voisey's Brook Park and a common sign for Beachy Cove Brook, Main River, and Broad Cover River. They will be installed at the same time the main stewardship road signs are installed in the early spring.

### **6. Advisory Committee on the Environment**

ACE is exploring interest from residents regarding the maintenance and stewardship of Beachy Cove Brook as a result of the Green Team report presentation. The No Idle campaign is launching the week of February 6<sup>th</sup> and the Lions Club is partnering with the Town for delivery and, if necessary, installation of signs at local businesses.

Paula Courage has expressed formal interest in joining the Committee and her submission was reviewed. Paula is a resident of the community as well as a teacher at Beachy Cove Elementary who leads the school's environmental initiatives.

Motion: Butler/Bartlett  
2017-031 Resolved that Paula Courage be appointed to the Advisory Committee on the Environment.  
Carried Unanimously

### **7. Heritage Committee**

To celebrate Heritage Day we will be partnering with Memorial University and Dale Jarvis for a Memory Mug Up event on February 10<sup>th</sup>.

We will be proceeding with the restoration and eventual relocation of Fanny Goff's headstone; Grand Concourse will be doing this work at a cost of \$3500. This item has already been included in the budget.

### **Protective Services Committee Report for January 24, 2017 presented by Councillor Hanlon**

#### **1. FES Updates**

- a. The Chiefs attended the Northeast Avalon Joint Council (NEAJC) meeting January 18<sup>th</sup>. NL Fire Commissioner Derek Simmons gave a presentation on the state of affairs for fireworks. The Chiefs are working on a draft resolution regarding recreational fireworks for the purpose of presenting to the Newfoundland and Labrador Association of Fire Services (NLAFS). The draft will be discussed at a meeting of the regional fire chiefs in early February and then brought back to Council for their review.
- b. The draft mutual aid agreement for fire and emergency services between PCSP and the Town of Torbay will also include the Town of Pouch Cove. The proposed agreement will be

sent to all three Mayors for their consideration.

- c. The Volunteer Fire Department made three separate responses to a commercial alarm at 1082 Thorburn Road on January 21<sup>st</sup> / 22<sup>nd</sup> in less than 12 hours. Each response was deemed a false alarm. There were numerous attempts to contact the building owner with no response. The Chiefs are drafting a letter to the building owner and security service provider as a means of follow up.
- d. The regional water supply tanker initiative package is being compiled for presentation to the Minister of Municipal Affairs.

## **2. Damage to Private Vehicle**

The Committee discussed a claim for damages to a Volunteer Fire Department member's private vehicle sustained at the station in response to a call. The Chiefs will obtain further information and bring it back to the Committee before a final decision is made.

## **3. Witch Hazel Road Traffic Concerns**

Recent events on Witch Hazel Road have increased concerns regarding traffic safety. Councillor Hanlon will be bringing this issue to Public Works Committee for action on mitigation measures such as line of sight - brush clearing, and safety signage.

## **4. Animal Control**

The draft agreement to allow Portugal Cove-St. Philip's to avail of the Town of Torbay's Animal Control services is close to completion. It will be brought to Committee as soon as possible.

## **5. Civic Numbering**

The initial draft of the Civic Numbering regulation is still under review. It will be brought to Committee as soon as possible.

## **6. Municipal Enforcement Service Providers**

A draft version of the agreement for municipal enforcement services between PCSP and the Town of Torbay is being reviewed by Committee members. Their feedback is requested by the end of this week.

## **Admin. and Finance Committee Report for January 24, 2017 presented by Councillor Butler**

### **1. Accounts for Payment**

Motion: Butler/Facey

2017-032 Resolved that Council approve payment of regular accounts in the amount of \$47,628.74 and Capital accounts in the amount of \$102,932.12 for a total of \$150,550.86

Carried Unanimously

### **2. Ayres Lane property i.d. 183-838 sold at 2016 Tax Sale**

As the tax sale of the above mentioned was insufficient to cover the outstanding amount, the following is required:

Motion: Butler/Facey  
2017-033 Resolved that Council write-off the amount of \$19,317.27 for the property known as Parcel i.d. 183-838 Ayres Lane.  
Carried Unanimously

**3. Correspondence from Municipal Affairs, Gas Tax Secretariat**

The letter dated January 13, 2017, states the Town has \$427,821.77 remaining in gas tax funds to March 31, 2019. To ensure the Town receives timely payments of gas tax funds, a Capital Investment Plan application along with a resolution of Council and a quote for the proposed cost of eligible project(s) will need to be submitted. The Director of Financial Operations will follow-up on this item.

**4. Service Level Review Charter (of the Strategic Plan)**

The Town Manager advised that he, along with the Director of Economic Development, Marketing & Communication, are working on completing the Charter to bring it to an acceptable status for Council. The Town Manager proposed that Vigilant will not be involved in the creation of the charter however they will still put together the RFP or tender package. It is hoped that the first draft will be ready for the next round of committee meetings in two weeks.

**5. Asset Management Plan**

Committee generally discussed the need to strengthen policies around reserving funds for asset management planning.

**6. Carried forward items discussed:**

- a. The Town Manager provided some verbal information but noted he will be providing a report on MYCW and all other capital projects in his Town Manager's report for the January 31<sup>st</sup> meeting.
- b. The update of the Water & Sewer Regulations is continuing as part of the Water Metering project
- c. Mayor Tucker will bring an update on the ad-hoc committee for Affordable Housing to the Council meeting on January 31<sup>st</sup>. The update will include the names of members he has appointed to the Committee.
- d. It is noted that the item for 163 Witch Hazel Road acquisition of Crown Land is removed from this committee's list of carried forward items as that is now being processed thru the Planning & Development Committee.

**CORRESPONDENCE**

None for tonight

**NEW/GENERAL BUSINESS**

**1. Re Ad-hoc Affordable Housing committee update**

Mayor Tucker reported that prospective committee members met January 30<sup>th</sup> (they included Len Collins, Rev. Amanda Taylor, Fred Thompson, Baxter Rose, Tony Pollard and MHA Brazil). MHA Brazil will be providing some information for their next housing meeting in reference to the market requirement and demographics for seniors housing. They are just in the initial stages and depending on the outcome and based on need, the Mayor will advise at the next Council meeting whether the committee will move forward.

**2. Presented by Councillor Bartlett, Chair of Public Works Committee:**

The Connectivity Plan Phase 1 – Thorburn Road and Dogberry Hill Road involves the placement of sidewalk options along a select area of Thorburn Road and Dogberry Hill Road. The initial project scope entails the placement of sidewalks from the entrance of the new school on Thorburn Road west to the intersection of Dogberry Hill Road and then south along Dogberry Hill Road to the intersection with Dogberry Hill Road Extension. Committee is recommending expansion of the project scope to include the placement of water service stubs for those properties along the area of Thorburn Road covered by this project which are currently not connected to the Town water system. The estimated cost for the placement of these stubs is \$60,000.

Motion: Bartlett/Hanlon

2017-034 Resolved that the scope of the Connectivity Plan Phase 1 – Thorburn Road and Dogberry Hill Road project be expanded to include the integration of water service stubs for properties on Thorburn Road which are within the project construction area and the tender package be updated to reflect the same.

Carried Unanimously

**3. Presented by Councillor Hanlon, Chair of Protective Services Committee:**

Motion: Hanlon/Facey

2017-035 Resolved that the Town of Portugal Cove-St. Philip's approve the Fire Protection Mutual Aid Agreement between the Towns of: Portugal Cove-St. Philip's, Pouch Cove and Torbay effective January 31, 2017.

Carried Unanimously

**NOTICE OF MOTION**

None for this meeting

**ADJOURNMENT**

Motion: Hanlon/Facey

2017-036 Resolved that this meeting be adjourned at 6:00 pm.

Carried Unanimously

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Moses G. Tucker, Mayor

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Judy Squires, Town Clerk

Attachment: P & D, Appendix 'A'

**Appendix A: Tabled Report**

January 24<sup>th</sup>, 2017

**Applications:**

**Item # 1:**

**Civic # 51-53 Knapps Road  
Single Dwelling  
Zoning: Residential Medium Density (RMD) – Unserved**

The Committee recommends that the application for Civic # 51-53 Knapps Road be granted approval in principle, permitting the construction of a single dwelling. Approval in principle is subject to a 8.1 % variance on the minimum lot area standard which will establish a lot area of 1,710 m<sup>2</sup> (0.42 ac) as opposed to the minimum of 1,860 m<sup>2</sup> (0.46 ac). Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 11 (Variances), Development Regulation 12 (Notice of Variance), Development Regulation 47 (Lot Frontage), and Schedule A: Definitions.

The Administrator recommended that Council use its direction to grant approval in principle to this application.

**Item # 2:**

**Civic # 1618 Portugal Cove Road  
Business (Personal Service\Shop)  
Zoning: Mixed Use (MIX) – Served**

The Committee recommends that the application for Civic # 1618 Portugal Cove Road be granted approval in principle, permitting the establishment of a personal service/shop business (pet grooming/retail/bakery). Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Plan Policy MIX-2 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), Schedule C: Mixed Use, and Schedule D: Off-Street Parking Requirements.

The Administrator recommended that Council use its direction to grant approval in principle to this application.

**Item # 3:**

**Civic # 1483-1485 Thorburn Road  
Business (Personal Service)  
Zoning: Traditional Community (TC) – Served**

The Committee recommends that the application for Civic # 1483-1485 Thorburn Road be granted approval in principle, permitting the establishment of a personal service business (health and wellness website). Approval in principle shall be in full compliance with the Town's

**Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Plan Policy TC-1 & TC-2 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), Schedule C: Traditional Community, and Schedule D: Off-Street Parking Requirements.**

The Administrator recommended that Council use its direction to grant approval in principle to this application.

**Item # 4:**

**Civic # 1808 Portugal Cove Road**

**Business (Shop)**

**Zoning: Traditional Community (TC) –Serviced**

**The Committee recommends that the application for Civic # 1808 Portugal Cove Road be granted approval in principle, permitting the establishment of a shop business (consignment store – children’s items). Approval in principle shall be in full compliance with the Town’s Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Plan Policy TC-1 & TC-2 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), Schedule C: Traditional Community, and Schedule D: Off-Street Parking Requirements.**

The Administrator recommended that Council use its direction to grant approval in principle to this application.

**Permits Issued:**

**Item # 6:**

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	17-002	01/06/2017	9	Brentwood Avenue	Occupancy
2	17-003	01/06/2017	81-83	Hughs Pond Road	Remove Accessory Building
3	17-004	01/06/2017	81-83	Hughs Pond Road	Accessory Building
4	17-005	01/10/2017	26	Legion Road	Subsidiary Apartment
5	17-006	01/10/2017	556-560	Old Broad Cove Road	Occupancy
6	17-007	01/13/2017	167-169B	Beachy Cove Road	Subsidiary Apartment
7	17-008	01/17/2017	36-38	Jera Street	Occupancy
8	17-009	01/17/2017	34	Bauline Line Extension	Business
9	17-010	01/18/2017	245-247	Olivers Pond Road	Site Preparation



**Portugal Gove  
St. Philip's**

# **BUSINESS ARISING**



**Portugal Cove  
St. Philip's**

# **PLANNING & DEVELOPMENT**

## **Planning and Development Committee Report Agenda**

**February 7<sup>th</sup>, 2017**

**In Attendance:** Councillor Norm Collins (Chairperson)  
Deputy Mayor Gavin Will  
Councillor Joe Butler  
Les Spurrell, Planning & Development Coordinator  
Holly Duffett, Planning Technologist

**Also in Attendance:** Moses Tucker, Mayor  
Chris Milley, Town Manager/Engineer

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### **Applications:**

- 1) Civic # 965-967 Thorburn Road – Dwelling Extensions & Accessory Buildings

### **Correspondence:**

- 2) Department of Municipal Affairs – Notice of Ministerial Decision
- 3) Inspiration Enterprises Inc. – Request for Reimbursement
- 4) Town of Paradise – Municipal Plan & Development Regulations Review
- 5) Civic # 837-839 Thorburn Road – Stop Work Order
- 6) Civic # 841 Thorburn Road – Stop Work Order

### **Discussion:**

- 7) Civic # 1-3 Olivia Place – Development without a Permit

### **Permits Issued:**

- 8) Permits issued from January 20<sup>th</sup> to February 2<sup>nd</sup>, 2017

## **Planning and Development Committee Report**

**February 7<sup>th</sup>, 2017**

**In Attendance:** Councillor Norm Collins (Chairperson)  
Deputy Mayor Gavin Will  
Councillor Joe Butler  
Les Spurrell, Planning & Development Coordinator  
Holly Duffett, Planning Technologist

**Also in Attendance:** Moses Tucker, Mayor  
Chris Milley, Town Manager/Engineer

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### **Item # 1**

**Motion:** The Committee recommends that the application for an existing dwelling extension and accessory building, the construction of a dwelling extension, and the removal/demolition of two accessory buildings at Civic # 965-967 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.

### **Item # 2**

The Planning Department is in receipt of correspondence regarding a Purchase Notice served to the Minister of Municipal Affairs for Civics # 15-19, 21-25, 27-33 & 15A-33A Longmarsh Road. The Minister of Municipal Affairs advised that his decision to reject the Purchase Notice is confirmed.

Item Submitted for Information.

### **Item # 3**

**Motion:** The Committee recommends that the request for reimbursement for costs incurred to refine the Town's Environmental Protection Overlay Map at Civics # 49-53 & 55-63 Jera Street be refused as per Appendix A: Tabled Report.

### **Item # 4**

The Planning Department is in receipt of correspondence from the Town of Paradise advising that based on feedback received from previous consultations, they have revised the draft Plan and are seeking input on the changes, including the addition of the Picco Ridge Concept Plan. The Town of Paradise is requesting any comments be forwarded by Friday, February 24<sup>th</sup>, 2017.

**Motion:** The Committee recommends that Council forward correspondence to the Town of Paradise stating that they have no concerns regarding the proposed Municipal Plan and Development Regulations.

**Item # 5**

**Motion:** The Committee recommends that Council 'lift' the 'Stop Work Order' (Motion # 2016-262) that was placed on land development activity without a permit at Civic # 837-839 Thorburn Road, on August 11<sup>th</sup>, 2016.

**Item # 6**

**Motion:** The Committee recommends that Council 'lift' the 'Stop Work Order' (Motion # 2016-262) that was placed on land development activity without a permit at Civic # 841 Thorburn Road, on August 11<sup>th</sup>, 2016.

**Item # 7**

**Motion:** The Committee recommends that Council place a 'Removal Order' on a secondary driveway access at Civic # 1-3 Olivia Place constructed without a permit from the Town.

**Item # 8**

There were four (4) permits issued from January 20<sup>th</sup> to February 2<sup>nd</sup>, 2017 as per Appendix A: Tabled Report.

**Appendix A: Tabled Report  
February 7<sup>th</sup>, 2017**

**Applications:**

**Item # 1:**

**Civic # 965-967 Thorburn Road  
Dwelling Extensions & Accessory Buildings  
Zoning: Protected Watershed (PW) - Unserviced**

**The Committee recommends that the application for Civic # 965-967 Thorburn Road be granted approval in principle, permitting an existing dwelling extension and accessory building, the construction of a dwelling extension, and the demolition/removal of two accessory buildings. Approval in principle is subject to the conditions listed in correspondence from the City of St. John's dated January 17, 2017.**

The Administrator recommended that this application be rejected as it does not comply with the Town's Municipal Plan & Development Regulations, specifically Plan Policy PW-6 (Protected Watershed Policies) which does not promote urban land development within the Watershed Protection Areas.

**Correspondence:**

**Item # 3:**

**Inspiration Enterprises Inc. – Request for Reimbursement**

**The Committee recommends that the request for reimbursement for refinement of the Town's Environmental Protection Overlay Map at Civics # 49-53 & 55-63 Jera Street be refused as the request is contrary to the Town's Municipal Plan & Development Regulations, specifically Schedule E: Environmental Protection Overlay.**

The Administrator recommended that this request be refused.

**Permits Issued:**

**Item # 8:**

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	17-011	01/25/2017	103-107	Round Pond Road	Occupancy
2	17-012	02/01/2017	1483-1485	Thorburn Road	Business
3	17-013	02/02/2017	92-94	Witch Hazel Road	Site Preparation
4	17-014	02/02/2017	1563	Thorburn Road	Accessory Building



TOWN OF PORTUGAL COVE-ST-PHILIP'S

Government of Newfoundland and Labrador  
Department of Municipal Affairs  
Office of the Assistant Deputy Minister  
Lands

JAN 27 2017

RECEIVED CM

COR/2017/00237

January 26, 2017

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

**Attn: Mr. Chris Milley, P. Eng**  
**Town Manager**

Dear Mr. Milley:

**Re: Steven Prince – Purchase Notice – Town of Portugal Cove-St. Philip's**  
**Notice of Ministerial Decision**

Enclosed please find the Notice of Ministerial Decision under Section 96 of the *Urban and Rural Planning Act, 2000* with respect to the Purchase Notice which Mr. Prince served on the Minister of Municipal Affairs on July 28, 2016.

Should you have any questions, please do not hesitate to contact me at 709-729-4398, or email: [tonygrace@gov.nl.ca](mailto:tonygrace@gov.nl.ca)

Sincerely,

*for* **Tony Grace**  
Assistant Deputy Minister, Lands Branch

Encl.

JAN 27 2017

Rec. #: \_\_\_\_\_  
Amt. PD.: \_\_\_\_\_  
Initial: dm

## NOTICE OF MINISTERIAL DECISION

### SECTION 96 OF THE *URBAN AND RURAL PLANNING ACT, 2000*

Portugal Cove Planning and Development
JAN 27 2017
Reg. No. _____
Amt. PD. _____
Initial: <i>LM</i>

**WHEREAS** the Town Council for the Town of Portugal Cove-St. Philip's (the "Town Council"), a council under the *Urban and Rural Planning Act, 2000* (the "Act"), has refused permission to Mr. Steven Prince to consolidate land and develop a single dwelling at 15-19, 21-25, 27-33, and 15A-33A Long Marsh Road, Portugal Cove-St. Philip's, Newfoundland and Labrador;

**AND WHEREAS** on July 28, 2016, the Minister of Municipal Affairs of the Province of Newfoundland and Labrador, received a copy of the Purchase Notice served by Mr. Prince on the Town Council (the "Purchase Notice");

**AND WHEREAS** Part X-Purchase Notice, of the Act outlines the process with respect to a purchase notice;

**AND WHEREAS** the materials noted in the Annex to this decision were submitted to me for review and consideration (the "materials");

**AND WHEREAS** pursuant to subsections 97(2) and (3) of the Act, a copy of a Notice of Proposed Action to Reject the above-noted Purchase Notice was given to Mr. Prince and the Town Council, however, before following through with that action pursuant to the criteria of the Act I provided them an opportunity to appear before and be heard by a person designated by me, namely, Mr. Sandy Hounsell, Eastern Regional Director for Municipal Affairs, between the period commencing on January 5, 2017, and ending January 6, 2017, who would hear such representations and subsequently report to me;

**AND WHEREAS** on December 11, 2016, Mr. Prince advised the Department of Municipal Affairs (the "Department") that he wanted to be heard on January 5, 2017;

**AND WHEREAS** on December 20, 2016, the Town Council advised the Department that it would not be sending a representative to make representations at the hearing;

**AND WHEREAS** on January 4, 2017, Mr. Prince advised the Department that he would not participate in the hearing as he has no additional information to present that could affect the Minister's final decision;

**AND WHEREAS** no one provided any new information or appeared on the dates scheduled for the hearing;

**AND WHEREAS** a report was provided to me on January 25, 2017 by Mr. Hounsell containing a recommendation to confirm my decision to reject Mr. Prince's request for a Purchase Notice;


**NOW THEREFORE** having considered the content of the Purchase Notice, the applicable legislation, the submitted materials, and the recommendations from my officials, I, Eddie Joyce, Minister of Municipal Affairs of the Province of Newfoundland and Labrador, **HEREBY**, pursuant to paragraph 96(4)(d) of the Act, **GIVE NOTICE THAT:**

1. My decision to reject Mr. Prince's Purchase Notice for land at 15-19, 21-25, 27-33, and 15A-33A Long Marsh Road, Portugal Cove-St. Philip's, served on the Town Council of the Town of Portugal Cove-St. Philip's on July 28, 2016, is confirmed.

**DATED** at St. John's, in the Province of Newfoundland and Labrador, this <sup>25</sup> day of January, 2017.

*Eddie Joyce*

**HONOURABLE EDDIE JOYCE**  
Minister of Municipal Affairs

 Government of Newfoundland and Labrador Planning and Development	
<b>JAN 27 2017</b>	
Rec. #	_____
Amt. PD.	_____
Initial:	<i>du</i>

JAN 31 2017  
Rec. #:  
Anit. PD:  
Initial: *[Signature]*

INSPIRATION ENTERPRISES INC.

[Redacted]

2016-12-29

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

TOWN OF PORTUGAL COVE-ST-PHILIP'S

JAN 30 2017

RECEIVED

*[Signature]*

Dear Mayor & Councillors:

Re: Lots 6 and 7 Jera Street

We write today seeking reimbursement for costs incurred as a direct result of the Town's acceptance and application of flawed flood risk mapping, as it pertains to our particular development.

On May 8, 2015, Inspiration Enterprises Inc received approval and signed a development agreement covering 13 residential building lots known as Stage 5, Jera Street. Subsequently, on September 4, 2015, a letter of acceptance was received from the Town advising that the Town would entertain applications for Building Permits in this development.

Upon receiving the latter correspondence, Inspiration Enterprises Inc entered into an Agreement of Purchase and Sale with [Redacted] for the sale of Lot # 6, Jera Street. [Redacted] sought and received various permits from the Town to carry out test pits and clearing the land in the fall of 2015 and then received his building permit in April 2016. Later that summer, when [Redacted] sought a permit to construct a garage, he was advised by Town staff that a large portion of his property was now located in a Flood Risk Zone. The only way he could get his land released from this zone would be to engage the services of a qualified engineer to complete an inspection and prepare a report for submission to the Department of Environment.

In July 2016, [Redacted] approached Inspiration Enterprises Inc to help resolve this matter. As vendors of the property, we considered his request and engaged Mae Design Ltd to carry out the required study. The engineering study was completed and it was determined that the property should not have been encompassed in that zoning. A formal report was submitted to the Department of Environment resulting in Lots 6 and 7 being released from the Flood Risk Zone designation. The engineering study cost Inspiration Enterprises Inc \$1,551.50 plus HST for

a total cost of \$1,785.37. A copy of the invoice is attached.

It is our belief that the Town should bear the cost of this study. This belief is founded in the fact that it was the Town that accepted an obviously flawed Flood Risk Map and imposed unnecessary and unwarranted development restrictions upon the owner of Lot # 6 and Inspiration Enterprises Inc as the owner of Lot # 7. We believe the Town should have exercised greater due diligence before it accepted at face value the flood risk mapping which was presented to it or in hindsight accept financial responsibility for the cost of rectifying the flawed mapping.

While we accept the Town's right and responsibility to impose development control in areas prone to flooding, it is unreasonable to expect taxpayers, either individual or corporate, to bear the cost of rectifying flawed mapping and inappropriately imposed development controls.

We look forward to a favourable response and as always we are quite willing to meet with elected official or Town staff to discuss the matter further.

Yours truly,

  
Inspiration Enterprises Inc.

Yours truly

  
  
Inspiration Enterprises Inc.

JAN 31 2017

Doc # \_\_\_\_\_  
of \_\_\_\_\_  
to \_\_\_\_\_



Telephone: (709) 834-1554 Facsimile: (709) 834-1558

P.O. Box 17162, Station Kelligrews  
615 Conception Bay Highway, CBS, NL A1X 3H1

JAN 31 2017

Rec. #: \_\_\_\_\_  
Appl. PD: \_\_\_\_\_  
Initial: \_\_\_\_\_

## SERVICE INVOICE

**ENGINEERING SERVICE FOR:**

Wetland Assessment - Lot 6 and 7 Jerra Place

Invoice No: 20160310

Order No:

Tax No: HST # 89020 2823

Project No: 20160178

Invoice Date: 2016-09-27

Period End: 2016-09-24

**BILL TO:**

Inspiration Enterprises Inc.  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

SERVICE DESCRIPTION	QUANTITY	RATE	AMOUNT
Professional Fee's - Site Visit and Preparation of Wetland Assessment Report / Submission to Environment and Town	1	\$1,500.00	\$1,500.00
Expenses - Vehicle Usage	70	\$0.75	\$52.50

**MAKE CHEQUE PAYABLE TO:**

Mae Design Limited  
PO Box 17162, Stn. Kelligrews  
Conception Bay South, NL  
A1X - 3H1

Invoice Subtotal: \$1,552.50

Tax Amount: \$232.88

Invoice Total: \$1,785.38

Terms Net 30 Days - Interest At The Rate of 2%  
Per Month (24% Per Annum) Charged on Overdue  
Accounts.



**Portugal Gove  
St. Philip's**

# **PUBLIC WORKS**



Public Works Committee

February 8, 2017

In attendance: Councillor Dave Bartlett, Chair  
Councillor Johnny Hanlon  
Councillor Norm Collins  
Mayor Moses Tucker

Staff: Gail Tucker, Director, Public Works  
Linda Newhook, Public Works Coordinator

**1. Connectivity Plan Phase 1 – Thorburn Road & Dogberry Hill Road: Update**

Information regarding required water connections for Thorburn Road in the area of the proposed project construction has been forwarded to Vigilant Management and EXP for integration/updating of engineering design. A revised schedule will be forthcoming from Vigilant Management and will be provided to Committee at that time.

**2. Zone Metering & Water Loss Program – Project Charter**

The project charter for the zone metering and water loss program was discussed with a focus on the outcomes expected for this project. Phase 1 includes the engagement of a consultant to review the Town's water distribution system to identify areas of major water loss, recommend type and location of zone meters, recommend future upgrades to system, and prepare guidelines for the installation of zone meters in future developments. Phase 2 involves the development of a tender for the selection of a contractor to supply and install zone meters and Phase 3 includes analyzing data from the zone and residential metering to inform the Town's leak detection program. A Request for Proposals has been drafted and is under review by staff.

**MOTION: Committee recommends that the project charter for the zone metering and water loss program be approved.**

**3. AVL Fleet Monitoring Solution – Request for Proposals (RFP)**

Two bids were received in response to the Town's RFP for an AVL solution. Skyhawk Telematics Inc. was the only qualified bidder and as a result scored the highest on the RFP evaluation. The AVL fleet monitoring solution will provide analytics on the Town's fleet (heavy equipment and light duty vehicles) and assist in identifying efficiencies in fleet usage and operational routing. Costs related to the implementation of this solution include the one-time purchase of hardware and monthly software licence fees and data. The monthly data fees have the potential to be adjusted lower depending on amount of data used/required. However, the fee also reflects the current volume of fleet owned by the Town. As new fleet is added, additional data will be required.

**MOTION: Committee recommends that Skyhawk Telematics Inc. be awarded the contract for the AVL Fleet Monitoring Solution at a cost of \$33,243.88 +HST for hardware purchase and monthly fees of \$969.00 +HST.**



#### **Other Items Discussed**

- **Town Hall Upper Level Mini-Split Heat Pump Tender:** Committee was advised the tender for the Town Hall Upper Level Mini-Split Heat Pump will be advertised in the Telegram on February 11, 2017. The closing date is February 24, 2017 and the tender is being handled by RAN Engineering on behalf of the Town.
-



**Portugal Cove  
St. Philip's**

**ECONOMIC DEV.,  
MARKETING &  
COMMUNICATIONS**



## Economic Development, Marketing and Communications

### Agenda

February 8, 2017

3:30 pm

In attendance:

Councillor Joe Butler, Chair  
Councillor Dave Bartlett (Items 4-7)  
Councillor Aaron Facey  
Mayor Moses Tucker  
Jeff Lawlor, Director of Economic Development

#### **1. Business Application Process**

The Economic Development Department has been working with the Planning and Development Department to improve communications and processes with prospective businesses in PCSP. A new collaborative approach will be taken on all inquiries and we are currently reviewing brochures, forms and applications to make them more user friendly and informative.

#### **2. Murray's Horticultural Services Letter**

A response will be drafted on the correspondence received by Murray's Horticultural Services.

#### **3. Census Data**

The Committee reviewed a "Census Made Simple" proposal by MDB Insight. The plan proposed how to utilize and share statistics on census information that will be released throughout the year. They propose to analyse and visualize the census information based on the release of 9 census datasets customized for PCSP. As each dataset is released by the Federal government, we would have a fact sheet produced based on their analysis.

**Motion: The Committee recommends the Town purchase a customized "Census Made Simple" plan by MDB Insight for \$5,500 plus HST.**

**4. Best of PCSP Community Awards**

The event will take place on Tuesday, April 24<sup>th</sup> at the Legion. Nominations open on March 1<sup>st</sup>.

**5. Maggies Place Development Plan**

After two launch meetings were completed in January the Town will now look for more comprehensive input from stakeholders and residents in a series of engagement meetings. A special mail out will be sent to residents and landowners in the area prior to the meetings.

**Thursday, March 9**

Public Workshop

7:00 pm – 9:00 pm

Murrays Country and Fishing Club

**Thursday, March 16**

Landowners and Stakeholders  
Meetings

Various times to be scheduled

**Thursday, March 23**

Public Presentation of Proposed  
Plan

7:00 pm – 9:00 pm

Murrays Country and Fishing Club

**6. Community Garden Funding**

We have received confirmation that our application for funding through TD Friends of the Environment Foundation was approved and we will be receiving a grant of \$15,000 for the expansion of the Community Gardens. Details and plans will follow.

**7. New Website**

The new site is up and running. We have received great feedback from residents, staff and Council and will continue to improve the site going forward.



**Portugal Cove  
St. Philip's**

# **PROTECTIVE SERVICES**



## **Protective Services Committee**

Tuesday, February 7, 2017

5:30pm

**IN ATTENDANCE:** Councilor Johnny Hanlon  
Deputy Mayor Gavin Will  
Councilor Norm Collins  
Fred Hollett, Co-Chief – Volunteer Fire Department  
Heather Coughlan, Employee & Public Relations Administrator  
Chris Milley, Town Manager / Engineer

**ALSO IN ATTENDANCE:** Mayor Moses Tucker

### **1. FES Updates**

- The Chiefs sent the response letter to the building owner of 1082 Thorburn Road as a means of follow up to the repeated alarm calls on January 21 / 22, 2017.
- An agreement was reached with regards to the damage sustained by a Volunteer Firefighter's private vehicle at the station in response to a call. The matter has been closed.
- The Northeast Avalon Fire Chiefs are meeting in February to review the proposed resolution on recreational fireworks in the province. An update will be brought back to the Committee.
- The Town of Torbay is organizing an official signing event for the Fire Protection mutual aid agreement involving all three municipalities involved.

### **2. Civic Numbering Regulations**

A notice of motion for the new Civic Numbering regulation should be coming forward at the next public Council meeting.

### **3. Municipal Enforcement Service Providers**

A final draft of the agreement for municipal enforcement services between PCSP and the Town of Torbay is currently being reviewed by the Royal Newfoundland Constabulary (RNC).



**Portugal Cove  
St. Philip's**

# **ADMINISTRATION & FINANCE**



## **Administration & Finance Committee Report**

February 7, 2017 9:00 a.m.

In attendance: Deputy Mayor Gavin Will  
Councillor Joe Butler  
Councilor Aaron Facey (Phone)

Also in attendance: Mayor Moses Tucker  
Staff: Chris Milley, Town Manager  
Tony Pollard, Director of Financial Operations

**MOTION: 1. Accounts for payment**  
**Committee recommends that Council pay regular accounts in the amount of \$124,394.00**

### **2. Town Clerk Succession plan**

Committee agreed to accept the Succession Plan for the position of Town Clerk, a report prepared by LW Consulting, through a motion of Council.

As Judy Squires has retired effective February 10<sup>th</sup>, 2017 and in accordance with s.59.(1) of the Municipalities Act, Council needs to appoint a Town Clerk who will have the legislative authority afforded by the Act.

Committee decided to appoint the Director of Financial Operations as Town Clerk for legislative purposes with the Deputy Town Clerk assuming responsibility for the day to day administrative functions for Council meetings.

As well, with Judy's departure, the Town needs to appoint a new ATIPP Coordinator. It is recommended that Claudine Murray take on that role as part of her new position with the Town Manager remaining as Head of ATIPP.

Also, as Judy Squires was a signing officer for the town, and where the Director of Financial Operations will be the Treasurer and also the Town Clerk, there is a need for an alternate countersigner (reference s.76.(2) of the Municipalities Act).

The following recommendations are being put forward to cover the above requirements:

2a.  
**MOTION:** Committee recommends that Council accept the Succession Plan for the position of Town Clerk as tabled.

2b.  
**MOTION:** Committee recommends that Council appoint Tony Pollard, Director of Financial Operations as Town Clerk in accordance with s.59.(1) of the Municipalities Act.

2c.  
**MOTION:** Committee recommends that Council appoint Claudine Murray, Deputy Town Clerk, as ATIPP Coordinator in accordance with s.110 of the ATIPP Act.

2d.  
**MOTION:** Committee recommends that Council approve Chris Milley, Town Manager/engineer as a signing officer of the town.

### **3. Levels of Service**

The Town Manager updated committee on the charter for the Level of Service review. The charter is attached now for adoption and it is expected that the review and recommendations will be complete early September.

**MOTION:** Committee recommends that Council adopt the charter for the Level of Service Review as tabled.

### **4. Project Updates**

The Town Manager updated committee with project statuses. Some projects seem to be taking longer than necessary to bring to completion and some may require some political intervention to ensure projects obtain the approvals necessary to proceed.

AF Cmte  
Item #1

Accounts for Payment - Feb 7, 2017

REGULAR ACCOUNTS:

50033441	1/9/2017 A. Harvey Road Salt	\$ 47,034.63
90104305	1/1/2017 ESRI Canada Renewal-GIS Maintenance	\$ 5,706.44
1167	1/31/2017 Jenkins Power Sheet Metal Inc. Gas detection system	\$ 17,098.20
17Membership	1/1/2017 Municipalities Newfoundland & Labrador Annual membership - MNL/PMA	\$ 8,582.35
347965	12/9/2016 Weirs Construction Ltd. Asphalt repair & patch-claim #1	\$ 45,972.38

Total

\$ 124,394.00

**Town of Portugal Cove-St.Philips**  
**BNK1 - BNS CURRENT ACCT**  
 Cheques from 000001 to 044415 dated between 01/23/2017 and 02/06/2017

**CHEQUE REGISTER**

Printed: 2:35:01PM 02/06/2017

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Number	Issued	Amount	SC	Status	Status Date
044240	01/24/2017 Michael Ritter Photography 2017 corporate headshots	1,250.00 1,250.00	A/P	OUT-STD	01/24/2017
044241	01/26/2017 Ace Locksmithing 8296 Door repair-FD	90.85 90.85	A/P	OUT-STD	01/26/2017
044242	01/26/2017 Acklands - Grainger Inc. 0886397218 Repair and testing of 1 SCBA	100.59 100.59	A/P	OUT-STD	01/26/2017
044243	01/26/2017 Action Car & Truck Accessories 10023716 Tool Box - unit 51	2,687.85 2,687.85	A/P	OUT-STD	01/26/2017
044244	01/26/2017 Advantage Signs 48404 stewardship zone sign-heritage	299.00 299.00	A/P	OUT-STD	01/26/2017
044245	01/26/2017 Air Liquid Canada Inc. 65965071 acetylene,oxygen,almig 66072729 oxygen 66102008 acetylene, oxygen,almig	127.21 37.55 50.26 39.40	A/P	OUT-STD	01/26/2017
044246	01/26/2017 Audio Cine Films Inc. 143634 Life of Pets DVD-winter carnival	316.25 316.25	A/P	OUT-STD	01/26/2017
044247	01/26/2017 Automotive Supplies (1985) Ltd 55796 Brake parts for Unit #29	299.82 299.82	A/P	OUT-STD	01/26/2017
044248	01/26/2017 Babb Lock & Safe Company Ltd. 100675 Five keys for rec center as per request 100676 Replacement lock for voisey hut	572.66 60.38 512.28	A/P	OUT-STD	01/26/2017
044249	01/26/2017 Bell Mobility Inc. (Radio Division) 2-990393 Repairs to Radio 2-990394 Radio installs on rentals 2-990395 Radio servicing	1,485.98 351.95 922.21 211.82	A/P	OUT-STD	01/26/2017
044250	01/26/2017 Bernadine Lawlor Jan2017 rec center attendant jan2017 Nov30-dec31 Rec center attendant Nov-Dec16	1,012.50 600.00 412.50	A/P	OUT-STD	01/26/2017
044251	01/26/2017 Big Erics Inc. X66586 supplies town office X66773 Supplies - for Town Hall	581.23 523.73 57.50	A/P	OUT-STD	01/26/2017
044252	01/26/2017 Cabot Auto Glass & Upholstery 8451-121381 Windshield replacement	488.75 488.75	A/P	OUT-STD	01/26/2017
044253	01/26/2017 Cal LeGrow Insurance 261459 Travel accident policy	2,025.00 2,025.00	A/P	OUT-STD	01/26/2017
044254	01/26/2017 Canadian Safety Equipment Inc 37058-1 High Pressure Bagsds	3,187.80 3,187.80	A/P	OUT-STD	01/26/2017
044255	01/26/2017 Can Association of Mun. Administrators CAMAMEM-5734 membership 2017-C. Milley	310.50 310.50	A/P	OUT-STD	01/26/2017
044256	01/26/2017 CBS Rentals Limited 10163782 rescue saw blades 10164389 rescue saw blades	923.83 429.44 494.39	A/P	OUT-STD	01/26/2017
044257	01/26/2017 City Tire & Auto Centre Ltd. 4793390 unit 36 replace core	220.39 220.39	A/P	OUT-STD	01/26/2017
044258	01/26/2017 Complete Transport Services 39238 Engine 1 - slow acceleration 39258 Repairs to rescue	3,238.96 348.45 2,890.51	A/P	OUT-STD	01/26/2017
044259	01/26/2017 Corporate Express	68.17	A/P	OUT-STD	01/26/2017

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

**Town of Portugal Cove-St. Philips**  
**BNK1 - BNS CURRENT ACCT**  
 Cheques from 000001 to 044415 dated between 01/23/2017 and 02/06/2017

**CHEQUE REGISTER**

Printed: 2:35:01PM 02/06/2017

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Number	Issued		Amount	SC	Status	Status Date
	43049815	Office Supplies	79.45			
	43157133	dry erase board-return	-270.24			
	43229183	Office Supplies	325.68			
	43248640	dividers	12.73			
	43251692	easel display-return	-79.45			
044260	01/26/2017	Country Trailer Sales 1999 Ltd.	<b>3,898.50</b>	A/P	OUT-STD	01/26/2017
	28575	Unit #20 - trip mechanism & unit40	3,898.50			
044261	01/26/2017	Credit Information Services (NFLD) 2012 Ltd.	<b>134.65</b>	A/P	OUT-STD	01/26/2017
	16December16PB	Public record bulletin subscription	134.55			
044262	01/26/2017	Dramis Communications Solutions Ltd.	<b>578.11</b>	A/P	OUT-STD	01/26/2017
	69613	cabling labour	578.11			
044263	01/26/2017	Dwayne Abbott	<b>1,380.00</b>	A/P	OUT-STD	01/26/2017
	469004	heavy equip oper assesment	920.00			
	469006	heavy equip operator assessment	460.00			
044264	01/26/2017	East Coast Hydraulics	<b>365.90</b>	A/P	OUT-STD	01/26/2017
	0000034528	Unit 624J - hydraulic hose	125.93			
	0000034578	four (4) pails hydraulic oil 5500	229.97			
044265	01/26/2017	Easter Seals NL	<b>334.00</b>	A/P	OUT-STD	01/26/2017
	reasonrink17	Reason for the rink donation 17	334.00			
044266	01/26/2017	Eastern Contracting Ltd.	<b>97,267.94</b>	A/P	OUT-STD	01/26/2017
	16018-04	town hall renovations-cp#4	97,267.94			
044267	01/26/2017	Elaines Convenience Inc.	<b>125.45</b>	A/P	OUT-STD	01/26/2017
	167	misc maint. supplies	76.33			
	168	misc. maint supplies	49.12			
044268	01/26/2017	Emco Supply	<b>4,867.49</b>	A/P	OUT-STD	01/26/2017
	12602827-00	o-rings & diaphragms PRVs	4,867.49			
044269	01/26/2017	Envirosystems Inc.	<b>182.85</b>	A/P	OUT-STD	01/26/2017
	NL79824	pump used oil-depot	182.85			
044270	01/26/2017	Executive Coffee	<b>203.30</b>	A/P	OUT-STD	01/26/2017
	0000174320	coffee	203.30			
044271	01/26/2017	Fastenal Canada Company	<b>874.59</b>	A/P	OUT-STD	01/26/2017
	NFMOU162546	Cotter pins	19.42			
	NFMOU168419	Nitty Gritty gloves - garbage	593.89			
	NFMOU168996	equip maint supplies	129.26			
	NFMOU169183	nuts,bolts-depot	81.59			
	NFMOU169273	depot supplies	50.43			
044272	01/26/2017	Fastsigns	<b>270.25</b>	A/P	OUT-STD	01/26/2017
	651-67804	engraved signage	270.25			
044273	01/26/2017	Frederick Hollett	<b>2,760.00</b>	A/P	OUT-STD	01/26/2017
	Jan15-21	FD Consultation-Jan15-21	1,466.25			
	Jan8-14	FD Consultations Jan8-14	1,293.75			
044274	01/26/2017	Gardaworld	<b>3,743.25</b>	A/P	OUT-STD	01/26/2017
	07620001933	Security services - Dec11-17	1,690.50			
	07620002009	Security services-Jan1-7	2,052.75			
044275	01/26/2017	GCR Tire Centers	<b>115.00</b>	A/P	OUT-STD	01/26/2017
	931-54854	Regrove tires	115.00			
044276	01/26/2017	GFL Environmental Inc.	<b>2,677.14</b>	A/P	OUT-STD	01/26/2017
	E60000027451	Dump/replace garb bin	2,677.14			
044277	01/26/2017	Harbourside Transportation Consultants	<b>2,320.13</b>	A/P	OUT-STD	01/26/2017

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\*\* - Name on Check was modified

**Town of Portugal Cove-St.Philips**  
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**CHEQUE REGISTER**

Printed: 2:35:01PM 02/06/2017

Page 3 of 10

Number	Issued		Amount	SC	Status	Status Date
	552	consultation-traffic calming policy,street clas	2,320.13			
044278	01/26/2017	Harvey & Company Limited	112.36	A/P	OUT-STD	01/26/2017
	1035024	Air release switch - unit 38	112.36			
044279	01/26/2017	Hickman Chrysler	60.63	A/P	OUT-STD	01/26/2017
	44664C	Esim switch - jeep patriot	60.63			
044280	01/26/2017	Home Depot	1,459.69	A/P	OUT-STD	01/26/2017
	0461729	Mats for lower level chairs	148.93			
	1450068	plate / plug for xmas tree outside	31.00			
	3460653-	bags quickcrete for manhole repair	25.07			
	4460948	Router, drill bit, utility knife	623.07			
	4460949	drill bit	14.63			
	6460247	2 sheets gyproc	51.68			
	8460461	Paint, Plaster & Supplies Upper Level Reno	96.52			
	9450056	Door stops, picture hangers for chambers	61.15			
	9450087	switch plates, cover plates, switches, recept	407.64			
044281	01/26/2017	Image 4 Printing & Design Inc.	454.48	A/P	OUT-STD	01/26/2017
	17207	parking notices,door knockers	86.48			
	17236	Timecards- PW	368.00			
044282	01/26/2017	Imprint Specialty Promotions	1,851.82	A/P	OUT-STD	01/26/2017
	151694	logo decals	1,851.82			
044283	01/26/2017	Interex	102.35	A/P	OUT-STD	01/26/2017
	64252	Cylinders for old Mayor Office	102.35			
044284	01/26/2017	Irving Oil Limited	2,748.34	A/P	OUT-STD	01/26/2017
	448613	Gas	1,882.01			
	51201	Gas	866.33			
044285	01/26/2017	Island Office Furniture	4,268.92	A/P	OUT-STD	01/26/2017
	IN0000169986	Back Connection kit for modular desk	104.88			
	IN0000170265	mayor office, boardroom, chairs	4,164.04			
044286	01/26/2017	K & D Pratt Ltd.	738.07	A/P	*VOID*	01/26/2017
	177385	2 sets 4" hoses	-1,811.57*			
	807064	RE: INVOICE 112735; PART RETURNED F	1,073.50*			
044287	01/26/2017	Kent Building Supplies	1,762.67	A/P	OUT-STD	01/26/2017
	14873162	Plywood - Sign materials	3.36			
	14873164	plywood-sign materials	37.92			
	14875814	pine for railing lower boardroom & carbon r	104.46			
	14878695	plywood (2 sheets) & wood (2x3) cabinet ba	91.54			
	14883203	15 bags ice melter	259.89			
	14883916	toilet parts for fire department	42.79			
	14888023	20 bags salt, toilet brush & waste basket	218.20			
	14914413	20 bags salt	164.22			
	14916228	Stain for rail trims in board room; materials t	54.43			
	1565809	shovel & ice melter	299.20			
	1568184	Materials for shelves in boiler room	87.10			
	1570439	Salt, shovel, carbon detector	229.17			
	1576318	salt	170.29			
044288	01/26/2017	Mandy Young	12.40	A/P	OUT-STD	01/26/2017
	35959	reimb-office supplies-FD	12.40			
044289	01/26/2017	Mark's Work Wearhouse	1,937.74	A/P	OUT-STD	01/26/2017
	730100488	Partial PW Clothing - Jeans and Workboots	2,380.50			

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Number	Issued		Amount	SC	Status	Status Date
	730-709005 CR	DUPLICATE PAYMENT RE: 730-709005	-690.00			
	730-876505	WORKWEAR FOR NICK PICCO-BOOTS, (	247.24			
044290	01/26/2017 Micmac Fire & Safety Source Ltd.		<b>1,023.50</b>	A/P	OUT-STD	01/26/2017
	NL-00838853	6 pails of class B foam and 2 pails of ABC p	1,023.50			
044291	01/26/2017 Newfoundland Distributors Ltd.		<b>41.40</b>	A/P	OUT-STD	01/26/2017
	30227089	24 cutting edge bolts	41.40			
044292	01/26/2017 Nick Miller		<b>57.50</b>	A/P	OUT-STD	01/26/2017
	802807588	reimb-cell case	57.50			
044293	01/26/2017 Nicole Clark		<b>700.00</b>	A/P	OUT-STD	01/26/2017
	WinterCam17	petty cash-winter carnival 2017	700.00			
044294	01/26/2017 North Atlantic Supplies Inc.		<b>2,067.76</b>	A/P	OUT-STD	01/26/2017
	51098	72 pairs hercules gloves	641.70			
	51213	Annual Clothing Order	1,426.06			
044295	01/26/2017 Nortrax		<b>5,266.11</b>	A/P	OUT-STD	01/26/2017
	647860	carbide cutting edges x3 624k rental	1,443.74			
	651526	30 liters antifreeze 624H #23	162.08			
	653237	transmission/hydraulic cooler unit 23	3,649.41			
	659867	bolt-equip maint	10.88			
044296	01/26/2017 Orkin Canada Corporation		<b>326.03</b>	A/P	OUT-STD	01/26/2017
	IN-7395909	Pest Control-Depot	71.30			
	IN-7395954	Pest Control-Rec center	73.60			
	IN-7395966	Pest Control-Generator Shed	89.13			
	IN-7395971	Pest Control-RG	37.95			
	IN-7396018	Pest Control-VB	54.05			
044297	01/26/2017 Overhead Door Company		<b>154.10</b>	A/P	OUT-STD	01/26/2017
	54664	overhead door repair-depot	154.10			
044298	01/26/2017 Parts for Trucks		<b>2,611.32</b>	A/P	OUT-STD	01/26/2017
	40367786-00	4 X DEF FLUID	62.10			
	40374327-00	12 cases DEF fluid, 2 cases power steering	300.29			
	40374327-01	12 cases DEF fluid, 2 cases power steering	45.52			
	40374327-02	12 cases DEF fluid, 2 cases power steering	57.27			
	40375416-00	repair kit for clutch pan Unit 20, 5 clamps, 5	1,152.29			
	40376733-00	Unit#20 - tubs oil, side axel gaskets, side ax	547.07			
	40376853-00	30 jugs def fluid - inventory	446.78			
044299	01/26/2017 PCSP Volunteer Fire Department		<b>1,083.06</b>	A/P	OUT-STD	01/26/2017
	FD Kids Xmas16	Reimb expenses for FD Kids Chrismtas Par	322.23			
	XMAS16	Reimb for Christmas party expenses	760.83			
044300	01/26/2017 Pik-Fast Express Inc.		<b>67.85</b>	A/P	OUT-STD	01/26/2017
	CC14-000510	Cooler cleaning	36.80			
	DC-735	Courier service	31.05			
044301	01/26/2017 Princess Auto Ltd.		<b>91.92</b>	A/P	OUT-STD	01/26/2017
	26-1-387105	Cotton gloves, Snow scraper	91.92			
044302	01/26/2017 Recreation NL		<b>130.00</b>	A/P	OUT-STD	01/26/2017
	2019	2017 calendar of events submission	105.00			
	2025	mascot rental	25.00			
044303	01/26/2017 Richard Murphy		<b>2,847.10</b>	A/P	OUT-STD	01/26/2017
	6800	reimb-fd supplies	29.60			
	Jan16-22	Jan16-22	1,552.50			
	Jan9-15	FD consultation-Jan9-15	1,265.00			

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044304	01/26/2017	Rogers Payment Centre	201.20	A/P	OUT-STD	01/26/2017
	01122017	Cable TV-Fd	100.60			
	12122016	Cable FD	100.60			
044305	01/26/2017	Rona	32.57	A/P	OUT-STD	01/26/2017
	2430311	ties for xmas tree	32.57			
044306	01/26/2017	Saunders Equipment Ltd.	135.70	A/P	OUT-STD	01/26/2017
	0000065059	Tailgate markers for compactors	83.95			
	0000065064	tailgate markers	51.75			
044307	01/26/2017	SME	460.00	A/P	OUT-STD	01/26/2017
	42450	Container Rental for furniture during renos	460.00			
044308	01/26/2017	Steelfab Industries Ltd.	187.58	A/P	OUT-STD	01/26/2017
	0000129363	Unit #30 - steel to repair wing blade	187.58			
044309	01/26/2017	Stewart McKelvey	555.55	A/P	OUT-STD	01/26/2017
	90561092	jackman watershed development	555.55			
044310	01/26/2017	Terra Nova Motors Ltd.	834.21	A/P	OUT-STD	01/26/2017
	GMC574601	transmission control module unit #35	834.21			
044311	01/26/2017	The Telegram	505.54	A/P	OUT-STD	01/26/2017
	TE00511438	rfp-fleet tracking	505.54			
044312	01/26/2017	Tiny's Bar and Grill	900.45	A/P	OUT-STD	01/26/2017
	FDXMAS16	FD Christmas Social 2016	900.45			
044313	01/26/2017	Traction	186.23	A/P	OUT-STD	01/26/2017
	506558144	6 diesel fuel cans	186.23			
044314	01/26/2017	Valero Energy Inc.	11,906.23	A/P	OUT-STD	01/26/2017
	4111134080	Furnace Oil	716.47			
	4111134081	Diesel	2,593.11			
	4111143063	Diesel	2,960.62			
	4111159697	Furnace oil	484.01			
	4111168319	Diesel	2,235.93			
	4111168321	Diesel	331.87			
	4111168322	Diesel	278.20			
	4111185259	Diesel	2,306.02			
044315	01/26/2017	Vigilant Management Inc.	0.00	A/P	*VOID*	01/26/2017
044316	01/26/2017	Vigilant Management Inc.	28,748.79	A/P	OUT-STD	01/26/2017
	715	PRV & Zone metering	626.75			
	717	Sidewalks, dogberry hill rd	250.13			
	718	MYCW-Meadow Heights	140.88			
	719	MYCW-Nearys Pond	7,761.25			
	720	Strategic Plan support	866.81			
	721	Field expansion	2,505.58			
	722	Fleet tracking system	2,535.75			
	723	Sludge dewatering	316.25			
	724	2017 Project budget estimate	2,765.76			
	775	Water loss program	166.75			
	776	water metering project	616.69			
	777	Sidewalks,dogberry hill rd	1,180.19			
	778	Lifestyle Center	3,957.44			
	779	MYCW-Nearys Pond	1,671.81			
	780	Fleet Tracking system	932.94			

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	781 Sludge Dewatering	713.00			
	782 MYCW-Meadow Heights	1,740.81			
044317	01/26/2017 Wajax Industrial Components	56.35	A/P	OUT-STD	01/26/2017
	RIN004006797 Carberator for generator	56.35			
044318	01/26/2017 Windco Enterprises	290.84	A/P	OUT-STD	01/26/2017
	20161865 flagpole service	149.50			
	20161866 Replace halyard on flagpole	141.34			
044319	01/26/2017 You Store Limited	412.90	A/P	OUT-STD	01/26/2017
	H-0911212016 storage unit rental-Heritage	206.45			
	H-0912212016 Storage unit rental-heritage	206.45			
044320	01/26/2017 Yvonne King	1,012.50	A/P	OUT-STD	01/26/2017
	Jan17 rec centre attendant jan17	600.00			
	nov30-dec31 rec centre attendant nov-dec16	412.50			
044321	01/26/2017 Mazol Shriners	333.00	A/P	OUT-STD	01/26/2017
	reasonrink17 Reason for the rink donation 17	333.00			
044322	01/26/2017 Rainbow Riders Therapeutic Riding NL	333.00	A/P	OUT-STD	01/26/2017
	reasonrink17 Reason for the rink donation 17	333.00			
044323	01/26/2017 K & D Pratt Ltd.	1,811.57	A/P	OUT-STD	01/26/2017
	177385 2 sets 4" hoses	1,811.57			
044324	01/26/2017 City of St. John's	34,795.76	A/P	OUT-STD	01/26/2017
	RW 201610-4 water consumption Oct16	34,795.76			
044325	01/26/2017 Grand Concourse Authority	9,477.03	A/P	OUT-STD	01/26/2017
	16073 2016 maintenance-2nd/final pymt	9,477.03			
044326	01/26/2017 Tract Consulting Ltd.	16,486.40	A/P	OUT-STD	01/26/2017
	PCSP-1635-02 maggies place-project completion	16,486.40			
044327	01/26/2017 Tucker Properties Ltd.,	400.00	A/R	OUT-STD	01/26/2017
044328	01/26/2017 Benson Buffett	15,212.09	A/P	OUT-STD	01/26/2017
	73836 Removal order-820B St. Thomas Line	9,164.27			
	73838 Removal order-29-33 Windsor Heights	6,047.82			
044329	01/26/2017 City of St. John's	10,964.70	A/P	OUT-STD	01/26/2017
	10545 garb/recycling-dec16	10,964.70			
044330	01/26/2017 EXP. Services Inc.	5,664.18	A/P	OUT-STD	01/26/2017
	347965 Spurrells Road Bridge	5,664.18			
044331	01/26/2017 Municipalities Newfoundland and Labrador	10,594.00	A/P	OUT-STD	01/26/2017
	17490 NEAR plan fund contribution	10,594.00			
044332	01/26/2017 Valero Energy Inc.	1,507.37	A/P	OUT-STD	01/26/2017
	4111085424 Diesel	1,507.37			
044333	01/26/2017 Xylem Canada Compnay	26,070.04	A/P	OUT-STD	01/26/2017
	3558268590 Two SBR feed pumps and one aspirator	26,070.04			
044334	01/27/2017 Allnorth NL Surveyors	597.11	A/P	OUT-STD	01/27/2017
	8006979 Survey-dogberry hill road, thorburn rd	597.11			
044335	01/27/2017 Automotive Supplies (1985) Ltd	220.25	A/P	OUT-STD	01/27/2017
	61679 12 cases windshield wash	220.25			
044336	01/27/2017 Babb Lock & Safe Company Ltd.	103.55	A/P	OUT-STD	01/27/2017
	101096 Door closure for bathroom	103.55			
044337	01/27/2017 Benson Buffett	11,470.05	A/P	OUT-STD	01/27/2017
	15646 Murrays pond dev-infrastructure conveyance	543.38			
	73839 tax sale - 12-14 Nice Lane	106.86			

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	73840	Misc legal fees	3,924.38			
	73842	Tax Sale	2,955.96			
	73844	Island busing ltd-parking issue	905.63			
	73845	59 Dawn Allen Road	3,033.84			
044338	01/27/2017	Brunswick News Inc	315.10	A/P	OUT-STD	01/27/2017
	1674467	Career beacon job ad posting	315.10			
044339	01/27/2017	Chartered Professional Accountants of Canada	140.59	A/P	OUT-STD	01/27/2017
	465644	CPA Public Sector handbook subscription	140.59			
044340	01/27/2017	Construction Signs	2,286.49	A/P	OUT-STD	01/27/2017
	33103	Street signs re private roads, loop drive traf	2,286.49			
044341	01/27/2017	ControlPro Distributors Inc.	1,538.18	A/P	OUT-STD	01/27/2017
	1-17-23739	PLC for the Wharf Lift Station	1,538.18			
044342	01/27/2017	Corporate Express	1,627.51	A/P	OUT-STD	01/27/2017
	43255481	cream paper	42.26			
	43334300	Office Supplies	684.22			
	43379063	Cream Color Paper	109.88			
	43426080	Office suppley order	791.15			
044343	01/27/2017	DSI	430.96	A/P	OUT-STD	01/27/2017
	1-00177460	Perforated Paper	430.96			
044344	01/27/2017	Executive Coffee	310.34	A/P	OUT-STD	01/27/2017
	0000174892	coffee	114.30			
	0000175593	Coffee	196.04			
044345	01/27/2017	EXP. Services Inc.	636.87	A/P	OUT-STD	01/27/2017
	354187	Sidewalks (Thorburn Road/Dogberry Hill Rc	636.87			
044346	01/27/2017	Frederick Hollett	48.98	A/P	OUT-STD	01/27/2017
	132735	Reimb-coffee, coffee mate-FD station2	48.98			
044347	01/27/2017	Gardaworld	1,690.50	A/P	OUT-STD	01/27/2017
	07620002050	Security Jan15-21	1,690.50			
044348	01/27/2017	GCR Tire Centers	1,315.75	A/P	OUT-STD	01/27/2017
	931-55294	Winter Tire Change overs - UnitFlat repair c	241.38			
	931-55295	Winter tire change over unit# 46	74.69			
	931-55296	Winter tire change over unit# 44	74.69			
	931-55297	Winter tire change over unit# 34	74.69			
	931-55298	install/ balance wheels Unit #41	752.61			
	931-55319	Mount & dismount tire &rim- unit 48	23.00			
	931-55320	Unit #15 - install winter tires, Unit #48 5500	74.69			
044349	01/27/2017	Home Depot	47.17	A/P	OUT-STD	01/27/2017
	1461925	Toilet in depot	22.40			
	4450023	Totes for xmas lights	24.77			
044350	01/27/2017	Hubleys Plumbng Ltd.	633.81	A/P	OUT-STD	01/27/2017
	3968	Install back flow preventor-WS	633.81			
044351	01/27/2017	Image 4 Printing & Design Inc.	2,509.69	A/P	OUT-STD	01/27/2017
	17256	Newsletter printing	2,509.69			
044352	01/27/2017	Kent Building Supplies	528.77	A/P	OUT-STD	01/27/2017
	14907073	Supplies - 15 bags salt	130.93			
	14909512	Chair rail materials for lower boardroom, mi	353.96			
	14910884	Supplies for boardroom - chair rail	43.88			
044353	01/27/2017	Modern Business Equipment	86.25	A/P	OUT-STD	01/27/2017
	AR369303	Copier maint-FD	86.25			

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044354	01/27/2017 Mr. Electric	<b>920.00</b>	A/P	OUT-STD	01/27/2017
	204961894 Service call-heater @Rainbow gully hut	194.35			
	204963337 Service Call - Electric Heater Rainbow Gully	725.65			
044355	01/27/2017 Neopost Canada	<b>708.74</b>	A/P	OUT-STD	01/27/2017
	2294702 Postage rate change download	350.75			
	6158090 Postage meter lease-jan15-Feb14,2017	184.00			
	6160065 Postage meter lease Feb15-Mar17	173.99			
044356	01/27/2017 Newfoundland Distributors Ltd.	<b>3.76</b>	A/P	OUT-STD	01/27/2017
	30229892 Lock nut unit #53	3.76			
044357	01/27/2017 Newfoundland HVAC Limited	<b>438.32</b>	A/P	OUT-STD	01/27/2017
	81136 HVAC maint 2017	438.32			
044358	01/27/2017 Newfound Disposal Systems Ltd.	<b>52.92</b>	A/P	OUT-STD	01/27/2017
	0000507042 Paper recycling	52.92			
044359	01/27/2017 Nortrax	<b>463.07</b>	A/P	OUT-STD	01/27/2017
	663653 3 quick cupler fittings for 624J	463.07			
044360	01/27/2017 Parts for Trucks	<b>188.44</b>	A/P	OUT-STD	01/27/2017
	40377796-00 2 cylinoids for unit #50	97.01			
	40377869-00 taillights, wipers, heatshrink, plow markers,	91.43			
044361	01/27/2017 Petro Service Limited	<b>307.91</b>	A/P	OUT-STD	01/27/2017
	SRVCE0014353 install fuel control system	307.91			
044362	01/27/2017 Pik-Fast Express Inc.	<b>77.60</b>	A/P	OUT-STD	01/27/2017
	WE02 - 012775 Water	31.00			
	WE02-012561 water	46.50			
044363	01/27/2017 Pinnacle Office Solutions	<b>178.99</b>	A/P	OUT-STD	01/27/2017
	116852 Copier maint	178.99			
044364	01/27/2017 Public Sector Digest Inc.	<b>457.47</b>	A/P	OUT-STD	01/27/2017
	8262 Annual membership renewal	457.47			
044365	01/27/2017 Royal Garage Limited	<b>187.45</b>	A/P	OUT-STD	01/27/2017
	837713 Wheel for 5500	187.45			
044366	01/27/2017 Telus	<b>2,085.72</b>	A/P	OUT-STD	01/27/2017
	29290809020 Cell phones	2,085.72			
044367	01/27/2017 Terra Nova Motors Ltd.	<b>130.36</b>	A/P	OUT-STD	01/27/2017
	348779 Unit #31 Wiper blades	130.36			
044368	01/27/2017 The Telegram	<b>577.76</b>	A/P	OUT-STD	01/27/2017
	TE00512230 job ad-heavy equip oper	577.76			
044369	01/27/2017 Total Canada Inc.	<b>1,730.52</b>	A/P	OUT-STD	01/27/2017
	5430074638 24 cans hydraulic oil	1,730.52			
044370	01/27/2017 Vigilant Management Inc.	<b>460.00</b>	A/P	OUT-STD	01/27/2017
	716(b) Water metering project-balance of inv 716	460.00			
044371	01/27/2017 Western Hydraulic 2000 Ltd.	<b>62.10</b>	A/P	OUT-STD	01/27/2017
	4044 Wing bolt Unit #53	62.10			
044372	01/27/2017 Xerox Canada Ltd.	<b>223.84</b>	A/P	OUT-STD	01/27/2017
	F50223664 Copier Maint.	223.84			
044373	01/27/2017 Xylem Canada Compnay	<b>4,612.60</b>	A/P	OUT-STD	01/27/2017
	3558268650 Waste sludge pump SP	3,398.25			
	3558268812 mini cas kits for pump replacements	1,114.35			
044376	01/31/2017 DW Designs Inc.,	<b>1,802.93</b>	A/R	OUT-STD	01/31/2017
044377	02/03/2017 Allison Power	<b>240.00</b>	A/P	OUT-STD	02/03/2017

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	003	Fitness class Jan17-30 Moms the bomb	240.00			
044378	02/03/2017 Bazel Hibbs		<b>80.00</b>	A/P	OUT-STD	02/03/2017
	Trav adv EOCM	Travel advance-Emergency operation centr	80.00			
044379	02/03/2017 Benson Buffett		<b>1,509.38</b>	A/P	OUT-STD	02/03/2017
	73841	Murrays Pond Dev/Sibdivision	1,509.38			
044380	02/03/2017 Bugden Signs		<b>224.95</b>	A/P	OUT-STD	02/03/2017
	35024	Awards for xmas parade 2016	224.95			
044381	02/03/2017 Cansel - St. John's		<b>925.08</b>	A/P	OUT-STD	02/03/2017
	90303960	Ink for plotter	925.08			
044382	02/03/2017 Capital Motors Limited		<b>268.05</b>	A/P	OUT-STD	02/03/2017
	274111	windshield-unit#44	268.05			
044383	02/03/2017 Corporate Express		<b>208.58</b>	A/P	OUT-STD	02/03/2017
	43493939	Paper, toner	208.58			
044384	02/03/2017 Emergency Services Marketing Corp.Inc.		<b>10.00</b>	A/P	OUT-STD	02/03/2017
	P2017-1108	lamResponding useage 2016	10.00			
044385	02/03/2017 EXP. Services Inc.		<b>2,380.50</b>	A/P	OUT-STD	02/03/2017
	331657	dev application review	19.55			
	331658	Re:Thorburn Woods	218.50			
	331660	Re:Broad Cove Ridge	218.50			
	331661	Re:Riverfront subdivision	218.50			
	331663	Re:Cadillac Services Ltd.	534.75			
	333078	Re:Healeys Pond Cres	39.10			
	333079	Re:Cadillac Services Ltd.	437.00			
	333246	Re: Murrays Pond Dev	694.60			
044386	02/03/2017 Federation of Can. Mun.		<b>1,492.07</b>	A/P	OUT-STD	02/03/2017
	44195	Annual membership 2017	1,492.07			
044387	02/03/2017 Frederick Hollett		<b>1,063.75</b>	A/P	OUT-STD	02/03/2017
	Jan22-28	FD Consultations Jan22-28	1,063.75			
044388	02/03/2017 Gardaworld		<b>3,381.00</b>	A/P	OUT-STD	02/03/2017
	07620002022	Security for parks Jan8-14	1,690.50			
	07620002068	Security for parks	1,690.50			
044389	02/03/2017 Image 4 Printing & Design Inc.		<b>2,294.25</b>	A/P	OUT-STD	02/03/2017
	17306	Winter carnival booklets	2,294.25			
044390	02/03/2017 Krista Holden		<b>350.00</b>	A/P	OUT-STD	02/03/2017
	Jan9-30	Adult fitness-Jan9-30	350.00			
044391	02/03/2017 Maxxam Analytics Inc.		<b>1,290.30</b>	A/P	OUT-STD	02/03/2017
	SJ3207098	Water testing	680.80			
	SJ3207419	water testing	609.50			
044392	02/03/2017 Nick Miller		<b>67.65</b>	A/P	OUT-STD	02/03/2017
	Mileage Oct-Jan17/17	Mileage claim Oct 3-Jan17	67.65			
044393	02/03/2017 Nicole Clark		<b>213.80</b>	A/P	OUT-STD	02/03/2017
	mileage Oct-Nov16	Mileage claim oct-nov 30	213.80			
044394	02/03/2017 NL Employers' Council		<b>552.00</b>	A/P	OUT-STD	02/03/2017
	11520	Annual membership fees	552.00			
044395	02/03/2017 Parts for Trucks		<b>376.60</b>	A/P	OUT-STD	02/03/2017
	40374448-00	unit 32 air dryer	227.65			
	40375133-00	2 tail lights & plugs Unit 20	148.95			
044396	02/03/2017 PCSP Volunteer Fire Department		<b>2,500.00</b>	A/P	OUT-STD	02/03/2017
	Social1/4	FD Social fund 1st quarter	2,500.00			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of Portugal Cove-St. Philips  
BNK1 - BNS CURRENT ACCT  
Cheques from 000001 to 044415 dated between 01/23/2017 and 02/08/2017

**CHEQUE REGISTER**

Printed: 2:35:01PM 02/08/2017

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Number	Issued	Amount	SC	Status	Status Date
044397	02/03/2017 Plk-Fast Express Inc. DC-827 Courier service WE02-013015 Water	101.15 70.15 31.00	A/P	OUT-STD	02/03/2017
044398	02/03/2017 Richard Murphy Jan23-29 FD Consultations Jan23-29	1,581.25 1,581.25	A/P	OUT-STD	02/03/2017
044399	02/03/2017 Telelink Call Centre C9138-1702 answering service	329.76 329.76	A/P	OUT-STD	02/03/2017
044400	02/03/2017 Vigilant Management Inc. 638(b) Water metering project	1,681.09 1,681.09	A/P	OUT-STD	02/03/2017
044401	02/03/2017 Weir's Construction Ltd. 247883 Additional asphalt repairs-dogberry hill road	3,900.43 3,900.43	A/P	OUT-STD	02/03/2017
044402	02/03/2017 You Store Limited H-0801312017 Storage Unit Jan17	173.60 173.60	A/P	OUT-STD	02/03/2017
044404	02/03/2017 Bell Mobility Inc. (Radio Division) 2-984347 8 remote speaker mics	1,232.80 1,232.80	A/P	OUT-STD	02/03/2017
044405	02/03/2017 EXP. Services Inc. 354277 dev application review 354278 Re:Murrays Pond Subdivision 354281 Re:Riverfront subdivision 354282 Re:Thurbum Woods	428.60 97.75 109.25 109.25 109.25	A/P	OUT-STD	02/03/2017
044406	02/03/2017 Chris Milley FEB2017 TRAVEL ALLOWANCE-Feb17 Jan2017 TRAVEL ALLOWANCE-Jan17	400.00 200.00 200.00	A/P	OUT-STD	02/03/2017
044407	02/03/2017 Gail Tucker Feb2017 TRAVEL ALLOWANCE-Feb Jan2017 TRAVEL ALLOWANCE-Jan	400.00 200.00 200.00	A/P	OUT-STD	02/03/2017
044408	02/03/2017 Pyramid Construction claims#1 Spurrells Spurrells Road Bridge- claim no 1	80,140.77 80,140.77	A/P	OUT-STD	02/03/2017
044409	02/03/2017 Tax Administration Division Dec2016 Hapset-Dec2016	6,165.74 6,165.74	A/P	OUT-STD	02/03/2017
044410	02/03/2017 Tucker Properties Ltd.,	400.00	A/R	OUT-STD	02/03/2017
044411	02/03/2017 Matrix Construction Ltd,	400.00	A/R	OUT-STD	02/03/2017
044412	02/03/2017 Strickland, Danielle	400.00	A/R	OUT-STD	02/03/2017
044413	02/03/2017 Slaney, Victor	400.00	A/R	OUT-STD	02/03/2017
044414	02/03/2017 White, Hayward and Sandra	266.74	A/R	OUT-STD	02/03/2017

Cheque Totals Issued:	512,685.63
Void:	738.07
Total Cheques Generated:	513,333.70
Total # of Cheques Listed:	172

\* - Partial payment was made on invoice

\*\* - Name on Check was modified



**Town of Portugal Cove – St. Philips (PCSP)**  
**Succession Plan for the position of Town Clerk**

January 26, 2017

## **1.0 Background**

LW Consulting was engaged on November 6, 2016 to produce a Succession Plan for the position of Town Clerk of PCSP due to the potential retirement of the current incumbent.

## **2.0 Mandate**

The mandate for this project, as outlined in a Memorandum of Understanding between PCSP and LW Consulting, is as follows:

1. Review Senior Management structure to determine the most appropriate and effective succession plan for the current position of Town Clerk.
2. Examine the feasibility of creating a position of Deputy Town Clerk, similar to other comparable municipalities, versus recruiting a replacement for the position of Town Clerk.
3. Review current duties of Town Clerk and determine whether some, all, or none can be allocated to other existing administrative personal and those to be assigned to a newly created position of Deputy Town Clerk.
4. Assess the positions to whom it is proposed to allocate new duties to determine their ability and feasibility of performing such duties.
5. Review duties and responsibilities of potential senior management positions to take on the statutory responsibilities of Town Clerk and to whom the position of Deputy Town Clerk would report, if it is deemed appropriate to move in this direction.
6. To prepare a report with recommendations including an implementation plan to replace the current position of Town Clerk as determined by the outcome of this report and as approved by Council.
7. If Council approves the creation of a new position of Deputy Town Clerk, to draft a new job description for the position and revise any other job descriptions to whom new duties have been allocated.

Shortly following this engagement, on November 10, 2016 the current Town Clerk advised the Town that she would be retiring effective February 10, 2017.

This resulted in a change to the mandate outlined above. It was decided to draft a job description for a Deputy Town Clerk and advertise for such a position immediately in order to have someone in place to perform the duties as outlined in the draft job description. This would permit the Town to keep its options open on its final position of whether or not to hire a Town Clerk or a Deputy Town Clerk.

The Succession Plan Report would proceed with the Town to make a decision on whether to hire a Town Clerk or Deputy Town Clerk upon receipt of the Report.

In the interim a recruitment process was initiated with a view to hiring a Deputy Town Clerk with the skill set to be appointed to the position of Town Clerk, if it was ultimately decided to do so by the Town.

Thus the anticipated implementation plan as outlined in item 6 has now become redundant with the hiring process completed for the position of Deputy Town Clerk. The action required in item 7 has also become redundant as the job description for the Deputy Town Clerk was drafted in order to proceed with the recruitment for the position. A final review of this job description and potential changes may be required following Council review of this report and the recommendations they approve.

### **3.0 Research**

A review of comparable municipalities was undertaken and it was decided to use those municipalities that were utilized in the Compensation and Performance Management Review Report which are as follows:

1. Clarenville
2. Happy Valley/Goose Bay
3. Paradise
4. Labrador City
5. Torbay
6. Gander

In addition the City of Mount Pearl and the Town of Conception Bay South were also reviewed.

Information obtained from those municipalities is as follows:

<b>Municipality</b>	<b>Assigned Town Clerk Statutory Authority</b>	<b>Responsible for Minutes of Public Council Meetings</b>	<b>Responsible of ATIPP Coordinator</b>	<b>Responsible for Returning Officer for Municipal Elections</b>	<b>Responsible for Records Management</b>
Clarenville	Director of Corporate Service	Director of Corporate Service	Director of Corporate Service	Director of Corporate Service	Director of Corporate Service
Happy Valley Goose Bay	Town Manager	Confidential Secretary	Director of Human	Town Manager	Confidential Secretary

			Resources	assisted by Confidential Secretary and Director of Community Development and Research	
Paradise	Director of Corporate Services	Assistant Town Clerk	CAO and Director of Corporate Services	Director of Corporate Services	Director of Corporate Services
Labrador City	Director of Finance and Admin.	Executive Secretary	Director of Finance and Admin.	Director of Finance and Admin. and Executive Secretary	Director of Finance and Admin
Torbay	Chief Admin Officer (CAO)	Deputy Clerk	CAO	Deputy Clerk	Deputy Clerk
Gander	Director of Finance	Deputy Clerk/HR Supervisor	Director of Finance	Director of Finance	Deputy Clerk/HR Supervisor
City of Mount Pearl	CAO	Deputy Clerk	Records and Information Manager	Deputy Clerk	Records and Information Manager
Conception Bay South	Town Clerk	Town Clerk	Executive Secretary	Town Clerk	Town Clerk

The most common position with the statutory authority of the Town Clerk is the position with the responsibility for the financial affairs of the Town, sometimes referred to as the Director of Corporate Services. Director of Finance, Director of Finance and Administration.

#### 4.0 **Review of Portugal Cove – St. Philips Staff**

A review of the current position of Town Clerk was conducted to determine the current duties, responsibilities and reporting structure within the organization.

The position of Town Clerk as it currently exists, is one (1) of four (4) senior management positions reporting directly to the Town Manager/Engineer (Town

Manager). This position is vested with the statutory authority of the Town Clerk as outlined in the Municipalities Act, 1999.

Prior to the Municipalities Act, 1999, the position of Town Clerk was required to be that of a Department Head reporting to the Town Manager.

The current position is responsible for the following duties and responsibilities:

- Taking minutes of Council Meetings and the Finance and Administration Committee, administering oaths, receiving affidavits, and certifying documents including tax certificates on behalf of Council;
- Returning Officer for elections, by-elections, plebiscites, and referenda;
- ATIPP Coordinator;
- Interpreting and providing advice on legislation, bylaws/regulations, and policies, keeping abreast of legislation and any applicable changes and conducting research on previous minutes and records, as required;
- Assessment Review Commission and Assessment Appeal process;
- Records Management, developing and maintaining filing system (taxation and assessment);
- Assisting on Accounts Receivable, collecting outstanding accounts, (taxes, accounts receivable, etc.), recommending accounts for write-off, and administering approved payment arrangements; and
- Maintaining policies and procedures for assessments and making recommendations of any required changes.

The position of Employee and Public Relations Administrator was also reviewed to determine what responsibilities are currently undertaken as it relates to the Mayor and Council in an effort to determine whether it was appropriate to have all such duties and responsibilities under one position within the Town.

Following a review and a meeting with the incumbent it was determined that the following duties and responsibilities were being performed as it related to the Mayor and Council:

- Confidential administrative support and public relations (arranging appointments, travel, accommodations, appearances, preparation of presentations, and ensuring enquiries and issues are addressed) for the Mayor and Council;

- Preparing information packages for Council consisting of committee meeting reports, correspondence and other documentation required for Council Meeting;
- Alternate ATIPP Coordinator; and
- In the absence of the Town Clerk, taking minutes of Public Council Meeting and Committee Meetings;

The following management positions were reviewed to determine the appropriateness for the assignment of the Town Clerk's statutory responsibilities in addition to their current responsibilities

1. Town Manager

The Town Manager is the chief executive and administrative officer of the Council and head of its administrative branch and is responsible to the Council for the proper planning, execution, conduct and the proper administration of the affairs of the Council. In addition to those responsibilities this position is also responsible for the duties and responsibilities of Town Engineer and leads all major land use development activities within the Town, project management for all major projects, human resources and collective bargaining.

2. Director of Financial Operations

This position is responsible for the overall financial activities of Town and takes a lead role in the Strategic Planning initiatives for the Town. In this capacity this position is responsible for taxation based on the annual assessment role and the collection of past due accounts.

3. Director of Economic Development, Marketing and Communications

This position is responsible for economic development, marketing and communications for the Town and works closely with the Town Clerk on the communication aspects of Council activities. The major focus of this position is the promotion of a positive business and marketing image of the Town including guiding the implementation of the Town's Economic and Tourism Plans.

## **5.0 Recommendation**

Based on the above it would appear that the most appropriate position to whom the statutory responsibilities for Town Clerk should be assigned is the Director of Financial Operations. This would put the position of Deputy Town Clerk reporting to the Director and would provide him with the flexibility to assign

work pertaining to Assessments, Account Receivable to the most appropriate individual within the Finance operation. Over time and as the Town continues on its mission of making it one of the most open and transparent municipalities within the province it can be anticipated that the workload associated with ATIPP Requests may be lessened and therefore this may provide additional time for the Deputy Town Clerk to assist with other aspects of the Finance operation of the Town.

It would appear to be reasonable and appropriate to have all activities associated with the Mayor and Council provided by one individual and that is the Deputy Town Clerk and not some being provided by the position of Employee and Public Relations Administrator. This would also provide more time for the position of Employee and Public Relations Administrator for administrative support the Town Manager, who would appear to be consumed with the management of the Town, as well as the engineering and development responsibilities.

A contingency is still required to have someone act as back to the Deputy Town Clerk for the responsibilities of minute taking for Council Meetings and ATIPP Coordinator and this would appear to be logical to be retaining by the position of Employee and Public Relations Administrator

Accordingly the following recommendations are put forward for consideration:

- That the position of Town Clerk, as it currently exists be replaced with a position of Deputy Town Clerk and that the position report to the Director of Financial Operations;
- That the following duties being performed by Employee and Public Relations Administrator become the responsibility of the Deputy Town Clerk, so that there is one person to provide support to the Mayor and Council:
  - Confidential administrative support and public relations (arranging appointments, travel, accommodations, appearances, preparation of presentations, and ensuring enquiries and issues are addressed) for the Mayor and Council;
  - Preparing information packages for Council consisting of committee meeting reports, correspondence and other documentation required for Council Meeting;

- That the job description for the Employee and Public Relations Administrator be revised to reflect the deletion of these responsibilities.
- That the job description for the Deputy Town Clerk include the primary duties of:
  - Taking minutes for the public meeting of Council, it's Committee of the Whole, and other Council committees as may be assigned from time to time;
  - Returning Officer for elections, by-elections, plebiscites, and referenda;
  - ATIPP Coordinator;
  - Records Management;
  - Interpreting and providing appropriate advice, as required, on legislation, bylaws, regulations, and policies and procedures;
  - Maintaining awareness of legislation, any applicable changes that may affect Council activities, and conducting research on previous minutes and records, as required; and
  - Other duties and responsibilities as may be assigned by the Director of Financial Operations/Town Clerk
- That the position of Director of Financial Operations be reclassified to that of Director of Financial Operations/Town Clerk with the positions assuming the statutory authority of Town Clerk as outlined in the Municipalities Act, 1999.
  - That the current job descriptions be revised to include the statutory responsibilities of the responsibility of administering oaths and affirmations and receiving affidavits;
  - That the responsibilities associated with the Assessment Review Commissioner and Appeal Process be reviewed to determine whether it is appropriate to have those responsibilities assigned to the position of Deputy Town Clerk or some other employee within the Financial Operation of the Town. It should be noted that the responsibilities of taking minutes or records for the Assessment Review Process is that of the Commissioner and not the Town Clerk, as it previously existed. It is still necessary to have someone attend this process to provide assistance and be aware of any issues that may arise;
  - That the duties currently being performed by the Town Clerk as it relates to Accounts Receivable be reviewed to determine whether

it is appropriate to have those responsibilities assigned to the position of Deputy Town Clerk or some other employee within the Financial Operation's Department of the Town.

- That the responsibilities associated with the Assessment Roll and Review Process be reviewed to determine whether it is appropriate to have those responsibilities assigned to the position of Deputy Town Clerk or some other employee within the Financial Operation's Department of the Town.

Respectively submitted

Gerard Lewis, MMC  
Senior Partner  
LW Consulting

## Level of Service Plan

### Project Charter - C3

#### Overview

A key priority for the Town of Portugal Cove - St. Philip's is to be recognized as a leader of governance and service delivery. Resident satisfaction is a main driver in attachment to place and attractiveness of a community. The services we provide and the quality at which we deliver them is integral in the way residents assess our effectiveness as a Town Hall and municipal government. This was well reflected in the Strategic Plan as it was identified that there is a need to assess the level of service we provide to our businesses and residents. This assessment is to be conducted by a thorough review of:

1. The services presently provided by the Town;
2. Other services the Town is considering;
3. Expectations of the staff and Council;
4. Expectations of community

As a result of the assessment we will focus our operational efforts on six strategic services that will help establish the Town as service provider leader, by concentrating on the services that have the most impact to our residents. A resource-gap analysis will be conducted to determine any gaps in staffing and resourcing of the services provided. The final deliverable is a recommendation plan with key actions to be implemented by the Town addressing the six strategic services.

#### Goals

To identify the optimal level of service to taxpayers that balances public expectations with municipal best practices and affordability, thus creating the most impact on resident satisfaction and perception of the organization. Identify gaps in the current operations (facilities, human resources, organizational structure, etc) and adjustments needed to achieve this optimal level of service. Assess efficiencies in the services provided.

To that effect, the following steps are needed:

1. List and describe all services currently provided by the Town;
2. List and describe all services the Town intends to consider;
3. Gauge the expectations of the community, staff and Council for services

4. Identify six strategic services to be provided. In order to prioritize these services it is imperative that a weighting system be employed that considers the impact that a particular service has on a number of metrics. The following must be the basis of the evaluation:

- Community expectations (effective public engagement)
- Council strategic goals (impact on Strategic Plan)
- Financial impact (cost implications)
- Tangible benefits (affect on operations)
- Intangible benefits (affect on community attractiveness)

5. Identify best practises and standards for the services to be provided by the Town, in similar municipalities throughout Canada;

6. Create an optimal level of service for the six strategic services to be provided by the Town;

7. Conduct a need-gap analysis based on our current level of service and our optimal level of service for the six strategic services

### **Scope of Work**

The scope of work can be broken down into three distinct phases:

#### ***Phase 1: Strategic operational priorities***

This phase is meant to accomplish goals 1 through 4

➤ The Consultant will determine all services currently provided by the Town, and the ones the Town would like to provide. This analysis will be deep enough to allow for a clear understanding of the processes, methods and results of each service under analysis.

➤ The Consultant will use proven methods to engage staff and Council of Portugal Cove - St. Philip's to identify their priorities of town services and their expectations on levels of service

➤ The Consultant will use proven methods to engage the residents and businesses of Portugal Cove - St. Philip's to identify their priorities of town services and their expectations on levels of service

➤ The Consultant will review all current and potential services based on the following criteria:

- Community expectations obtained from the engagement process
- Council strategic goals based on Strategic Plan and input from Council and staff
- Financial impact of providing or the service on the budget
- Tangible benefits in the community or on the towns operation
- Intangible benefits in the community or on the towns operation

➤ The Consultant will prepare a "Strategic Operational Priorities Report" identifying the six strategic services based on the results of the review. This report will include the methodology and all the findings of the review including the rationale of selecting the services to be provided.

➤ End of Phase 1: Phase 1 ends once the Report of Phase 1 has been approved by the Town

### ***Phase 2 : Levels of Service***

This phase is meant to accomplish goals 5 and 6

➤ The Consultant will engage in a best practices review with similar municipalities that are considered service provider leaders for the six strategic services the Town intends on providing. Their "Standard of Service" for these services will be identified.

➤ The Consultant will engage Council and staff to facilitate the creation of optimal service levels based on the results of the best practices review and the phase one report.

➤ The Consultant will prepare a "Standard of Service Report". This report will include the methodology and results of the best practices review and facilitated session with Council and staff. It will provide the Town's current level of service, other municipality's level of service, resident's expectations, and the recommended optimal level of service for the municipality.

➤ End of Phase 2: Phase 2 ends once the "Standard of Service Report" has been approved by the Town.

### ***Phase 3: Need-Gap Analysis***

This phase is meant to accomplish goal 7.

➤ The Consultant will conduct staff interviews and consolidate with Town provided data from Phase 1 and 2 the basis for the Need-Gap analysis.

➤ The Consultant will create a "Need-Gap Analysis Report". This report will compare the current level of service with the optimal levels of service for the six strategic services to be provided. It will detail the Town's goals and objectives and assess the impact of the changes to these services on the Town's operations and current resource levels. This report should be very detailed and provide a Recommendation Plan with steps to be taken, such as:

- Recommendations on changes to equipment and facilities

- Rearranging and acquisition of resources (staff or outside consultants)

- Modification to organizational structure if necessary

- This Plan will be for the Town to follow in order to maximize the optimal levels of service identified throughout the process.
- End of Phase 3: approval by the Town of the “Need-Gap Analysis Report”. This will conclude the project.

### Deliverables

1. Strategic Operational Priorities (Phase 1)
2. Standard of Service Report (Phase 2)
3. Needs - Gap Analysis Report with Recommendation Plan (Phase 3)

### Relationship to Strategic Plan

The current PCSP Strategic plan identifies several interrelated priorities that we anticipate this project will be able to partially or fully meet. The objectives may partially be met where the priority service areas selected in the project outcomes match.

- Strategic Direction 1: Community Engagement & Local Government Excellence, Objective 1. PCSP recognized as a leader for excellence in governance and service delivery, Strategic Objective 1: Develop levels of service for key service areas – This project will provide all deliverables for this strategic objective.
- Strategic Direction 1: Community Engagement & Local Government Excellence, Objective 1. PCSP recognized as a leader for excellence in governance and service delivery, Strategic Objective 4: Review key internal processes to ensure a cross departmental approach to service delivery – Through the gap analysis report this project may partially meet the objectives to identify necessary changes in internal processes to improve service delivery in the six priority service areas.
- Strategic Direction 1: Community Engagement & Local Government Excellence, Objective 1. PCSP recognized as a leader for excellence in governance and service delivery, Strategic Objective 5: Review staffing complement for the Town to identify possible gaps/solutions in resourcing – Through the gap analysis report this project may partially meet the objectives to identify gaps in staffing that will need to be changed to improve service delivery in the six priority service areas.

- Strategic Direction 3: Quality of Life, Objective 1. Invest in community facilities to build a sense of place, Strategic Objective 5: Conduct a review of municipal facilities to determine and prioritize future facility requirements for the Town – Through the gap analysis report this project may partially meet the objectives to identify community facility requirements necessary to improve service delivery in any of the related priority service areas. It may also identify other facility improvements for priority service areas not related to this strategic direction.

### Budget

The 2017 municipal budget has a high level figure for the Service Level Review line item. By evaluating the RFP responses we expect to set the final project budget based on the winning proposal. The final budget will be set at the same time that a consultant is awarded the project.

### Key Stakeholders

Town of Portugal Cove – St. Philip's

Chris Milley, P.Eng., Town Manager

Town Council

Department Directors

Vigilant Management Inc

Grant Horwood, P.Eng., Project Director

John Oliveira, EIT, Jr. Project Manager

Consultant

To be defined through RFP

### Role of Project Managers

For this project the Project Manager's Role will be to:

- develop an RFP package including an evaluation matrix based on this Project Charter
- advertise, market, and respond to inquiries about the RFP
- use the evaluation matrix to rank the proposals and provide an award recommendation report
- manage the project by monitoring and driving the consultant's performance in the areas of scope, budget, and schedule

## Milestones

Phase	Milestone	Description	Responsibility	Date
Planning Phase	M1	Meeting to define Scope of Work	Staff/PM	19/08/2016
	M2	Creation of Project Charter	Staff/PM	07/02/2017
	M3	Approval to Proceed with Project	Council	14/02/2017
	M4	Issue Request for Proposals	Staff/PM	28/02/2017
	M5	Award Consultant and Set Project Budget	Council	28/03/2017
Phase 1	M6	Start Strategic Operational Priorities Review	Consultant	04/04/2017
	M7	Submit Strategic Operational Priorities Report	Consultant	05/30/2017
	M8	Council Approval of Phase 1 Report	Council	06/06/2017
Phase 2	M9	Start Standard of Service Review	Consultant	06/07/2017
	M10	Submit Standard of Service Report	Consultant	08/01/2017
	M11	Council Approval of Phase 2 Report	Council	08/08/2017
Phase 3	M12	Start Need-Gap Analysis	Consultant	08/09/2017
	M13	Submit Need-Gap Analysis Report	Consultant	08/29/2017
	M14	Council Approval of Phase 3 Report	Council	09/05/2017



**Portugal Gove  
St. Philip's**

**NEW/GENERAL/  
UNFINISHED BUSINESS**

NEW BUSINESS from Committee of the Whole meeting held February 7, 2017:

Compensation and Philosophy Policy:

Committee reviewed the updated Compensation and Philosophy Policy during the meeting and agreed to bring the policy forward for adoption at this council meeting as tabled.

Committee puts forward the following motion:

**Motion      Committee recommends that Council adopt the Compensation Philosophy Policy as tabled.**

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# Compensation Philosophy and Policy

## Compensation Philosophy

The Town of Portugal Cove-St. Phillips (PCSP) recognizes that compensation and benefits play an integral role in our ability to attract, motivate and retain high-quality, talented employees. As such, compensation at the Town is equitable and competitive. It reflects current market conditions in both the private and comparable public sector organizations for the skills and qualifications required to do the job successfully.

PCSP's pay plan is designed to be flexible in order to recognize the various levels of experience that employees bring to the organization and to reward excellence in job performance. Employee performance is rewarded through salary increases, promotions, and merit bonuses based on the achievement of performance goals and expectations, established at the beginning of each fiscal year. There is no automatic progression in pay based on years of service.

All employees at PCSP undergo annual performance reviews and progress meetings in accordance with the organization's Performance Management Program.

PCSP will also ensure that non-monetary forms of compensation, such as paid leave and professional development, are competitive with the local market. All employees are given the opportunity to participate in a suite of employee benefits that provide coverage for life, disability and health risks.

## Salary Administration Policy

1. Compa-Ratio, as referenced in the Compensation and Performance Management Review Report, is further divided into five (5) zones with definitions as follows:
  - 80-87% - new, inexperienced, or unsatisfactorily-performing incumbents.
  - 88-95% - those gaining experience but not yet fully competent in the job.
  - 96-103% - fully competent performers performing the job as defined.
  - 104-111% - those consistently performing the job at a level higher than what the job definition requires.
  - 112-120% - those universally recognized as outstanding performers, both inside and

outside the organization.

## 2. External Hires

Normally, an applicant who meets the minimum position requirements would be placed within the 80-87% of the Compa-Ratio for the position.

For those new hires who substantially exceed the position's minimum qualifications, a starting salary beyond this zone may be authorized by the Town Manager/Engineer.

In such cases, consideration would be given to the individual's qualifications and experience compared to what is required for the position, salaries of existing incumbents, market factors, ability to recognize performance growth in position, etc.

## 3. Salary Differential between Department Heads and those they supervise

Any employee with responsibilities less than those of a Department Head will not be provided an annual salary greater than any Department. Every effort will be made to maintain a minimum salary differential of \$10,000 between a Department and those reporting to him or her.

## 4. Annual Salary Increases

All satisfactory management employees will receive annual salary increases equal to union negotiated increases as a minimum until such a point that the employee has reached a Compa-Ratio of 111%, at which point excess annual increases will be provide as a bonus (not added to base salary).

Employees who achieve a Role Model in their annual Performance Evaluation will be provided an additional increase over-and-above the annual increase provided to unionized employees subject to annual budget and Council discretion. Such salary increases are only available until the maximum of the pay range has been reached. Employees who have reached the maximum of their salary range will be red-circled (or frozen) until the maximum rate of pay for the position exceeds the rate actually being paid to the employee. At that point, the red-circling will be removed and the employee would then be eligible for salary increases where the range permits.

Annual increases will be awarded on June 1 of each year.

## 5. Pay-For-Performance Bonuses

All management employees will be eligible for an annual pay-for-performance bonus. Pay for performance bonuses are designed to reward employees for Role Model performance.

Employees receiving a rating of Role Model on their annual performance evaluation will receive a pay-for-performance bonus. This may include a salary increase, cash bonus, days-off, and/or funding for professional development based on Council's discretion and individual preferences.

Pay for performance salary increases are only available until the maximum of the pay range has been reached. Employees who have reached the maximum of their salary range (red circled) and who receive a Role Model rating on their annual performance review will receive a pay-for-performance bonus that does not include a salary increase.

Pay-for-performance bonuses will normally be effective the first pay period in January.

4. Council will conduct an independent review of salary ranges every 2 years and make adjustments based on survey results.