



Public Council Meeting

Tuesday, June 6, 2017 at 5:00 pm

Location: Council Chambers

1. Call of Meeting to order
2. Adoption of Agenda for June 6, 2017
3. Delegations/Presentations
4. Adoption of Minutes of May 23, 2017
5. Business Arising from Minutes
6. Committee Meeting Reports
 - a) Planning & Development Committee – Agenda:
 - Applications:
 - 1) Civic # 1047-1049 Indian Meal Line – Single Dwelling with Subsidiary Apartment
 - 2) Civic # 215 Bennetts Road – Accessory Structure (Wharf)
 - 3) Civic # 1543-1549 Thorburn Road – Patio/Deck
 - 4) Civic # 662-664 Indian Meal Line – Business (Light Industry)
 - 5) Civic # 285-287 Beachy Cove Road – Business (Home Office)
 - Permits Issued:
 - 6) Permits issued from May 12th to May 25th, 2017
 - b) Recreation/Community Services –Agenda:
 - 1) Rainbow Gully Softball Field Lighting
 - 2) Recreation Department Sub Brand
 - 3) Canada Day Fireworks
 - 4) Community Grants
 - c) Public Works –Agenda:
 - 1) Healeys Pond Crescent Intersection Final Design – Engineering Fees
 - 2) Blast Hole Ponds Protected Public Water Supply Area
 - 3) Newbury Street Resident Petition
 - 4) Dogberry Hill Road / Thorburn Road Sidewalk Project
 - o Change Order #03
 - 5) Dogberry Hill Road/Thorburn Road Sidewalk Project
 - o Change Order #02 Asphalt Rehabilitation
 - 6) LED Street Lighting
 - 7) Beachy Cove Road Fire Hydrant
 - 8) Tolt Road Speed Humps
 - 9) School Zone Signage

d) Economic Development, Marketing & Communications - Agenda:

- 1) Agriculture Meeting
- 2) Town Signs Design Charrette
- 3) Green Team
- 4) Community Cleanup
- 5) Level of Service Plan
- 6) Maggies Place Development Plan Project

e) Protective Services – Agenda:

- 1) SafePCSP Slow Down Campaign

f) Administration and Finance – Agenda:

- 1) Accounts for Payment
- 2) Tax Recovery Plan
- 3) Pedestrian Pathway on Portugal Cove Road
- 4) Sludge Dewatering Project
- 5) Nearys Pond Road Approval
- 6) 2017 General Elections

g) Other Reports

- Committee of the Whole

7. Correspondence

- Correspondence received from May 22 to June 2, 2017

8. New/General/Unfinished Business

- Correspondence from the Town of Torbay re: provisions of serviced water and wastewater treatment
- New Business from Administration and Finance

9. Agenda items/Notice of Motions etc.

10. Adjournment



DELEGATIONS / PRESENTATIONS



MINUTES



TOWN OF PORTUGAL COVE-ST. PHILIP'S

May 23, 2017

Regular Public Council Meeting - 5:00 p.m.

IN ATTENDANCE:

Mayor

Deputy Mayor

Councillors:

Moses Tucker

Gavin Will

Dave Bartlett

Joe Butler

Norm Collins

Aaron Facey

Johnny Hanlon

Town Manager

Director of Financial Operations

Acting Director of Recreation

Planning Coordinator

Deputy Town Clerk

Chris Milley

Tony Pollard

Dawn Sharpe

Les Spurrell

Claudine Murray

Mayor Tucker called the meeting to order and welcomed the gallery of 13 persons in attendance for the meeting.

ADOPTION OF AGENDA

Motion: Hanlon/Bartlett

2017-257 Resolved that the agenda dated May 23, 2017, be adopted as circulated.

Carried Unanimously

DELEGATIONS/PRESENTATIONS

- Pedestrian Safety Month Proclamation
- Recreation Month Proclamation
- Introduction of Elyse Coombs, PCSP Librarian

ADOPTION OF MINUTES

Motion: Will/Collins

2017-258 Resolved that the minutes of May 9, 2017 be adopted as circulated.

Carried Unanimously

BUSINESS ARISING

1. Municipal Awareness Day

Municipal Awareness Day took place on May 10, 2017. The day was full of activities including announcements of two regional cooperative initiatives (Municipal Enforcement Partnership & Regional Mutual Aid Agreement). The announcements were made jointly in Torbay and Mayor Tucker was there on behalf of the Town of Portugal Cove-St. Philip's as well as other Mayors from other regional municipalities and the local MHA for that area.

2. Military Bridge

As reported at the last council meeting I deferred a meeting with representatives of the Canadian Military due to a conflict in their schedule. We met last week and informed them of the desired location. That location is on the Broad Cove River behind the town hall right next to the Little Powers Pond water supply. They have been told about the challenges of the location and are starting to devise a plan how to move forward to add that infrastructure in there for us. They informed us that their original plan of early June is not possible and will likely happen later, giving us more time to address all issues and requirements. They also talked about participating in community events and festivals where they can do some recruiting to make themselves known and show they are in a partnership with the town.

3. DMA meeting regarding Commissionaires

Met last week with DMA as a result of a letter forwarded to them regarding the possibility of being able to ticket against municipal infractions for regulations. We've sat down with them and explained how our relationship to Commissionaires worked. We've decided we are going to move forward with a path. They will present some information to us. Hopefully before our one year contract ends with the Commissionaires we will have the ability to ticket for those municipal enforcement infractions.

COMMITTEE REPORTS

Planning & Development Report of May 16, 2017 – presented by Councillor Collins

1. Civic # 234-236 Bauline Line Extension

Motion: Collins/Bartlett
2017-259 Resolved that the application to establish a light industry business (specialty metal & pipe fabrication) as a home occupation at Civic # 234-236 Bauline Line Extension be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

2. Civic # 211-225 Nearys Pond Road

Motion: Collins/Bartlett
2017-260 Resolved that the application for a subsidiary apartment at Civic # 211-225 Nearys Pond Road be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

3. Civic # 1 Prince George Drive

Motion: Collins/Hanlon
2017-261 Resolved that the application to construct a single dwelling, subsidiary apartment and accessory building at Civic # 1 Prince George Drive be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

4. Civic # 361-435 Beachy Cove Road

Motion: Collins/Hanlon
2017-262 Resolved that the application to subdivide property at Civic # 361-435 Beachy Cove Road be rejected as per Appendix A: Tabled Report.
Carried Unanimously

5. Civic # 41 Beachy Cove Road

Motion: Collins/Hanlon
2017-263 Resolved that the application to construct a single dwelling at Civic # 41 Beachy Cove Road be rejected as per Appendix A: Tabled Report.
Carried Unanimously

6. Civic # 17-25 Hogans Pond Road

Motion: Collins/Butler
2017-264 Resolved that the application to subdivide property and construct a single dwelling at Civic # 17-25 Hogans Pond Road be granted approval in principle as per Appendix A: Tabled Report.
Carried For: Mayor Tucker, Clr. Bartlett, Clr. Butler, Clr. Collins, Clr. Facey, Clr. Hanlon
Against: Deputy Mayor Will

7. Civic # 11-15 Olivers Pond Place

Motion: Collins/Bartlett
2017-265 Resolved that the application to construct a dwelling extension at Civic # 11-15 Olivers Pond Place be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

8. Civic #38-40 Chesley-Van Heights

Motion: Collins/Facey
2017-266 Resolved that application to construct an accessory building at Civic # 38-40 Chesley-Van Heights be granted approval in principle as per Appendix A: Tabled Report.
Carried Unanimously

9. Winsorian Place Expropriation

The Planning Department is in receipt of correspondence from Rogers Rogers Moyse requesting that the Town expropriate Winsorian Place to allow for the construction of a driveway access from Winsorian Place to Civic # 208-210 Dogberry Hill Road.

The Committee advises Staff to respond to the correspondence advising that the Town owns Winsorian Place and that the land prohibiting driveway access from Winsorian Place is private property which the Town does not own.

10. A. Department of Fisheries & Land Resources – Crown Land Application Referral

Motion: Collins/Will
2017-267 Resolved that Council correspond with the Department of Fisheries and Land Resources advising that the Town recommends approval of three applications for Crown Land at Civic #'s 902-904, 898-900 & 894-896 Indian Meal Line as per Appendix A: Tabled Report.
Carried Unanimously

B. Department of Fisheries & Land Resources – Crown Land Application Referral

Motion 10.B. was missed during the Planning and Development report and read after the Recreation and Community Report.

Motion: Collins/Will
2017-268 Resolved that Council submit an application to reserve all remaining lands upon cancellation of the Agricultural Lease for Town purposes, as these lands would complement existing adjacent park lands at Voisey's Brook.
Carried Unanimously

11. Department of Natural Resources, Mineral Lands Division – Exploration Referral (Grog Pond\Freshwater Pond)

Motion: Collins/Bartlett
2017-269 Resolved that Council correspond with the Department of Natural Resources, Mineral Lands Division advising that the Town cannot recommend approval of the Exploration Referral in the area of Grog Pond/Freshwater Pond within the Town's Municipal Planning Area as per Appendix A: Tabled Report.
Carried Unanimously

12. There were twenty-five (25) permits issued from April 28th to May 11th, 2017 as per Appendix A: Tabled Report.

Recreation & Community Report of May 16, 2017 - presented by Councillor Facey

1. Recreation Facilities Promotion

The Sports Coordinator has developed promotional material for the outdoor recreation facilities. This material will be hand delivered to possible businesses in and around the community to promote the opportunity for them to purchase sponsorship space at our facilities. These cards will

also be distributed to help promote new users to the facilities. Copies of these cards are located at the front desk of the Town Office and on Councilors desk for review.

2. Staff Municipal Softball Tournament

The Town of Portugal Cove- St. Philip's will be hosting the 2nd Annual Staff Municipal Softball Tournament at Rainbow Gully Softball Field on Saturday, June 17th. This tournament will include teams for CBS, Torbay, LB/MB/OC, Pouch Cove, Paradise, Mount Pearl, and St. John's. The tournament is a fun way for staff in the Avalon Region to get to know each other and promote June is Recreation Month.

3. Canada on Canvas

The Recreation Department is hosting the "Canada on Canvas" art program on Thursday, June 1st at the Recreation Centre. Parents and youth {ages 8-15} are invited to enjoy an evening of creative canvas painting to honour Canada's 150th birthday celebrations. Join a Vino Pittura artist and paint a piece of patriotic Canadian artwork together. These paintings will be displayed for the Town's Canada Day celebrations on Saturday July 1st. This program was made possible with the \$2000 grant that was received by the Community Foundation of Newfoundland and Labrador.

4. Summer Programs

The Recreation and Communications staff worked together to develop a new look and names for the programs that the Town offers in the summer. Kinderskills Program for youth ages 4 to 6 years has been renamed "Camp Little Gaffers", Day Camp for youth ages 7 to 12 years has been renamed "Camp Whaddaya' At", and Teen Camp for youth 12 to 16 years has been renamed "Youth Outdoor Adventure Camp". The biggest administrative change for these programs is that "Camp Little Gaffers" has been changed to a full time, 5 days a week program with a maximum of 20 youth. Previously the program was twice a week with 2 groups of 15 kids. Recreation Staff are excited about the "Youth Outdoor Adventure Program" as well. This camp will have youth engaged in a number of outdoor activities including an overnight at the Springwood Outdoor Discovery Camp. Registration information as well as full camp details are located on the Town website. They are also attached for Council's information.

5. Rainbow Gully Softball Field Ughting

Deferred to next meeting

6. Community Grants

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

- | | |
|----------|--|
| Motion: | Facey/Hanlon |
| 2017-270 | Resolved that the Town donate \$250.00 to the Killick Coast Chargers U13 Girls Basketball Team who will be travelling to Halifax in June for the East Coast Cassie Tournament. |
| Carried | Unanimously |
| | |
| Motion: | Facey/Bartlett |
| 2017-271 | Resolved that the Town donate \$100.00 to carter Arnold to participate in the Evolve World Travel Hockey Tournament July 1st and 2nd in Ottawa. |
| Carried | Unanimously |

Council returned to the Planning and Development report, item #10.

Public Works Committee Report of May 17, 2017 - presented by Councillor Bartlett

1. Multi-Materials Stewardship Board (MMSB) Waste Management Audit Review

In June 2016 the MMSB conducted an audit of the Town's waste management program for the purpose of understanding diversion and capture rates with respect to garbage and recycling. Ashley Burke of the MMSB presented to Committee on the audit outcomes and recommendations for consideration. There is significant opportunity to increase recycling capture rates and reduce waste disposal costs for the Town. Currently, the Town's waste diversion rate is 6.2%, with the audit sample suggesting there is opportunity for that number to grow to 21% if all recyclable paper and containers were placed in blue bags. This can result in significant costs savings for the Town as tipping fees at the regional waste facility are \$67.60/tonne for garbage and only \$20.00/tonne for recycling. Staff will work with the MMSB to enhance its waste management operations and increase awareness of waste diversion.

2. Sidewalk Project – Thorburn Road / Dogberry Hill Road – Change Order

Further to Motion 2017-034 of the January 3, 2017 Council meeting, which approved the integration of service stubs on Thorburn Road in the area of construction of the sidewalk project, a change order in the amount of \$82,445.80 including GST was presented to Committee for approval.

Motion: Bartlett/Collins
2017-272 Resolved that Change Order 01 for the Dogberry Hill Road and Thorburn Road Sidewalks, Project No: SJN-00234591-A0 in the amount of \$82,445.80 including GST is approved.
Carried Unanimously

3. Feasibility Report – Portable Sludge Drying Unit

Vigilant Management completed a feasibility report on behalf of the Town for the purpose of identifying available options for a portable sludge drying unit. Research determined that the costs associated with the acquisition and operation of such a unit, as well as the environmental disposal requirements make this project not feasible. It is recommended that the Town advise DMAE in writing that the project is cancelled and request that the funding for this project be reallocated to another project meeting the fund's criteria.

Motion: Bartlett/Facey
2017-273 Resolved that the Portable Sludge Drying Unit project funded under the Cleanwater and Wastewater Fund be cancelled with notification in writing to the Department of Municipal Affairs and Environment (DMAE) and request permission from DMAE to reallocate the funds to another project meeting the fund's criteria.
Carried For: Deputy Mayor Will, Clr. Bartlett, Clr. Butler, Clr. Collins, Clr. Facey, Clr. Hanlon
Against: Mayor Tucker

Note: Reallocation of funds must stay under the Waste Water Program and meet the program criteria.

Discussion Items:

4. Wastewater Maintenance (Seasonal) Positions – two seasonal positions were approved in the 2017 budget, which will focus on providing support to the water and wastewater division. Position descriptions have been completed and the positions will be attached to an existing pay scale classification. Correspondence is being sent to the bargaining unit representative as per the requirements of the collective agreement. The anticipated start date for these positions is early in June 2017.

5. Garbage box lids – staff advised that discussions were had with the waste management collection team regarding the closing of garbage box lids. Staff advised they close the lids where possible and feasible, however, at times there are instances which does not always make this feasible. Committee discussed future changes to garbage regulations to address concerns in this area of operation.

6. Storm Sewer System, Ursula Crescent – Water and Wastewater staff are reviewing storm sewer connections in the area of Ursula Crescent to determine which properties are connected and identify a plan for connection for those properties without connection.

7. Right of Way Mitchells Road – concerns were discussed related to a right of way on Mitchells Road.

Staff is investigating further to gather information on this issue.

8. Traffic Concerns – Princess Mountain Drive/Western Gully Road, Country Gardens and Olivers Pond Road – These areas will be referred to Harbourside Traffic Consultants to assess these areas against the Town's newly adopted Traffic Calming Policy.

Economic Development, Marketing & Comm. Report of May 17, 2017 – presented by Clr. Butler

1. Communications Coordinator Position Review

The one year contract for the position is set to expire shortly and a review of the position is being undertaken to evaluate the suitability in the organization. A summary of the impact on social media and communications was discussed and a package will be prepared for Council's review at the next Committee of the Whole meeting.

2. Stewardship Signs

We have received approval from the Provincial Department of Transportation and Works to install the two large Stewardship management signs on Portugal Cove Road and Thourburn Road. This work will be completed by our Public Works Department within the next two weeks.

3. Pedestrian Bridge Project

The military engineers are evaluating the feasibility of a proposed location for a pedestrian bridge that would enhance the connectivity of Dans Road and the new school. If deemed feasible the project will take place in early summer.

4. Fanny Goff Memorial

A location has been identified on Loop Drive to place the headstone and a small story board. The Heritage Coordinator is confirming this location and the project is expected to be undertaken by Grand Concourse this summer.

5. Tickle Swim

The Tickle Swim for Mental Health will take place on Saturday August 19th (weather permitting). We again will host the post-swim reception which is currently planned for the Portugal Cove Marina area, however, the tide and wind on the day of the event may dictate that the reception be moved to Bell Island.

6. ACE Strategic Plan

The Advisory Committee on the Environment, in conjunction with Council, will begin development of a strategic plan in early June. The Director of Economic Development will facilitate the process.

7. Chamber of Commerce

The Committee reviewed a letter received by a number of businesses in the community requesting support to create a Chamber of Commerce. The Director of Economic Development will work with the group and provide assistance to encourage the creation of a local Chamber of Commerce. The letter is attached and a response will be sent out by Friday, May 26th.

8. Town Signs Design Charrette

This event will take place on Sunday, May 28th at 2:00 pm and will be held at the Recreation Centre. Grand Concourse and the Director of Economic Development will facilitate the workshop. The results will be utilized by Grand Concourse to design new Town gateway and community signs.

9. Census Release

Census data on population size and demographics was reviewed with the Committee. This information has been released publically on previous social media notifications on the Town website. The data shows Portugal Cove- St. Philip's is growing at a strong rate and is now the 8th largest municipality in the province. It also shows the average resident age in PCSP is much lower at 39.2 years of age than compared to the provincial average at 43.7 years of age. There are twice as many residents 19 and under than 65 and over. The information is attached.

Protective Services Committee – May 16, 2017 presented by Councillor Hanlon

1. FES Updates

- Engine 2 has been returned to the station and is now back in service. The truck borrowed from Public Works has been returned.
- As anticipated, the numbers of members attending Fire School have dropped from the original applications, and are now in the same range as last year. Funds have been allocated.
- An overview of Fire Smart will be brought back to the Committee.
- There are a number of old SCBA being stored that are no longer of any value to the Town and can be donated.

2. Commissionaires – Municipal Enforcement

The Committee reviewed the report as provided by the Municipal Enforcement Officer. This report has been tabled as Appendix A of this report.

3. Dogberry Hill Road Safety Concerns / Speed Bump Request

The Committee discussed the traffic concerns along Dogberry Hill Road and expressed the same concerns to the Municipal Enforcement Officer for monitoring and investigation.

4. Western Gully Road / Nearys Pond Road Safety Concerns

In response to information provided by residents, the Municipal Enforcement Officer noted that patrols have been stepped up in the area of Western Gully Road and Nearys Pond Road and all recorded information has been handed over to the Royal Newfoundland Constabulary for action. The Deputy Mayor will contact the resident to provide this information to them directly.

5. Vacant House Old Broad Cove Road

Planning and Development Committee had discussed this deteriorated state of the structure on Old Broad Cove Road and have requested the Protective Services Committee also discuss this from a hazard perspective. The Town Manager will follow up on any inspections and the Fire Chiefs will action on this and report back to the Town Manager.

6. Newbury Street

The Municipal Enforcement Officers have been monitoring the area of Blagdon Hill and Newbury Street (as per Appendix A) and will provide any information necessary to the Royal Newfoundland Constabulary.

7. Animal Control

Recommendations on regulations will be brought to the next Committee meeting from Public Works.

Admin. and Finance Committee Report of May 16, 2017 presented by Deputy Mayor Will

1. Accounts for Payment

Motion: Will/Facey
2017-274 Resolved that Council approve payment of regular accounts in the amount of \$118,744.61 and Capital accounts in the amount of \$153,652.31 for a total of \$272,396.92 as tabled.
Carried Unanimously

2. Motion to approve FCM funding

Motion: Will/Bartlett
2017-275 Resolved that staff prepare an application for a funding proposal to the Federation of Canadian Municipalities under the terms and conditions of the Municipal Asset Management Program in the amount of \$64,807 tax included.
Carried Unanimously

3. ATIPPA Follow Up

Committee discussed concerns on the volume of requests being submitted and the inability to comply within the Acts required time limits while still running effective operations of the Town. The Town will seek legal opinion on the issues.

4. Cost recovery model policy update

Committee reviewed a draft and discussed the levy amount per projects. The amounts will be determined using consistent formulas.

5. Meadow Heights project

The project is scheduled to go to tender by the end of May. Project is on track to be completed this construction season.

6. Correspondence from Municipal Assessment Agency

Committee reviewed the proposed format changes that are set to change with the 2018 annual assessment roll. Director of Financial Operations will review within his department and provide feedback to MAA if appropriate.

7. Correspondence from Youth Ventures NL

Committee reviewed the letter from the Youth Ventures NL program coordinator asking for support of these young entrepreneurs from ages 12-29 wanting to start up and run their summer businesses.

Motion: Will/Butler

2017-276 Resolved that Council waive the fees for permits and licenses from May 1st to September 1st 2017 in support of these young entrepreneurs.

Carried Unanimously

CORRESPONDENCE

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
May 8, 2017	Municipal Assessment Agency (MAA)	Request - feedback on proposed changes to Assessment Roll	A&F Committee
May 12, 2017	Municipal Affairs	Approval to award contract to Farrell's Excavating Ltd for Nearys Pond Road Reconstruction and Upgrading	For Information
May 16, 2017	Royal Sea Cadets	Invite to 67th Annual Ceremonial Review	For Information
May 17, 2017	Federation of Canadian Municipalities (FCM)	Information related to the FCM infrastructure bank and other funding opportunities	For Information
May 17, 2017	Prostate Cancer Canada Atlantic	Request – support annual Father's day fundraising campaign, Plaid for Dad, in support prostate cancer awareness and research.	For Information

NEW/GENERAL/UNFINISHED BUSINESS

1. There are 35 kms of provincially owned roads in PCSP where the government often applies cold patch which is not sufficient, as shown in the conditions of these roads in our community. Public Works is asked to deliver a list of five or so provincially owned roads in the worst condition within PCSP. The Mayor is then asked to send a letter to Transportation and Works, cc the Minister requesting immediate repair of the chosen roads.
2. Update on summer programing where registration opened today. "Camp Whaddaya' At" has 4 out of 8 camps are full and the remainder have under 5 spaces left. "Camp Little Gaffers" is 70% full.

AGENDA ITEMS/NOTICE OF MOTIONS ETC.

- None for this meeting

ADJOURNMENT

Motion: Facey/Hanlon
2017-277 Resolved that this meeting be adjourned. Time is 6:09 p.m.
Carried Unanimously

Moses Tucker, Mayor

Claudine Murray, Deputy Town Clerk

Appendix A - Tabled Planning & Development Report



BUSINESS ARISING



PLANNING & DEVELOPMENT

Planning and Development Committee Report

May 30th, 2017

In Attendance: Councillor Joe Butler (Chairperson)
Deputy Mayor Gavin Will
Councillor Norm Collins
Les Spurrell, Planning & Development Coordinator
Ashley MacKinnon, Planning Technician

Item # 1

Motion: The Committee recommends that the application to construct a single Dwelling with Subsidiary Apartment at Civics # 1047-1049 Indian Meal Line be granted approval in principle as per Appendix A: Tabled Report.

Item # 2

Motion: The Committee recommends that the application to construct an accessory structure (Wharf) at Civic # 215 Bennetts Road be granted approval in principle as per Appendix A: Tabled Report.

Item # 3

Motion: The Committee recommends that the application to demolish and reconstruct a patio/deck at Civic # 1543-1549 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.

Item # 4

Motion: The Committee recommends that the application to establish a light industry business (sheet metal fabrication) as a home occupation at Civic # 662-664 Indian Meal Line be granted approval in principle as per Appendix A: Tabled Report.

Item # 5

Motion: The Committee recommends that the application to establish a home office for a professional business (landscape consulting) at Civic # 285-287 Beachy Cove Road be granted approval in principle as per Appendix A: Tabled Report.

Item # 6

There were twenty-four (24) permits issued from May 12th to May 25th, 2017 as per Appendix A: Tabled Report.

Appendix A: Tabled Report
March 21st, 2017

Applications:

Item # 1:

**Civic # 1047-1049 Indian Meal Line
Single Dwelling with Subsidiary Apartment
Zoning: Mixed Use (MIX) – Unserviced**

Motion: The Committee recommends that the application for Civic # 1047-1049 Indian Meal Line be granted approval in principle, permitting the construction of a single dwelling with subsidiary apartment. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 33 (Notice of Application), Development Regulation 60 (Subsidiary Apartments), Development Regulation 102 (Discretionary Uses), Schedule C: Mixed Use, and Schedule D: Off-Street Parking Requirements.

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

Item # 2:

**Civic # 215 Bennetts Road
Accessory Structure (Wharf)
Zoning: Residential Low Density (RLD) - Unserviced**

Motion: The Committee recommends that the application for Civic # 215 Bennetts Road be granted approval in principle, permitting the construction of an accessory structure (wharf). Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Plan Policy RES-19 (Watercourse and Wetland Protection) and Schedule E: Environmental Protection Overlay.

Administrator recommends that Council use its discretion to grant approval in principle to this application.

Item # 3:

Civic # 1543-1549 Thorburn Road

Patio/Deck

Zoning: Traditional Community (RMD) – Serviced

Motion: The Committee recommends that the application for Civic # 1543-1549 Thorburn Road be granted approval in principle, permitting the demolition and reconstruction of a patio/deck.

The Administrator recommended that this application be rejected as it does not comply with the Town's Municipal Plan & Development Regulations as the proposed structure will be located within a steep slope buffer area which does not comply with Schedule E: Environmental Protection Overlay Condition # 4 (Steep Slopes).

Item # 4:

Civic # 662-664 Indian Meal Line

Business (Light Industry)

Zoning: Mixed Use (MIX) – Unserviced

Motion: The Committee recommends that the application for Civic # 662-664 Indian Meal Line be granted approval in principle, permitting the establishment of a light industry business (sheet metal fabrication workshop – manufacturing small metal products) as a home occupation. 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.

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

Item # 5:

Civic # 285-287 Beachy Cove Road

Business (Home Office)

Zoning: Residential Medium Density (RMD) – Semi-Serviced

Motion: The Committee recommends that the application for Civic # 285-287 Beachy Cove Road be granted approval in principle, permitting the establishment of a home office for a professional business (landscape consulting) as a home occupation. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Plan Policy RES-4 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), Schedule C: Residential Medium Density, and Schedule D: Off Street Parking Requirements.

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

Permits Issued:

Item # 6:

#	Date Issued	Permit #	Civic #	Street Name	Permit Type
1	17-May-17	17-103	472	Dogberry Hill Road	W/S Connection
2	17-May-17	17-104	474	Dogberry Hill Road	W/S Connection
3	17-May-17	17-105	197-199	Tuckers Hill Road	Accessory Building
4	17-May-17	17-106	26	Legion Road	Occupancy
5	17-May-17	17-107	26A	Legion Road	Occupancy
6	17-May-17	17-108	37-39	Anglican Cemetery Road	Site Preparation
7	17-May-17	17-109	326-336	Bennetts Road	Dwelling renovations
8	17-May-17	17-110	77-81	Tolt Road	Culvert Extension
9	18-May-17	17-111	1184-1190	Thorburn Road	Connect to sewer
10	19-May-17	17-112	1933-1945	Portugal Cove Road	New Business
11	19-May-17	17-113	6	Bluebell Bend	New Business
12	19-May-17	17-114	27	Pratt Place	Accessory Building
13	19-May-17	17-115	1-3	Olivia Place	New Business
14	23-May-17	17-116	218-222	Bauline Line Extension	Extend Driveway Access
15	23-May-17	17-117	1558-1564	Portugal Cove Road	Mobile Vendor
16	23-May-17	17-118	27-29	Jendarmie Place	Accessory Building Extension
17	23-May-17	17-119	37-39	Anglican Cemetery Road	Single Dwelling
18	24-May-17	17-120	1335-1343	Thorburn Road	Demolish Single Dwelling
19	24-May-17	17-121	14	Willow Bend Close	Occupancy
20	24-May-17	17-122	12	Sparta Place	Occupancy
21	25-May-17	17-123	18	Megan Ridge Drive	Occupancy
22	25-May-17	17-124	1328-1330	Thorburn Road	Accessory Building
23	25-May-17	17-125	1527-1533	Portugal Cove Road	Catering Business
24	25-May-17	17-126	1-3	Prince George Drive	Test Holes



RECREATION & COMMUNITY SERVICES

In Attendance: Chairperson, Councilor Aaron Facey
 Councilor Johnny Hanlon
 Councilor David Bartlett

Staff: Dawn Sharpe, Director of Recreation and Community Services

1. Rainbow Gully Softball Field Lighting

After much discussion and further review of opportunities relating to the installation of lights on the softball field in Rainbow Gully the Committee is satisfied that the financial impact of the revised cost will be offset closely, if not in its entirety, by incremental revenues associated with additional and extended usage opportunities. Therefore the committee would like to put forward the following recommendation:

Motion: Committee recommends that as per previous motion #2017-030, that the Town engage Grand Concourse Authority and Musco Lighting to purchase and install the lights on Rainbow Gully Softball Field for the amount of \$380,591.76 (plus HST) as per original intentions discussed at budget time.

2. Recreation Department sub brand

With an increasing number of programs and special events that the Recreation Department promotes throughout the year. There is also an increasing demand on the amenities that are offered in the parks. Each one of them gives the Town the opportunity to explore different sponsors and to develop partnerships. In order to highlight what the Town has to offer and create unity amongst all the different programs and special event, as well as promote the recreation facilities, a sub brand will be developed to support an in house marketing campaign. Recreation Department will seek expressions of interest in the sub brand and bring it back to committee for review and next steps.

3. Canada Day Fireworks

After reviewing quotes for the Canada Day Fireworks the committee would like to put forward the following recommendation:

Motion: Committee recommends that the Town purchase the fireworks for the Canada Day Celebrations from Fireworks FX for \$7500.00 (taxes included).

4. Community Grants

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

Motion: Committee recommends that the Town donate \$100.00 to Shannon Jones towards her travels with the NL Provincial Volleyball Team in Moncton, NB.



PUBLIC WORKS



Public Works Committee
May 30, 2017

In attendance: Councillor Dave Bartlett, Chair
Councillor Norm Collins
Councillor Johnny Hanlon
Councillor Joe Butler
Staff: Gail Tucker, Director, Public Works
Linda Newhook, Public Works Coordinator

NOTE: Councillor Butler was in attendance for Items #1, 2, 3, 4 and 6. Councillor Collins was in attendance for Items 5, 7, 8 and 9.

1. Healeys Pond Crescent Intersection Final Design – Engineering Fees

The temporary realignment of Healeys Pond Crescent at the intersection with Thorburn Road was completed in 2016. Finalization of this intersection, which includes the placement of curb and gutter and landscaping, was budgeted for 2017. Engineering fees to provide final design, prepare the tender package and provide construction support services was presented by Staff.

MOTION: Committee recommends that engineering fees to finalize the Healeys Pond Crescent Intersection at Thorburn Road in the amount of \$12,120 plus HST be approved.

2. Blast Hole Ponds Protected Public Water Supply Area

Correspondence was received from the Water Resources Management Division of the provincial Department of Municipal Affairs and Environment (DMAE) regarding Blast Hole Ponds and its status under the Water Resources Act. Blast Hole Ponds is currently a Protected Public Water Supply Area (PPWSA) under the Act. DMAE requested that the Town respond to the correspondence if it wished to have the protected public water supply status repealed. Staff recommends that the status be maintained as there are no requirements to repeal the status due to non-use; the Town can apply at a future time to repeal the status if deemed necessary; there is no direct cost to the Town to maintain the status and; the Town has expanded the watershed zone in the area and identified the area as a management unit for environmental stewardship.

MOTION: Committee recommends that staff advise DMAE that the Town wishes to maintain Blast Hole Ponds as a Protected Public Water Supply Area under the Water Resources Act.

3. Newbury Street Resident Petition

Staff advised that a letter and petition was received from the Newbury Street Residents Committee regarding traffic concerns in the area. Staff will consider the correspondence and report back to Committee at a later date.

4. Dogberry Hill Road / Thorburn Road Sidewalk Project – Change Order #03

During the construction and installation of servicing connections on Thorburn Road in the area of the sidewalk project, a couple of sub-grade conditions relating to existing sewer infrastructure were



observed and required fixing. A change order was presented to Committee for approval as the cost was beyond staff approval limits.

MOTION: Committee recommends that Change Order #03 for the Dogberry Hill Road and Thorburn Road Sidewalks, Project No: SJN-00234591-A0 in the amount of \$14,503.66 including GST be approved.

5. **Dogberry Hill Road/Thorburn Road Sidewalk Project - Change Order #02 Asphalt Rehabilitation** – To address the poor asphalt conditions on the portion of Dogberry Hill Road from the intersection of Thorburn Road to Jenny Lynn Drive, a change order to remove and replace the asphalt was received in the amount of \$179,000 taxes and fees included. It was recommended that the remainder of the road from Jenny Lynn Drive to Dogberry Hill Road not be considered at this time as storm sewer upgrades are required in that area. Committee also discussed the placement of a lift of levelling course and surface course on the portion of Thorburn Road impacted by the sidewalk project due to the number of service cuts related to this project and the prior poor condition of the road. The estimate to undertake such work based on the unit rate provided by Modern Paving for the Dogberry Hill Road asphalt rehabilitation is \$80,000.

MOTION: Committee recommends that CO #02 for the Dogberry Hill Road and Thorburn Road Sidewalks, Project No: SJN-00234591-A0 in the amount of \$179,000 taxes and fees included be approved.

MOTION: Committee recommends that a Change Order be requested based upon the unit rate provided by Modern Paving under the Dogberry Hill Road/Thorburn Road sidewalk project to undertake the placement of a lift of levelling course and surface course on the portion of Thorburn Road impacted by the sidewalk project.

Discussion Items:

6. **LED Street Lighting** – Correspondence was received from Newfoundland Power advising the utility is undertaking a technical assessment on the use of LED street lighting with additional LED street lights being deployed in new residential and commercial development. This field test will include approximately 22 new LED street light installations within the Town of Portugal Cove-St. Philip's. Staff have posed questions on cost implications and proposed locations. Committee will be updated when a response is received.
7. **Beachy Cove Road Fire Hydrant** – Resident query was made as to why the fire hydrant on Beachy Cove Road has not been replaced yet. The issue is of a proprietary manner, it will be repaired as soon as the issue is resolved.
8. **Tolt Road Speed Humps** – Resident inquiry as to whether installation of speed humps on Tolt Road is an option.
9. **School Zone Signage** – Update: the signage will be in place this week, school zone road markings will be placed during the week of June 5th, weather permitting.



ECONOMIC DEV., MARKETING & COMMUNICATIONS



Economic Development, Marketing
and Communications
Report
May 30, 2017
3:30 pm

In Attendance:

Councillor Joe Butler, Chair
Councillor Dave Bartlett
Jeff Lawlor, Director of Economic
Development, Marketing and
Communications.

1. Agriculture Meeting

A meeting is scheduled for Wednesday, June 7th with the Agriculture community to discuss promotion of the industry in PCSP.

2. Town Signs Design Charrette

The meeting was not well attended. As a result, Grand Concourse is designing three options based on past information, including the themes and branding from Placebuilder. The three options will then be shared with the community for feedback and to gauge support.

3. Green Team

Interviews are ongoing for members of the Green Team. Items needed for the project are being purchased and will start July 4th.

4. Community Cleanup

The community cleanup had a bigger uptake than last year, but there is still a great deal of opportunity for improvement. Staff and Council are currently considering alternative options to reduce litter in the community.

5. Level of Service Plan

The development of the plan has begun with interviews with staff and Council taking place this week. Proposals have been received by our consultants to provide a community wide survey as part of the project.

6. Maggies Place Development Plan Project

The Committee reviewed a proposal by Tract Consulting regarding rezoning and amendments required as a result of work package one and the recommendations. Staff are reviewing the proposals scope and investigating timelines and the capacity for internal staff to accomplish the work needed.



PROTECTIVE SERVICES



Protective Services Committee

Tuesday, May 30, 2017

No meeting was held but the Committee wishes to circulate the following updates.

1. SafePCSP Slow Down Campaign

The SafePCSP community group has initiated a Slow Down Neighbour Campaign to help increase awareness for pedestrian safety throughout the community. The campaign would see signs posted on participating resident's lawns calling for motorists to slow down in their neighbourhood. SafePCSP members will be going through the community to discuss the campaign with residents, have them fill out a pledge form, and distribute the signs. The Town will support this campaign by funding the printing of 100 2' x 2' signs at a cost of \$23.00 each, for a total of \$2300.00. Funding for this item is included in the budget.

The Committee would like to commend the members of SafePCSP on this initiative and thank them for their continued commitment to the safety of our residents.



ADMINISTRATION & FINANCE



Administration & Finance Committee Report

May 30, 2017 - 9:00 a.m.

In attendance: Chairperson, Deputy Mayor Will
 Councillor Butler
 Councillor Facey
 Mayor Tucker

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

1. Accounts for Payment

MOTION: Committee recommends that Council approve payment of regular accounts in the amount of \$15,948.34 and capital accounts in the amount of \$266,849.00 for a total of \$282,797.34 as tabled.

2. Tax Recovery Plan

The 2016 Tax Receivable Summary was discussed and the proposed tax recovery plan, required under the Community Sustainable Partnership, was presented as tabled. In general the committee agreed that a more firm approach to the collection of overdue accounts be initiated.

Motion: Committee recommends that the Tax Recovery Plan for 2017 be adopted and forwarded to the province in compliance with the Community Sustainable Partnership.

3. Pedestrian Pathway on Portugal Cove Road

The committee was updated on cost estimates to install pedestrian pathways on sections of Portugal Cove road and agreed that we seek to use Gas Tax Funding to cover the expenditure.

Motion: Committee recommends that a Capital Investment Plan be submitted to the Gas Tax Secretariat to cover the Installation of Pedestrian ways on Portugal Cove Road in the estimated amount of \$233,254.

4. Sludge Dewatering Project

As the Sludge Dewatering project under CWWF funding will not be proceeding, the Committee would like to transfer the funds to a previously shelved MYCW project.

MOTION: Committee recommends Council seek Ministerial approval to transfer funds to the Drover Heights Water and Sewer project.

5. Nearys Pond Road Approval

The approval letter awarding the contract for Nearys Pond Road project to Farrell's Excavating Limited was received on May 12, 2017 from Department of Municipal Affairs and Environment. Town may now proceed with the project as per motion 2017-250.

6. 2017 General Elections

The 2017 Municipal General Election is September 26, 2017.

The following list are key dates leading up to election day:

- Voters List completed by August 26
- Nomination day is August 31
- Advance poll date is September 14
- Impeditive voters must apply by September 25
- Election day is September 26

If your name is not on the voters list, residents can either be sworn in at the Town Hall prior to August 26 or at the polling stations on Election Day. If you are unsure if your name is on the voters list, please call the Town Office at 895-8000.

The Committee recommends the following motions:

MOTION: Committee recommends Nomination Day for Mayor and Councillors be set for one day, Thursday, August 31, 2017, between the hours of 8 a.m. and 8 p.m. at the Town Office, 1119 Thorburn Road.

MOTION: Committee recommends Advance Poll be set for one day, Thursday, September 14, between the hours of 8 a.m. and 8 p.m. at the Town Office, 1119 Thorburn Road

MOTION: Committee recommends appointing Claudine Murray, Deputy Town Clerk, to act as Alternate Returning Officer.

MOTION: Committee recommends Polling Stations for Election Day are located at:
(1) PCSP Recreation Center, 1119 Thorburn Road
(2) Royal Canadian Legion, 5 Legion Road

7. Correspondence

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
May 12, 2017	Department of Municipal Affairs	Approval to award contract to Farrell's Excavating Ltd for Nearys Pond Road Reconstruction and Upgrading	Administrative
May 24, 2017	Ronald McDonald House	Request - donation	Routine
May 25, 2017	Northeast Avalon Joint Council (NEAJC)	Approved meeting minutes of April 19, 2017	General
May 26, 2017	Department of Municipal Affairs	Circular - Community Sustainability Partnership	General



Tabled items at end of
Council Package for:

Administration & Finance



Other Reports



Town Manager's Minutes of Committee of the Whole Meeting

May 25th, 2017

7:00pm

Present: Mayor Tucker
Deputy Mayor Will
Councilor Bartlett
Councilor Collins
Councilor Hanlon
Councilor Butler

Also Present: Chris Milley
Tony Pollard

1. Communication Coordinator

Discussed how the council would like to evaluate the position following the 1 year trial. The report that went to Economic Development Committee provided all the accomplishments is not necessary for COW. Council is just looking for a summary report from the TM with his interpretation, assessment, and recommendations for the Communication Coordinator position. Council agreed that the responsibility for staffing of the position lies with the Town Manager and department head. As soon as TM has report ready he will forward to council and notify the Mayor to schedule another COW.

2. Clean up issues for Ferry Terminal and Portugal Cove Road Area

Need an action plan. Deterrence to littering has little success but should not be forgotten. Belief that most effective way to keep tidy is to pick up litter regularly. The question becomes where do the resources come from to pick up? TM to investigate work programs, student programs, and similar for part time workforce just to pick up litter in these and other public areas. Will also promote community volunteer and partnerships on social media for a tidy town. The social media will suggest that the Town can support their volunteer efforts in ways that will benefit their neighborhood organizations. Will make initial media push during the upcoming community clean up. In response to communication from Bell Island and Wabana representatives the TM and Director of ED will arrange the suggested meeting with Wabana and DTW.

3. Feasibility of Providing Treatment to Torbay

The option for PCSP to provide Torbay with waste water treatment has been discussed in different forums. Council considered if it was worth considering. Generally speaking the council believed that there is no harm in Torbay evaluating the option and that PCSP could assist in the evaluation. There would be a lot of consideration to make and there may be benefits to PCSP. The only concern is that the solution must not disadvantage or cause our residents harm should it proceed beyond mere evaluation. TM will mention the opportunity to CAO of Torbay and Mayor Tucker will also talk to Mayor Tapper so that they can formally consider the option.

4. Jack Burn Arena

Councilor Hanlon provided info about discussions he had with Chair of the JBA Board regarding Hockey NL processes that has the ability to split where PC hockey players may play. He suggested that he would not be able to make a decision about any model put forward until we have confirmation on that aspect. The rest of council accepted this position and will wait to hear back from the Board regarding any certainty of where PCSP residents will play before considering any arena cost sharing proposals.

5. Softball Field Lights

Budget and estimates were presented for discussion. Fully discussed and majority was satisfied to bring to next council meeting for a decision. Recreation committee will prepare the item to bring to council. They will consider in their recommendations the use of the rec centre fund instead of finance and pay back the fund with the money.

6. ATTIPA

This item has been discussed at A&F with direction to explore impacts of the high volume of requests and trouble they are causing. No new direction.

7. Reallocation of CWWF and MYCW surplus funds

Discussion on possible projects to reallocate the funds to with strengths and weaknesses for each. Water and Sewer on Drovers Heights was proposed to be the best on the basis that it was a shelf ready project, seems to provide the greatest number of services for project cost of all the shovel ready projects, seems to produce the highest cost recovery rate, and will service some land to possibly allow some further development. Debated asking the residents how much they were willing to pay in comparison to connection fees to have the project completed. Not sure how the response will be used to make a decision at this time. This correspondence to obtain feedback will have a greatly different format from one that gives notice of an assessment like the one for Meadow Heights. TM to prepare a questionnaire letter for council to give final consideration.

8. Meadow Heights assessment notice

TM to draft a letter to residents for council review. It will include significant information on the value of the fee and be compared with other costs. TM will also provide council with the assessment rate calculation used in the notice for final approval.

.....



CORRESPONDENCE

Correspondence May 22 to June 2, 2017

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
May 24, 2017	Ronald McDonald House	Request - donation	AF Cmte
May 24, 2017	Dept of Municipal Affairs	2017 Municipal Elections Campaign Contributions candidates' reporting requirements	Returning Officer
May 25, 2017	Northeast Avalon Joint Council (NEAJC)	Approved meeting minutes of April 19, 2017	Sent to Clr. Butler
May 26, 2017	Department of Municipal Affairs	Circular - Community Sustainability Partnership	AF Cmte
May 29, 2017	Resident	Complaint about condition of Tolt Road	PW Cmte
June 1, 2017	Beachy Cove Elementary (BCE)	Grade 4 children from Beachy Cove Elementary sent thank you letters to the Mayor for their visit/tour of the office and facilities.	Mayor
June 1, 2017	St. John's Triathlon	St. John's Triathlon Aug 6. Race information and invitation to Mayor to participate in start of the race	Mayor
June 2, 2017	Crown Lands	Neary's Pond Road application	PD Cmte

MAY 24 2017

COR/2017/01635

MUNICIPAL ELECTION CAMPAIGN CONTRIBUTIONS

Following the Department of Municipal Affairs and Environment's February 10, 2017 circular regarding Fall 2016 amendments to the *Municipal Elections Act* (namely, campaign contributions) please find herein additional information in response to common enquiries received.

The purpose of section 67 of the Act is to promote transparency and accountability by candidates on the source(s) of his/her campaign contributions. This section was amended to include in-kind contributions in the definition and treatment of contributions under the Act. This means that contributions of money, goods or services received by a candidate and donated to a candidate's campaign with a value of over \$100.00 (or another amount if prescribed in a municipal regulation) must be declared and counted by a candidate when reporting on campaign contributions received. To value any goods or services received, one must use the equivalent lowest market value of the goods or services received as if they were sold.

In summary, this amendment means that any goods or services contributed to a campaign, such as printing, signage, office space and advertising may now need to be included by candidates when reporting on campaign contributions. Personal time and services donated are not meant to be captured. However, candidates are required to disclose financial contributions made by the candidate to his/her own campaign.

If you require general information or support, please contact your local Municipal Affairs and Environment regional office at:

Region	Fax	Phone
Labrador	(709) 896-8847	(709) 896-2941
Western	(709) 637-2548	(709) 637-2332
Central	(709) 256-1060	(709) 256-1050
Eastern	(709) 729-0477	(709) 729-0259

Sincerely,



TARA KELLY

Assistant Deputy Minister
Fire, Emergency, and Corporate Services

May 20, 2017

Dear Mr. Tucker,

My name is [REDACTED] and my class and I had the opportunity to meet you on a field trip. Thank you for letting my class come. I really enjoyed coming to see the municipality building.

First when I saw the building that you worked in, I thought it was very small for such a big job! I liked meeting all your staff and learning about our community. A lot of work goes into keeping our community clean and safe.

I really liked the tour of the dump trucks and the fire station. I also enjoyed the slide show that I seen. All of it was very fun and educational. I liked that we got to see the rescue boats and learn where they go and how far they go.

I learned that its an important job to be a fire fighter because you help prevent home losses and you save lives. I learned that its important to be a sanitation engineer because you help keep the community and keep wild animals safe stuck in garbage.

Thank you for letting the grade 4's at BCE come to see the municipality building. Its a very educational and important place.

Sincerely,

[REDACTED]

05/16/2017

Dear Mr Tucker

Thanks for Inviting me and my classe to the oticles. I loved climbing on the fier turk, and watching the chif fierfiter do the job it was amasing.

I think that a big pool would be nice and many pepol would like it and it would be fun for all ages the cost may be a big deal but Im sur that Bopol will help by fund rasing giving many them selves and I would help too.

I love living in Posp Becas its safe fun and full of nater!

from [REDACTED]

Dear Mr. Tucker,

Thank you verry much for inviting us to the town hall. I'm verry interested in becoming a Fire Fighter one day. I loved learning about all the things fire fighters have to do. I'm a very hard working girl and the idea of saving people is what I live for. I'm very active and sporty and I have always dreamed of becoming a Fire Fighter. My favor. te part of our visit was putting the sirens on in the Fire truck.

In my opinion I think the town needs a "town volley ball net." Sence we can't have beach volley ball I think that volleyball players will have more practice and be more active aswell as working together as a group. Also, it might even give a better understanding of the sport. Because I love volley ball [REDACTED] is currently a Volleyball player and really enjoys working with teammates and friends. So with a town volley ball net will bring a younger


5/16/2017 Tucker,

Dear Mr. Tucker,

I give you the best thank you in the world because you invited us to come to the chambers to talk about Portugal-cove St. Phillips. Last time we were over there, you guys said we had homework. The homework we had was to write what we need for PCSP. So...

Portugal-cove St. Phillips needs a hockey so instead of leaving an hour early for a hockey game you can leave 30 mins early for more time.

I love living in PCSP because we have a lot of peace and freedom for everyone!

From: 

05/16/2017

Dear Mr. Tucker,

Thank you very much for allowing me and my classmates to come visit you. I enjoyed that you let us in the firetrucks, rescue boats, snowplow ect. and let us turn off the sirens and honk the horns. I also liked that you taught us about the municipal hall and what you do. Thank you for giving me a high-five too.

I think that Portugal Cove needs the snowplows to come as soon as possible. Sometimes I can't go to places I need to be. Also the snowplows don't always do the best they can do.

I love living in PCSP because I love the service. I love the people and workers. I love the equality. Last but not least, I love the fact that you listen to everyone.

Sincerely, [REDACTED]

5/16/2017

Dear Mr. Tucker

I loved the fact you let us in
your office where the console and you
demo stuff also I appreciated
that you let us see non moving
fire trucks it was awesome!
Just seeing them was fabulose.

I think we should have
a Gaming Center because
personle I want like a official
place for gamers. I know it's
selfish for us gamers but pleas
considre it.

05/16/2017

Dear Mr. Fucker

X

THANKS for letting us come and see
what u do. I liked that we got to
get in a rescue boat and a snow plow.
I liked the snacks and the trucks.
I loved the chameleostoo.

I think we need a tennis court.
we need it BECAUSE we love tennis. me and my
dad have to drive for a while. that
why we need a tennis court.

I love living in PCSP BECAUSE it's nice
and peaceful. The birds chirp and the
frogs croak, it's so nice and so is
EVERYONE HERE.

Your friend

5/16/2017

Dear Mr. Tucker,

I loved pushing the horn in the trucks. In the fire house.
It was really cool. Thanks for letting us come.

I think the we sold have a hockey rink in
portugal cove. Because the school and we like hockey
and I think we could.

I love living in PCSP. Because my soccer. And my
house is big for me and my family and Rainbowgelly
Park for soccer tournament



Dear Mr TUCKER,

Thank you, for inviting my class to the Government Building. I liked keeping the horn on the trucks. I also liked the tour. It was fun.

Portugal Cove needs a tiny amusement park. We know we don't have a lot of people. But a lot will travel to go to this amusement park. It will be awesome.

I love living in Portugal Cove St Philips because we have no war. I like living here because my family lives here. And the airport is fun. My friends live here too.

Your Friend

Dear Mr. Tacker,

Thanks for inviting us to the town to learn what you guys do here. I like going on the fire trucks and going into the council chambers.

What PCSP needs is a recross team. We need a recross team because there's a lot of people who like playing recross and the place they go to is far away so it would be better for them to be on time.

I love living in PCSP because it's safe and fun.

sincerely: [redacted]

Dear Mr. Lucker,

5/16/17 I had An amazing time

At the Municipal offices with everyone from the town hall. It was such an honor. I Absolutely loved learning About firefighters And how to do their Amazing Job. These trucks/phenomenus!

What PCSP needs is A town pool with A water slide. I think we need it because in the summer you have regular slides But sometimes you need to ~~RAVE~~. So I think that would Be a great idea. I think that kids will love this town pool. Tons!

I love living in PCSP Because its Beautiful. And the flowers And the flowers And trees make magical. With All the Animals in there Natural habitats IS Just Amazing! That's Why I Love living in Portugal Cove.

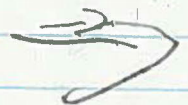
Sincerely,

Dear Mr. Tucker 5/16/2017

I took the first track and
the dump truck and a
lot of people like pling the
horn which was annoying.

It was cold when they told
them on and ^{watched} ~~wanted~~ them
work their magic.

People need a skating
rink. It's not because
I love hockey a lot
more people like hockey
too. Hockey needs
also to live.



5/16/2017

Dear Mr. Tucker

I really liked visiting the town hall. I learned so much about the government, the fire trucks, snowplow and more. I was so excited to come and learn.

I hope

I think Portugal Cove needs more after school programs.

I know that you are updating the soccer field to full size. We could also get a skating rink. Thank you for updating the field.

I love living here because there is lots of space to play outside. Kids like me need to play outside because we have too much energy. We always have stuff to do here.

from [redacted]



TOWN OF PORTUGAL COVE-ST-PHILIP'S

JUN 01 2017

RECEIVED

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

May 31st, 2017

ST. JOHN'S TRIATHLON

The 2017 St. John's Triathlon is taking place on Sunday, August 6th, 2017 at the Rotary Sunshine Park. This marks our 33rd year! As in previous years, the committee is hoping to work collaboratively with the Town of Portugal Cove-St. Philip's (PCSP) to ensure a safe and fun event.

Race Information and Invitation

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

Communication

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

Road Closures and Traffic

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

1. Closure of Bennett's Road on Sunday, August 6th, from 7am to 1.30pm.

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

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

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

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

Provisions have been made to accommodate immediate access by emergency vehicles and local traffic at all times during the event. Enclosed please find a copy of the run route and bike route maps. Please contact me regarding the above requests via stjohnstri@gmail.com or (709) 765-2856. Thank you for your ongoing cooperation.

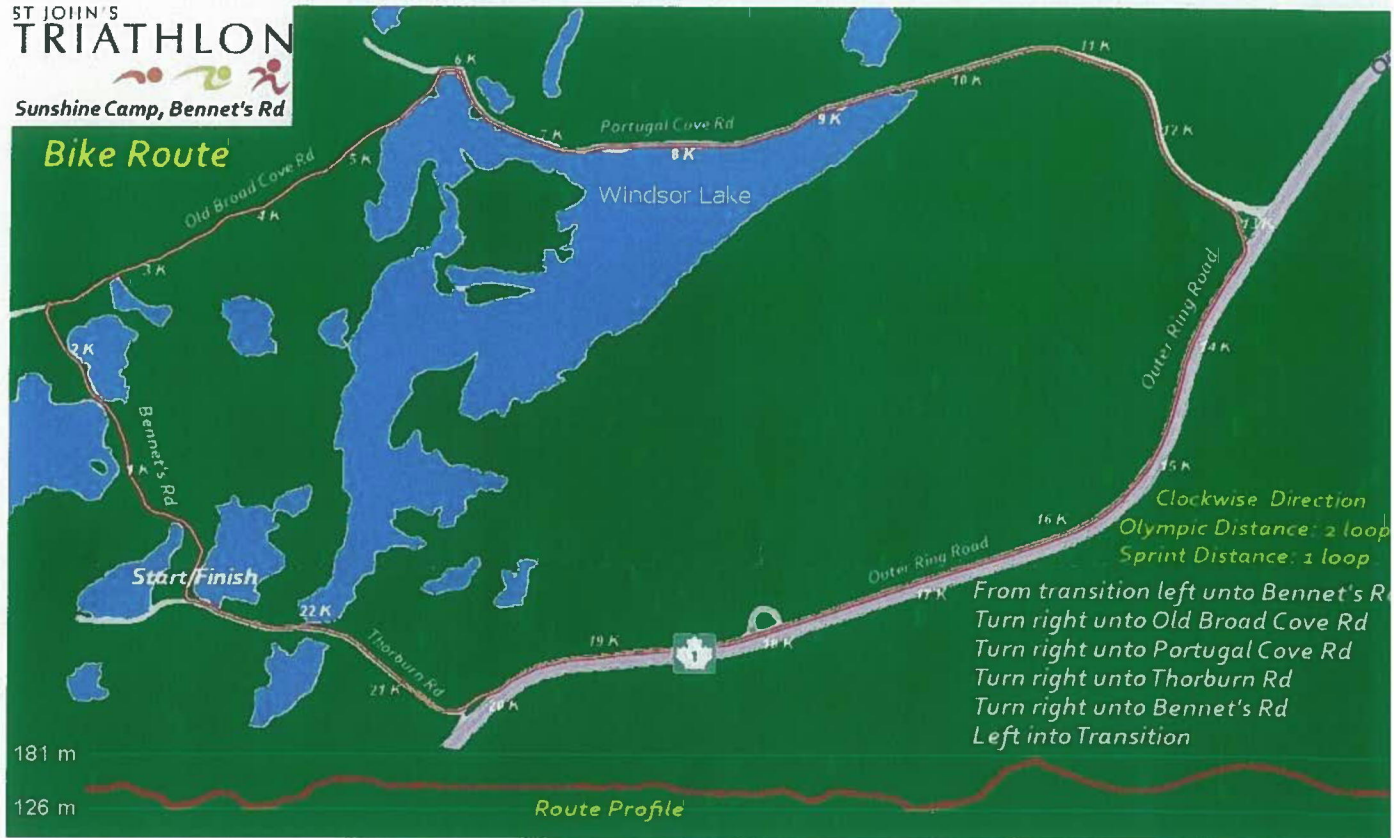
Sincerely,



Vibeke Sagvaag Gydenskov
Race Director

ST JOHN'S
TRIATHLON
 Sunshine Camp, Bennet's Rd

Bike Route



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

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

Run Route

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

From transition unto path to Healey's Pond
Clockwise around path to Parking Lot
Turn left unto Bennett's Rd
Turn around point at 2.90 Km
Finish on Bennett's Rd in front of Transition
Olympic Distance turns left through parking lot
Left unto path to Healey's Pond
Finish second loop





NEW/GENERAL/ UNFINISHED BUSINESS



June 2, 2017

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

Dear Mayor Tucker and Members of Council:

As I'm sure you are well aware, the Town of Torbay is currently facing two major challenges to all residents of our Community - the eventual provision of serviced water and the provision of wastewater treatment. These are potentially two very costly ventures; and, although this term of Council is coming to an end, we are continuing to explore all options which may help make these projects become reality as soon as possible.

The St. John's Regional Drinking Water Study was released in 2016. Our Council asked, and St. John's obliged, that Torbay be part of that study. The final recommendation declared that in order for Torbay to access water through the Regional System, other new sources would have to come on stream, possibly fifteen or more years out before we could tap into that supply. The recommendation also showed that if and when that happens, the hookup point would be at the beginning of Indian Meal Line in Portugal Cove - St. Philip's.

By working with our Member of Parliament, Mr. Nick Whalen, we have already approached the Federal Government looking for compensation funding to help with a new water servicing project, since we lost a local water reservoir due to contamination from the St. John's Airport, now under Federal jurisdiction.

On the other hand, with regard to wastewater treatment, our Town has met all Federal requirements necessary under their legislation to prepare for funding a new plant.

I am writing your Council as another option has surfaced that we feel should be given serious consideration. It is our understanding that your treatment plant located in the Portugal Cove side of your Community is currently only at 40% capacity. Since it is a possibility that a new main water line may be constructed along Indian Meal Line, which will service both of our communities, we question if it would be feasible and viable to run a main sewage line along that same route from Torbay to your treatment plant.

... / 2

Office of the Mayor

Through this letter we are asking that your Council please consider this option; and, if agreeable, both our towns work to explore it's potential.

Over this term of Council, it has been our pleasure to work with not only your town, but all towns within our Killick Coast area through regional co-operation, resulting in many successful efforts.

We only ask, at this point, that you consider the above and determine if it be worthwhile for us to get together for further talks on the subject.

Yours in regional co-operation,



Ralph Tapper
Mayor

cc: Torbay Town Council
Ms. Dawn Chaplin, Chief Administrative Officer
Mr. Nick Whalen, MP St. John's East



New Business Administration and Finance

1. Now that the 2016 audit is complete and the Annual Expenditure Return has been completed, we need a motion to align projects and amounts. While we did a motion to transfer Spurrells Road Bridge to MYCW funding, we need to remove the project from the Gas Tax submissions.

MOTION: Spurrells Road Bridge project is to be removed from consideration from Gas tax Funding.

2. Western Point Culvert has been completed for some time and we need to revise the Capital Investment Plan to reflect final numbers and amounts.

MOTION: The Town should file the final Capital Investment Plan with the Gas Tax Secretariat for Western Point Culvert in the amount of \$183,603.



Tabled items

Administration & Finance

Accounts for Payment - May 30, 2017

REGULAR ACCOUNTS:

17027	5/26/2017	Grand Concourse Authority	\$	9,761.34
		Trail maintenance - 1st payment		
589	1/1/2017	Harbourside Transportation Consultants	\$	6,187.00
		Prof services-Traffic calming policy & street classification		
		TOTAL REGULAR ACCOUNTS:	\$	<u>15,948.34</u>

CAPITAL ACCOUNTS:

17026	5/17/2017	Grand Concourse Authority	\$	202,389.20
		Claim 1 - Soccer field lighting & expansion		
1232	3/31/2017	Jenkins Power Sheet Metal (2016) Inc.	\$	56,304.00
		Supply/install gas detection system-claim#2		
1233	3/31/2017	Jenkins Power Sheet Metal (2016) Inc.	\$	8,155.80
		Release of holdback		
		TOTAL CAPITAL ACCOUNTS:	\$	<u>266,849.00</u>
		GRAND TOTAL:	\$	282,797.34

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Number	Issued	Amount	SC	Status	Status Date
044954	05/16/2017 City of St. John's RW 201703-4 Water consumption (with surplus) Jan-Mar	34,243.81 34,243.81	A/P	CLEARED	05/31/2017
044955	05/16/2017 Eastern Contracting Ltd. 16018-HB cp#6 - town hall renos	85,488.14 85,488.14	A/P	CLEARED	05/31/2017
044956	05/16/2017 Newfoundland Design Associates Ltd. 2017043 meadow hgt sewer services	9,736.81 9,736.81	A/P	CLEARED	05/31/2017
044957	05/16/2017 Wolseley Canada Inc. 5364143 sampling stations	9,130.27 9,130.27	A/P	CLEARED	05/31/2017
044958	05/16/2017 Johnny Hanlon MunSymp17 travel expenses - mun symposium	521.78 521.78	A/P	CLEARED	05/31/2017
044959	05/16/2017 Norman Collins MunSymp17 travel expense - Mun Symposium	746.18 746.18	A/P	CLEARED	05/31/2017
044960	05/16/2017 Joe Donkers (Petty Cash) pcMay17 PC-battery,p&d lunches,copies,shipping	474.55 474.55	A/P	CLEARED	05/31/2017
044961	05/16/2017 Moses Tucker 000059 Reimb-Supplies for regional mayors meetin Symp17 Travel claim-mun symposium	990.81 27.43 963.38	A/P	CLEARED	05/31/2017
044962	05/16/2017 Russell Dicks 87375 Reimb - cell phone - damage to personal pr	333.38 333.38	A/P	CLEARED	05/31/2017
044963	05/19/2017 ACWWA 996588 Lift Stations & Force Mains (Dewayne, BJ) 996605 Wastewater Aeration (Leah, Dewayne, BJ)	1,610.00 644.00 966.00	A/P	OUT-STD	05/19/2017
044964	05/19/2017 All-Tech Environmental Services Limited NL-2913 Microbial assessment rainbow gully park	977.50 977.50	A/P	OUT-STD	05/19/2017
044965	05/19/2017 Annex Publishing Book Division IN58172 Fire Prevention / Public Education Material	1,385.87 1,385.87	A/P	OUT-STD	05/19/2017
044966	05/19/2017 Atlantic Trailer & Equipment Ltd. 42398 Servicing of outboard motor	178.20 178.20	A/P	OUT-STD	05/19/2017
044967	05/19/2017 Automotive Supplies (1985) Ltd 83524 Toro tractor - oil filter, 4 liters oil	31.71 31.71	A/P	OUT-STD	05/19/2017
044968	05/19/2017 Babb Lock & Safe Company Ltd. 103221 Padlock for C-Kan	55.96 55.96	A/P	OUT-STD	05/19/2017
044969	05/19/2017 Baker Flooring Contracts Ltd. 17543 Changes to upper level washrooms	1,247.75 1,247.75	A/P	OUT-STD	05/19/2017
044970	05/19/2017 Beachy Cove Cafe 2 Valentines day dinner-winter carnival	262.80 262.80	A/P	OUT-STD	05/19/2017
044971	05/19/2017 Benson Buffett 74661 Murrays Pond Dev Conveyance	106.86 106.86	A/P	OUT-STD	05/19/2017
044972	05/19/2017 Big Erics Inc. 11284 garbage bag return 19373 Paper towel dispenser, 3 cases paper towel 20689 Cleaning supplies	1,932.47 -317.40 615.60 1,634.27	A/P	OUT-STD	05/19/2017
044973	05/19/2017 Blue Water Marine & Equipment Ltd. 180159 Club cadet - set of blades and spindle shaft 5288 Parts for grass mower - bolt and wheel	461.61 298.08 163.53	A/P	OUT-STD	05/19/2017
044974	05/19/2017 Business Logistic Services MA2-2017 Assessment review commissioner	2,144.75 2,144.75	A/P	OUT-STD	05/19/2017
044975	05/19/2017 Cabot Auto Glass & Upholstery	287.50	A/P	OUT-STD	05/19/2017

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	8451-134101	Replace windshield in Engine 1	287.50			
044976	05/19/2017	Cal LeGrow Insurance	1,615.00	A/P	OUT-STD	05/19/2017
	267721	Fire fighters accident policy	1,615.00			
044977	05/19/2017	Canadian AV Inc.	1,081.00	A/P	OUT-STD	05/19/2017
	7375	lighting/sound system - community awards	1,081.00			
044978	05/19/2017	Canadian Linen & Uniform Service	53.57	A/P	OUT-STD	05/19/2017
	5600269494	mats	53.57			
044979	05/19/2017	Cansel - St. John's	639.42	A/P	OUT-STD	05/19/2017
	90342286	ink-plotter	639.42			
044980	05/19/2017	CBS Rentals Limited	36.79	A/P	OUT-STD	05/19/2017
	10167191	Part for lawnmower	36.79			
044981	05/19/2017	Conservation Corps	3,500.00	A/P	OUT-STD	05/19/2017
	556	Green Team 2017	3,500.00			
044982	05/19/2017	Construction Signs	494.50	A/P	OUT-STD	05/19/2017
	33394	Replacement sign - Dans Road	155.25			
	33398	Dogberry hill rd sign	155.25			
	33519	Signs for town office bldg	184.00			
044983	05/19/2017	ControlPro Distributors Inc.	61.00	A/P	OUT-STD	05/19/2017
	I-17-24391	On/Off auto switch	61.00			
044984	05/19/2017	Corporate Express	1,405.45	A/P	OUT-STD	05/19/2017
	44216114	Office Supplies	1,096.32			
	44219485	mouse	52.33			
	44297385	usb	56.45			
	44394804	paper,toner	200.35			
044985	05/19/2017	Credit Information Services (NFLD) 2012 Ltd.	134.55	A/P	OUT-STD	05/19/2017
	0317March17PB	public records bulletin subsc	134.55			
044986	05/19/2017	Dramis Communications Solutions Ltd.	637.18	A/P	OUT-STD	05/19/2017
	70760	Move data/phone in Gails new office	155.25			
	70761	Install data for library and fix security camer	481.93			
044987	05/19/2017	East Coast Hydraulics	83.88	A/P	OUT-STD	05/19/2017
	0000036067	2 hydraulic hoses - backhoe Unit #36	83.88			
044988	05/19/2017	Eastern Medical Supplies Ltd.	780.28	A/P	OUT-STD	05/19/2017
	0000265417	medical supplies-FD	780.28			
044989	05/19/2017	Emergency Response Training	585.00	A/P	OUT-STD	05/19/2017
	1	advanced first aid instruction/kits-fd	585.00			
044990	05/19/2017	Executive Coffee	411.88	A/P	OUT-STD	05/19/2017
	0000179681	coffee, cups	296.03			
	0000180582	Coffee, creamers	115.85			
044991	05/19/2017	EXP. Services Inc.	248.40	A/P	OUT-STD	05/19/2017
	372864	Dev application review-town	117.30			
	372984	Dev application review-olivers pond est	65.55			
	372985	Dev application review-alfreds drung	65.55			
044992	05/19/2017	Flower Studio	293.25	A/P	OUT-STD	05/19/2017
	111088	Day of mourning wreath	293.25			
044993	05/19/2017	Frederick Hollett	4,657.50	A/P	OUT-STD	05/19/2017
	Apr23-29	FD Consultations Apr23-29	1,523.75			
	Apr30-May6	FD consultations Apr30-May6	1,610.00			
	May7-13	FD consultations May7-13	1,523.75			
044994	05/19/2017	Frontline Paintball Inc.	847.76	A/P	OUT-STD	05/19/2017

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	1907937	deposit for Community Champion event	163.88			
	1907938	Deposit - Teen Night	503.99			
	1907939	Deposit - Canada Day	179.89			
044995	05/19/2017	Gardaworld	3,622.50	A/P	OUT-STD	05/19/2017
	07620002321	Security - Mar26-Apr1	1,621.50			
	07620002344	Security Apr2-8	1,587.00			
	07620002372	security -Apr9-10	414.00			
044996	05/19/2017	GCR Tire Centers	109.13	A/P	OUT-STD	05/19/2017
	931-54493	Tire repair	50.60			
	931-57449	Flat repair unit 38	58.53			
044997	05/19/2017	Grand Concourse Authority	2,762.36	A/P	OUT-STD	05/19/2017
	17009	Member contribution	2,762.36			
044998	05/19/2017	Harvey & Company Limited	653.13	A/P	OUT-STD	05/19/2017
	1037835	labour unit 38	39.31			
	1038054	Fuel, oil and air filter, gallon oil & hydraulic f	192.42			
	1038124	tune up kit - for ride on mower	85.12			
	109262	1 hour labour unit #38	336.28			
044999	05/19/2017	Hickman Motors	53.66	A/P	OUT-STD	05/19/2017
	974197S	Wheel sensor Unit 46	53.66			
045000	05/19/2017	Hickman Chrysler	668.57	A/P	OUT-STD	05/19/2017
	103978	Unit 33 - miscellaneous work	668.57			
045001	05/19/2017	Home Depot	845.36	A/P	OUT-STD	05/19/2017
	0450490	Bathroom Supplies Upper level	483.27			
	4464282	6 sheets 3/4 plywood - pallet racking in dep	272.90			
	7464008	Supplies for Building Gails office	89.19			
045002	05/19/2017	Image 4 Printing & Design Inc.	9,042.88	A/P	OUT-STD	05/19/2017
	17415	maggies place flyers	3,690.35			
	17424	Easter Camp/Awards brochure	907.35			
	17541	Environment fair flyers, idle free pcsp	1,275.35			
	17575	newsletter printing	2,660.38			
	17579	Community awards event program	195.50			
	17622	Summer Programs Ad	313.95			
045003	05/19/2017	Imprint Specialty Promotions	1,001.10	A/P	OUT-STD	05/19/2017
	153047	No idling decals	1,001.10			
045004	05/19/2017	Interex	343.85	A/P	OUT-STD	05/19/2017
	65092	New cylinders for door locks	343.85			
045005	05/19/2017	Irving Oil Limited	5,762.04	A/P	OUT-STD	05/19/2017
	340518	Gas	608.72			
	52791	Gas	2,792.82			
	740582	Gas	1,460.98			
	935435	Gas	899.52			
045006	05/19/2017	Jacqueline Clarke	17.24	A/P	CLEARED	05/31/2017
	105778	reimb-ribbon-town function	17.24			
045007	05/19/2017	Kent Building Supplies	233.75	A/P	OUT-STD	05/19/2017
	15022816	gyproc 3 sheets & coat hooks upper level re	76.85			
	15027307	Bag sheet rock mix	31.04			
	15028689	Tub of plaster	30.46			
	15031396	Tub of plaster	32.53			
	1603567	wood-gails office	62.87			

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045008	05/19/2017 Leah Power	36.21	A/P	OUT-STD	05/19/2017
	015850 reimb-Cooler water tests	36.21			
045009	05/19/2017 Lindsey Hynes	605.00	A/P	OUT-STD	05/19/2017
	Mar-May Zumba March-May	605.00			
045010	05/19/2017 M5	46.00	A/P	OUT-STD	05/19/2017
	70366-0 domain renewals	46.00			
045011	05/19/2017 Madsen Construction Equipment	236.85	A/P	OUT-STD	05/19/2017
	5006699 Cab fan - for backhoe Unit #36	236.85			
045012	05/19/2017 Maxxam Analytics Inc.	327.75	A/P	OUT-STD	05/19/2017
	SJ3230975 water testing-wwtp	327.75			
045013	05/19/2017 McElhanney Surveys (NL) Ltd.	1,457.63	A/P	OUT-STD	05/19/2017
	3711 062289 Survey - bayview hghts (Nearys Pond Paving)	1,457.63			
045014	05/19/2017 Micmac Fire & Safety Source Ltd.	293.25	A/P	OUT-STD	05/19/2017
	NL-00842888 Firefighter Boots	293.25			
045015	05/19/2017 Mr. Electric	1,540.38	A/P	OUT-STD	05/19/2017
	205217837 outside light issue @rainbow gully	642.85			
	205462379 Firehall PCove - install recepticle	287.50			
	205465873 Replace electric lights voisey brook	320.85			
	205564526 Plug - for library computers	289.18			
045016	05/19/2017 Municipalities Newfoundland and Labrador	405.00	A/P	OUT-STD	05/19/2017
	17972 Moses Tucker - Registration 2017 MNL Aval	130.00			
	18060 Mun symposium registraion -n.collins	275.00			
045017	05/19/2017 Municipal Development Officers Association of Nova Scotia	200.00	A/P	OUT-STD	05/19/2017
	membership17 Membership dues 2017	200.00			
045018	05/19/2017 Museum Association of Nf. & Lab.	40.00	A/P	OUT-STD	05/19/2017
	membership17 membership 2017	40.00			
045019	05/19/2017 Neopost Canada	173.99	A/P	OUT-STD	05/19/2017
	6165344 postage meter lease - may-jun	173.99			
045020	05/19/2017 Newfoundland Distributors Ltd.	458.79	A/P	OUT-STD	05/19/2017
	30224507 Replacement batteries for drill	171.35			
	30224675 supplies for hydrant markers	52.90			
	30237500 2 steel wire brushes for grinder	78.89			
	30237778 50 1 1/4 inch self tapper screws, 1 #2 robin	10.22			
	30237985 6 screwdriver bits	13.04			
	30238501 pull ties for depot, exacto knife & blades	132.39			
045021	05/19/2017 Newfound Disposal Systems Ltd.	52.92	A/P	OUT-STD	05/19/2017
	0000513069 paper recycling	52.92			
045022	05/19/2017 Newfoundland Automotive Equipment Services	97.75	A/P	OUT-STD	05/19/2017
	100561 Inspection for Depot Lift	97.75			
045023	05/19/2017 Newfoundland Design Associates Ltd.	1,165.01	A/P	OUT-STD	05/19/2017
	2017064 Nearys pond rd	1,165.01			
045024	05/19/2017 NL Association of Fire Services	820.08	A/P	OUT-STD	05/19/2017
	5151 spring fire school training manuals	820.08			
045025	05/19/2017 Northeast Avalon Times	2,760.00	A/P	OUT-STD	05/19/2017
	5663 March ads-dis use,rec	1,121.25			
	5691 dis use ads(234-236BeacyCov,1-3Olivia)rec	1,638.75			
045026	05/19/2017 NorthEast Avalon Joint Council	300.00	A/P	OUT-STD	05/19/2017
	NEAJC2017-13 Membership 2017	300.00			
045027	05/19/2017 Orkin Canada Corporation	902.87	A/P	OUT-STD	05/19/2017

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	319998	Pest control-fd	576.84			
	IN-7633722	Pest control-rainbow gully complex	37.95			
	IN-7633723	Pest control-voiseys	54.05			
	IN-7633725	Pest control-rec	73.60			
	IN-7633727	Pest control-depot	71.30			
	IN-7633801	Pest control-generator shed	89.13			
045028	05/19/2017	Overhead Door Company	138.00	A/P	OUT-STD	05/19/2017
	55590	repairs to overhead door - pc fd	138.00			
045029	05/19/2017	Paradise Bowl	117.00	A/P	OUT-STD	05/19/2017
	128	bowling-easter camp	117.00			
045030	05/19/2017	Parish of St. Lawrence	250.00	A/P	OUT-STD	05/19/2017
	Envir Fair	rental- environmental fair	250.00			
045031	05/19/2017	Parts for Trucks	495.51	A/P	OUT-STD	05/19/2017
	40382747-00	ratchet straps	105.57			
	40383637-00	Unit #49 5500 - one mudflap	15.07			
	40383761-00	Unit 49 - tail light	30.10			
	40384687-00	battery charger for parks equipment	80.44			
	40384690-00	Unit #32 headlight and plug	10.75			
	40385441-00	12 bags speedy dry	158.70			
	40385609-00	12 clivis pins & 6 snap rings Unit 38	80.94			
	40385625-00	12 clivis pins & 6 snap rings Unit 38	13.94			
045032	05/19/2017	Pik-Fast Express Inc.	17.85	A/P	OUT-STD	05/19/2017
	DC-1017	Courier Service	67.85			
	WE02-014493	water bottle return	-50.00			
045033	05/19/2017	Pinnacle Office Solutions	296.27	A/P	OUT-STD	05/19/2017
	119888	Copier maint - upstairs	151.96			
	120856	Copier maint	144.31			
045034	05/19/2017	PJ's Print & Graphics	1,372.01	A/P	OUT-STD	05/19/2017
	13084	Trophies for Community Awards	1,372.01			
045035	05/19/2017	Princess Auto Ltd.	187.43	A/P	OUT-STD	05/19/2017
	16812	1 horsepower sump pump & hoses - treatm	187.43			
045036	05/19/2017	Protek Industries	1,706.60	A/P	OUT-STD	05/19/2017
	19651	Cold Patch 112 bags	1,706.60			
045037	05/19/2017	Richard Murphy	2,875.00	A/P	OUT-STD	05/19/2017
	May1-7	Fd consultations May1-7	1,351.25			
	May8-14	Fd consultations may8-14	1,523.75			
045038	05/19/2017	Ritche Perez	180.00	A/P	OUT-STD	05/19/2017
	10	Photography of volunteer/small business av	180.00			
045039	05/19/2017	Rogers Payment Centre	100.60	A/P	OUT-STD	05/19/2017
	Apr17	cable-FD	100.60			
045040	05/19/2017	Rona	75.53	A/P	OUT-STD	05/19/2017
	2439913	2 Gals Paint	75.53			
045041	05/19/2017	Royal Freightliner	294.87	A/P	OUT-STD	05/19/2017
	FRCS177914	repairs to unit 32	294.87			
045042	05/19/2017	SaltWire Network	4,155.98	A/P	OUT-STD	05/19/2017
	EN00000007	Employement ad	970.31			
	TE00513874	dev amend no1, project1602, project 1632	1,433.97			
	TM00000547	ad-8-16Johnathan hgts.job ad	721.29			
	TM00000783	Dis Use ad- 211-225 Nearys Pond Road	309.12			

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	TM0000547	Dis Use-8-16Johnathan hgts.job ad	721.29			
045043	05/19/2017	Shirians Transportation	575.00	A/P	OUT-STD	05/19/2017
	2017250	Easter camp busing	575.00			
045044	05/19/2017	St. John Ambulance	660.00	A/P	*VOID*	05/19/2017
	I-NL-015518	fire fighter first aid training	660.00			
045045	05/19/2017	Steele Communications	4,117.00	A/P	OUT-STD	05/19/2017
	200857-1	Radio ad-maggies pl postponed	345.00			
	200859-1	Radio ad - maggies pl postponed	322.00			
	202986-1	Radio ad - environmental fair	724.50			
	202991-1	Radio ad - environmental fair	1,575.50			
	203593-1	Radio ads-delays-road work	1,150.00			
045046	05/19/2017	Steve Harnum	1,000.00	A/P	OUT-STD	05/19/2017
	0001	: Instructor fees for 5 day Haz Mat Operati	1,000.00			
045047	05/19/2017	Stewart King	60.00	A/P	OUT-STD	05/19/2017
	222016	Goat - environmental fair	60.00			
045048	05/19/2017	Telelink Call Centre	433.00	A/P	OUT-STD	05/19/2017
	C9139-1705	phone answering service	433.00			
045049	05/19/2017	Telus	5,130.60	A/P	OUT-STD	05/19/2017
	Apr17	cells april 17	2,104.81			
	May17	cells may17	3,290.29			
	overpymt	overpymt in 2016	-264.50			
045050	05/19/2017	Tract Consulting Ltd.	1,616.61	A/P	OUT-STD	05/19/2017
	PCSP-1635-WP1-05	Maggies pl work package 1	1,616.61			
045051	05/19/2017	Triware Technologies Inc.	770.50	A/P	OUT-STD	05/19/2017
	173945	Rplc batt cart	270.25			
	176273	standard multiple domain	500.25			
045052	05/19/2017	Valero Energy Inc.	6,532.23	A/P	OUT-STD	05/19/2017
	41111324383	Diesel	972.61			
	4111261866	Diesel	780.24			
	4111292070	Diesel	1,636.32			
	4111295786	Diesel	855.33			
	4111295787	Furnace oil	687.64			
	4111313337	Diesel	989.94			
	4111324382	Furnace oil	610.15			
045053	05/19/2017	Vigilant Management Inc.	8,333.20	A/P	OUT-STD	05/19/2017
	879	2017 Project budget estimates	1,377.13			
	881	Water Loss program	2,889.38			
	882	Strategic plan support	2,695.31			
	885	Sludge dewatering	974.63			
	886	Water loss program	396.75			
045054	05/19/2017	Weir's Construction Ltd.	3,338.05	A/P	OUT-STD	05/19/2017
	248034	Winter sand 156.9 ton	3,338.05			
045055	05/19/2017	Windco Enterprises	1,442.68	A/P	OUT-STD	05/19/2017
	20161419	Flag	317.40			
	2016627	Service to change light at RGP-2016	142.03			
	20170614	ball field netting services	983.25			
045056	05/19/2017	Wolseley Canada Inc.	3,040.07	A/P	OUT-STD	05/19/2017
	5364144	Pressure Monitor	3,040.07			
045057	05/19/2017	Xerox Canada Ltd.	244.55	A/P	OUT-STD	05/19/2017

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Number	Issued		Amount	SC	Status	Status Date
	F50785648	Copier maint	244.55			
045058	05/19/2017	Xylem Canada Compnay	1,057.77	A/P	OUT-STD	05/19/2017
	3558273384	Mini cas install for wharf lift station	1,057.77			
045059	05/19/2017	You Store Limited	195.50	A/P	OUT-STD	05/19/2017
	May17	Storage unit may	195.50			
045060	05/19/2017	Aaron Facey	300.00	A/P	OUT-STD	05/19/2017
	Fd Training allow	FD Training Allowance	300.00			
045061	05/19/2017	Alfred Marshall	400.00	A/P	OUT-STD	05/19/2017
	FD training allow	FD Training Allowance	400.00			
045062	05/19/2017	Brian Tucker	300.00	A/P	OUT-STD	05/19/2017
	FD Train Allow	FD Training Allowance	300.00			
045063	05/19/2017	Chris Donovan	200.00	A/P	OUT-STD	05/19/2017
	FD training allow	FD Training Allowance	200.00			
045064	05/19/2017	Dwayne Rowe	600.00	A/P	OUT-STD	05/19/2017
	FD training allow	FD Training Allowance	600.00			
045065	05/19/2017	Ed Lundrigan	200.00	A/P	OUT-STD	05/19/2017
	fd training Allow	FD Training Allowance	200.00			
045066	05/19/2017	Ed Sharpe	300.00	A/P	OUT-STD	05/19/2017
	FD training allow	FD training Allowance	300.00			
045067	05/19/2017	Jordan Keating	700.00	A/P	CLEARED	05/31/2017
	FD Training Allow	FD Training Allowance	700.00			
045068	05/19/2017	Kurt Murley	700.00	A/P	*VOID*	05/19/2017
	FD Training Allow	FD Training Allowance	-700.00*			
045069	05/19/2017	Nicholas Hynes	700.00	A/P	OUT-STD	05/19/2017
	FD Training Allow	FD Training Allowance	700.00			
045070	05/19/2017	Terry Scott	300.00	A/P	OUT-STD	05/19/2017
	FD training Allow	FD Training Allowance	300.00			
045071	05/19/2017	Tina Scott	200.00	A/P	OUT-STD	05/19/2017
	FD Training Allow	FD Training Allowance	200.00			
045072	05/19/2017	Zack Parrell	500.00	A/P	OUT-STD	05/19/2017
	FD Training Allow	FD Training Allowance	500.00			
045073	05/19/2017	Frontline Paintball Inc.	319.13	A/P	*VOID*	05/19/2017
	1907957	Bouncy castle - heritage event	319.13			
045074	05/19/2017	Martin, John & Loretta	185.95	A/R	OUT-STD	05/19/2017
045075	05/19/2017	Eastern Realities Ltd, c/o Cyril Ludlow	25.00	A/R	OUT-STD	05/19/2017
045076	05/19/2017	Tucker, Walter & Jane	25.00	A/R	OUT-STD	05/19/2017
045077	05/19/2017	FIRST NATIONAL FINANCIAL LP	473.34	A/R	OUT-STD	05/19/2017
045078	05/19/2017	FIRST NATIONAL FINANCIAL LP	155.64	A/R	OUT-STD	05/19/2017
045079	05/19/2017	Bernice Miller	20.00	G/L	OUT-STD	05/19/2017
	5110-6100	Refund - course cancelled Bernice Miller	20.00			
045080	05/19/2017	Northeast Avalon Food Bank	110.00	G/L	OUT-STD	05/19/2017
	5040-1200	Donation from Cllr Facey Northeast Avalor	50.00			
	5110-6100	Donation from Raymond Butler Northeast,	60.00			
045081	05/23/2017	Chris Milley	1,122.52	A/P	OUT-STD	05/23/2017

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Number	Issued		Amount	SC	Status	Status Date
	APR17	TRAVEL ALLOWANCE	200.00			
	mnl/pma17	travel expenses-PMA & MNL Symp	922.52			
045082	05/23/2017 Gail Tucker		200.00	A/P	OUT-STD	05/23/2017
	APR17	TRAVEL ALLOWANCE - APR17	200.00			
045083	05/23/2017 Nick Miller		200.00	A/P	*VOID*	05/23/2017
	RNL17	travel expenses-rnl conf	200.00			
045084	05/23/2017 Nicole Clark		720.70	A/P	*VOID*	05/23/2017
	RNL17	travel expenses-rnl conf	-720.70*			
045085	05/23/2017 Nick Miller		350.00	A/P	CLEARED	05/31/2017
	RNL 17	travel expenses RNL 17	350.00			
045086	05/23/2017 Nicole Clark		870.70	A/P	CLEARED	05/31/2017
	RNL 2017	travel expenses RNL 2017	870.70			
045087	05/24/2017 Allison Power		360.00	A/P	OUT-STD	05/24/2017
	011	Fitness classes Apr17	360.00			
045088	05/24/2017 Bernadine Lawlor		1,125.00	A/P	OUT-STD	05/24/2017
	Apr-May17	rec center attendant Apr-May	1,125.00			
045089	05/24/2017 Carl Thibault		45.16	A/P	OUT-STD	05/24/2017
	16-500	LED marker lights - engine 2	45.16			
045090	05/24/2017 Corporate Express		1,802.64	A/P	OUT-STD	05/24/2017
	44493849	office supplies-library,rec supplies	1,802.64			
045091	05/24/2017 Frederick Hollett		1,523.75	A/P	OUT-STD	05/24/2017
	May14-20	FD Consultations May14-20	1,523.75			
045092	05/24/2017 Frontline Paintball Inc.		425.50	A/P	OUT-STD	05/24/2017
	1907957-	Heritage event	425.50			
045093	05/24/2017 Heather Coughlan		131.38	A/P	OUT-STD	05/24/2017
	Apr17	cell apr17	45.71			
	Mar17	cell march2017	45.71			
	May17	Cell may17	39.96			
045094	05/24/2017 Holly Duffett		805.95	A/P	OUT-STD	05/24/2017
	Reimb-education	reimb-ENGL1080, STAT2500	805.95			
045095	05/24/2017 Jaywil Software Development Inc.		1,365.66	A/P	OUT-STD	05/24/2017
	56711	software for library	1,365.66			
045096	05/24/2017 Neopost Canada		173.99	A/P	OUT-STD	05/24/2017
	6167538	postage meter lease June-July	173.99			
045097	05/24/2017 NL Employers' Council		345.00	A/P	OUT-STD	05/24/2017
	11791	Registration - H.Coughlan - 2017 Case Law	345.00			
045098	05/24/2017 Richard Murphy		1,437.50	A/P	OUT-STD	05/24/2017
	May15-21	FD Consultations May15-21	1,437.50			
045099	05/24/2017 Rogers Payment Centre		106.35	A/P	OUT-STD	05/24/2017
	May17	cable fd	106.35			
045100	05/24/2017 SaltWire Network		309.12	A/P	OUT-STD	05/24/2017
	TM00000982	Dis use ad-1 Prince George Dr	309.12			
045101	05/24/2017 St. John Ambulance		550.00	A/P	OUT-STD	05/24/2017
	I-NL-015518	FD first aid training	660.00			
	I-NL-015566	Cancel two first aid-FD	-110.00			
045102	05/24/2017 Yvonne King		1,125.00	A/P	OUT-STD	05/24/2017
	Apr-May17	rec center attendant Apr-May	1,125.00			
045103	05/24/2017 Beachy Cove Cafe		6,189.30	A/P	OUT-STD	05/24/2017
	1	Volunteer/business awards dinner	6,189.30			

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Number	Issued	Amount	SC	Status	Status Date
045104	05/24/2017 Byron D. Smith Professional Corporation bds-499-406372 Audit services	14,375.00 14,375.00	A/P	OUT-STD	05/24/2017
045105	05/24/2017 City of St. John's 11892 Landfill Use - April 2017 2017-911 2017 911 service/standby allocation RW 201704-4 Water consumption - Apr 17	98,180.31 5,514.56 66,687.63 25,978.12	A/P	OUT-STD	05/24/2017
045106	05/24/2017 Newfoundland Design Associates Ltd. 2017063 Meadow hgts sewer services	5,586.46 5,586.46	A/P	OUT-STD	05/24/2017
045107	05/24/2017 Pyramid Construction Claim no2 claim no2 - Spurrells Road Bridge replacem	118,121.45 118,121.45	A/P	OUT-STD	05/24/2017
045108	05/24/2017 Vigilant Management Inc. 880 MYCW - Meadow Heights 883- MYCW Nearys Pond Rd 884 Sidewalks - Dogberry Hill Rd	29,944.40 17,315.93 5,512.83 7,115.64	A/P	OUT-STD	05/24/2017
045109	05/24/2017 Dale Noseworthy	1,270.98	A/R	OUT-STD	05/24/2017
Cheque Totals Issued:		550,637.63			
Void:		2,599.83			
Total Cheques Generated:		553,237.46			
Total # of Cheques Listed:		156			

* - Partial payment was made on Invoice

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2016 TAXES RECEIVABLE SUMMARY
Town of Portugal Cove - St. Philip's

**AF Ctme
Item #2**

Summary of Taxes Receivable as of December 31, 2016					
Total Receivable			Accounts With Payment Plan		
Tax Payers #		Amount \$	Tax Payers #		Amount \$
I. Poll Taxes Receivable			N/A		
II. Property Taxes Receivable			(Include Residential and Commercial)		
A	Owed for current tax year (2016)	383	\$521,484.39	160	\$202,116.08
B	Owed for preceding tax year (2015)	116	\$146,127.62	38	\$51,572.43
C	Owed for prior years (2014 & Older)	66	\$164,081.06	21	\$70,854.89
Total Property Taxes Receivable (Dec 31) (A + B + C + D + E + F)		383	\$831,693.07	160	\$324,543.40
III. Business Taxes Receivable					
A	Owed for current tax year (2016)	28	\$19,879.94	5	\$2,583.00
B	Owed for preceding tax year (2015)	11	\$8,873.38	1	\$200.00
C	Owed for prior years (2014 & Older)	12	\$28,879.88	1	\$7,058.13
Total Business Taxes Receivable (Dec 31) (A + B + C + D + E + F)		28	\$57,633.20	5	\$9,841.13
IV. Water & Sewer Taxes Receivable					
(Include Residential and Commercial)					
A	Owed for current tax year (2016)	114	\$75,013.03	64	\$32,097.47
B	Owed for preceding tax year (2015)	28	\$17,381.13	13	\$7,726.59
C	Owed for prior years (2014 & Older)	12	\$9,466.20	5	\$5,066.30
Total Water & Sewer Taxes Receivable (Dec 31) (A + B + C + D + E + F)		114	\$101,860.36	64	\$44,890.36
Total Taxes Receivable (Dec 31) (A + B + C + D + E + F)		383	\$991,186.63	160	\$379,274.89
Allowance for Doubtful Accounts for Taxes Receivable			\$210,356.34		

Notes:

- "Taxpayers #" column doesn't calculate as per template formulas. The taxpayers with balances in preceeding years are the same taxpayers in the current year therefore adding these numbers is misleading.
- The template has been modified to the following three rows: current year (2016), preceding year (2015) and 2014 & older. The reason for this relates to our software's limitation to break out balances beyond three years.
- Of the 66 accounts in the "2014 and older" category, 27 accounts were at risk of containing debt aging greater than six years. Of these, the following resolutions have been pursued:

Resolution	# Accounts
Arranged	8
Small Claim	7
Judgement Registered	5
In Progress	3
Tax Sale	2
Hardship Arrangement	1
Paid in 2017	1
Total	27

Tax Recovery Plan – 2017

Multi-year Goals of the Tax Recovery Plan

Ultimately it is the Town of Portugal Cove – St. Philip's goal to have all accounts paid in full within a given fiscal year. In working toward this goal, we have set the following multi-year goals in these categories:

1. Age of Debt
2. Status of Payment Method
3. Actions
4. Collection Rate

1. Age of Debt to be Secured

- Secure debts 4 years & older (2017)
 - By (A) Goal Year, bring all accounts to within (B) years outstanding.
 - Secure all debt of those accounts which have a balance in the years in column C.
- *exceptions are arranged accounts, hardship cases and accounts with registered judgements.

A - (Goal Year)	B - (Years Outstanding)	C - Years to be secured
2017	4	2012 & Prior
2018	3	2014 & Prior
2019	2	2016 & Prior
2020	1	2018 & Prior

2. Status of Payment Method

- Annually reduce number of unarranged & unpaid accounts by 15%.

Goal Deadline (December 31)	Maximum Accounts Unarranged & Unpaid
2015	131
2016	107
2017	83
2018	59
2019	35
2020	11

3. Action

- Make contact with all outstanding account holders at least once annually.
- Carry out action schedules for follow-up calls, correspondence, service disconnections, rental seizures, small claims and tax sales.

4. Collection Rates

- The following chart outlines our goals in terms of current year collection rates over the five years:

Year	Current Year (%)	Prior Years (%)
2015	92	40
2016	93.5	50
2017	95	60
2018	96.5	70
2019	98	80
2020	99.5	90

A. Section A – Achievement Status of Previous Year’s Goals (2016)

Category	Goal	Achievement Status
Age of Debt	Secure all debts 6 years & older	Completed
Payment Method	Reduce unarranged or unpaid - 109	202
Action	Carry out 2016 action schedules	Completed
Collection Rate (Current)	93.5%	93.24% (December 31, 2016)
Collection Rate (Prior)	50%	53.7% (December 31, 2016)

B. Current Year Goals (2017)

Category	Goal
Age of Debt	Secure all debts on all accounts with debts 4 years & older
Payment Method Status	Reduce unarranged accounts to 83
Action	Carry out 2017 action schedules
Collection Rate	Current Year 95% ; Prior Years 60%

C. Payment Methods

The Town accepts the following methods of payment:

- Cash, Cheque, Money Order
- Online Banking
- Debit Card
- Credit Card (in person, by phone, eServices)
- Pre-Authorized Debit

D. Exemptions – Tax Deferral

The Town is currently developing a process to assess potential tax deferrals for taxpayers who are unable to make minimum payment arrangements. In such situations the Town will require the applicant to complete a Tax Deferral Application and sign an Acknowledgment of Outstanding Taxes.

E. Tax Recovery – Action Plan

The Town uses a range of collection measures to motivate property owners to pay their taxes including phone calls, correspondence, charging interest, service disconnections, rental seizure, small claims and tax sale. The approach used for any given account depends on a variety of factors including age of debt, availability of services, use of property, taxpayer's capacity and willingness to pay. The following is a listing of the actions we employ and the conditions that qualify the use of that action.

Action	Qualifying Conditions
Limited Action Required	Payment history shows that the account is generally paid within the tax year
Follow-up Calls	No payment arrangements in place; not ready to escalate to further actions
Tax Deferral Agreement	Tax Deferral qualified by meeting conditions of the Tax Deferral Agreement which is under development.
Rental Seizure	Property with outstanding balance is occupied by a paying tenant
Water Disconnect	Property with outstanding balance has water services
Small Claims	Other means of collection are not applicable
Registered Judgement	Small claims process yields a judgement
Tax Sale	All other applicable means are exhausted; Property is not primary residence
Statement Mailout	Statements are sent monthly to all account holders who have outstanding balances.
Interest	Simple Interest charges are charged monthly for those who do not pay in full by April 30 th .

The following is a general annual schedule of collection activity:

Month	Collection Activity
January	Levy Mailout
February - March	Receipting Levy
April - June	Contact Outstanding Account holders Prepare, Approve, Submit Tax Recovery Plan
July	Send 2 Action Warning Letters
August - November	Carryout Action Schedules
December	Prepare Levy

F. Arears Monitoring Procedure

In general, the Town of Portugal Cove – St. Philip's monitors accounts in view of the following three categories:

- Age of Debt
- Payment Method
- Action

Each account is marked with a tracking code from each category. Using these codes, each account has a collection profile that allows us to quickly see the status of an account from these categories. This profiling also allows us to quickly analyze outstanding accounts and generate action lists.

Monitoring accounts is undertaken using two main tools:

1. TownSuite tracking codes as outlined in the charts below.
This tool is primarily used for sharing collection info with frontline staff and reporting to director and councilors. Also, reports are often generated in Townsuite and exported to a spreadsheet to provide data for further analysis.
2. A spreadsheet titled “TRP (Tax Recovery Plan) Worksheet” tracking the following information:
 - i) Customer Name and Customer Code
 - ii) Trial balance values for current year, prior years & total outstanding
 - iii) Trial balance comparative values (Current versus January 1st values) to show amount of payments in the current year
 - iv) Years Outstanding
 - v) Payment Method Status
 - vi) Appropriate Action to be taken if needed
 - vii) Additional notes

This tool is primarily used to analyze data, inform decision making and present info graphically.

The tracking codes in TownSuite are regularly updated by reconciling data with the TRP Worksheet. The following is a listing of the tracking codes associated with each category:

Category	Code Description	Code
Age of Debt	6 years outstanding	6YRS
	4-5 years outstanding	4-5Y
	2-3 years outstanding	2-3Y
	1 Current	1YRC

Account Payment Status	Mortgage	PMRT
	PAD current Year	PPAD
	PAD Previous Years	PPDP
	Post Dated Cheques	PPDC
	Payment Plan Visa & MC	PPVM
	Pay Own - Regular	PPOR
	Pay Own - Irregular	PPOI
	No Payments (past year)	PNP1

Action	Limited Action Required	ALAR
	Follow-up Calls	AFLW
	Hardship Agreement	AHRD
	Rental Seizure	ARNT
	Water Disconnect	AWTD
	Small Claims	ASMC
	Registered Judgement	ARJG
	Tax Sale	ATXS

G. Reporting Tax Arrears Activity

Accounts receivable activity is thoroughly discussed at regularly scheduled meetings between the Collections Accounting Technician and the Director of Financial Operations. Reporting to Council is documented in the minutes of the regular bi-weekly meetings of the Administration & Finance Committee.

H. Council Adoption of Tax Recovery Plan

The Town of Portugal Cove – St. Philip's resolved to accept the Tax Recovery Plan for the year 2017.

In Favour: _____; # Opposed: _____; # Abstained: _____

Motion carried.

Town Clerk

Date

Mayor

Date

Correspondence May 22 to June 2, 2017

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
May 24, 2017	Ronald McDonald House	Request - donation	AF Cmte
May 24, 2017	Dept of Municipal Affairs	2017 Municipal Elections Campaign Contributions candidates' reporting requirements	Returning Officer
May 25, 2017	Northeast Avalon Joint Council (NEAJC)	Approved meeting minutes of April 19, 2017	Sent to Clr. Butler
May 26, 2017	Department of Municipal Affairs	Circular - Community Sustainability Partnership	AF Cmte
May 29, 2017	Resident	Complaint about condition of Tolt Road	PW Cmte
June 1, 2017	Beachy Cove Elementary (BCE)	Grade 4 children from Beachy Cove Elementary sent thank you letters to the Mayor for their visit/tour of the office and facilities.	Mayor
June 1, 2017	St. John's Triathlon	St. John's Triathlon Aug 6. Race information and invitation to Mayor to participate in start of the race	Mayor
June 2, 2017	Crown Lands	Neary's Pond Road application	PD Cmte

We've missed hearing from you.

Please consider renewing your support to help us keep families close at Ronald McDonald House.

May 8, 2017

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

It's hard to put into words how a parent feels when their child has been diagnosed with a cancerous brain tumor. It has to be one of the darkest places a parent can go. For families, like ours, who don't live close to the care and resources we need, there is an added stress, distance. Our home is in St. Lawrence, nearly a four hour drive to the children's hospital.

At the young age of seven, our youngest daughter, Ailish, was diagnosed with Medulloblastoma, a cancerous brain tumor.

Our family was faced with a challenging road ahead, filled with long drives, hospital stays, chemotherapy and radiation treatments. Something no parent can prepare for. We worried about numerous things, even the simple things, like where we would stay. That's when we were introduced to the programs and services of Ronald McDonald House.

Ronald McDonald House was certainly a bright light in a world that was surrounded by darkness. From the very first day, during our tour, our family started to feel the sense that all was not lost and that everything was going to be alright.

We have no doubt that our positive experience at Ronald McDonald House was a major contributor on the long road to Ailish's recovery. Our family found strength, hope and security during 14 visits and 128 nights. They provided us with so much more than just a room; it is a place where our family could be together; a place to make new friends going through the same struggles; but most importantly, a place where we can fight this cancer together.

While we don't know you personally, we do know that Ronald McDonald House, and the people who support it, are also part of our fight and the reason we are able to find comfort, hope and strength in one another. Please consider making a donation to Ronald McDonald House to help families like ours put the pieces back together.

Rodney Slaney



Our family during one of our stays at Ronald McDonald House. Here is my wife Cathy, our 14 year old daughter Abigail and our daughter Ailish

"On a weekend break from treatments, we returned home to St. Lawrence only to realize we made a mistake. We missed the sense of security and hope that we felt at Ronald McDonald House. That weekend we decided that we would stay at the House for the duration of Ailish's treatments, simply because of the close proximity to the children's hospital and the feeling of hope we felt while we were there."

-Rodney Slaney, St. Lawrence, NL



**YOUR GIFT TO RONALD McDONALD HOUSE CHARITIES® NEWFOUNDLAND AND LABRADOR
IS TRULY THE gift of togetherness.**

**Help keep MORE families close
RETURN THE ENCLOSED ENVELOPE BY MAIL
OR MAKE A DONATION ONLINE AT RMHCNL.ca TODAY.**

RMHC®
Newfoundland
& Labrador



Keeping Families Close

Ronald McDonald House Charities® Newfoundland and Labrador

RMHC
Newfoundland
& Labrador



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Ailish Slaney and her family of St. Lawrence spend 128 nights at Ronald McDonald House

It is hard to put into words how a parent feels when their child has been diagnosed with a cancerous brain tumor. It has to be one of the darkest places a parent can go. For families who don't live close to the care and resources they need, there is an added stress, distance. RMHC gives families with a sick child what they need most – each other.

At the young age of seven, Ailish Slaney of St. Lawrence was diagnosed with Medulloblastoma, a cancerous brain tumor. For the Slaney Family, parents Rodney and Cathy and big sister Abigail, they were now faced with a challenging road ahead. One filled with long drives, hospital stays, and chemotherapy and radiation treatments. Something no parent can prepare for. They worried about numerous things, even the simple things, like where they would stay.

Shortly after Ailish's diagnosis they were introduced to the staff, programs and services of the Ronald McDonald House.

"It was certainly a bright light in a world that was surrounded by darkness. From the very first day during our tour, our family started to feel the sense that all was not lost and that things were going to be alright." Rodney Slaney

At first Ailish's treatments were long, then, after a few weeks, the hospital granted them a weekend to return home to St. Lawrence - nearly a four hour drive away. However, when they arrived home, it wasn't the relief they expected.

"Once we arrived to our own home in St. Lawrence we quickly realized we had made a mistake. We all missed the sense of security and hope that we felt at the Ronald McDonald House. That weekend we decided that we would stay at Ronald McDonald House for the duration of Ailish's treatments simply because of the close proximity to the hospital and the feelings of hope we felt while we were there. We have no doubt that Ronald McDonald House was a major contributor in Ailish's recovery. We were better rested and able to fully support Ailish. While staying at RMHC we felt emotional support from other families staying there, the staff and the many volunteers." Rodney Slaney

While Ailish's journey was difficult for the entire family, the Slaney Family has found strength at Ronald McDonald House.

"Everything we experienced at Ronald McDonald House was above and beyond any expectations we had at the time. The Home for Dinner program, the Magic Room and the Quilt programs were definitely three of our favorites. To see a sick child's eyes fill with delight as they receive a new quilt or a gift from the magic room truly did our heart a world of good." Rodney Slaney

Our Impact

Our House has **15 family suites**

Families have stayed with us more than **21,947 nights**,

More than **954 families**

We have more than **250 volunteers**

Your donation of **\$165** will cover the cost to host 1 family for 1 night

Unlimited smiles



Ronald McDonald House Charities®
Newfoundland & Labrador

Keeping families close

P.O. Box 28091
150 Clinch Crescent
St. John's, NL A1B 1X0

Charitable Registration Number
85050 2865 RR 0001

6th annual Red Shoe Crew-Walk for Families

September 23 or 24, 2017

This event is our largest annual fundraising event for Ronald McDonald House and will be held in **September 2017** in communities throughout our province. This annual fundraising event coincides with the anniversary of the opening of our House in 2012. Participants will register for a pledge sheet and come together for fun, food, entertainment, prizes and ultimately to celebrate families. Funds raised will ensure that families of sick children will have everything they need as they face difficult situations.

If you would like more information about participating or hosting this event in your community, please contact Christine Morgan, christinemorgan@rmhnl.ca

Location details for 2017 will be available on our website www.RMHCNL.ca



Proudly Presented by:



Wish List...



Our **Wish List** is updated regularly as we meet new challenges and address the unique needs of our families. If you would like to support our families with a gift-in-kind, please check out our most recent Wish List on our website:

<http://ourhousenl.ca/get-involved/wish-list/>

Board of Directors

Gerry Beresford
Director, Chair of Board

Dr. Lynette Bowes
Director and Chair of Operations Committee

Blair Rogers
Director, and Chair of Governance Committee

Rod Legge
Director, Chair Development & Communications Committee

Bill Budgell
Director, Treasurer and Chair of Finance Committee

Sterling Peyton
Director

Theresa Rahal
Director

Rick Tiller
Director, Chair Facilities Committee

Dawn Dalley
Director

Paul Rogers
Director

Neil Sullivan
Director

Staff

Annette Godsell
Executive Director
Tel 709-738-0000
Fax 709-747-1270
annettedogsell@rmhnl.ca

Christine Morgan
Manager, Development & Communications
Tel 709-733-5071
Fax 709-747-1270
christinemorgan@rmhnl.ca

Jennifer Fleming
Family & Volunteer Services, Manager
Tel 709-733-2242
Fax 709-747-1270
jennifermfleming@rmhnl.ca

Development Associate - Events
Lana Roestenberg

Family Programs & Services Coordinator
Julie Chaulk

Development Associate - Stewardship
Ben King

Family Service Associates
Patricia Hanlon
Marilyn Thurston
Shirley Kenny
Brian Mallard
Jennie Curran

House Front Desk – 709-733-2244
Toll Free:
1-855-955-HOME (4663)

House Programs

Ronald McDonald House Newfoundland and Labrador provides accommodations for children, their siblings, and their parents, who travel to St. John's for medical treatment and care in St. John's. The House is more than just "a place to stay" it is truly a *home*.

Through the help of community organizations, corporations and individuals, Ronald McDonald House Newfoundland and Labrador provides the very best programs for families. **Home for Dinner, Just Like Nan's Baked Goods Program, Comfort Quilt Program, Keeping Families Connected Program, Magic Room Program, Recreation Program and our Special Day Celebrations Program.**



Photo: Elim Tabernacle Church

For more information about our House Programs, please contact
Julie Chaulk
733-2244
juliechaulk@rmhnl.ca

Home for Dinner Program

"Our group had an awesome time at Ronald McDonald House. It was a privilege to prepare and serve the families a meal. We will definitely be back to serve a Home for Dinner meal again!"

- *Elim Tabernacle Church*

Adopt-a-Room Program

The Adopt-a-Room Program ensures that the rooms at Ronald McDonald House are beautifully kept, operated and maintained for families who need a comfortable place to stay while in St. John's seeking medical attention for their child.

So many reasons to Adopt-a-Room

- In honor of someone you admire
- In memory of someone in your heart
- In recognition of an accomplishment



Giving is rewarding

When you decide to Adopt-a-Room at Ronald McDonald House Newfoundland and Labrador, our families will know that your support comes straight from the heart.

5 ways you can help

1. Donate

The cost of having a sick child and being away from home really adds up. Families staying at Our House only pay \$15 per night, which saves our 15 families approximately \$67,500 per month in hotel fees, based on \$150 per night in a hotel. Your single gift or monthly gifts will have a tremendous impact on the families who need us most.

2. Volunteer

Volunteers make the difference in the lives of all the families that come through our doors - by cooking, by hosting, by listening, by nurturing, by simply being there and helping. Volunteers are also needed throughout our province to help with awareness and fundraising.

3. Tribute Gifts

Donations may be made in memory of a family member, friend or colleague. The bereaved family receives a special notice expressing condolences and informing them that a gift has been made. You will receive a tax-deductible receipt.

4. Planned Giving

As part of your long-term financial planning, a planned gift can offer you substantial tax and estate planning benefits and allow you to make a lasting gift to Ronald McDonald House. It can be a gift Our House receives now, or in the future. It's a way for you to be a key House supporter while meeting your own personal financial goals.

5. Community Fundraising

Are you interested in holding a fundraiser for Ronald McDonald House? Whether it be a bake sale, a fashion show or any other event you are involved in, there are many ways for you, your family or your workplace to get involved and raise much needed funds for the House. We have resources and fundraising staff that can help you get started. Please contact us at info@rmhnl.ca or toll free 1-855-955-HOME(4663) for more information



Little things can make a big difference. You can help support Ronald McDonald House by participating in our Recycling/Pull Tab Program. You can collect and recycle all beverage containers that you pay a deposit on. You can also collect the little **tabs** you pull to open soda, soup or other aluminum cans. For more information and confirmed recycling locations please visit our website www.RMHCNL.ca

2017 Volunteer Week

RMHC NL recognizes and appreciates the generosity of hundreds of volunteers who give each year to support the programs and services offered to families with a sick or injured child.



On April 21/22, 2017, RMHC NL celebrated volunteers during the International Award Winning "Strength In Numbers Volunteer Conference". At this conference, we united our provincial volunteer network and presented the annual Helping HAND Awards in honour of Dr. Jack Hand! Congratulations to **Stephen Patten, Nicole Devereaux, Taedy O'Rourke, Shirley Clarke & Capital Subaru.**



McHappy Day.

May 3, 2017
For the love of families.

**Mark your calendars for
Wednesday May 3, 2017**

On McHappy Day, McDonald's® will donate \$1 from every Big Mac® sandwich, Happy Meal® and hot McCafé® beverage sold in its restaurants to Ronald McDonald House.



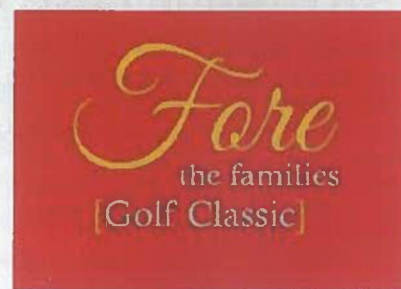
i'm lovin' it

McHappy Day is also an opportunity to celebrate the giving that McDonald's Owner/Operators and Restaurant teams provide all year to Ronald McDonald House, from 10 cent Happy Meal, coin boxes to volunteering and additional donations.



McHappy Day.

For the love of families.



Proudly presented by



June 16, 2017 at The Wilds



This event was **SOLD OUT** last year in teams and sponsorship opportunities.

Don't be disappointed.

Book your FORE-some today!!! \$700/team

info@rmhnl.ca 738-0000

**Get out and Golf
"FORE" the Families**

Volunteer Spotlight Story

Darlene Hancock



Darlene Hancock started as a Community Volunteer in 2012. Her first fundraising event started as a Wellness Walk within her workplace at NL Hydro in Bishop's Falls.

Darlene is a dedicated volunteer with strong ambitions to expand this event to a Red Shoe Crew-Walk for Families event in the community. However, in 2015, Darlene was diagnosed with breast cancer. After enduring chemotherapy, radiation and herceptin treatments, she was determined then more than ever to make this happen.

In the summer of 2016, Darlene formed a Red Shoe Crew committee which sold 50/50 tickets, disbursed pledge sheets, and advertised in the community, on social media and through word of mouth. For the first time the small town of Bishop's Falls (population of 3000) had a Red Shoe crew-Walk for Families event that raised more than \$4,400.00.

Only a person going through a life-threatening illness with harsh treatments can truly know and appreciate the emotional stress and need for family support.

"The children at RMHC are an inspiration to me now more than ever. They are the ones that give me the positive attitude - if they can do it, I certainly can too! Thank you Ronald McDonald House for giving me an opportunity to volunteer and make a difference in the lives of sick children." - Darlene Hancock



Volunteers are the backbone of Ronald McDonald House, in Our House and in the community. Darlene's outstanding contribution of time and energy has certainly made a difference in the lives of sick children and their families that stay at Ronald McDonald House.

SPARE Some Love Bowling Event

53 Bowling teams turned out on Sunday March 5, 2017 at Plaza Bowl for the 5th annual "SPARE" Some Love Bowling Event presented by Tucker Window Film. This event raised \$36,000 for Ronald McDonald House! That's a five year total of nearly \$150,000!

Ronald McDonald House wishes to thank everyone who participated; bowlers, sponsors, prize donors, volunteers, especially Ken Murphy (Volunteer Event Chair) along with Plaza Bowl staff.

Mark your calendars! Sunday March 4th, 2018 has already been confirmed so teams can once again "SPARE" Some Love for the families that stay at Ronald McDonald House.



Proudly Presented by:

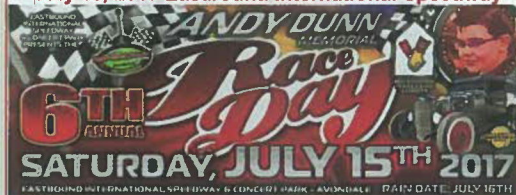


Silver Sponsor



Save the Date!!

6th Annual Andy Dunn Memorial Race Day
July 15, 2017 Eastbound International Speedway



Contact info@rmhnl.ca for more details.

Team RMHC®

June 29 & July 23, 2017



Join the 2017 Team RMHC and help keep families with a sick or injured child close to each other and the care and resources they need. Runners or walkers of all skill levels will join together as a team to challenge themselves to complete the Tely 10 for the children and families staying at RMHC. Members of Team RMHC will be committed to raise funds for Ronald McDonald House in advance of the official event that will take place on Sunday July 23, 2017.

Team RMHC will host a Goods Bingo June 29, 2017 at Columbus Hall St. Clare Ave. - check website for details.



We are on Facebook! Find Ronald McDonald House Newfoundland and Labrador at www.facebook.com/rmhnl



Interact with us on Twitter.com @OurHouseNL

MAY 24 2017

COR/2017/01635

MUNICIPAL ELECTION CAMPAIGN CONTRIBUTIONS

Following the Department of Municipal Affairs and Environment's February 10, 2017 circular regarding Fall 2016 amendments to the *Municipal Elections Act* (namely, campaign contributions) please find herein additional information in response to common enquiries received.

The purpose of section 67 of the Act is to promote transparency and accountability by candidates on the source(s) of his/her campaign contributions. This section was amended to include in-kind contributions in the definition and treatment of contributions under the Act. This means that contributions of money, goods or services received by a candidate and donated to a candidate's campaign with a value of over \$100.00 (or another amount if prescribed in a municipal regulation) must be declared and counted by a candidate when reporting on campaign contributions received. To value any goods or services received, one must use the equivalent lowest market value of the goods or services received as if they were sold.

In summary, this amendment means that any goods or services contributed to a campaign, such as printing, signage, office space and advertising may now need to be included by candidates when reporting on campaign contributions. Personal time and services donated are not meant to be captured. However, candidates are required to disclose financial contributions made by the candidate to his/her own campaign.

If you require general information or support, please contact your local Municipal Affairs and Environment regional office at:

Region	Fax	Phone
Labrador	(709) 896-8847	(709) 896-2941
Western	(709) 637-2548	(709) 637-2332
Central	(709) 256-1060	(709) 256-1050
Eastern	(709) 729-0477	(709) 729-0259

Sincerely,



TARA KELLY

Assistant Deputy Minister
Fire, Emergency, and Corporate Services

Northeast Avalon Joint Council Meeting

MINUTES

*Wednesday, April 19, 2017 at 6:30 p.m.
Summit Centre, Mount Pearl, NL*

ATTENDEES:

- Mr. Craig Williams, Conception Harbour
- Mr. Steve Tessier, CBS
- Mr. Joedy Wall, Pouch Cove
- Mr. Art Puddister, St. John's
- Mr. Brian Whitty, Torbay
- Mr. Sterling Willis, Paradise
- Mr. Sam Whalen, Colliers
- Mr. Jim Joy, Holyrood
- Mr. Pat Doyle, Avondale
- Mr. Randy Simms, Mount Pearl
- Ms. Peggy Roche, Torbay
- Mr. Bradley Power, Eastern Regional Service Board

REGRETS:

- Mr. Joe Butler, PC-SP
- Ms. Teresita McCarthy, Wabana
- Mr. Bert Hickey, LB-MC-OC

PROCEEDINGS:

1. **CALL TO ORDER** – The meeting was called to order by Chair Craig T. Williams at 6:40 p.m.

2. **ADOPTION OF THE AGENDA**

***MOTION:** It was moved by Mr. Tessier, seconded by Mr. Wall, that the Agenda of the NEAJC meeting of April 19 be adopted as tabled. Motion carried.*

***Ref#:** NEAJC2017-010*

3. **DELEGATION**

There was no delegation.

4. **ADOPTION OF MINUTES**

MOTION: It was moved by Mr. Joy, seconded by Mr. Puddister, that the Minutes of the March 15, 2017 meeting be adopted as tabled. Motion carried.

Ref#: NEAJC2017-011

5. BUSINESS ARISING FROM THE MINUTES

- a) Advocacy Calendar: The coordinator was asked to provide a copy of the advocacy plan at each meeting as a reminder for the group.
- b) Library Closures: The Chair noted that library closures have been seemingly prevented for this fiscal year. He noted that the group would still like to sit with Minister Kirby and discuss the issue. Mr. Power will send a meeting request to the Minister.

Action Item(s)	Person(s) Responsible	Deadline
Distribute advocacy plan in each meeting package.	Brad Power	Ongoing
Send a meeting request to Minister Kirby	Brad Power	Ongoing

6. CORRESPONDENCE

- a) Plastic Bag Ban Support Letters: The Chair asked that communities prompt their councils to respond if they have not done so already in regard to our request for input on a provincial ban on one-use plastic bags.
- b) Cost-Sharing Ratios: Details of the recent Provincial Government announcement regarding cost-sharing ratios was distributed to the group. The Chair noted that a letter will be developed that will outline any concerns/issues joint council members have about the new cost-sharing ratios. Discussion ensued.

Mr. Williams noted that his town in particular will undoubtedly run into issues with the new cost-sharing ratio for roads. The 50/50 ratio to be utilized through the Municipal Capital Works program will be prohibitive for many communities in his opinion.

Mr. Tessier noted that the change came as a surprise to many in the municipal sector. There was no advance notice.

Mr. Simms noted that he had heard about the impending change in general conversation with other municipal leaders.

Mr. Wall noted there was no consultation on the changes that he was aware of.

Mr. Williams noted the issue of cost-sharing ratios did not come up at the Premier's Forum on Local Governance last year.

Mr. Whalen stated that he feels the new ratios will mean many communities will receive zero support for local projects. Many communities are going to have to do roadwork on their own it seems.

Mr. Simms noted that Municipalities Newfoundland and Labrador was part of a provincial press release where the President was quoted as providing support for the new ratios. He didn't feel as though the comments by the President of MNL represented the opinion of the entire MNL Board. Clarification should be sought on the MNL position, possibly at the upcoming MNL Municipal Symposium in Gander.

Mr. Puddister noted that he sits on the Board of MNL and he hadn't heard about the press release. He is interested in seeing how these changes will impact communities that qualify for multi-year municipal capital works.

Mr. Joy noted that new cost-sharing ratios may impede communities in the Conception Bay Centre region from constructing a new regional recreation centre as they were planning to do. The new ratios bring this project from a possible 90/10 cost-sharing ratio to 60/40. Much more money will be needed from the communities if this project in particular is to come to fruition.

Mr. Williams noted that in 1990 many communities took over ownership of many provincial roads. The cost of upkeep on these roads is enormous and the new cost-sharing ratios may mean repairs and upgrades will be shelved. This is truly unfortunate as there are many roads in hard shape in his region.

Mr. Wall noted that the statement by MNL in the provincial press release was very general in nature.

Mr. Puddister noted that he is not surprised by the change to cost-sharing ratios, especially considering the province is in hard financial shape. The answer to our problems is more money, but that's not available at any level. The money we see being distributed now is federally leveraged funding.

Mr. Tessier suggested that the Provincial Government could have phased in the new ratios. This would have been less of a hit to smaller communities. He believes roadwork is a big employment generator. With the focus of provincial funding being on water and sewer, he would like to see an analysis of which projects provide more jobs – water and sewer or roads.

Mr. Whalen noted that roads impacted by the 2016 Thanksgiving Day Storm are still in disrepair in his area. There were major washouts which are still impeding traffic safety. These issues will hopefully be addressed during summer road maintenance, but he is unsure at the current time if that's definitely the case. Something needs to be done to improve maintenance on provincial roads.

Mr. Joy noted that the 50/50 ratio for roads would be easier to accommodate if there was more money available for the projects in the first place. Communities would have to certainly prioritize, but at least work would get done. More money in the pot is what is needed in this regard.

Mr. Roche note that the cost-sharing ratio will affect her community for Torbay, too. She noted that there seems to be more favourable cost-share ratios for projects of regional importance. This likely has much to do with government's work to regional communities in the coming years.

Mr. Power noted that many communities throughout the Eastern region are looking at doing more group tendering. This proved to be more cost-effective for the Provincial Government when they looked at roadwork back in 2016 (province and municipalities tendered work together and saw cost savings as a result).

Mr. Willis noted that the Federation of Canadian Municipalities has a wide range of funding opportunities available to municipalities. He commented specifically on the infrastructure bank FCM coordinates. Interest on these loans is lower than a standard bank loan. Mr. Willis also comments on the Sustainable Communities Fund. He encouraged everyone to visit the FCM website for more information.

Mr. Joy stated that in his opinion the situation is dire from a provincial funding perspective. He feels everyone must do what they can to protect infrastructure through innovative means. He suggested that communities open a dialogue with one another in this regard. He suggested communities look at road painting and paving first.

- c) RESPONSE: Appeal Board Appointments: The Chair noted that a response had been received from Minister Joyce's office regarding our letter requesting that appointments be made to the Eastern Appeals Board as soon as possible. The response said:

“...the Department has been through the Independent Appointments Commission and will be appointing three new members to the appeals board within next day or so. In addition, the existing chair and member have been asked and agreed to stay on until appointments are finalized for their re-appointment or replacement as may be the case. As a result, before the end of the week we expect the full 5 member complement to be achieved.”

7. FINANCIAL REPORT

Mr. Tessier provided a financial update to the group. The current bank balance for the NEAJC is \$7,845.00. Invoices have been sent to member communities and are now coming in.

MOTION: It was moved by Mr. Wall, seconded by Ms. Roche that the NEAJC adopt the financial report as presented. Motion carried.

Ref#: NEAJC2017-012

Mr. Simms said he feels larger member communities might be willing to pay more for membership moving forward. He suggested the group look at hiring a student this summer to do a research project on one-use plastic bags. The Chair and Mr. Power will look into potential funding sources. Mr. Williams will consult with the MNL committee responsible for advocating on behalf of municipalities for a ban on one-use plastic bags to see if this might be an opportunity to partner.

Mr. Tessier suggested that the NEAJC ask member communities to pay for the cost of doing the research suggested by Mr. Simms.

MOTION: It was moved by Mr. Tessier, seconded by Ms. Roche that the NEAJC hire a summer student for the purpose of completing research on one-use plastic bags. This will be done in consultation with MNL and pending identification of funding. Motion carried.

Ref#: NEAJC2017-013

Action Item(s)	Person(s) Responsible	Deadline
Hire a summer student for the purpose of research on one-use plastic bags.	Mr. Power/Mr. Williams	Report for next meeting.

Mr. Wall left the meeting at 7:44 p.m.

8. EASTERN REGIONAL SERVICE BOARD UPDATE

Ms. Roche delivered the following report on behalf of the ERSB:

- The last meeting of the Eastern Regional Service Board was held on March 29. Detailed minutes from the February meeting are now posted online.
- At the recent meeting, the Board awarded a number of operational tenders. They were:
 - Waste collection for Conception Bay Centre, at a cost of \$538,200, including HST, for a period of 36 months. This contract was awarded to T2 Ventures Ltd.
 - Collection of recyclables at Waste Recovery Facilities for \$52.50 per metric tonne for 36 months. This contract was awarded to Newco.
 - Household Hazardous Waste collection for \$36,784.25, including HST for 36 months. This contract was awarded to Enviro-systems Inc.
- The CBC collection and HHW tenders represent a reduction in costs for the service. This is encouraging, and might be on account of the current business environment and state of the economy. Either way, it is positive news for the Board.
- The Board also discussed video surveillance guidelines for its facilities throughout the region. Surveillance at ERSB sites is necessary for safety and security of both staff and the facilities.

- Finally, the Board discussed a remote attendance policy for meetings. We landed on individuals having to be physically present at meetings in the future. Additional discussion will take place at the upcoming Board meeting.
- The next meeting of the Eastern Regional Service Board is May 11.

9. OTHER BUSINESS

- Update on Family/Consumer Firework Issue: Mr. Power noted that work by the Northeast Avalon Fire Chiefs Association on this issue is still ongoing, with an update expected any day now from their Chairperson, Portugal Cove-St. Philip's Fire Chief Fred Hollett.
- Tour of Robin Hood Bay: Mr. Power noted that a tour of Robin Hood Bay is being explored. We will aim to have the tour happen over the summer break for those interested.
- Visit to Bell Island/Town of Wabana: Whereas the Wabana representatives were not present, this item was deferred until the next meeting. Mr. Power will reach out to Councillor McCarthy to discuss the opportunity further.

10. MEETING REQUESTS

- Members of Parliament: Mr. Williams noted these requests are ongoing. There hasn't been any response yet.
- NF Power: Mr. Power is working with Mr. Lorne Henderson from NF Power to coordinate a presentation at a future NEAJC meeting. Mr. Henderson may not be available for May, but possibly in June. An update will be provided at the next meeting.

11. ROUNDTABLE

- Federation of Canadian Municipalities Update: Mr. Willis provided a brief update on his work with FCM on behalf of the province. He provided a handout which will be distributed to all members following the meeting. He also encourages all municipalities to review the material and call him if they have any questions.
- Utility Taxation: Mr. Simms distributed a Memo from the City of Mount Pearl regarding utility taxation. The memo outlines how the current legislation governing the taxation of utilities is old and antiquated. He requests that the joint council lead the charge on having the legislation updated. The group agreed to distribute the memo to all members along with a form letter that can be sent to the Departments of Finance and Municipal Affairs which are both responsible for the *Taxation of Utilities and Cable Television Companies Act*. A discussion will also take place with MNL to determine the process for having this issue made into a resolution for an upcoming conference.

MOTION: It was moved by Mr. Simms, seconded by Ms. Roche that the NEAJC advocate for changes to the taxation or Utilities and Cable Television Companies Act per the tabled memo on the subject. Motion carried.

Ref#: NEAJC2017-014

Action Item(s)	Person(s) Responsible	Deadline
Distribute the Mount Pearl memo regarding utility taxation to all councils.	Mr. Power	Immediately.
Develop a form letter for utilization by all member communities to advocate to the Provincial Government.	Mr. Power	Immediately.
Meet with MNL representatives to discuss a resolution at an upcoming conference	Mr. Williams/Mr. Simms/Mr. Power	TBD

12. NEXT MEETING – The next meeting will take place on May 24 in the Town of Conception Bay South.

13. ADJOURNMENT

MOTION: It was moved by Mr. Whalen, seconded by Mr. Tessier that the meeting adjourn. Motion carried.

Ref#: NEAJC2017-015

The meeting adjourned at 8:07 p.m.

DOC/2017/01881

May 24, 2017

TO ALL MUNICIPALITIES AND INUIT COMMUNITY GOVERNMENTS

RE: COMMUNITY SUSTAINABILITY PARTNERSHIP ACCOUNTABILITY MEASURES AND EXEMPTIONS

In 2015-16, the Department of Municipal Affairs and Environment introduced new accountability measures in addition to the prior requirements of annual budgets and annual audited Public Sector Accounting Board compliant financial statements.

This circular clarifies the accountability measures required to be eligible for funding under the Municipal Operating Grant and Provincial Gas Tax Revenue Sharing programs for 2017-18, as well as identifies the parameters for possible exemptions.

2017/18 Municipal Operating Grant Program

To receive its 2017/18 Municipal Operating Grant payments without delay, eligible municipalities and Inuit Community Governments are required:

- to submit a complete 2017 municipal budget;
- to submit audited Public Sector Accounting Board financial statements by June 30, 2017 for the 2016 fiscal year due;
- to submit a Tax Receivable Summary by June 30, 2017 based on taxes receivable as of December 31, 2016;
- to submit a Tax Recovery Plan by June 30, 2017 to recover taxes receivable as of December 31, 2016;
- to have maintained their own source revenues, on a per capita basis, in their 2017 municipal budgets (over own source revenue levels in their 2015 municipal budget); and
- to participate in the water/wastewater initiative, if the recipient has been identified by the Department of Municipal Affairs and Environment to benefit.

If these documents have not been submitted for prior fiscal years, or were deemed unacceptable by the Department, then a recipient's 2017/18 Municipal Operating Grant funding will be held. Also, as a reminder, the Municipal Operating Grant Program was changed in 2016/17 and only funding from the prior year can now be carried forward.

2017/18 Provincial Gas Tax Revenue Sharing Program

To receive the 2017/18 Provincial Gas Tax Revenue Sharing payments without delay, municipalities and Inuit Community Governments are required:

- to submit a Tax Receivable Summary by June 30, 2017 based on taxes receivable as of December 31, 2016;
- to submit a Tax Recovery Plan by June 30, 2017 to recover taxes receivable as of December 31, 2016;
- to have maintained their own source revenues, on a per capita basis, in their 2017 municipal budgets (over own source revenue levels in their 2015 municipal budget); and
- to participate in the water/wastewater initiative, if the recipient has been identified by the Department of Municipal Affairs and Environment to benefit.

Please note that audited 2016 Public Sector Accounting Board financial statements are not required for this program and that Provincial Gas Tax Revenue funds are not carried over to successive fiscal years if a recipient is non-compliant.

Exemptions to the 2017/18 Accountability Measures

There may, on occasion, be extenuating circumstances that may prevent or delay, a Municipality from meeting its accountability requirements. The Minister has the authority to provide a possible exemption and will consider the following criteria:

- closure or suspension in operations of a primary or major industry within the Municipality which negatively impacts its revenue stream such that trying to maintain own source revenue levels would create a disproportionate financial hardship to the Municipality and/or its residents;
- gross negligence or wrong doing on the part of the Municipality's auditor or staff member (often resulting in the dismissal of the auditor or staff member) that negatively impacts the ability of the Municipality to meet the accountability requirements in the required timeframe; or
- a natural or other disaster (e.g., fire, flood, hurricane), which prevents access to the information, records, or files necessary to meet the accountability requirements in the required timeframe.

Please note that any exemption provided by the Minister will be provided for a limited time period and that the Minister may attach conditions to any exemption.

2016 Instructions and Templates

Attached are the instructions and templates to assist you in the completion of a Tax Receivable Summary and Tax Recovery Plan. These templates are also available electronically on the Department's web site at <http://www.mae.gov.nl.ca/csp/initiatives.html>.

Should you require further assistance please contact 1-877-729-4393 or psab@gov.nl.ca

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Tucker".

Paul Tucker
Director
Municipal Finance

cc. Sandy Hounsell, Director
Lori Evoy, Regional Manager
Ed Goodyear, Regional Manager
Arthur Skinner, Regional Manager
Rayanne Hibbs, Manager

1. Taxes Receivable Summary (TRS)

A TRS should be completed and submitted to the Department by June 30 of each year.

There are two templates outlined in **Annex A** to assist in completing a TRS:

Option 1: Municipalities that currently report taxes receivable as one total figure.

Option 2: Municipalities that currently report taxes receivable as separate categories.

If a Municipality already generates an Aged Taxes Receivable Report, such a report can be provided as the Municipality's TRS; however, the report must include only taxes receivable and provide an adequate aged summary.

2. Taxes Recovery Plan (TRP)

A TRP must also be completed and submitted to the Department by June 30th of each year. If, however, there are no significant changes to the Municipality's TRP from the previous year, then the Municipality need only complete and submit to the Department Sections A and B as outlined below.

A. Status of 2015 Objective(s)

The Town was able to recover _____% of the 2015 outstanding tax receivable balance by December 31, 2016.

Summary of reasons for meeting / not meeting the (Prior Year) objective include:

--

B. 2016 Objective(s)

The Town's objective is to recover _____% of the outstanding tax receivable by December 31st each year.

In order to ensure the availability of sufficient municipal services, it is important that residents and businesses make their payments to Council by _____, or otherwise be placed on the Town's arrears listing and held subject to the Town's arrears recovery actions as presented in this report.

Under the Government of Newfoundland and Labrador's Community Sustainability Partnership (CSP), the Town must implement and maintain a Tax Recovery Plan and Tax Receivable Summary by establishing objectives, timelines and procedures to recover unpaid taxes from the current and previous years.

The Town is subject to these accountability measures in order to receive future Municipal Operating Grant (MOG) funding and a share of Provincial Gas Tax Revenue Sharing funding.

The Town must also present municipal audited annual financial statements in compliance with Public Sector Accounting Board (PSAB) standards and an approved annual budget to receive municipal operating grants.

Moreover, the Town will take all reasonable actions towards the recovery of taxes in arrears while ensuring the tax recovery process being followed is fair and reasonable to the tax payer and the Town, and within the authority provided under the *Municipalities Act, 1999*.

3. Submission Information

Completed documents can be:

- emailed to psab@gov.nl.ca
- faxed to (709) 729-5535; or
- mailed to:

**Municipal Finance Division
Department of Municipal Affairs and Environment
4th Floor West Block, Confederation Building
P.O. Box 8700
St. John's, NL
A1B 4J6**

Annex A – Tax Receivable Summary Templates

NAME OF MUNICIPALITY

TAX RECEIVABLE SUMMARY - OPTION 1

Year End December 31, 2016

		Summary of Taxes Receivable as of December 31, 2016			
		Total Receivable		Accounts With Payment Plan	
		Tax Payers #	Amount \$	Tax Payers #	Amount \$
Taxes Receivable					
A	Owed for current tax year				
B	Owed for preceding tax year				
C	Owed for two years preceding				
D	Owed for three years preceding				
E	Owed for Four years preceding				
F	Owed for over four years				
Total Taxes Receivable (Dec 31) (A + B + C + D + E + F)		0	\$0.00	0	\$0.00

Allowance for Doubtful Accounts for Taxes Receivable		
---	--	--

NAME OF MUNICIPALITY
TAX RECEIVABLE SUMMARY - OPTION 2
Year End December 31, 2016

		Summary of Taxes Receivable as of December 31, 2016			
		Total Receivable		Accounts With Payment Plan	
		Tax Payers #	Amount \$	Tax Payers #	Amount \$
I. Poll Taxes Receivable					
A	Owed for current tax year				
B	Owed for preceding tax year				
C	Owed for two years preceding				
D	Owed for three years preceding				
E	Owed for four years preceding				
F	Owed for over four years				
Total Property Taxes Receivable (Dec 31) (A + B + C + D + E + F)		0	\$0.00	0	\$0.00
II. Property Taxes Receivable		(Include Residential and Commercial)			
A	Owed for current tax year				
B	Owed for preceding tax year				
C	Owed for two years preceding				
D	Owed for three years preceding				
E	Owed for four years preceding				
F	Owed for over four years				
Total Property Taxes Receivable (Dec 31) (A + B + C + D + E + F)		0	\$0.00	0	\$0.00
III. Business Taxes Receivable					
A	Owed for current tax year				
B	Owed for preceding tax year				
C	Owed for two years preceding				
D	Owed for three years preceding				
E	Owed for four years preceding				
F	Owed for over four years				
Total Business Taxes Receivable (Dec 31) (A + B + C + D + E + F)		0	\$0.00	0	\$0.00

IV. Water & Sewer Taxes Receivable	(Include Residential and Commercial)
---	---

A	Owed for current tax year				
B	Owed for preceding tax year				
C	Owed for two years preceding				
D	Owed for three years preceding				
E	Owed for four years preceding				
F	Owed for over four years				
Total Water & Sewer Taxes Receivable (Dec 31) (A + B + C + D + E + F)		0	\$0.00	0	\$0.00

V. Other Authorized Taxes Receivable					
A	Owed for current tax year				
B	Owed for preceding tax year				
C	Owed for two years preceding				
D	Owed for three years preceding				
E	Owed for four years preceding				
F	Owed for over four years				
Total Water & Sewer Taxes Receivable (Dec 31) (A + B + C + D + E + F)		0	\$0.00	0	\$0.00

Total Taxes Receivable (Dec 31) (A + B + C + D + E + F)		0	\$0.00	0	\$0.00
--	--	----------	---------------	----------	---------------

Allowance for Doubtful Accounts for Taxes Receivable					
---	--	--	--	--	--

MAY 29 2017

RECEIVED

May 29, 2017

Portugal Cove-St. Philip's Town Council

To whom it may concern on council:

Whose bright idea is it to paint lines on Tolt Road while it is in such deplorable condition? It's a road that doesn't even deserve a pencil mark let alone lines on it. If as you say plans are to resurface Tolt Road why in heavens's name go to the expense of paint and labour now and then again after resurfacing. Are you so flush with our tax dollars that you can afford to waste them like this?

For goodness sake, get your priorities straight! Why not use the money and do something constructive . Pay someone to pick up the garbage that is slowly filling up the ditches and littering our roadsides and make the town look like someone owns it and cares about what it looks like especially on the eve of the tourist season.

I don't suppose that this letter will do much good but at least you know where I stand on what I consider a very obvious waste of money.

[REDACTED]

Portugal Cove-St. Philip's

May 20, 2017

Dear Mr. Tucker,

My name is [REDACTED] and my class and I had the opportunity to meet you on a field trip. Thank you for letting my class come. I really enjoyed coming to see the municipality building.

First when I saw the building that you worked in, I thought it was very small for such a big job! I liked meeting all your staff and learning about our community. A lot of work goes into keeping our community clean and safe.

I really liked the tour of the dump trucks and the fire station. I also enjoyed the slide show that I seen. All of it was very fun and educational. I liked that we got to see the rescue boats and learn where they go and how far they go.

I learned that its an important job to be a fire fighter because you help prevent home losses and you save lives. I learned that its important to be a sanitation engineer because you help keep the community and keep wild animals safe stuck in garbage.

Thank you for letting the grade 4's at BCE come to see the municipality building. Its a very educational and important place.

Sincerely,

[REDACTED]


05/16/2017

Dear Mr Tucker

Thanks for Inviting me and my classe to the oticles. I loved climbing on the fier turk, and watching the chif fierfiter do the job it was amasing.

I think that a big pool would be nice and many pepol would like it and it would be fun for all ages the cost may be a big deal but Im sur that Bopol will help by fund rasing giving many them selves and I would help too.

I love living in Posp Becus its safe fun and full of nater!

from 

Dear Mr. Tucker,

Thank you verry much
for inviting us to the town
hall. I'm verry interested in
becoming a Fire Fighter one
day. I loved learning about
all the things fire fighters
have to do. I'm a very
hard working girl and the
idea of saving people is
what I live for. I'm very
active and sporty and I
have always dreamed of
becoming a Fire Fighter.
My favor. te part of our
visit was putting the sirens
on in the Fire truck.

In my opinion I think
the town needs a "town
volley ball net." Sence we
can't have beach volleyball
I think that volleyball players
will have more practice
and be more active
aswell as working together
as a group. Also, it might
even give a better understanding
of the sport. Because I love
volleyball [redacted] is
currently a volleyball player and
really enjoys working with teammates
and friends. So with a town
volleyball net will bring younger

5/16/2017 Tucker,

Dear Mr. Tucker,

I give you the best thank you in the world because you invited us to come to the chambers to talk about Portugal-cove St. Phillips. Last time we were over there, you guys said we had homework. The homework we had was to write what we need for PCSP. So...

Portugal-cove St. Phillips needs a hockey so instead of leaving an hour early for a hockey game you can leave 30 mins early for more time.

I love living in PCSP because we have a lot of peace and freedom for everyone!

From: [REDACTED]

05/16/2017

Dear Mr. Tucker,

Thank you very much for allowing me and my classmates to come visit you. I enjoyed that you let us in the firetrucks, rescue boats, snowplow ect. and let us turn off the sirens and honk the horns. I also liked that you taught us about the municipal hall and what you do. Thank you for giving me a high-five too.

I think that Portugal Cove needs the snowplows to come as soon as possible. Sometimes I can't go to places I need to be. Also the snowplows don't always do the best they can do.

I love living in PCSP because I love the service. I love the people and workers. I love the equality. Last but not least, I love the fact that you listen to everyone.

Sincerely,

5/16/2017

Dear Mr. Tucker

I loved the fact you let us in
your office where the console and you
demo stuff also I appreciated
that you let us see non moving
fire trucks it was awesome!
Just seeing them was fabulose.

I think we should have
a Gaming Center because
personle I want like a official
place for gamers. I know it's
selfish for us gamers but pleas
considre it.

05/16/2017

Dear Mr. Fucker

X

THANKS for letting us come and see
what u do. I liked that we got to
get in a rescue boat and a snow plow.
I liked the snacks and the trucks.
I loved the chameleostoo.

I think we need a tennis court.
we need it BECAUSE we love tennis. me and my
dad have to drive for a while. that
why we need a tennis court.

I love living in PCSP BECAUSE it's nice
and peaceful. The birds chirp and the
frogs croak, it's so nice and so is
EVERYONE HERE.

Your friend

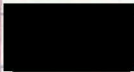
5/16/2017

Dear Mr. Tucker,

I loved pushing the horn in the trucks. In the fire house.
It was really cool. Thanks for letting us come.

I think the we sold have a hockey rink in
portugal cove. Because the school and we like hockey
and I think we could.

I love living in PCSP. Because my soccer. And my
house is big for me and my family and Rainbowgelly
Park for soccer tournament



Dear Mr TUCKER,

Thank you, for inviting my class to the government building. I liked keeping the horn on the trucks. I also liked the tour. It was fun.

Portugal Cove needs a tiny amusement park. We know we don't have a lot of people. But a lot will travel to go to this amusement park. It will be awesome.

I love living in Portugal Cove St Philips because we no war. I like living here because my family lives here. And the airport is fun. My friends live here too.

Your Friend

Dear Mr. Tacker,

Thanks for inviting us to the town to learn what you guys do here. I like going on the fire trucks and going into the council chambers.

What PCSP needs is a recross team. We need a recross team because there's a lot of people who like playing recross and the place they go to is far away so it would be better for them to be on time.

I love living in PCSP because it's safe and fun.

sincerely: [REDACTED]

Dear Mr. Lucker,

5/16/17 I had An amazing time

At the Municipal offices with everyone from the town hall. It was such an honor. I Absolutely loved learning About firefighters And how to do their Amazing Job. These trucks/behemoths!

What PCSP needs is A town pool with A water slide. I think we need it because in the summer you have regular slides But sometimes you need to ~~RAVE~~. So I think that would Be a great idea. I think that kids will love this town pool. Tons!

I love living in PCSP Because its Beautiful. And the flowers And the flowers And trees make magical. With All the Animals in there Natural habitat IS Just Amazing! That's Why I Love living in Portugal Cove.

Sincerely,

Dear Mr. Tucker

5/16/2017

I took the first track and
the dump truck and a
lot of people like pling the
horn which was annoying.

It was cold when they told
them on and ^{watched} ~~wanted~~ them
work their magic.

People need a skating
rink. It's not because
I love hockey a lot
more people like hockey
too. Hockey needs
also to live.



5/16/2017

Dear Mr. Tucker

I really liked visiting the town hall. I learned so much about the government, the fire trucks, snowplow and more. I was so excited to come and learn.

I hope

I think Portugal Cove needs more after school programs.

I know that you are updating the soccer fields to full size. We could also get a skating rink. Thank you for updating the field.

I love living here because there is lots of space to play outside. Kids like me need to play outside because we have too much energy. We always have stuff to do here.

from [REDACTED]



TOWN OF PORTUGAL COVE-ST-PHILIP'S

JUN 01 2017

RECEIVED

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

May 31st, 2017

ST. JOHN'S TRIATHLON

The 2017 St. John's Triathlon is taking place on Sunday, August 6th, 2017 at the Rotary Sunshine Park. This marks our 33rd year! As in previous years, the committee is hoping to work collaboratively with the Town of Portugal Cove-St. Philip's (PCSP) to ensure a safe and fun event.

Race Information and Invitation

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

Communication

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

Road Closures and Traffic

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

1. Closure of Bennett's Road on Sunday, August 6th, from 7am to 1.30pm.

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

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

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

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

Provisions have been made to accommodate immediate access by emergency vehicles and local traffic at all times during the event. Enclosed please find a copy of the run route and bike route maps. Please contact me regarding the above requests via stjohnstri@gmail.com or (709) 765-2856. Thank you for your ongoing cooperation.

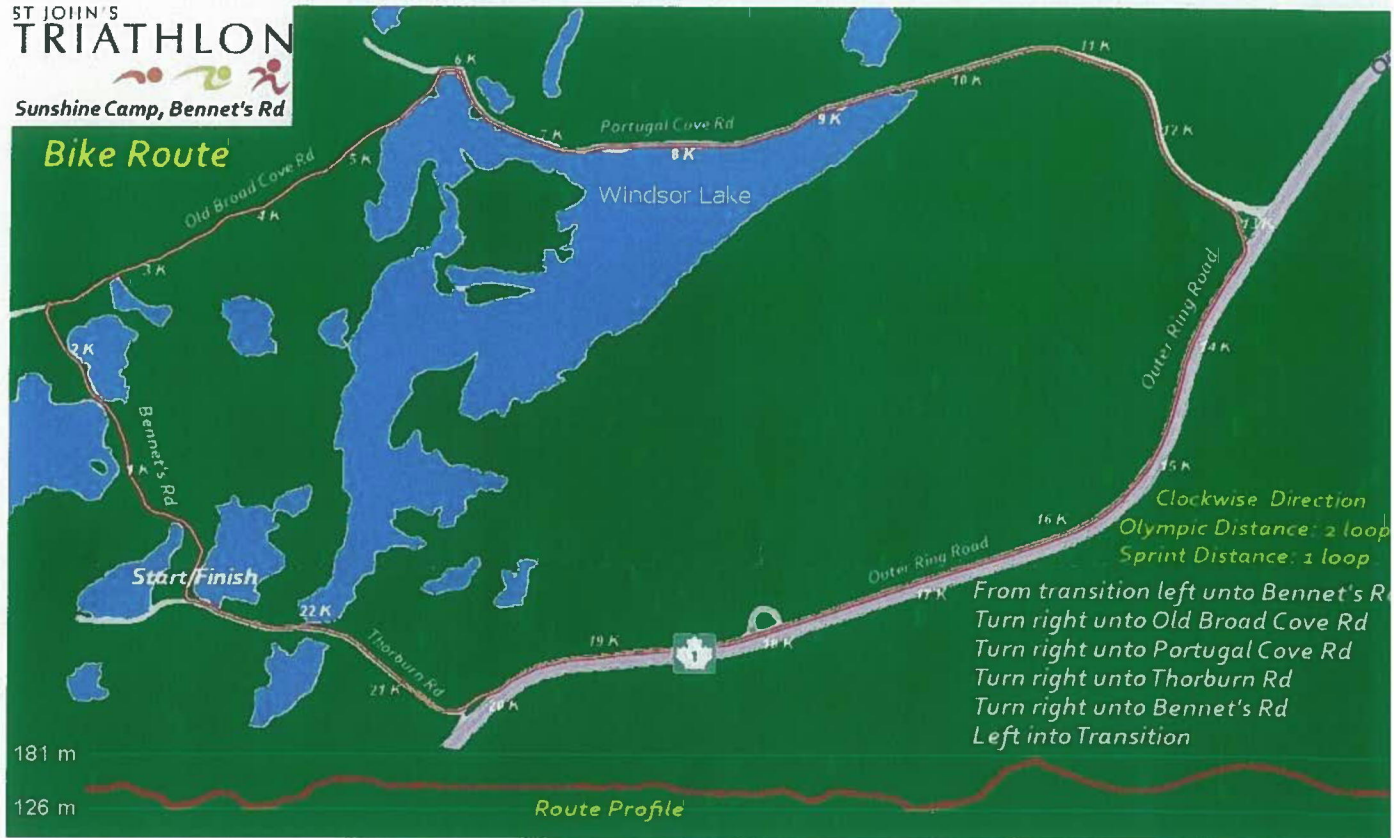
Sincerely,



Vibeke Sagvaag Gydenskov
Race Director

ST JOHN'S
TRIATHLON
 Sunshine Camp, Bennet's Rd

Bike Route



Run Route

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

From transition unto path to Healey's Pond
Clockwise around path to Parking Lot
Turn left unto Bennett's Rd
Turn around point at 2.90 Km
Finish on Bennett's Rd in front of Transition
Olympic Distance turns left through parking lot
Left unto path to Healey's Pond
Finish second loop

