

**Public Council Meeting**  
Tuesday, October 10, 2017 at 7:00 pm  
Location: Council Chambers

1. Call of Meeting to order
2. Adoption of Agenda for October 10, 2017
3. Delegations/Presentations
  - Swearing in of Tina Neary
4. Adoption of Minutes of September 28, 2017
5. Business Arising from Minutes
6. Revised Committee Structure
7. Department Meeting Reports
  - a) Planning & Development:
    - Applications:
      - 1) Civic # 154A Tolt Road – Accessory Building
    - Correspondence:
      - 2) Town of Paradise – Proposed Amendment to the St. John's Urban Region Regional Plan
    - Permits Issued:
      - 3) Permits issued from September 1<sup>st</sup> to September 29<sup>th</sup>, 2017
  - b) Recreation/Community Services:
    - 1) Indian Meal Line – Purchase of ROW
    - 2) PCSP Intermediate School – Students Usage of the Park/Town usage of the School
    - 3) Inclusion Committee
    - 4) Athletic Business Show
    - 5) Community Grants
  - c) Public Works:
    - 1) Department Overview & Project Status
    - 2) Reallocation Capital Budget – Equipment Procurement
    - 3) Sidewalk Snow Removal/Multi-purpose Unit Tender PCSP-2017-004
    - 4) Depot Yard Fence Repair & Extension
    - 5) Asphalt Repair Work
    - 6) Animal Control Services

d) Economic Development, Marketing, Communications:

- 1) Departmental Overview
- 2) Community Statistics Summary
- 3) Advisory Committees Review
- 4) Projects Briefing
- 5) Council Orientation Planning
- 6) 2018 Budget Consultations

e) Protective Services:

- 1) Commissionaires – Municipal Enforcement
- 2) FES Updates
- 3) Municipal Enforcement Officer's (MEO) report

f) Administration and Finance:

- 1) Accounts for Payment
- 2) General Discussion

g) Other Reports

8. Correspondence

- Correspondence received from October 2-6, 2017

9. New/General/Unfinished Business

- a) Municipal Assessment Agency Annual Report for 2016-2017
- b) Staffing

10. Agenda items/Notice of Motions etc.

11. Adjournment



# **DELEGATIONS / PRESENTATIONS**



### #3 - Delegations/Presentations

- Swearing in of Tina Neary





# **MINUTES**



**TOWN OF PORTUGAL COVE-ST. PHILIP'S**

September 29, 2017

Regular Public Council Meeting 5:00 p.m.

**IN ATTENDANCE:**

Mayor	Moses Tucker
Deputy Mayor	Gavin Will
Councillors:	Dave Bartlett
	Norm Collins
	Aaron Facey
	Johnny Hanlon
Town Manager/Engineer	Chris Milley
Director of Recreation/Comm. Service	Dawn Sharpe
Public Works	Gail Tucker
Planning Technician	Les Spurrell
Emp. & Public Relations Administrator	Heather Coughlan
Deputy Town Clerk	Claudine Murray

Mayor Tucker called the meeting to order and welcomed the gallery of 24 persons in attendance noting regrets from Councillor Bulter and new Councillor to be sworn in Tina Neary. Also in the gallery are the new Council to be sworn in as follows: Carol McDonald, Jeff Laham, Darryl J. Harding, and Madonna Stewart Sharpe.

**ADOPTION OF AGENDA**

Motion:	Facey/Collins
<b>2017-430</b>	<b>Resolved that the Agenda dated September 29, 2017, be adopted as circulated.</b>
Carried	Unanimously

**DELEGATIONS/PRESENTATIONS**

- None for this meeting

**ADOPTION OF MINUTES**

Motion:	Will/Facey
<b>2017-431</b>	<b>Resolved that the minutes of September 12, 2017 be adopted as circulated.</b>
Carried	Unanimously

**BUSINESS ARISING**

The Town Manager/Engineer expressed his thanks to the members of the current Council for their time and dedication in service to the residents of the community. Congratulations to the newly elected Council as he looks forward to administering their plan for the Town of Portugal Cove-St. Philips.

## ACCOUNTS FOR PAYMENT

Motion: Will/Facey  
**2017-432 Resolved that Council approve payment of regular accounts in the amount of \$129,064.09 and capital accounts in the amount of \$593,387.03 for a total of \$722,451.12 as tabled.**  
Carried Unanimously

Note: the agenda package to be updated with current accounts for payment report and cheque register.

## COMMITTEE REPORTS

- None for this meeting

## UNFINISHED BUSINESS

### 1. Broad Cove Ridge

As a result of a bankruptcy involving the development company of Broad Cove Ridge, the Town has called in the security deposit to complete the subdivision in accordance with the subdivision agreement. A request for tenders was issued to finish the project. This work includes sidewalks, landscaping, asphalt and other Phase II project works. Due to the construction season restrictions, the tender is recommended to be awarded tonight to ensure the project is complete this year. The Town received five bids for the Broad Cove Ridge Phase II Tender.

Motion: Will/Hanlon  
**2017-433 Resolved that the Broad Cove Ridge Phase II Tender, Project #SJN-00019798-a1 (Phase 58), be awarded to Pyramid Construction at a cost of \$209,668.**  
Carried Unanimously

### 2. Campaign Contributions

Deputy Mayor Will noted that he submitted his 'Oath or Affirmation of Campaign Contributions Disclosure Where Individual Contributions (Money, Goods or Services) Exceeded \$100' form, as well as, a statement of election expenses.

## GENERAL BUSINESS

### 1. SWEARING IN OF NEW COUNCIL

The Deputy Town Clerk administered the Oath of Office to each newly elected Councillor and the newly elected Mayor as tabled.

Note: Tina Neary will be sworn in as a new Councillor at the next Regular Council meeting.

### 2. ELECTION OF DEPUTY MAYOR

The Mayor called for nominations for the position of Deputy Mayor. Being that only one nomination was received, Jeff Laham was declared Deputy Mayor.

**3. SIGNING OFFICERS**

Motion: Hanlon/Bartlett

**2017-434 Resolved that Mayor Carol McDonald and Deputy Mayor Laham be designated to have signing authority for the Town of Portugal Cove-St. Philip' in accordance with Section 76(2) of the Municipalities Act; and, that all cheques will be signed by two signing officers as follows: Mayor or Deputy Mayor and co-signed by either the Director of Admin/Finance or the Town Manager.**

Carried Unanimously

**CORRESPONDENCE**

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
Sept 19, 2017	Qalipu Cultural Foundation	third annual Ke'tipnemk Fundraising Dinner & Silent Auction	For Information Only
Sept 21, 2017	MNL	Notice of Motion – Annual General Meeting 2017	All Council
Sept 25, 2017	Municipal Assessment Agency	Call for Nominations -Urban & Avalon Region Director	For Information Only
Sept 26, 2017	Dept of Municipal Affairs	Capital Investment Plan Approval	For Committee
Sept 26, 2017	Canadian Metal Health Association	Thank you for continued support of Tickle Swim	For Information
Sept 27, 2017	Dept of Municipal Affairs	MUNICIPAL CIRCULAR- Regional Government Public Consultations (Reminder)	For Information
Sept 27, 2017	National Defense	Army Reserve Open House	For Information
Sept 27, 2017	Gov of NL and Lab Fire and Emergency Services	Request for Financial Assistance under the Fire Protection Vehicle Program	For Committee

**NEW/GENERAL/UNFINISHED BUSINESS****1. Council meeting time**

Motion: Laham/Harding

**2017-435 Resolved that the Regular Council meetings be held on Tuesdays at 7:00 pm, effective October 10<sup>th</sup>, 2017.**

Carried Unanimously

## ADJOURNMENT

Motion: Bartlett/Hanlon

**2017-436 Resolved that this meeting be adjourned. Time is 5:43 p.m.**

Carried Unanimously

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Carol McDonald, Mayor

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Claudine Murray, Deputy Town Clerk

Appendix A – Oaths of Office

## Oath of Office

\* New Council must be sworn in within 14 days after the election.

I, CAROL MCDONALD, do solemnly swear (or affirm) that:  
Print Name

1. I am fully qualified to hold the office of MAYOR for the  
Mayor/Deputy Mayor/Councillor  
municipality of PORTUGAL COVE - ST. PHILIP'S to which I have been elected/appointed;
2. I have not knowingly contravened the *Municipal Elections Act* respecting any matter in relation to my election or appointment;
3. I will faithfully, to the best of my ability, perform the duties and responsibilities of my office and will not allow any direct or indirect monetary or other personal or private interest to influence my conduct or affect my public duties;
4. I will disclose any personal direct or indirect monetary interest that I have in a matter before the council and will not participate in the discussion, or vote on any such matter;
5. I will, if required by law, file an annual Conflict of Interest Disclosure statement; and
6. I will, as required by the *Municipal Elections Act*, file a Campaign Contributions Disclosure Statement within the required time period established by the Act.


(Where an oath is taken, add "So help me God".)

  
Signature of Mayor/Deputy Mayor/Councillor

Declared before me at PORTUGAL COVE - ST. PHILIP'S

Municipality

this 28 day of SEPTEMBER, 2017.

  
Signature of Returning Officer, Clerk, Provincial  
Court Judge, Justice of the Peace or  
Commissioner for Oaths. Or, for a city, also a  
Judge of the Supreme Court.

## Oath of Office

\* New Council must be sworn in within 14 days after the election.

I, Jeff Laban, do solemnly swear (or affirm) that:  
Print Name

1. I am fully qualified to hold the office of Deputy Mayor for the  
Mayor/Deputy Mayor/Councillor  
municipality of PORTUGAL COVE - ST. PHILIP'S to which I have been elected/appointed;
2. I have not knowingly contravened the *Municipal Elections Act* respecting any matter in relation to my election or appointment;
3. I will faithfully, to the best of my ability, perform the duties and responsibilities of my office and will not allow any direct or indirect monetary or other personal or private interest to influence my conduct or affect my public duties;
4. I will disclose any personal direct or indirect monetary interest that I have in a matter before the council and will not participate in the discussion, or vote on any such matter;
5. I will, if required by law, file an annual Conflict of Interest Disclosure statement; and
6. I will, as required by the *Municipal Elections Act*, file a Campaign Contributions Disclosure Statement within the required time period established by the Act.

(Where an oath is taken, add "So help me God".)

[Signature]  
Signature of Mayor/Deputy Mayor/Councillor

Declared before me at PORTUGAL COVE - ST. PHILIP'S

Municipality

this 28 day of SEPTEMBER, 2017.

[Signature]  
Signature of Returning Officer, Clerk, Provincial  
Court Judge, Justice of the Peace or  
Commissioner for Oaths. Or, for a city, also a  
Judge of the Supreme Court.

## Oath of Office

\* New Council must be sworn in within 14 days after the election.

I, Dave Bartlett, do solemnly swear (or affirm) that:  
Print Name

1. I am fully qualified to hold the office of Councillor for the  
Mayor/Deputy Mayor/Councillor  
municipality of PORTUGAL COVE - ST. PHILIP'S to which I have been elected/appointed;
2. I have not knowingly contravened the *Municipal Elections Act* respecting any matter in relation to my election or appointment;
3. I will faithfully, to the best of my ability, perform the duties and responsibilities of my office and will not allow any direct or indirect monetary or other personal or private interest to influence my conduct or affect my public duties;
4. I will disclose any personal direct or indirect monetary interest that I have in a matter before the council and will not participate in the discussion, or vote on any such matter;
5. I will, if required by law, file an annual Conflict of Interest Disclosure statement; and
6. I will, as required by the *Municipal Elections Act*, file a Campaign Contributions Disclosure Statement within the required time period established by the Act.

(Where an oath is taken, add "So help me God".)




Signature of Mayor/Deputy Mayor/Councillor

Declared before me at PORTUGAL COVE - ST. PHILIP'S

Municipality

this 28 day of SEPTEMBER, 2017.



Signature of Returning Officer, Clerk, Provincial  
Court Judge, Justice of the Peace or  
Commissioner for Oaths. Or, for a city, also a  
Judge of the Supreme Court.



## Oath of Office

\* New Council must be sworn in within 14 days after the election.

I, John Hanlon, do solemnly swear (or affirm) that:  
Print Name

1. I am fully qualified to hold the office of Councillor for the  
Mayor/Deputy Mayor/Councillor  
municipality of PORTUGAL COVE - ST. PHILIP'S to which I have been elected/appointed;
2. I have not knowingly contravened the *Municipal Elections Act* respecting any matter in relation to my election or appointment;
3. I will faithfully, to the best of my ability, perform the duties and responsibilities of my office and will not allow any direct or indirect monetary or other personal or private interest to influence my conduct or affect my public duties;
4. I will disclose any personal direct or indirect monetary interest that I have in a matter before the council and will not participate in the discussion, or vote on any such matter;
5. I will, if required by law, file an annual Conflict of Interest Disclosure statement; and
6. I will, as required by the *Municipal Elections Act*, file a Campaign Contributions Disclosure Statement within the required time period established by the Act.


(Where an oath is taken, add "So help me God".)

  
Signature of Mayor/Deputy Mayor/Councillor

Declared before me at PORTUGAL COVE - ST. PHILIP'S

Municipality

this 28 day of SEPTEMBER, 2017.

  
Signature of Returning Officer, Clerk, Provincial  
Court Judge, Justice of the Peace or  
Commissioner for Oaths. Or, for a city, also a  
Judge of the Supreme Court.

## Oath of Office

\* New Council must be sworn in within 14 days after the election.

I, Darryl J. Harding, do solemnly swear (or affirm) that:  
Print Name

1. I am fully qualified to hold the office of Councillor for the  
Mayor/Deputy Mayor/Councillor  
municipality of PORTUGAL COVE - ST. PHILIP'S to which I have been elected/appointed;
2. I have not knowingly contravened the *Municipal Elections Act* respecting any matter in relation to my election or appointment;
3. I will faithfully, to the best of my ability, perform the duties and responsibilities of my office and will not allow any direct or indirect monetary or other personal or private interest to influence my conduct or affect my public duties;
4. I will disclose any personal direct or indirect monetary interest that I have in a matter before the council and will not participate in the discussion, or vote on any such matter;
5. I will, if required by law, file an annual Conflict of Interest Disclosure statement; and
6. I will, as required by the *Municipal Elections Act*, file a Campaign Contributions Disclosure Statement within the required time period established by the Act.

(Where an oath is taken, add "So help me God".)

Darryl J. Harding  
Signature of Mayor/Deputy Mayor/Councillor

Declared before me at PORTUGAL COVE - ST. PHILIP'S

Municipality

this 28 day of SEPTEMBER, 2017.

David Murphy  
Signature of Returning Officer, Clerk, Provincial  
Court Judge, Justice of the Peace or  
Commissioner for Oaths. Or, for a city, also a  
Judge of the Supreme Court.

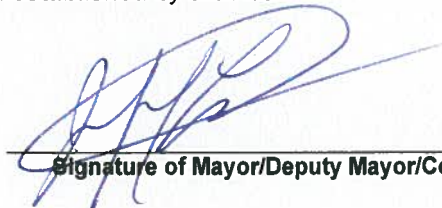
## Oath of Office

\* New Council must be sworn in within 14 days after the election.

I, Jeff Laham, do solemnly swear (or affirm) that:  
Print Name

1. I am fully qualified to hold the office of Councillor for the  
Mayor/Deputy Mayor/Councillor  
municipality of PORTUGAL COVE - ST. PHILIP'S to which I have been elected/appointed;
2. I have not knowingly contravened the *Municipal Elections Act* respecting any matter in relation to my election or appointment;
3. I will faithfully, to the best of my ability, perform the duties and responsibilities of my office and will not allow any direct or indirect monetary or other personal or private interest to influence my conduct or affect my public duties;
4. I will disclose any personal direct or indirect monetary interest that I have in a matter before the council and will not participate in the discussion, or vote on any such matter;
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6. I will, as required by the *Municipal Elections Act*, file a Campaign Contributions Disclosure Statement within the required time period established by the Act.


(Where an oath is taken, add "So help me God".)

  
Signature of Mayor/Deputy Mayor/Councillor

Declared before me at PORTUGAL COVE - ST. PHILIP'S

Municipality

this 28 day of SEPTEMBER, 2017.

  
Signature of Returning Officer, Clerk, Provincial  
Court Judge, Justice of the Peace or  
Commissioner for Oaths. Or, for a city, also a  
Judge of the Supreme Court.

## Oath of Office

\* New Council must be sworn in within 14 days after the election.

I, Madonna Sharpe, do solemnly swear (or affirm) that:  
Print Name

1. I am fully qualified to hold the office of Councillor for the  
Mayor/Deputy Mayor/Councillor  
municipality of PORTUGAL COVE - ST. PHILIP'S to which I have been elected/appointed;
2. I have not knowingly contravened the *Municipal Elections Act* respecting any matter in relation to my election or appointment;
3. I will faithfully, to the best of my ability, perform the duties and responsibilities of my office and will not allow any direct or indirect monetary or other personal or private interest to influence my conduct or affect my public duties;
4. I will disclose any personal direct or indirect monetary interest that I have in a matter before the council and will not participate in the discussion, or vote on any such matter;
5. I will, if required by law, file an annual Conflict of Interest Disclosure statement; and
6. I will, as required by the *Municipal Elections Act*, file a Campaign Contributions Disclosure Statement within the required time period established by the Act.


(Where an oath is taken, add "So help me God".)

  
Signature of Mayor/Deputy Mayor/Councillor

Declared before me at PORTUGAL COVE - ST. PHILIP'S

Municipality

this 28 day of SEPTEMBER, 2017.

  
Signature of Returning Officer, Clerk, Provincial  
Court Judge, Justice of the Peace or  
Commissioner for Oaths. Or, for a city, also a  
Judge of the Supreme Court.



# **BUSINESS ARISING**



#5 - Business Arising from Minutes

- Town Manager/Engineer's Report

## # 6 - COMMITTEE APPOINTMENT

**MOTION: Council recommends the following Committee Structure:**

- Administration and Finance
- Economic Development, Marketing, Communications and Tourism
- Planning and Development
- Protective Services
- Public Works
- Recreation and Community Services

**MOTION: Council recommends that the following Committee membership be adopted for no more than a two year term, and shall be reviewed by the Committee of the Whole after no more than two years, which is in accordance to section 34(b) of the Towns' Rules of Procedure. The Mayor is ex-officio on all committees.**

<b>Planning and Development</b>	<b>Tuesday</b>	<b>4:00 pm</b>
	Chairperson	Darryl J. Harding
	Member	Johnny Hanlon
	Member	Jeff Laham

<b>Administration and Finance</b>	<b>Tuesday</b>	<b>6:00 pm</b>
	Chairperson	Jeff Laham
	Member	Darryl J. Harding
	Member	Madonna Stewart Sharpe

<b>Protective Services</b>	<b>Tuesday</b>	<b>6:00 pm</b>
	Chairperson	Johnny Hanlon
	Member	Dave Bartlett
	Member	Tina Neary

<b>Economic Development, Marketing, Communications and Tourism</b>	<b>Wednesday</b>	<b>3:30 pm</b>
	Chairperson	Tina Neary
	Member	Dave Bartlett
	Member	Madonna Stewart Sharpe

<b>Public Works</b>	<b>Wednesday</b>	<b>4:30 pm</b>
	Chairperson	Dave Bartlett
	Member	Darryl J. Harding
	Member	Jeff Laham

<b>Recreation and Community Services</b>	<b>Wednesday</b>	<b>6:30 pm</b>
	Chairperson	Madonna Stewart Sharpe
	Member	Johnny Hanlon
	Member	Tina Neary



# **PLANNING & DEVELOPMENT**



## **Planning and Development Report**

**October 3<sup>rd</sup>, 2017**

In Attendance: Les Spurrell, Planning & Development Coordinator  
Ashley MacKinnon, Planning Technician

Also in Attendance: Deputy Mayor Jeff Laham  
Councillor Darryl Harding  
Chris Milley, Town Manager/Engineer

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### **1. Civic # 154A Tolt Road – Accessory Building**

**Motion:** I move that the application to construct an accessory building at Civic # 154A Tolt Road be granted approval in principle as per Appendix A: Tabled Report.

### **2. Town of Paradise – Proposed Amendment to the St. John's Urban Region Regional Plan**

The Planning Department is in receipt of a letter from the Town of Paradise proposing to amend the St. John's Urban Region Regional Plan to coincide with the Town's Municipal Plan & Development Regulations currently under review. This amendment involves the re-designation of lands from Restricted Development, Rural, Urban Development and Public Open Space to Restricted Development, Urban Development, Quarry Development and Regional Industrial.

**Motion:** I move that Council forward correspondence to the Town of Paradise stating that they have no concerns with the proposed amendment.

### **3. Permits Issued**

There were thirty seven (37) permits issued from September 1<sup>st</sup> to September 29<sup>th</sup>, 2017 as per Appendix A: Tabled Report.

### Appendix A: Tabled Report October 3<sup>rd</sup>, 2017

#### **Application:**

Item # 1:

**Civic # 154A Tolt Road**

**Accessory Building**

**Zoning: Residential Medium Density (RMD) –Unserviced**

**I move that the application for Civic # 154A Tolt Road be granted approval in principle, permitting the construction of an accessory building. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 39 (Accessory Buildings), Development Regulation 49 (Non-Conforming Use), and Schedule C: Residential Medium Density.**

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

#### **Permits Issued:**

Item # 3:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	17-269	09/01/2017	6	Hilltop Lane	Occupancy
2	17-270	09/05/2017	1543-1549	Thorburn Road	Patio/Deck
3	17-271	09/05/2017	20-30	Coadys Road	Cemetery Expansion
4	17-272	09/06/2017	10	River Front Drive	Relocate Accessory Building
5	17-273	09/06/2017	10	River Front Drive	Accessory Building
6	17-274	09/06/2017	14	Larkspur Lane	Occupancy
7	17-275	09/06/2017	97	Dogberry Hill Road	Occupancy
8	17-276	09/07/2017	193-195	Old Broad Cove Road	Accessory Building
9	17-277	09/11/2017	11	Kittiwake Place	Test Holes
10	17-278	09/11/2017	74-78	Olivers Pond Road	Accessory Building
11	17-279	09/12/2017	5	Prince George Drive	Test Holes
12	17-280	09/12/2017	352-358	Tolt Road	Subdivide Property
13	17-281	09/13/2017	304-308	Tolt Road	Accessory Building
14	17-282	09/13/2017	222-234	Dogberry Hill Road	Dwelling Renovations
15	17-283	09/14/2017	1465	Thorburn Road	Single Dwelling
16	17-284	09/15/2017	385-389	Dogberry Hill Road	Accessory Building
17	17-285	09/18/2017	31-33	Drover Heights	Patio/Deck

18	17-286	09/18/2017	1208-1218	Thorburn Road	Accessory Building
19	17-287	09/19/2017	204-206	Bennetts Road	Accessory Building
20	17-288	09/19/2017	13	Megan Ridge Drive	Dwelling Renovations
21	17-289	09/19/2017	356-358	Tolt Road	Test Holes
22	17-290	09/21/2017	155-157 & 159-161	Western Gully Road	Reconfigure Boundaries
23	17-291	09/21/2017	155-157	Western Gully Road	Relocate Accessory Building
24	17-292	09/21/2017	155-157	Western Gully Road	Site Preparation
25	17-293	09/22/2017	109-111	Windsor Heights	Accessory Building
26	17-294	09/22/2017	1777	Portugal Cove Road	Site Preparation
27	17-295	09/22/2017	1779-1781	Portugal Cove Road	Site Preparation
28	17-296	09/22/2017	5	Eileen Place	Occupancy
29	17-297	09/22/2017	51-53	Nearys Pond Road	Demolition
30	17-298	09/22/2017	51-53	Nearys Pond Road	Site Preparation
31	17-299	09/25/2017	2-4	Ursula Crescent	Reconfigure Boundaries
32	17-300	09/25/2017	2-4	Ursula Crescent	Site Preparation
33	17-301	09/26/2017	21-23	Woodland Drive	Accessory Building
34	17-302	09/27/2017	35	Bradburys Road	Accessory Building
35	17-303	09/27/2017	35	Bradburys Road	Demolition
36	17-303	09/27/2017	423-425	Old Broad Cove Road	Accessory Building
37	17-304	09/27/2017	1	Marie Place	Occupancy
38	17-305	09/29/2017	1-15	Meadow Heights	Water Connection



# **RECREATION & COMMUNITY SERVICES**

**1. Indian Meal Line – Purchase of ROW**

The documents for the purchase of the ROW on Indian Meal Line has been sent to the lawyers to be prepared. We hope to have the documents ready within the next week so that Grand Concourse can complete the cutting of the trail.

**2. PCSP Intermediate School – Students Usage of the Park/Town usage of the School**

The recreation staff met with the Principal and the Physical Education teacher of PCSPI. We discussed the usage of the Town's sports facilities by the students and the use of the school's facilities by the Town. It was a very positive meeting and we are confident that this relationship will have a great impact on programs and specials events offered by the Town.

**3. Inclusion Committee**

The Recreation Director hosting the first meeting of the new Inclusion Committee on Thursday, September 21<sup>st</sup>. Six residents were available to meet, with three others that expressed interest and will attend the next meeting on October 19<sup>th</sup>. The purpose, as well as the goals and objectives, of the committee were discussed and committee members were sent the minutes to review and make comments. We hope that at the next meeting we can confirm the structure and forward the information to the Recreation Committee for review.

**4. Athletic Business Show**

The Athletic Business Show is taking place in Orlando, FL from November 8<sup>th</sup>-11<sup>th</sup>. There are over 250 exhibitors showcasing their latest products, services, and programs. With the Lifestyle Centre in the preliminary stages, this conference would be beneficial and provide innovative ideas for this project. I would like to put forward the following recommendation:

**Motion:** I recommend that the Recreation Director attend the Athletic Business Conference in Orlando, FL from November 8<sup>th</sup>-11<sup>th</sup> as allocated in the budget.

**5. Community Grants**

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

**Motion:** .....@recommends that Council donate the Recreation Centre on October 29<sup>th</sup> to Beverly Best for a paint night fund-raiser for the Gathering Place.



# **PUBLIC WORKS**



## Public Works

October 4, 2017

In attendance: Councillor Dave Bartlett  
Deputy Mayor Jeff Laham  
Councillor Darryl Harding  
Mayor Carol MacDonald (Item 1)  
Staff: Gail Tucker, Director of Public Works  
Linda Newhook, Public Works Coordinator

### **1. Department Overview & Project Status**

Staff provided an overview of the department's operations and current project status.

### **2. Reallocation Capital Budget – Equipment Procurement**

Staff provided an overview of the 2017 equipment procurement budget and the plan for actual expenditures. A revised plan has been developed to support the purchase of the Sidewalk Snow Removal/Multi-purpose Unit and to reflect a change in the required model for a snow clearing/plow truck. The revised plan remains within budgeted dollars.

### **3. Sidewalk Snow Removal/Multi-purpose Unit Tender PCSP-2017-004**

The tender for the acquisition of a Sidewalk Snow Removal/Multi-purpose Unit closed on September 25, 2017. There was one (1) qualified bidder. This equipment will be used in both the Streets and Facilities divisions of Public Works.

**Motion:** I move that Tender PCSP-2017-004 for the purchase of a Sidewalk Snow Removal/Multi-purpose Unit be awarded to the lowest, qualified bidder, Saunders Equipment Ltd., at a cost of \$218,109.00 HST included.

### **4. Depot Yard Fence Repair & Extension**

The fencing in the Depot yard is in need of repair. The fencing will be repaired and extended approximately 30' to accommodate snow clearing requirements and the growth in fleet. In its current state of disrepair, the fence poses security and safety concerns.

**Motion:** I move that the repairs and extension of the Depot fencing be approved as per the quote from Provincial Fencing at a cost of \$8,521.50 HST included.

### **5. Asphalt Repair Work**

Additional areas for asphalt repair work have been identified. These include a laydown area in the depot yard to support snow clearing operations (specifically sidewalk snow clearing and ice control), swaling on School Road to mitigate storm water issues in the area and swaling and asphalt repair on Bocker Place to address storm water and asphalt erosion issues. A quote from Mercers Paving has been obtained. This work needs to be addressed prior to the end of the construction season while the asphalt plants remain open.

**Motion:** I move that the per unit cost of \$30 per square metre for asphalt repair work provided by Mercers Paving, for a total of \$12,530.00 plus HST, be approved.



#### **6. Animal Control Services**

Committee was provided an overview of the Town's current approach with respect to Animal Control Services and the proposed partnership for Animal Control Services with the Town of Torbay. At this time, staff are awaiting an update from the Town of Torbay on its Animal Control Officer position which was vacated earlier this year.





**ECONOMIC DEV.,  
MARKETING,  
COMMUNICATIONS  
& TOURISM**



Economic Development, Marketing,  
Communications and Tourism Report  
Friday, October 6, 2017  
3:30 pm

In attendance:

Councillor Dave Bartlett  
Councillor Madonna Stewart-Sharpe  
Jeff Lawlor, Director Economic Development, Marketing  
and Communications

**1. Departmental Overview**

The Director reviewed the mandate of the committee and the department. The roles and responsibilities of staff were discussed and an overview of some of the past priorities and projects.

**2. Community Statistics Summary**

The meeting attendees reviewed recent Census statistics of the town, the results of the demographics and perceptions survey (completed in 2016) and the survey results from the Service Level Review. This is all previously tabled and public information.

**3. Advisory Committees Review**

The meeting attendees reviewed the terms of reference of the advisory committees and a summary of some of the projects they are currently working on and have completed in the past. Both the advisory committees' terms are up in 6 months from the election, in order for Council to evaluate how they want to proceed with the committees during their term of Council.

**4. Projects Briefing**

A number of current projects were briefly discussed. The Service Level Review will require a decision from Council in the coming weeks to finalize the six key service areas that will be reviewed in the next phase of the project.

Attached to this report is the "Water Quality Monitoring of the Beachy Cove Brook and Miller's Pond River Systems in Portugal Cove – St. Philip's" report completed by this summer's Green Team. This is submitted as information only.

The town is partnering with the Chamber of Commerce during Small Business week this year. On Wednesday, October 18<sup>th</sup> the Chamber will be having their first AGM. The event will feature guest speaker Dr. Wade Locke. The event will take place at Murray's Pond Fishing and Country Club at 7:00 pm and council are invited to attend.

**5. Council Orientation Planning**

Staff are working with numerous committees, businesses, organizations and stakeholder groups to set up a schedule for the next couple months for Council to meet and engage with them. This includes a formal request made by the Chamber of Commerce of Portugal Cove – St. Philip's that is attached.

**6. 2018 Budget Consultations**

Public budget consultations will take place in November. The Director of Economic Development will work with Council and Management to create a schedule and engagement plan.



Tabled items at end of  
Council Package for:

9. Agenda [MAY] YcdZ

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# **PROTECTIVE SERVICES**



## **Protective Services**

Tuesday, October 3, 2017

No meeting was held

### **1. Commissionaires – Municipal Enforcement**

An update report, as provided by the Municipal Enforcement Officer, has been tabled as Appendix A.

### **2. FES Updates**

- The Fire Department wishes to send greetings to the new members of Council. We are looking forward to meeting and working with you all.
- Update on the Northeast Avalon Regional Training, the last two weekends hosted SCBA courses.
- Fire Department Ball was held on September 16<sup>th</sup>, awards were presented to Firefighter of the Year: FF Megan Smith, and Fire Officer of the Year: Lt. Terry Scott.
- Completed orientation with the new Intermediate school and there will be follow up with the principal.
- Fire Prevention Week is October 8 – 15<sup>th</sup>, activities are scheduled and the theme is “Every Second Counts – Plan 2 Ways Out”. Banners have been posted on both stations and information posted to the Town Signs, as well as promotion on the Town’s website and social media pages.
- Recently received a donation of 14 pails of foam from the offshore vessel Maersk Cutter, a thank you letter has been sent from the Chiefs on behalf of the Department and the Town.
- An updated Fire Department profile was provided for inclusion with the new Council Orientation Package.
- The chiefs are now working on 2018 budget preparation.

**Protective Services**  
**APPENDIX A: TABLED MEO REPORT**

PROTECTIVE SERVICES:

- investigating a noise complaint on Dogberry Hill Ext
- tip from resident about drug activity on Bradbury's Road sent to RNC. Stepped up Patrols in area
- report of illegal sewage dumping watching for trucks at off hours
- deliver letter to resident on Bauline Line Ext about roaming dogs and also in Hugh's Pond road
- schools opened stepped up awareness and drive bus for speed control.
- theft at St. Phillips Marina.
- vehicle abandoned on Bennetts Road, owner located and removed.
- extra patrols in Rusty's Loop area, possible group home or respite workers.
- met with RNC and Chris Milley about speeding on Old Broad Cove Road.
- investigating report of bus parking on Netherwood area. It is in Paradise.
- municipal election extra patrols to polling stations.
- assisted Planning Department with issuing of letters to residents.



# **ADMINISTRATION & FINANCE**





### **Administration & Finance Report**

October 2nd, 2017 - 6:00 p.m.

In attendance: Deputy Mayor Laham  
Councillor Harding  
Mayor McDonald

Staff: Tony Pollard, Director of Financial Operations  
Chris Milley ,Town Manager /Engineer

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

MOTION: I recommen that Council approve payment of capital accounts in the amount of \$57,721.94

#### **2. General Discussion**

The intention of this fAdministration and Finance meeting was for Council to obtain a brief orientation into the functioning of the committee and to discuss ongoing issue that arise in this committee from time to time.

The Director of Financial Operations reviewed briefly sources of Municipal Revenue and the projects committed under each source provided by the Provincial and Federal Governments.

Some other issues discussed in brief related to use of levies , depot rationalization and Maggies Place functionality and costing.

Discussions with Council relating to the 2018 budget will commence within the coming weeks and more analysis will be forthcoming during that process.



Tabled items at end of  
Council Package for:

# **Administration & Finance**



# **CORRESPONDENCE**

Council Correspondence for October 2, 2017 – October 6, 2017

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
October 2, 2017	Coalition of Persons with Disabilities NL	Invitation: training sessions	For Information
October 2, 2017	Community Sector Council NL	Fall Training Events	For Information
October 3, 2017	Heritage Foundation NL	Invitation to Adapting Heritage, a conference that considers Heritage and the Future of Communities	For Information
October 3, 2017	Resident	Letter stating: Approval in Principal 842 frontage Longmarsh Road	P&D Cmte

# Global Disability Expert **Dr. Leighton Jay**

is coming to Newfoundland & Labrador!

**Register Now!**



There is no cost  
to attend but  
**Space is limited!**

To secure your  
seat, register by  
calling  
**(709) 722-0790**  
or email  
**info@nlacl.ca**

Come join us for this rare opportunity  
**Corner Brook - October 16<sup>th</sup>, 2017**  
**St. John's - October 25<sup>th</sup> & 26<sup>th</sup>, 2017**

## Two Important Sessions:

### **Claiming Full Citizenship for Persons with Disabilities**

Inclusion is more than just being present. It is about having the opportunity to fully contribute to your community, and being able to access all the benefits and services most people take for granted. **Claiming Full Citizenship** shares how we can all work together to ensure that every person in our community and province has the equitable opportunity to contribute and to belong.

*Monday, October 16<sup>th</sup> in Corner Brook from 9 a.m. – 12 p.m.*

*Wednesday, October 25<sup>th</sup> in St. John's from 9 a.m. – 12 p.m.*

### **Shared Responsibility**

When it comes to supporting a person with a disability, parents and caregivers can't always be expected to do it alone. A **Shared Responsibility** approach look at how individuals, families, community groups, and government can all work together to make sure that people are supported and have a plan for their future. This session will also cover information on housing for persons with disabilities, supported decision making, future planning, and home supports.

*Monday, October 16<sup>th</sup> in Corner Brook from 1 p.m. – 4 p.m.*

*Thursday, October 26<sup>th</sup> in St. John's from 9 a.m. – 12 p.m.*

**Presented by:**



**Coalition of Persons  
with Disabilities**

Newfoundland and Labrador

**Subject:** CSCNL Fall Training Events

View the [web version](#).



# Fall Training Events 2017



**Register today for some amazing CSC NL learning opportunities with in-person workshops and live online webinars!**

Wednesday, October 4, 2017

**Creative HR Webinar: How to Discipline Fairly**  
2:00 - 3:00 pm

Learn the steps to progressive discipline. This information only webinar will provide the basics on how to fairly discipline employees.

Facilitator: Tina Mulrooney, HR Specialist

Learn more and register!



Thursday, October 5, 2017

**Creative HR: Focus Group (In-Person)**  
**10:00 am - 12:00 pm**

Join CSC NL for an examination of the community-based labour market. We need your input on how to measure needs, identify the issues and plan for improved Human Resources (HR) management. Facilitator: Tina Mulrooney, HR Specialist

Have something to say, register today.



**Healthy Board Governance Workshop:  
Board Manuals, Risk Assessment and Insurance  
2:00 - 4:00 pm**

Learn how to use a Board Manual for orienting new directors, do a risk assessment exercise, and review various insurance policies. Handouts and resources provided. Facilitator: Darlene Scott, Senior Program Associate  
[Only 2 seats left, reserve yours today!](#)



**Wednesday, October 11, 2017**

**Buy the Books Webinar: Payroll, Benefits and Remittances  
Paying Your Employees Correctly  
11:00 am - 12:00 pm**

This webinar will cover deductions and calculations, remittances, WHSCC, due dates, and everything in between. Facilitator: Shelley Martin, CPA, CA  
[Learn more and register!](#)



**Thursday, October 12, 2017**

**Healthy Board Governance Workshop:  
Financial Health, Budgeting and Compliance Reporting  
2:00 - 4:00 pm**

Learn budgeting tips and tools, how and when to review budgets and relate a budget to annual reporting requirements in the sector. Facilitator: Shelley Martin, CPA, CA  
[Learn more and register.](#)



**Saturday, October 14, 2017**

**Workshop: Strategic Doing Methodology  
9:30 am - 3:00 pm**

We hear people talk about the importance of collaboration, but how do we design these collaborations? How do we manage them? Strategic Doing provides a simple set of rules to answer these questions and we are thrilled to be offering this 1-day training workshop at the Bowring Park Bungalow in St. John's.  
[Space is limited, register early!](#)



**Monday, October 16, 2017**

## **Buy the Books Workshop: Learn to Reconcile your Bank Account** **2:00 - 4:00 pm**

Learn how to reconcile a bank statement with a hands-on exercise and resources. Discuss the importance of spot checks in the bookkeeping process and relate the bank reconciliation to cash flow. Facilitator: Shelley Martin, CPA, CA  
Limit is 20, register early!



**Wednesday, October 18, 2017**

## **Creative HR Webinar: How to Select and Score Interviews Fairly** **2:00 - 3:00 pm**

Relate your job ad and job description to a fair process for examining candidates in the employee selection process. Facilitator: Tina Mulrooney, HR Specialist  
Learn more and register.



## **Buy the Books Workshop: Understanding Financial Statements in the Nonprofit Sector** **Evening session: 7:30 - 9:00 pm**

Getting ready for an AGM? Prepping for year-end? Want to volunteer on a finance committee? This session is for you! Guest Facilitator: Larry Short, CPA, CGA  
Limit is 20, reserve your seat today!



**Thursday, October 19, 2017**

## **Creative HR Workshop: Creating a Respectful Workplace** **All Day (In Person): 9:00 am - 4:00 pm**

There are known steps you can take as an employer and colleague to maintain respectful work practices. Learn to avoid the pitfalls in this day-long session.  
Guest Facilitator: Lisa Birmingham, Women in Resource Development Corporation  
Limit is 20, reserve your seat today!



**Tuesday, October 24, 2017**



## Buy the Books Workshop: Accounting Basics for Nonprofit Organizations

10:00 am - 12:00 pm

Before your financial statements can be prepared for the board of directors or other stakeholders, financial transactions must be analyzed, recorded and posted. Learn about setting them up in advance. Facilitator: Shelley Martin, CPA, CA  
Limit is 20, reserve your seat today!



## Creative HR Workshop: Conflict Resolution

2:30 - 4:30 pm

Gain an understanding of healthy versus destructive conflict, the common causes and sources of conflict, and strategies for managing and resolving conflict in the workplace. Guest facilitator: Tammy Sheppard MER, BBA, Q.Med.  
Limit is 20, reserve your seat today!



November 1 - 2, 2017

## Building Evaluation Capacity in the Community Sector Train-the-Trainer Opportunity

We are seeking Expressions of Interest from colleagues in the community sector who have facilitation experience and are interested in receiving training that will prepare them to deliver a 1-day "Introduction to Outcomes Measurement" workshop.  
Learn more.



### Connecting people... organizations... communities

Community Sector Council Newfoundland and Labrador  
St. John's | Gander  
1 866 753 9860

[www.communitysector.nl.ca](http://www.communitysector.nl.ca)

[Follow us on Twitter](#)

[Find us on Facebook](#)

[Unsubscribe from CSC NL Emails](#)

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

**From:** Andrea O'Brien [<mailto:andrea@heritagefoundation.ca>]  
**Sent:** Tuesday, October 03, 2017 3:11 PM  
**To:** [andrea@heritagefoundation.ca](mailto:andrea@heritagefoundation.ca)  
**Subject:** 1 week left to register for Adapting Heritage

Attention returning councillors, new councillors and municipal staff...



## **A conference that considers Heritage and the Future of Communities**

*The Heritage Foundation of Newfoundland & Labrador, in partnership with Memorial University, is holding a conference that explores the ways that heritage needs to adapt to be sustainable and relevant in the 21<sup>st</sup> century. Presenters from around Newfoundland and Labrador and across Canada will explore the theme with sessions on such topics as:*

- ***Heritage as a Tool for Community Revitalization***
- ***Perspectives on Heritage and Sustainability***
- ***The Dollars & Sense of Heritage***
- ***Place-making and Heritage***
- ***Adapting Heritage to Regulations & Codes***

*For additional information and to register check out the conference website: [www.adaptingheritage.ca](http://www.adaptingheritage.ca)*

**For those driving or flying within Newfoundland and Labrador travel subsidies are available to individuals outside of the Avalon Peninsula. As subsidies are limited, these will be provided on a first come, first served basis until the travel fund is used up.**

**Registration deadline – October 9, 2017**

Andrea O'Brien  
Municipal Outreach Officer/Provincial Registrar  
Heritage Foundation of Newfoundland & Labrador  
P.O. Box 5171, 1 Springdale Street  
St. John's, NL, Canada A1C 5V5

Phone: 709-739-1892 Ext 4  
Toll free phone: 1-888-739-1892  
Email: [andrea@heritagefoundation.ca](mailto:andrea@heritagefoundation.ca)  
[www.heritagefoundation.ca](http://www.heritagefoundation.ca)



# **NEW/GENERAL/ UNFINISHED BUSINESS**



#### #9 – New/General/Unfinished Business

##### a) Annual Report as presented by Administration and Finance Cmte

The Municipal Assessment Agency's Annual Report for 2016-17 was received on October 5<sup>th</sup>, 2017 and is tabled with this report. Please note the report has also been posted on the Agency's website at <http://www.maa.ca>.

##### b) Staffing

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Municipal  
Assessment  
Agency Inc.

2016-17

# Annual Report



# BOARD OF DIRECTORS

MARCH 31, 2017

Chairperson	<b>Mayor Dean Ball</b> Deer Lake
Vice-Chairperson	<b>Mayor Elizabeth Moore</b> Clarke's Beach

## MUNICIPAL REPRESENTATIVES

Labrador	<b>Councillor Deb Barney</b> L'Anse au Loup
Western	<b>Mayor Dean Ball</b> Deer Lake
Central	<b>Mayor Robert Hobbs</b> Bishop's Falls
Eastern	<b>Mayor Paul Pike</b> St. Lawrence
Avalon	<b>Mayor Elizabeth Moore</b> Clarke's Beach
Urban	<b>Councillor Peggy Roche</b> Torbay

## MUNICIPALITIES NEWFOUNDLAND AND LABRADOR REPRESENTATIVE

**Mayor Roger Barrett**  
Western Director, MNL  
Reidville

## PROFESSIONAL MUNICIPAL ADMINISTRATORS REPRESENTATIVE

**Ms. Vida Greening**  
Eastern Director, PMA  
Port Blandford

## TAXPAYER REPRESENTATIVES

**Mr. David Denine**  
Mount Pearl

**Mr. David Blundon**  
Gander

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# MESSAGE FROM THE CHAIRPERSON

On behalf of the Municipal Assessment Agency Incorporated, I have the pleasure to submit our annual report and the financial statements for the April 1, 2016 to March 31, 2017 fiscal year.

The *Assessment Act, 2006* establishes the Municipal Assessment Agency (the Agency) as the entity which provides real property assessment services to municipalities. Municipalities in Newfoundland and Labrador (excluding the City of St. John's) which impose a real property tax or a business tax based on property values use the services of the Agency. The Municipal Assessment Agency is a not for profit entity, with any returns used only to further the activities of the Agency. As the entity responsible for providing a fair and effective property assessment service to 224 municipalities, we are pleased to support local government in providing valuable service to the people of our province.

Education and Public Relations was identified the key priority issue of the Agency for the April 1, 2014 to March 31, 2017 planning period.


The goal identified for this issue reflects the results expected at the end of the three-year timeframe, while the objectives provide annual benchmarks.

In planning and conducting our work, the Board considered the strategic directions of government, key questions such as how this issue affected our primary clients, whether or not resolving this issue would provide us with the desired "output," as well as identifying the benefit that addressing this issue would provide to our programs and services. These are all critical questions that get to the very core of what we identified as our mission as an Agency.

The Agency is scheduled as a Category Two entity under the *Transparency and Accountability Act*, and the board of directors is accountable for the results reported in this document. The board's continuing commitment to openness and transparency, key components of an effective property tax system, is demonstrated by this report.

We will continue to fulfill our mandate and look forward to meeting future challenges.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dean Ball', with a stylized flourish at the end.

**Dean Ball**

Chairperson, Board of Directors

# CORPORATE OVERVIEW

## OUR VISION

The vision of the Municipal Assessment Agency is that of a professional organization meeting the property assessment and valuation needs of our clients in an effective and cost-efficient manner.

Meeting the assessment and valuation needs of our clients is at the core of our vision statement. We understand the importance of constraining the vision statement to be within our means. That is, it should be achievable. At the same time, we understand the importance of having the assessment service we provide tailored to fit the means and meet the needs of the municipalities we serve.

## MANDATE

The *Assessment Act, 2006* establishes the Municipal Assessment Agency as the entity which provides municipalities their real property assessment service.

The services of the Agency are used by municipalities in Newfoundland and Labrador which impose a real property tax or a business tax based on property values. The Agency does not serve the City of St. John's, which provides its own assessment service.

The *Assessment Act, 2006* may be accessed through the House of Assembly website at [www.assembly.nl.ca/Legislation/sr/statutes/a18-1.htm](http://www.assembly.nl.ca/Legislation/sr/statutes/a18-1.htm)

The Agency is limited by its incorporating documents, to the following:

- Assessment activities as per the *Assessment Act, 2006*.
- Providing and selling
  - Data and assessment information
  - Property inspections

- Valuation services to all levels of the Crown, including municipalities
- Consultation and taxation services

## REVENUE AND EXPENDITURES

The Municipal Assessment Agency is a “not for profit” entity, with returns used only to further the activities of the Agency on behalf of its clients.

The excess of revenue over expenses for the past year was \$398,414, a significant recovery from last years' deficit of \$98,779.

## GOVERNANCE

The Agency is a Crown-owned corporation which is governed by a ten-member Board of Directors. The board includes: six representatives who are elected by client municipalities; a representative of Municipalities Newfoundland and Labrador; a representative of the Professional Municipal Administrators; and two taxpayer representatives.

Board elections are scheduled every four years following the municipal elections. Six municipal representatives are elected by a mail-in ballot. One director is appointed by the Professional Municipal Administrators and one by Municipalities Newfoundland and Labrador. The remaining two positions are appointed by the Province and represent the interest of citizens.

The membership of the Board of Directors, as of March 31, 2017, is listed on the inside cover of this report.

# CORPORATE OVERVIEW

## LINES OF BUSINESS

The Agency has a single line of business - property assessment and valuation. The Agency's line of business is a reflection of our incorporating documents and is summarized as follows:

- Assessment of real property (land, buildings and other improvements) provided to municipalities that levy a real property tax. This service is provided under the *Assessment Act 2006*, and is provided for a fee which reflects the cost of the service. This activity generates 98% of the Agency's revenues.
- Sale of assessments and assessment related information, primarily through electronic means and within the limitations set by law. The primary clients for this service are realty or financial service providers, as well as private interests. This activity generates the remaining 2% of the Agency's revenues.

## KEY STATISTICS

**Permanent staff:** 58 (35 male and 23 female)

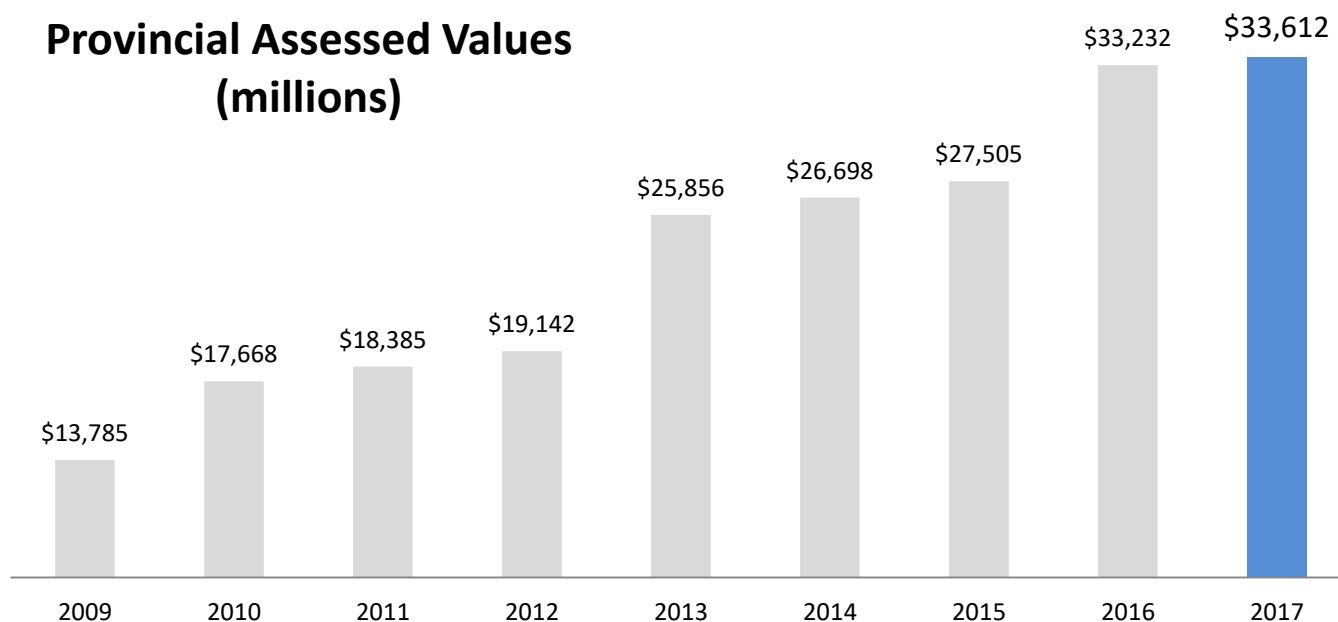
**Office locations:** 11

**Total value of property assessed by the Agency:** \$ 33,612,000,000<sup>1</sup> (*Chart 1*)

**Number of land parcels:** 190,055

**Chart 1**

### Provincial Assessed Values (millions)



<sup>1</sup> This is the value of all assessed property (excluding the City of St. John's) in the province

# CORPORATE OVERVIEW

## VALUES

- Impartial** We will provide opinions of value without prejudice.
- Transparent** We will be responsible for our actions and accountable to the public.
- Competent** We will encourage participation in continuing professional development and training at all levels within the Agency.
- Cooperative** We will actively seek client opinions on our activities and report these opinions to direct our vision.
- Ethical** Employees and members of the board will seek appropriate guidance to ensure they perform their duties in an ethical and responsible manner.

## MANAGEMENT DIRECTORY

Residential Manager  
*Wayne Rossiter*

Residential Manager  
*Terry Peckham*

Manager Financial Operations  
*Jennifer Ryan*

Director Valuation Services  
*Don Hearn*

Director Data & Field Services  
*Greg Rumbolt*

Executive Director/CEO  
*Sean Martin*

## OFFICE DIRECTORY

### CORPORATE & EASTERN OFFICES

75 O'Leary Avenue, St. John's, NL A1B 2C9  
Tel: (709) 724-1532 Fax: (709) 724-1531

### CENTRAL REGIONAL OFFICE

165 Roe Avenue  
P.O. Box 570, Gander NL A1V 2E1  
Tel: (709) 651-4460 Fax: (709) 651-4473

### WESTERN REGIONAL OFFICE

24 Brook Street  
P.O Box 20051, Station Main  
Corner Brook NL A2H 7J5  
Tel: (709) 637-7150 Fax: (709) 637-7162

### FIELD OFFICES

#### Happy Valley-Goose Bay

Tel: (709) 896-5393 Fax: (709) 896-8847

#### Conception Bay South

Tel: (709) 682-9668 Fax: (709) 834-7540

#### Carbonear

Tel: (709) 682-9696 Fax: (709) 596-3046

#### Marystown

Tel: (709) 277-4088 Fax: (709) 279-3578

#### Clareville

Tel: (709) 427-6446 Fax: (709) 466-5121

#### Grand Falls-Windsor

Tel: (709) 292-3191 Fax: (709) 292-1171

#### Stephenville

Tel: (709) 649-3330 Fax: (709) 643-8571

#### Deer Lake

Tel: (709) 636-1021 Fax: (709) 635-1173

# HIGHLIGHTS 2016-17

The Agency has as its primary focus the provision of a quality assessment service and the maintenance of positive relations with its clients and ratepayers. Within this focus, we recognize and support the role of employees as advocates for clients in supporting the Agency to be able to provide the best possible service at every opportunity.

## ASSESSED VALUES

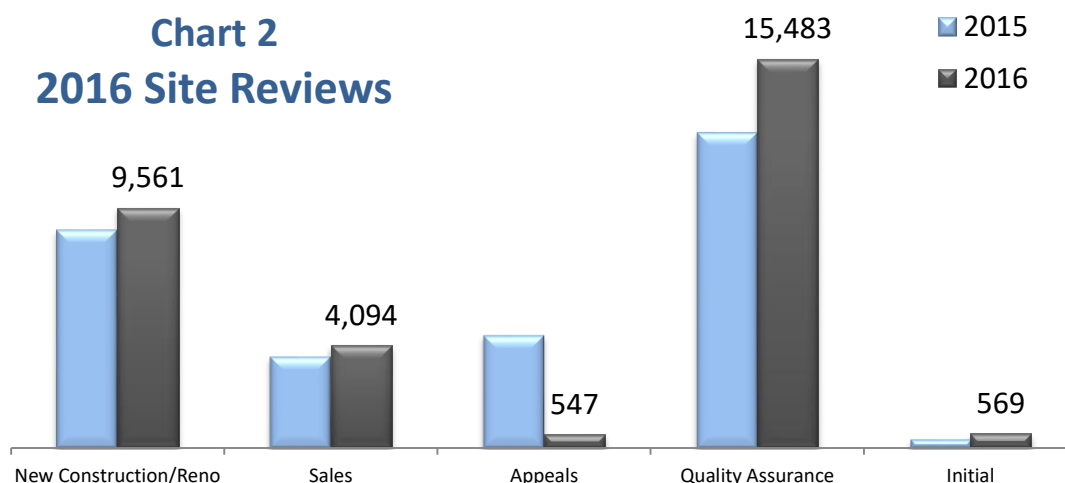
In addition to valuation updates, delivered every three years (in accordance with the *Assessment Act, 2006*), the Agency continued to work to maintain its property data, collect sales information, and complete revisions to property data to reflect new construction and renovations. The number and value of the amendments to the property data through new construction and renovations have increased, but at a slowing pace in recent years. For 2016, the Agency added \$544 million in new construction and renovations. At a mil rate of 10, this represents an increase of more than five million dollars in local property tax revenue for municipalities.

Staff continued to conduct site reviews of existing and new property, with more than 30,000 site reviews completed during the past year. These reviews were triggered by property sales, assessment appeals, new construction and renovations, and our quality assurance program (see Chart 2 below).

## CLIENT RELATIONS

Through our training sessions and presentations, we have engaged municipal officials in the assessment process. Our training sessions are offered on a regional basis. The Agency's Board also engages with local officials across the province. During the past year, sessions were held in Corner Brook, Gander, Channel-Port aux Basques, Labrador City, Conception Bay South, St. John's, and Marystown. There were 165 attendees in total, representing 70 municipalities.

**Chart 2**  
**2016 Site Reviews**



# REPORT ON PERFORMANCE

In consideration of the mandate and financial resources of the Agency, we have identified the following area as the key priority of the Agency for this planning cycle: Education and Public Relations. The strategic directions of government were considered but were not applicable to the Agency's mandate. The 2013 municipal elections saw a large increase in the number of first time elected mayors and councillors. This, combined with the retirements of existing municipal administrators, presented an opportunity for the Agency to focus on education and public relations.

During the past year, the Agency implemented an enhanced strategy to improve stakeholder understanding. The strategy was multi-faceted with attention to every engagement opportunity with key stakeholders (municipal administrators and elected officials and property owners). The strategy is aimed at improving public understanding of the Agency's role in the assessment process.

This is the final year of our business plan for 2014-17, and, in accordance with the requirements of the Transparency and Accountability Act, we will report on the results of our three-year goals, as well as our objectives for the 2016-17 fiscal year.

## Issue:

### Education and Public Relations

The education of stakeholders, and in particular ratepayers, is critical in achieving the public understanding of the role of the Municipal Assessment Agency in the property assessment and valuation process.

Property tax revenue is the major source of funding for local government in Canada and provides a stable base for funding municipal government. It is important municipal officials understand the assessment process and have the information necessary to accurately inform local residents and make the required financial decisions.

Education and Public Relations	
<b>2014-17 GOAL:</b> By March 31, 2017, the Municipal Assessment Agency will have improved public understanding of its role in the assessment process.	
INDICATORS:	RESULTS
Better informed the public regarding the roles and responsibilities of the Agency through increased publications, use of information inserts to accompany assessment notices, and an increase in public information sessions.	<ul style="list-style-type: none"><li>• Inserts, identifying the reason for the value change and the option to review or appeal the assessment, were included with assessment notices when property values change.</li><li>• The Agency enhanced the summary report, containing detailed property detail and valuation information, available to property owners.</li><li>• The Agency improved its Notice of Visit (left at the door when a property owner is not at home) to highlight changes made to the property.</li><li>• Members of the public often access information about assessments and about the Agency</li></ul>

## REPORT ON PERFORMANCE

	through municipal officials. Although public information sessions were not held, in addition to the three regional training sessions provided for municipal officials annually, the Agency's board met with municipal representatives at four board meetings. Ninety five representatives from seventy three municipalities attended the sessions in 2016-17.
Enhanced communication with the public through: <ul style="list-style-type: none"> <li>Improved web-based access</li> <li>Improved our response to survey results by communicating to the public all changes made as a consequence.</li> <li>Consistent message from Agency publications.</li> <li>Increased the number of publications issued annually.</li> </ul>	<ul style="list-style-type: none"> <li>All Agency publications contained a link to the Agency website</li> <li>Updates were provided to municipal clients following every Board meeting, advising of the decisions of the Board and issues facing the Agency.</li> <li>Developed statements to address common misperceptions around property assessments and used this messaging consistently in publications. <ul style="list-style-type: none"> <li>Municipal government determines the local taxation rates</li> <li>The Agency operates at arms-length from municipalities.</li> <li>Changes in property assessment do not equal a change in property taxes.</li> </ul> </li> <li>In addition to our Guide to Property Assessment, the Agency produced Appeal Procedure Brochure and Combining Parcels Brochure.</li> <li>Value change reports were provided annually to municipal clients.</li> </ul>
Incorporated a feedback mechanism in all Agency communications.	<ul style="list-style-type: none"> <li>Included a website reference in all communications</li> <li>Introduced a dedicated email (customerservice@maa.ca) for municipal use</li> <li>Introduced a general email (info@maa.ca) for public use.</li> </ul>

The Agency has improved public understanding of the assessment process during the planning period. We evaluated the impact of the actions taken over the planning period by conducting comparable surveys in 2014 and 2016 (see pages 9-10). The results demonstrate improvements in the public understanding of aspects the assessment process, such as the relationship between assessed value and market value and the relationship between assessed value and taxation. There remains an opportunity to further improve the stakeholder understanding of the process and to better engage with stakeholders. This will be the challenge for the next planning cycle.

# REPORT ON PERFORMANCE

<b>Education and Public Relations</b>	
<b>2016-17 OBJECTIVE:</b> By March 31, 2017, the Municipal Assessment Agency has evaluated its strategy for improved stakeholder understanding of the Agency's role in the property assessment process.	
<b>INDICATORS:</b>	<b>RESULTS</b>
Developed survey methodology to measure stakeholder understanding	Based on our previous review of methodology, an on-line survey was selected as the most practical and affordable. The survey targeted ratepayers, municipal administrators and municipal elected officials.  The survey mirrored the previous (2014-15) survey to ensure comparability.
Surveyed stakeholders to establish levels of understanding	Input was solicited in a number of ways: <ul style="list-style-type: none"> <li>• On-line via the Agency's website, <a href="http://www.maa.ca">www.maa.ca</a></li> <li>• On line by email invitation</li> <li>• Mailed invitation to complete the survey on the Agency's website.</li> <li>• 559 surveys were completed</li> </ul>
Reviewed survey results and compare with baselines	The survey results were similar to the baseline except: <ul style="list-style-type: none"> <li>• Increase in understanding that assessments are not less than market value.</li> <li>• Slight decrease in the number of respondents who felt property taxes were a good value.</li> <li>• Slight decrease in knowledge of individual property assessments.</li> </ul>
Evaluate stakeholder understanding	Misunderstanding persists about the relationship between property assessments and taxes. While a majority understand that property assessments are not always less than market and an increase in property assessment does not mean an increase in taxes, there is a significant number (34% and 48%) of people who do not, or were unsure.

The Agency has evaluated its strategy for improving stakeholder understanding, our objective for this period. The survey results indicate that, while understanding is improving in some aspects, there continues to be a need for education.



# REPORT ON PERFORMANCE

## Survey Results

### How familiar are you with property assessment?

Answer Options	2014	2016
Extremely familiar	13.2%	10.2%
Very familiar	36.8%	36.5%
Moderately familiar	42.1%	47.9%
Slightly familiar	6.6%	5.0%
Not at all familiar	1.3%	0.4%

### Property assessments are always less than market value.

Answer Options	2014	2016
True	46.1%	22.0%
False	40.8%	63.7%
Unsure	13.2%	14.3%

### Property assessments are used to determine your property tax.

Answer Options	2014	2016
True	96.1%	93.6%
False	3.9%	6.4%
Unsure	0.0%	0.0%

### Property taxes are a fair way to collect municipal taxes.

Answer Options	2014	2016
Strongly agree	42.1%	38.5%
Somewhat agree	28.9%	32.2%
Neither agree or disagree	10.5%	12.3%
Somewhat disagree	13.2%	11.6%
Strongly disagree	5.3%	5.4%

### Property taxes increase whenever the assessed value increases.

Answer Options	2014	2016
True	51.3%	46.5%
False	47.4%	50.8%
Unsure	1.3%	2.7%

## REPORT ON PERFORMANCE

Property taxes are good value for the money.		
Answer Options	2014	2016
Strongly agree	13.2%	15.2%
Agree	48.7%	50.1%
Neither agree nor disagree	31.6%	24.9%
Disagree	6.6%	7.2%
Strongly disagree	0.0%	2.7%

Do you know the assessed value of your property?		
Answer Options	2014	2016
Yes	94.7%	87.7%
No	5.3%	12.0%
Not applicable	0.0%	0.4%

In your community, who completes the property assessments?		
Answer Options	2014	2016
Council	5.4%	7.2%
Province	16.2%	34.0%
Private company	8.1%	6.1%
Crown agency	43.2%	52.8%

# OPPORTUNITIES AND CHALLENGES

## CHALLENGES

During the past year 10 employees elected to retire from public service and we thank them for their years with the Agency. The Agency's ability to recruit and retain qualified individuals has become a significant challenge. We will continue to invest in our employees through formal and informal training to address this issue.

The understanding of the assessment process persists as a challenge. Our efforts have improved the understanding but work needs to be done to further improve the awareness of the process. With municipal elections scheduled in the fall of 2017, there will be many newly elected municipal officials who will need a good understanding of property assessment.

## OPPORTUNITIES

As we noted last year, there was extensive media coverage of the public response to the 2016 revaluation delivered in October 2015. The measurable result was an increase in the number of assessment appeals to 4426, which represents 2.2 percent of all assessments delivered by the Agency. Following the appeal reviews and hearings, the total taxable assessed value was reduced by less than one half of one percent (0.37 percent).

For our budget 2017, the Agency has maintained its fee of \$28 per assessment. While certain elements of our costs are increasing, the Agency has been managing its overall costs. The excess of revenue over expenses for the past year was \$398,414, a significant recovery from last years' deficit of \$98,779. This presents an opportunity to continue to restrain our fees, while investing in technology to improve our efficiency.

Government, in partnership with the Municipal Assessment Agency and Municipalities Newfoundland and Labrador, has completed its public consultation on the review of the *Assessment Act, 2006*. This review will address known operational issues associated with the timing of assessments, assessment criteria, implementation of the associated mil rate and special purpose properties. We look forward to any improvements to the process and the opportunity to provide a better service to the people of the province.

Financial Statements of

**MUNICIPAL ASSESSMENT  
AGENCY INC.**

Year ended March 31, 2017

# ***JOHN F. MORGAN***

*Chartered Professional Accountants*

*6 Lambe's Lane*

*St. John's, NL A1B 4E9*

*Office: (709) 576-6776*

*Fax: (709) 576-6777*

## **INDEPENDENT AUDITOR'S REPORT**

I have audited the accompanying financial statements for Municipal Assessment Agency Inc., which comprise the balance sheet as at March 31, 2017, and the statement of revenues, expenses and equity, and statement of changes in financial position for the year then ended, and a summary of significant accounting policies and other explanatory information.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Public Sector Accounting Standards and for such internal control as management determines necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the presentation of the financial statements.

I believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### **Opinion**

In my opinion, the financial statements present fairly, in all material respects, the financial position of Municipal Assessment Agency Inc. as at March 31, 2017, and its financial performance and its cash flows for the year then ended in accordance with Public Sector Accounting Standards.



**CHARTERED PROFESSIONAL ACCOUNTANTS**

St. John's, Newfoundland  
June 7, 2017

# MUNICIPAL ASSESSMENT AGENCY INC.

## BALANCE SHEET

As at March 31, 2017

### ASSETS

	<u>2017</u>	<u>2016</u>
<b>CURRENT</b>		
Cash	\$ 2,019,319	\$ 1,490,604
Accounts receivable (note 2)	93,818	158,141
Prepaid expenses	151,454	163,792
	<u>2,264,591</u>	<u>1,812,537</u>
Severance reserve fund (note 3)	716,324	866,438
Capital assets (note 4)	<u>1,124,884</u>	<u>1,224,531</u>
	<u>\$ 4,105,799</u>	<u>\$ 3,903,506</u>

### LIABILITIES AND SHAREHOLDER'S EQUITY

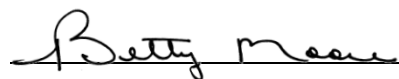
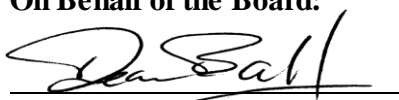
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 217,576	\$ 249,223
Accrued vacation pay (note 5)	292,351	326,073
Deferred revenue	19,362	-
	<u>529,289</u>	<u>575,296</u>
Accrued severance pay (note 5)	716,324	866,438
	<u>1,245,613</u>	<u>1,441,734</u>

### SHAREHOLDER'S EQUITY

<b>CAPITAL</b>		
Authorized and issued		
1 common share	1	1
Equity from operations	2,860,185	2,461,771
	<u>2,860,186</u>	<u>2,461,772</u>
	<u>\$ 4,105,799</u>	<u>\$ 3,903,506</u>

Commitments and contingencies (note 6)

On Behalf of the Board:



**MUNICIPAL ASSESSMENT AGENCY INC.**  
**STATEMENT OF REVENUES, EXPENSES AND EQUITY**  
**For the Year Ended March 31, 2017**

	<u>2017</u>	<u>2016</u>
<b><u>REVENUES</u></b>		
Assessment services	\$ 5,649,929	\$ 5,622,866
Valuation revenue	108,749	46,303
Interest revenue	16,344	17,024
Municipal training	2,560	2,080
	<u>5,777,582</u>	<u>5,688,273</u>
<b><u>EXPENSES</u></b>		
Salaries	3,266,037	3,372,228
Benefits	688,076	706,241
Travel	317,451	372,243
Information technology	276,088	263,306
Postage and courier	165,488	163,304
Premises and equipment lease	102,361	99,615
Professional fees	84,625	141,188
Repairs and maintenance	71,786	62,488
Telephone	58,067	62,846
Printing	54,876	66,336
Office supplies	46,871	42,818
Advertising and public relations	36,820	38,827
Insurance	23,801	21,513
Utilities	22,033	32,607
Payroll processing	5,859	5,454
Meeting and events	2,655	10,890
Bank charges	2,205	2,772
Exchange gain	(270)	(11,091)
	<u>5,224,829</u>	<u>5,453,585</u>
Excess of revenues over expenses before the following:	552,753	234,688
Provision for severance and vacation pay (note 5)	41,589	185,301
Amortization of capital assets	112,039	140,690
Bad debt expense	711	7,476
Excess of expenses over revenues	<u>398,414</u>	<u>(98,779)</u>
Equity from operations, beginning of year	<u>2,461,771</u>	<u>2,560,550</u>
<b>EQUITY FROM OPERATIONS, END OF YEAR</b>	<u><u>\$ 2,860,185</u></u>	<u><u>\$ 2,461,771</u></u>
Commitments and contingencies (note 6)		

# MUNICIPAL ASSESSMENT AGENCY INC.

## STATEMENT OF CASH FLOWS

For the Year Ended March 31, 2017

	<u>2017</u>	<u>2016</u>
<b>OPERATING</b>		
Excess of revenues over expenses	\$ 398,414	\$ (98,779)
Items not affecting cash:		
Amortization of capital assets	112,039	140,690
Increase (decrease) in severance pay accrual	(150,114)	77,167
Increase (decrease) in vacation pay accrual	(33,722)	41,315
Net change in non-cash working capital balance	64,376	63,541
<b>CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>390,993</u>	<u>223,934</u>
 <b>INVESTING ACTIVITIES:</b>		
Purchase of capital assets	<u>(12,392)</u>	<u>(23,400)</u>
 Increase in cash position	378,601	200,534
 Cash position, beginning of year	2,357,042	2,156,508
<b>CASH POSITION, END OF YEAR</b>	<u><u>\$ 2,735,643</u></u>	<u><u>\$ 2,357,042</u></u>

**Cash is represented by:**

Operating cash	\$ 2,019,319	\$ 1,490,604
Severance reserve fund	716,324	866,438
	<u><u>\$ 2,735,643</u></u>	<u><u>\$ 2,357,042</u></u>

Commitments and contingencies (note 6)



# MUNICIPAL ASSESSMENT AGENCY INC.

## NOTES TO FINANCIAL STATEMENTS

For the Year Ended March 31, 2017

### General:

The Municipal Assessment Agency Inc. (the "Agency") was incorporated April 2, 1997, under the laws of the Province of Newfoundland and Labrador to carry out assessment services for various municipalities throughout the Province of Newfoundland and Labrador pursuant to the Assessment Act. Prior to this date, these services were performed by the Department of Municipal Affairs and Environment, Government of Newfoundland and Labrador (the "Department").

The Agency has one common share with a par value of \$1.00 issued to the Minister of Municipal Affairs and Environment, Government of Newfoundland and Labrador.

The Agency is a crown corporation and, accordingly, is exempt from income taxes under Subsection 149(1)(d) of the Income Tax Act.

### 1. Summary of significant accounting policies:

The financial statements of the Agency have been prepared within the framework of Public Sector Accounting Standards which require the use of estimates and assumptions that affect the amounts reported and disclosed in these statements and related notes. Any variations between these estimates and actual amounts are not expected to materially affect reported results. The more significant accounting policies of the Agency are as follows:

#### (a) Capital assets

Capital assets purchased by the Agency are recorded at cost. Amortization is recorded on a declining balance basis over the assets estimated useful lives at the following rates:

Furniture and equipment	20%
Computer hardware and software	30%
Integrated assessment system	30%
Buildings	4%

#### (b) Revenue recognition

Revenue for the provision of assessment and valuation services is recognized when the services are rendered.

**MUNICIPAL ASSESSMENT AGENCY INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**For the Year Ended March 31, 2017**

**1. Summary of significant accounting policies (continued):**

(c) Accrued severance pay

Severance pay is accounted for on an accrued basis and is calculated based upon years of service and current salary levels. The right to be paid severance pay vests with employees with nine years of continued service and accrues to a maximum of twenty years and, accordingly, no provision has been made in the accounts for employees with less than nine years of continued service. The amount is payable when the employee ceases employment with the Agency. The cash amount of the accrued severance pay is segregated into a severance reserve fund.

(d) Redundancy pay

Redundancy pay is recognized as a liability when it is probable that employees will be entitled to benefits and the amount can be reasonably estimated.

(e) Fair value of financial instruments

The Agency has evaluated the fair values of its financial instruments based on the current interest rate environment, related market values and current pricing of financial instruments with comparable terms. The carrying value of its financial instruments is considered to approximate fair value, unless otherwise indicated.

The Agency considers any contract creating a financial asset, liability or equity instrument as a financial instrument, except in certain limited circumstances. The Agency accounts for the following as financial instruments:

- Cash and cash equivalents
- Trade and other receivables
- Due from (to) companies under common control
- Bank indebtedness
- Payables and accruals
- Long-term debt

A financial asset or liability is recognized when the Agency becomes party to contractual provisions of the instruments.

Financial assets or liabilities obtained in arm's length transactions are initially measured at their fair value. In the case of a financial asset or liability not being subsequently measured at fair value, the initial fair value will be adjusted for financing fees and transaction costs that are directly attributable to its origination, acquisition, issuance or assumption.

# MUNICIPAL ASSESSMENT AGENCY INC.

## NOTES TO FINANCIAL STATEMENTS

For the Year Ended March 31, 2017

### 1. Summary of significant accounting policies:

#### Fair value of financial instruments (continued)

Financial assets and financial liabilities are subsequently measured according to the following methods:

<i>Financial instrument</i>	<i>Subsequent measurement</i>
Cash and cash equivalents	Amortized cost
Trade and other receivables	Amortized cost
Due from (to) companies under common control	Amortized cost
Bank indebtedness	Amortized cost
Payables and accruals	Amortized cost
Long-term debt	Amortized cost

The Agency removes financial liabilities, or portion of, when the obligation is discharged, cancelled or expires.

#### (f) Currency risk

Currency risk is the risk that the fair value of the future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. Some assets are exposed to foreign exchange fluctuations. As at March 31, 2017, cash balances of \$175,257 (\$162,369 in 2016) are shown in US dollars in the company's account and converted into Canadian dollars as at that date for financial statement purposes.

### 2. Accounts receivable:

	<u>2017</u>	<u>2016</u>
Trade receivables	\$ 58,442	\$ 47,639
HST recoverable	34,663	107,294
Employee receivable	713	3,208
	<u>\$ 93,818</u>	<u>\$ 158,141</u>

### 3. Severance reserve fund:

The Agency has internally restricted funds for the accrued severance pay liability. These funds are to be used to pay any accrued severance and not to be used in normal business operations. The restricted funds are held in the Agency's operating account that bears interest.

# MUNICIPAL ASSESSMENT AGENCY INC.

## NOTES TO FINANCIAL STATEMENTS

For the Year Ended March 31, 2017

### 4. Capital assets:

	<u>2017</u>			<u>2016</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Computer hardware and software	\$ 417,673	\$ 403,913	\$ 13,760	\$ 14,597
Furniture and equipment	242,193	207,807	34,386	33,730
Integrated assessment system	1,839,891	1,676,342	163,549	233,642
Buildings	1,028,654	323,686	704,968	734,341
Land	208,221	-	208,221	208,221
	<u>\$ 3,736,632</u>	<u>\$ 2,611,748</u>	<u>\$ 1,124,884</u>	<u>\$ 1,224,531</u>

### 5. Severance and vacation pay:

The provision for severance and vacation pay consists of the following:

<b>Severance pay</b>	<u><b>2017</b></u>	<u><b>2016</b></u>
Opening balance	\$ 866,438	\$ 789,271
Severance paid out	(185,258)	(39,158)
Current year expense	<u>35,144</u>	<u>116,325</u>
Closing balance	<u>\$ 716,324</u>	<u>\$ 866,438</u>
 <b>Vacation pay</b>	 <u><b>2017</b></u>	 <u><b>2016</b></u>
Opening balance	\$ 326,073	\$ 284,758
Vacation paid out	(40,167)	(27,661)
Current year expense	<u>6,445</u>	<u>68,976</u>
Closing balance	<u>\$ 292,351</u>	<u>\$ 326,073</u>

# **MUNICIPAL ASSESSMENT AGENCY INC.**

## **NOTES TO FINANCIAL STATEMENTS**

**For the Year Ended March 31, 2017**

### **6. Commitments and contingencies:**

The Agency has a lease for office space in Corner Brook, Newfoundland and Labrador. The term of the lease is 5 years, starting October 1, 2012 and ending on September 30, 2017, with the option to renew for a further term of up to 5 years. The monthly rental fee is \$4,174. Future minimum lease payments total \$25,044 and include the following payments over the next year: 2017 – 25,044.

The Agency has a lease for office space in Clarenville, Newfoundland and Labrador. The term of the lease is 5 years, starting May 1, 2013 and ending on April 30, 2018. The monthly rental fee is \$450. Future minimum lease payments total \$5,850 and include the following payments over the next two years: 2017 – \$4,050, 2018 - \$1,800.

The Agency has a lease for office space in Grand Falls-Windsor, Newfoundland and Labrador. The term of the lease is 3 years, starting February 1, 2017 and ending on January 31, 2020. The monthly rental fee is \$841. Future minimum lease payments total \$28,594 and include the following payments over the next four years: 2017 - \$7,569, 2018 - \$10,092, 2019 - \$10,092, 2020 - \$841.

The Agency has a lease for office space in Deer Lake, Newfoundland and Labrador. The term of the lease is 3 years, starting February 1, 2016 and ending on January 31, 2019. The monthly rental fee is \$425. Future minimum lease payments total \$9,350 and include the following payments over the next three years: 2017 - \$3,825, 2018 - \$5,100, 2019 - \$425.

The Agency has a lease for office space in Stephenville, Newfoundland and Labrador. The term of the lease is 3 years, starting November 4, 2016 and ending on November 4, 2019. The monthly rental fee is \$391. Future minimum lease payments total \$12,512 and include the following payment over the next three years: 2017 - \$3,519, 2018 - \$4,692, 2019 - \$4,301.

The Agency has a lease for office space in Carbonear, Newfoundland and Labrador. The term of the lease is 3 years, starting September 1, 2015 and ending on September 1, 2018. The monthly rental fee is \$850. Future minimum lease payments total \$14,450 and include the following payments over the next two years: 2017 - \$7,650, 2018 - \$6,800.

The Agency has prepared property valuations which are subject to litigation to which the Agency has been included as a third party defendant. These claims could be considered to be in the normal course of the Agency's activities. Neither the possible outcome nor the amount of possible settlement can be foreseen. Therefore, no provision has been made in the financial statements.



Municipal Assessment Agency Inc.

Toll Free 1-877-777-2807

[www.maa.ca](http://www.maa.ca)



# **AGENDA ITEMS/ NOTICE OF MOTIONS**



Tabled items

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**Water Quality Monitoring of the Beachy Cove Brook and Miller's Pond River  
Systems in Portugal Cove - St. Philips**

**Prepared for:**

**Advisory Committee for Environment  
1119 Thorburn Road  
Portugal Cove-St. Philips, NL A1M 1T6**

**Conservation Corps NL  
10 Austin Street St. Suite 103  
St John's, NL A1B 4C2**

**Prepared by:**

**Catherine Hooper  
Anika Bursey  
Caleb Jones  
Ben Stratton**

**August 18th, 2017**

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## **Acknowledgments**

We would like to acknowledge the help of Geoff Whiteway, Dick Whitaker, Julie Pomeroy and the Town of Portugal Cove - St Phillips for their initiation of the project along with continuous support throughout the summer.

## **1.0 Introduction**

### **1.1 Purpose**

The purpose of this project was to obtain baseline water quality data and water chemistry of the river systems which pass through the town of Portugal Cove-St. Philip's in the hope of sourcing enrichment inputs. The systems focused on in this project include the Beachy Cove Brook and Millers Pond Systems. Concern among many residents arose when blue-green algae bloomed along most of Miller's Pond in 2013. This project aims to address these concerns while also providing other data regarding the Beachy Cove Brook system.

### **1.2 Background Information**

In the summers of 2013-2016 Millers Pond has been experiencing blue-green algal blooms. This algae is a type of cyanobacteria of the genus *anabaena* which is known to secrete a toxin called Microcystin- LR that can have negative effects on human health. Despite the presence of algal blooms in the Millers Pond area, samples that were taken from the pond have had Microcystin-LR levels below the detection limit of the measuring device used each summer. The detection limit is well below the maximum Microcystin - LR concentration for recreational water use that was set by Health Canada.

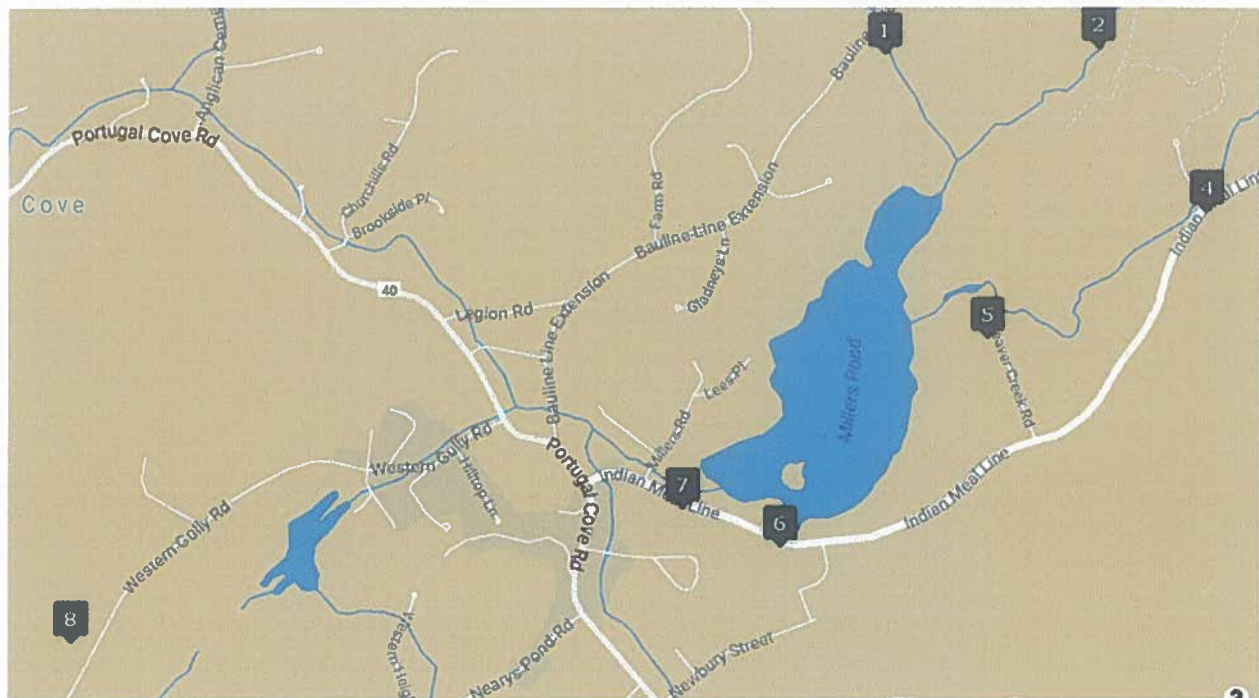
The Town of Portugal Cove- St. Philip's is quickly expanding and new housing developments are being constructed to accommodate this growth. As a result, natural vegetation covered ground is being replaced by hard surface materials that do not absorb water as readily. Water will run off swiftly in developing areas and bring nutrients from fertilizers, old septic systems and natural sources into ponds at more discrete intervals than would be observed if surfaces had not been altered. These "nutrient fluxes" are expected to correlate with rainfall periods and are believed to play a role in the observance of blue-green algal blooms in the Millers Pond area.

Nitrogen and phosphorous are nutrients commonly found in fertilizers. They are typically combined with oxygen to form the molecules nitrate and phosphate when nitrogen and phosphorus enter streams respectively. Despite this, streams that are low in oxygen may have a substantial amount of nitrogen and phosphorous tied up in other molecules. Blue- green algae have nitrogen- fixing capabilities, meaning that they can convert atmospheric nitrogen into nitrate. Phosphorous is therefore considered to be the limiting nutrient for blue-green algal growth and concentration of phosphates should be closely monitored when nutrient flux sources are considered.

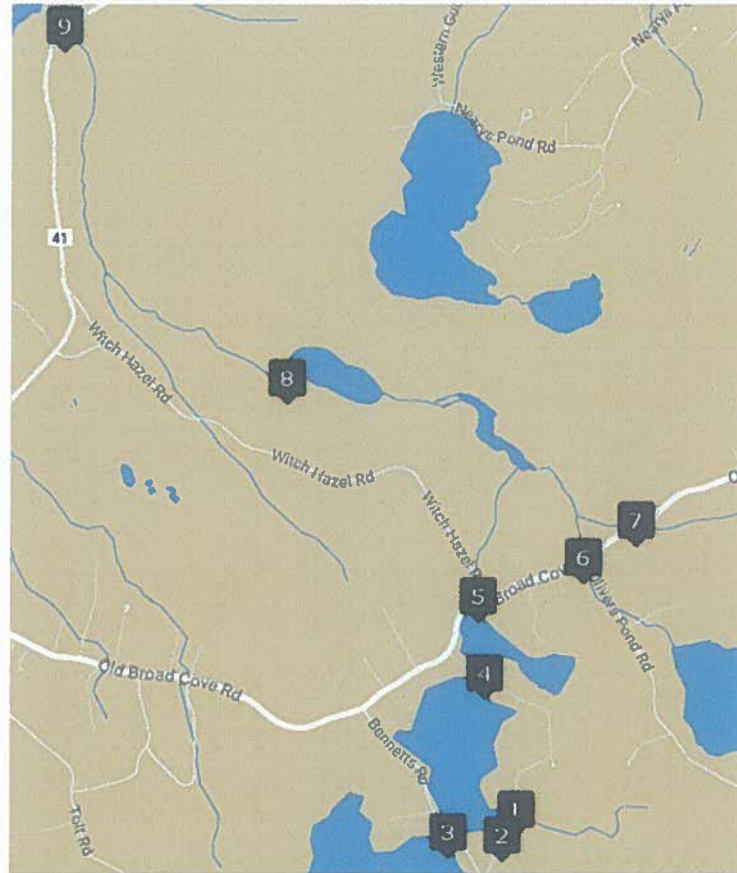


(Figure 1.1 Runout, P. 2016, Millers Pond)

### 1.3 Field Locations



(Figure 1.2 Millers Pond System)



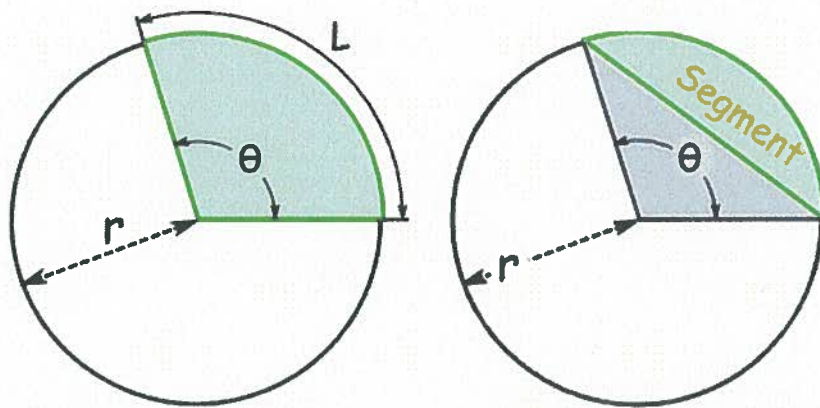
(Figure 1.3 Beachy Cove System)

## **2.0 Materials and Methods**

### **2.1 River Discharge**

In order to calculate the discharge of each stream, several numerical values had to be measured in the field. The first required value was the area which the water passes through. In many of the sites, the water flows through a culvert beneath a road or other paved area. In these cases, we had to measure the diameter of the culvert and the arc-length of the water in the culvert. Then, after dividing the diameter by two to get the radius, these values were used to calculate first the angle, and then finally, the area of water in the culvert. At the few sites where culverts are not used, we calculated the area by using a rectangular approximation for the cross-section of the stream. Several depth and width measurements were taken and then averaged when calculating the area of these sites. All areas were recorded in  $m^2$ . However, for some sites this method was not practical due to river bed morphology, therefore discharge was not measured at these sites. Sites where flow was not measured include; MP 1, MP 2, MP 5, WG 1, and BC 1 (see below\*).





$$A = \frac{r^2}{2}(\theta - \sin\theta) \text{ for } \theta < \frac{\pi}{2}$$

$$A = \frac{r^2}{2}(\theta - \sin(\pi - \theta)) \text{ for } \frac{\pi}{2} < \theta < \pi$$

$$\theta = \frac{L}{r}$$

(Where  $\theta$  is in radians)

(Figure 2.1 Formulas used for calculating angle and area in culverted sites, [mathisfun.com](http://mathisfun.com))

### Sample site dimensions

Site	Length (m)	Diameter (m)	Radius (m)	Circumference (m)	Total Area (m <sup>2</sup> )	
1		0.845	0.423	2.655	0.561	
4	18.20	1.395	0.698	4.383	1.528	
7		0.910	0.455	2.859	0.650	
9	19.92	2.050	1.025	6.440	3.301	(Left looking downstream)
9		2.050	1.025	6.440	3.301	(Right looking downstream)
11		0.893	0.446	2.804	0.628	
12		0.800	0.400	2.513	0.503	
13	11.90	1.450	0.725	4.555	1.651	
15	6.10	0.560	0.280	1.759	0.246	
16	14.20	1.525	0.763	4.791	1.827	*Culvert is squashed/deformed, so approximated total area by taking average of the two diameters, and assumed rectangle shape for area of water
17		0.570	0.285	1.791	0.255	

The second required value was the speed at which the water was flowing. This was approximated by first measuring the length of stream to be tested and then recording the amount of time it took an object to travel the measured distance. At the sites with culverts, we used the length of the culvert for the speed calculations, and at sites without culverts, we had two team members stand in the river and measured the distance between them. All speeds were recorded in m/s.

The area and speed for each site were then multiplied together to get a flow in m<sup>3</sup>/s. This value was then converted to a discharge in L/day.

\*MP 1: Discharge was not measured due to overgrowth of plants. Our method of timing an object as it passes through the culvert would not work as there was too much plant life blocking the culvert, and the object kept getting caught. Measuring the flow at a segment with less plant blockage was possible,

however any value obtained through this method would not be emblematic of the flow throughout the whole stream.

MP 2: The water where we took samples was nearly completely stagnant, and abnormally shaped making the acquisition of a reliable cross-sectional area impossible. The water flowed into a relatively uniform shape further downstream, however this was in the middle of a bog, so measurement of flow at any point in this part of the stream would be inaccurate due to water absorption further downstream.

MP 5: The stream was intersected by a road with no culvert underneath. This resulted in stagnant water on both sides, and a very high depth and width of stream on both sides, making proper measurement of the area impossible.

WB 1: Riverbed was abnormally shaped, resulting in difficulty finding cross-sectional area.

BC 1: The only exposed section of stream was far too shallow and uneven for our method to work as the object being timed would likely drag on the bottom of the riverbed.

## 2.2 Phosphate

To test for phosphates ( $\text{PO}_4$ ) in the water samples, we were provided with a LaMotte Smart3 Colorimeter and several LaMotte phosphate (3653-SC) testing kits. Before testing, each sample was filtered to ensure particulate did not affect the test results. In sites where there was a lot of particulate in the water, we also conducted a phosphate test on the unfiltered sample, as phosphates could be present in solid form. In this paper, insoluble phosphate data was not discussed due to there being inconsistent results however this data is available in the appendix. The phosphate tests were completed by following the procedure as outlined below from the colorimeter operator's manual.

1. Press and hold **Power Button** until colorimeter turns on.
2. Press **Enter** to select **Testing Menu**.
3. Select **All Tests** (or another sequence containing **082 Phosphate ppb**) from **Testing Menu**.
4. Scroll to and select **082 Phosphate ppb** from menu.
5. Rinse a clean tube (0290) with sample water. Fill to the 10mL line with sample.
6. Insert tube into chamber, close lid and select **Scan Blank**.
7. Remove tube from colorimeter. Use 1.0 mL pipet (0354) to add 1.0 mL of \*Phosphate Acid Reagent (V-6282). Cap and mix.
8. Use the 0.1 g spoon (0699) to add one measure of Phosphate Reducing Reagent (V-6283). Cap and shake until powder dissolves. Wait 5 minutes for full color development. Solution will turn blue if phosphates are present.
9. At the end of 5 minute waiting period, mix, insert tube into chamber, close lid and select **Scan Sample**. Record result.

The phosphate test results were recorded in ppm (parts-per-million) and contained no decimal places.

## 2.3 Nitrate

To test for nitrates ( $\text{NO}_3$ ) in the water samples, we were provided with a LaMotte Smart3 Colorimeter and several LaMotte nitrate (3649-SC) testing kits. Before testing, each sample was filtered to ensure particulate did not affect the test results. The nitrate tests were completed by following the procedure as outlined below from the colorimeter operator's manual.

1. Press and hold **Power Button** until colorimeter turns on.
2. Press **Enter** to select **Testing Menu**.
3. Select **All Tests** (or another sequence containing **065 Nitrate-N LR**) from **Testing Menu**.
4. Scroll to and select **065 Nitrate-N LR** from menu.
5. Rinse a clean tube (0290) with sample water. Fill to 10 mL line with sample.
6. Insert tube into chamber, close lid and select **Scan Blank**.
7. Remove tube from colorimeter and pour off 5 mL into graduated cylinder or similar. Discard the remaining sample.
8. Pour the 5 mL sample from a graduated cylinder or similar into the tube. Use the graduated cylinder or similar to measure 5 mL of \*Mixed Acid Reagent (V-6278) and add to tube. Cap and mix. Wait 2 minutes.
9. Use the 0.1g spoon (0699) to add two measures of \*Nitrate Reducing Reagent (V-6279). Cap.
10. Hold tube by index finger and thumb and mix by inverting approximately 60 times a minute for four minutes. Wait 10 minutes for maximum color development. NOTE: At the end of waiting period an undissolved portion of Nitrate Reducing Reagent may remain in bottom of the tube without affecting results.
11. At the end of the 10 minute waiting period, mix, insert tube into chamber, close lid and select **Scan Sample**. Record result.
12. To convert Nitrate Nitrogen ( $\text{NO}_3\text{-N}$ ) results to ppm Nitrate ( $\text{NO}_3^-$ ), multiply by 4.4.

The nitrate test results were recorded in ppm (parts-per-million) and had an accuracy of three decimal places.

## 2.4 pH

To test the pH level for each sample, we were provided with an Orion Research analog pH meter/model 301. Before each round of pH testing, the pH meter was calibrated using two solutions with known pH values of 4 and 7, respectively. Then, the unfiltered sample was poured into a beaker, the pH meter probe was placed in the sample, and the value was read from the meter. The pH test results were recorded with an accuracy of one decimal place.

## 2.5 Temperature

Four different thermometers were used over the duration of the project. For the first three weeks, we used a mercury analog thermometer that was provided to us. This thermometer was accidentally broken while in the field. We then began using a Digi-Sense Traceable digital thermometer that had also been provided to us. After several days of use, the digital thermometer began giving us abnormally high



temperature readings, so we discontinued its use. Finally, we began using another digital thermometer (Atkins) that had been brought in from home by one of our team members. Additionally, during the few days that we were testing dissolved oxygen, we used the temperature readings from the dissolved oxygen meter when recording the dissolved oxygen data.

When taking the temperature, we placed the thermometer in the stream at the approximate location that the sample was taken. The thermometer was left in place until a consistent temperature was reached, and this value was recorded. The temperature results were recorded in degrees Celsius and had an accuracy of one decimal place.

## **2.6 Dissolved Oxygen**

To measure dissolved oxygen, we were provided with an OxyGuard Handy Polaris Portable Dissolved Oxygen Meter. When measuring the dissolved oxygen, we placed the probe in the stream at the approximate location that the sample was taken. The probe was left in place until a consistent dissolved oxygen concentration was reached, and this value was recorded. The team took all of the dissolved oxygen measurements during the daytime, as this is when dissolved oxygen concentrations are at their highest. The dissolved oxygen results were recorded in mg/L and had an accuracy of one decimal place. The device also provided us with a temperature in degrees Celsius at an accuracy of one decimal place, and a whole number value for percentage of saturation. Which was automatically adjusted for oxygen solubility at specific temperatures.

## **3.0 Site Descriptions**



### **MP 1**

MP 1 is located where a culvert crosses Bauline Line near Lien family farm. Tall aquatic grasses cover the stream bed at each end of the culvert, making good habitat for frogs which were consistently seen here. Balsam fir and spruce border the stream.



## MP 2

MP 2 is located at the intersection of a trail and a stream behind the soccer field at Voiseys Brook Park. This stream exits a wetland area, widens to form a pool in the trail, and then continues to travel downstream to Millers Pond. Riparian vegetation at this site includes sheep laurel, meadow rue, grasses, and ferns. Some algae was observed here, and there was a very large quantity of brown particulate in the water which is not something that was seen at any other site.

## MP 3

This site was thought to be at the culmination of Voiseys Brook and an adjacent stream before entering Millers Pond. Upon reaching the supposed sample site, however, it was found that the two streams empty into Millers Pond individually and do not appear to meet at any point. Samples were never obtained from this site due to the nature of the two streams and the fact that it was difficult to access.

\*No phot available.



## MP 4

MP 4 is located at the culvert near the entrance of Voiseys Brook Park. The water at this site is very dark and has a red tinge. Upstream of the culvert, riparian vegetation is dense and tight to the river bank. Purple iris, meadow rue and reed canary grass are found here among other types of plants. Water starwort, algae, and a dark green aquatic moss-like plant were also seen at this site. It was reported by a local that brown trout travel this stream to spawn in the fall, and one large trout was spotted during the sampling period.





#### **MP 5**

MP 5 is located at the end of Beaver Creek Road, near the edge of Millers Pond. The stream is bordered by thick vegetation which includes meadow rue, purple iris, raspberry, and reed canary grass as well as other plants. The stream bed is composed primarily of dark rocks greater than 5cm in diameter. This is the only site where caddis larvae were seen attached to rocks in the stream bed. This site was also unique in the overwhelming presence of dark green aquatic moss-like plants in the stream bed. A very small amount of algae was also observed here. It appears that this stream empties into Millers Pond underground, because the stream does not meet the pond in any visible location.



#### **MP 6**

A plastic culvert carries water from the Murrays Estate residential area into Millers Pond next to 1090 Indian Meal Line. The water appears to travel underground for some distance before reaching the culvert. Samples were taken directly downstream of the culvert, which is roughly 20-30 meters from where the stream empties into Millers Pond. The water is very clear and cold. Next to the stream there is a large pile of soil. Riparian vegetation consists of mostly smaller plants such as lupin and buttercup. Algae is found in great abundance all throughout the stream bed, and this has not been observed at any other site. The edge of Millers Pond where the stream flows in is covered with water starwort. Both trout and stickleback were observed at this site, and ducks appear to frequent this area. Loons were frequently observed here.



### **MP 7**

MP 7 is part of the Millers Pond system and can be accessed via Indian Meal Line. The stream was sampled below the bridge on Millers Pond road. The riparian zone contains maple, Japanese knotweed, spruce and balsam fir. The sampling location further upstream is bordered by birch with an abundance of mint plants at the edge of the stream. The rocks that make up the river bed are dark in colour and have a diameter of greater than 5 centimeters at both sites. Some dark green aquatic moss-like plants were observed in the stream, and no algae or water starwort were spotted.



### **WB 1**

A tributary of the main brook system is located adjacent to Western Gully Road. The sampling site is located behind property of a resident who granted permission for sampling to take place. Moss and black spruce border the stream, and the stream bed is made up of fine sediment. Some brown particulate was observed in the stream in late July. The water at this site is considered pristine due to very little development in the stream's watershed. The stream was therefore used as water quality control.





## BC 9

BC 9 is located on Beachy Cove Road where two culverts cross under the asphalt, roughly 150-200 meters above Beachy Cove Beach. Balsam fir, spruce, maples and other deciduous trees make up the riparian zone. Residential homes are found upstream of the culverts on either side, and there is a manmade pool 10-20 meters upstream from the culverts. Near this pool, there is a small waterfall that appears to be passable by trout. The stream drops downstream upon exiting the culverts and the series of waterfalls follow that are certainly impassable by any type of fish. The majority of rocks that make up the river bed are greater than 10 centimeters in diameter, and some dark green moss-like aquatic plants were observed throughout the stream. A small blanket of algae was observed at the sampling site in late July.



## BC 8

BC 8 is part of the Beachy Cove System, and is located roughly 20 meters downstream of Beachy Cove Pond. This site was accessed via a property behind Bickerstaffe Nurseries, the owner of which granted permission for the stream to be accessed through their property. Samples were taken where the stream widens briefly before narrowing again. Small plants including tall meadow rue and purple iris border the stream, and the stream bed is covered in a dark green moss-like aquatic plant. A small amount of a red moss-like aquatic plant that was not seen at any other sampling site was present here. A large amount of aquatic grasses were present from the sampling site to Beachy Cove Pond.



## BC 7

The stream at Site BC 7 originates in a residential medium density area and is part of the Beachy Cove system. There is a series of four culverts that occur in succession, the furthest downstream of which



crosses beneath Old Broad Cove Road. Samples were taken downstream of this culvert. Newly constructed homes can be found upstream of the sampling site, and have caused disturbance of the riparian zone in sections of stream between the culverts. The stream is only bordered by bare rock here, and the stream bed has also been altered, primarily containing rocks roughly 20-30 centimeters in diameter. The only evident in-stream vegetation present between the first and last culverts are forget-me-nots, which appear to thrive here based on their abundance. There was a lot of brown particulate in the stream at the time sampling took place. Downstream of the sampling

site, riparian vegetation is abundant, with small plants and tall grasses being most dominant. Some algae and a copious amount of water starwort were seen here.



## BC 6

A culvert carries water under Old Broad Cove Road next to where Olivers Pond Road intersects Old Broad Cove Road. This stream originates at Olivers Pond and feeds the Beachy Cove Ponds, eventually flowing into Beachy Cove. At the culvert, the stream is bordered by a forest of primarily balsam fir and spruce, with some birch. Smaller plants occur at the stream's edge, including ferns, alder, buttercup, lupins, raspberry, and tall meadow rue. A house with a large fertilized lawn is present to the right of the culvert looking upstream. The stream bed is covered in a dark green aquatic moss-like plant, with water starwort and aquatic grasses also in abundance. Due to the presence of these aquatic plants and low velocity of the water at this site, the flow rate was difficult to measure, however it was found.





#### BC 5

This site is located on Old Broad Cove Road, adjacent to Hughs Pond. A metal culvert carries water from Hughs Pond towards Beachy Cove. The upstream end of the culvert is about 30-40 meters from Hughs Pond. The section of stream between the culvert and the pond is completely covered by Japanese Knotweed which block the stream from view, and likely constrict the amount of light reaching this section. There is a small section just downstream of the culvert where the stream bed is visible, as there is no Japanese knotweed hanging over this section. Downstream of the culvert, there is a lawn to the right that extends almost to the stream bank. On the left there is a forest of primarily balsam fir, but there also exists birch, mountain ash,

and spruce. Small plants such as forget-me-not, ferns, and tall meadow rue border the river bank. Upstream and downstream portions that we studied reveal only 2 different types of aquatic plants, both being grass-like monocots. One is 1-2 feet high, spongy, and stands upright, reaching out of the water, some type of sedge. The other is about 10cm in length and grows in clumps that move with the current and are submerged. No algae or water starwort were observed at this sampling site. Most of the stream bed consists of stones larger than 10 cm that are both dark and light in colour. The water is fairly clear here, and trout were seen on numerous occasions. Loons were frequently observed in both Hughs and Mitchells Ponds.



#### BC 4

Water flows from Mitchells Pond to Hughs Pond, beneath a small bridge located on Hughs Pond road which is off of Old Broad Cove Road. The stream is about 50-75 meters long, and the riparian zone consists of balsam fir and mountain ash, as well as alders and other small vascular plants. Riparian plants are close to the stream and tall enough so that most of the stream is shaded throughout the day. Aquatic vegetation did not appear to be overly abundant, however a mat of algae appeared at the top of the stream in early august, over a previously implemented spawning bed. No other in-stream vegetation was especially apparent. This stream is unique in its holding of large quantities of trout fry

consistently throughout the summer. It was not uncommon to see 20-30 trout fry in a single glance at the stream. Below the bridge, the stream was completely covered with vegetation which included meadow rue among other species. As a consequence of the area being difficult to access, no sampling was done downstream of the bridge. Aquatic grasses and water lilies occurred near the run-out in Hughs Pond in large numbers.

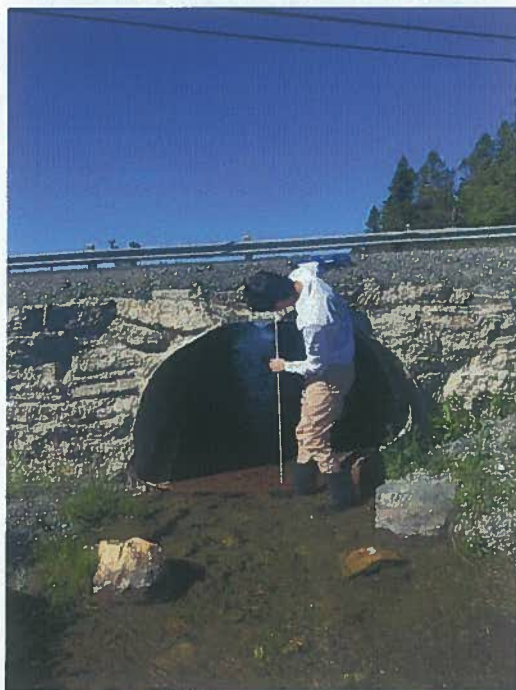


### BC 3

This site is located on Smith's Lane, which is a private street off of Bennetts Road. Water runs through two culverts beneath the road. Most of the water flows through the right culvert (looking downstream). Our sampling locations were immediately above and below the culverts, and there are homes both upstream and downstream of the culverts. The stream eventually flows into Mitchells Pond roughly 200 meters below the culverts. Balsam fir, mountain ash, and birch hug the stream's edge in addition to smaller plants such as ferns, reed canary grass and buttercup. A unique feature of this site is the presence of a dark brown particulate that completely covers the stream bed both upstream and downstream continuously for about 100 feet and potentially further. The substance is soft and has a weak smell of sewage. Water starwort is also found at this site in large quantities, and some algae was seen downstream of the culverts. Some dark green

aquatic moss-like plants are present in the stream, but visibility is difficult due to the presence of the brown particulate.





## BC 2

This site is located on Bennetts Road between Hogans Pond and Mitchells Pond. Water flows through a large, deformed culvert into Mitchells Pond. Small vascular plants border the stream and there are no trees in the surrounding area. Some juvenile trout were observed at both mouths of the culvert, where spawning gravel was placed by the 2016 Green Team. A light blanket of algae covers the stream on the Mitchells Pond side, but no other aquatic plants stood out upon inspection. Groups of stickleback and a smaller number of trout fry were consistently observed at the site.



## BC 1

This stream flows through two culverts in succession, one crossing beneath Smith's Lane and one crossing below Peckhams Road. A section of stream between these two culverts was sampled. Alders and small plants, such as ferns and buttercups, border the stream. The riparian zone also contains large trees on the Smith's Lane side. The stream was consistently significantly colder and shallower than the other sample sites. Houses are present on both roads, and a black hose has been laid along the stream through the culverts. None of the brown particulate that was observed at BC 3 was found here.

## **4.0 Results**

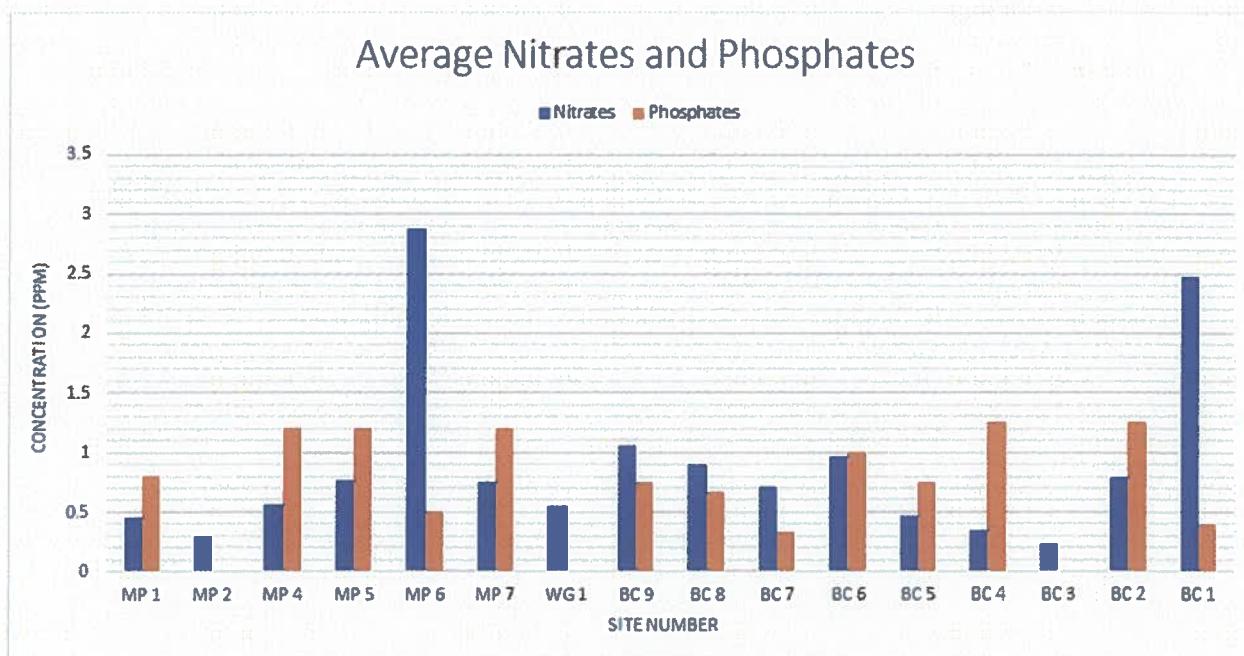
### **4.1 River Discharge**

<b>Site Number</b>	<b>Flow</b>	
	<b>m<sup>3</sup>/sec</b>	<b>L/day</b>
<b>MP 4</b>	<b><math>3.5 \times 10^{-3}</math></b>	<b><math>3.02 \times 10^5</math></b>
<b>MP 6</b>	<b><math>2.9 \times 10^{-3}</math></b>	<b><math>2.58 \times 10^5</math></b>
<b>MP 7</b>	<b><math>8.8 \times 10^{-2}</math></b>	<b><math>7.60 \times 10^6</math></b>
<b>BC 9</b>	<b><math>1.1 \times 10^{-2}</math></b>	<b><math>1.01 \times 10^7</math></b>
<b>BC 8</b>	<b><math>8.5 \times 10^{-2}</math></b>	<b><math>7.36 \times 10^6</math></b>
<b>BC 7</b>	<b><math>5.9 \times 10^{-3}</math></b>	<b><math>5.16 \times 10^5</math></b>
<b>BC 6</b>	<b><math>1.1 \times 10^{-2}</math></b>	<b><math>9.96 \times 10^5</math></b>
<b>BC 5</b>	<b><math>2.4 \times 10^{-2}</math></b>	<b><math>2.1 \times 10^6</math></b>
<b>BC 4</b>	<b><math>5.5 \times 10^{-2}</math></b>	<b><math>4.77 \times 10^6</math></b>
<b>BC 3</b>	<b><math>1.2 \times 10^{-2}</math></b>	<b><math>1.08 \times 10^6</math></b>
<b>BC 2</b>	<b><math>1.5 \times 10^{-2}</math></b>	<b><math>1.37 \times 10^6</math></b>
<b>MB 1</b>	<b><math>4.4 \times 10^{-2}</math></b>	<b><math>3.80 \times 10^6</math></b>

*(Table 4.1 Flow)*



## 4.2 Phosphate



(Figure 4.2 Average Nitrate and Soluble Phosphate Values)

## Phosphate

Site Number	Range	Standard Deviation	Mean
MP 1	0 - 2	0.83	0.8
MP 2	0 - 0	0	0
MP 4	0 - 2	0.83	1.2
MP 5	0 - 4	1.64	1.2
MP 6	0 - 1	0.57	0.5
MP 7	0 - 2	0.84	1.2
WG 8	0	0	0

BC 9	0 - 2	0.95	0.75
BC 8	0 - 1	0.57	0.66
BC 7	0 - 1	0.57	0.33
BC 6	0 - 2	0.82	1
BC 5	0 - 1	0.5	0.75
BC 4	0 - 2	0.95	1.25
BC 3	0	0	0
BC 2	1 - 2	0.5	1.25
BC 1	0 - 1	0.547	0.4

Total Average: 0.601 ppm

Lowest Average: Lower than detection limit (Sites MP 2, WG 1, BC 3)

Highest Average: 1.250 ppm (Site BC 4)

Lowest Recorded Value: 0 ppm (All but Site BC 2)

Highest Recorded Value: 4 ppm (Site MP 5)

Average for Millers Pond: 0.816 ppm

Average for Beachy Cove: 0.711 ppm

### 4.3 Nitrate

*See figure 4.2*

Site Number	Range	Standard Deviation	Mean
MP 1	0.132 - 1.320	0.414	0.457
MP 2	0.000 - 0.704	0.235	0.293
MP 4	0.176 - 1.012	0.275	0.559
MP 5	0.088 - 1.760	0.605	0.754
MP 6	1.180 - 6.072	1.735	2.873
MP 7	0.000 - 2.112	0.749	0.748
WG 1	0.132 - 1.188	0.565	0.543
BC 9	0.572 - 1.716	0.479	1.048
BC 8	0.000 - 1.672	0.697	0.889
BC 7	0.308 - 1.408	0.435	0.723
BC 6	0.616 - 1.848	0.467	0.961
BC 5	0.132 - 1.320	0.439	0.469
BC 4	0.000 - 0.704	0.266	0.343
BC 3	0.00 - 0.704	0.296	0.226
BC 2	0.132 - 2.200	0.748	0.784
BC 1	1.320 - 3.652	0.811	2.471

Total Average: 0.856 ppm

Lowest Average: 0.227 ppm (Site BC 3)

Highest Average: 2.87 ppm (Site MP 6)

Lowest Recorded Value: > 0 ppm (Sites MP 2, MP 7, BC 8, BC 4, BC 3)

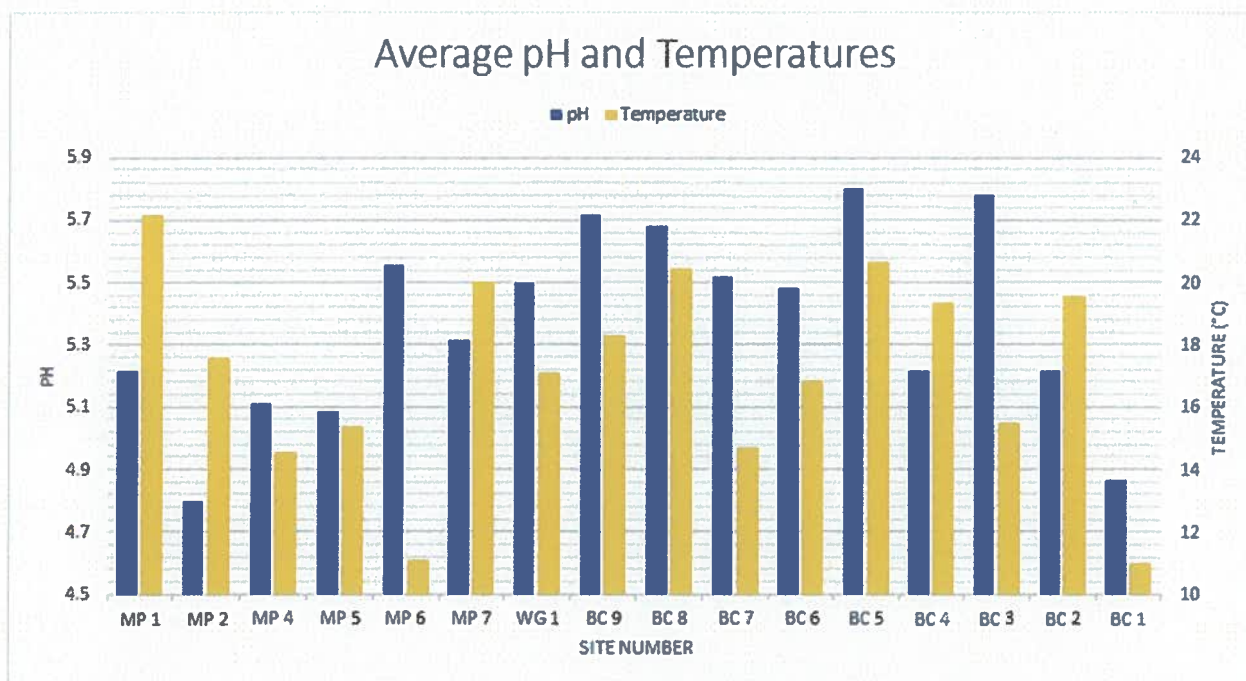
Highest Recorded Value: 6.07 ppm (Site MP 6)

Average for Miller's Pond: 0.947 ppm

Average for Beachy Cove: 0.878 ppm



## 4.4 pH



(Figure 4.3 Average pH and Temperature Values)

## pH

Site Number	Range	Standard Deviation	Mean
MP 1	4.8 - 5.8	0.34	5.2
MP 2	4.6 - 5.2	0.25	4.8
MP 4	4.7 - 5.2	0.28	5.1
MP 5	4.8 - 5.5	0.23	5.1
MP 6	5.0 - 6.1	0.34	5.6
MP 7	5.0 - 5.6	0.25	5.3
WG 1	5.0 - 5.8	0.45	5.5
BC 9	5.2 - 6.2	0.43	5.7
BC 8	5.1 - 6.2	0.46	5.7
BC 7	5.2 - 5.8	0.27	5.5
BC 6	5.2 - 5.9	0.29	5.5

BC 5	5.2 - 6.1	0.34	5.8
BC 4	4.8 - 5.6	0.31	5.3
BC 3	5.2 - 6.3	0.41	5.8
BC 2	4.8 - 5.6	0.31	5.3
BC 1	4.8 - 5.3	0.23	4.8

Total Average: 5.365

Lowest Average: 4.800 (Site MP 2)

Highest Average: 5.800 (Site BC 5)

Lowest Recorded Value: 4.6 (Sites MP 2, BC 1)

Highest Recorded Value: 6.2 (Sites BC 9, BC 8)

Average for Millers Pond: 5.18 pH

Average for Beachy Cove: 5.47 pH

#### 4.5 Temperature

*See figure 4.3*

Site Number	Range	Standard Deviation	Mean
MP 1	18.4 - 31.8	4.42	22.20
MP 2	16.7 - 19.1	0.87	17.57
MP 4	13.6 - 17.0	1.17	14.53
MP 5	14.2 - 18	1.36	15.36
MP 6	10.0 - 13.0	1.00	11.12
MP 7	18.0 - 23.0	1.71	20.02
WG 8	15.3 - 18.0	1.56	17.10
BC 9	13.9 - 22.4	3.30	18.32
BC 8	19.0 - 25	2.58	20.46
BC 7	13.7 - 14.4	0.860	14.70
BC 6	15.0 - 20.0	1.84	16.87
BC 5	19.0 - 23.0	1.57	20.67

BC 4	15.7 - 22.0	2.18	19.35
BC 3	13.0 - 20.0	2.33	15.47
BC 2	19.0 - 21.0	0.74	19.55
BC 1	8.5 - 21.3	4.59	10.99

Total Average: 17.2°C

Lowest Average: 10.99°C (Site BC 1)

Highest Average: 22.2°C (Site MP 1)

Lowest Recorded Value: 8.5°C (Site BC 1)

Highest Recorded Value: 31.8°C (Outlier, Site MP 1), 25°C (Site BC 8)

Average Temperature for Millers Pond: 16.8°C

Average Temperature for Beachy Cove: 17.4 °C

\*This shows a similar temperature drop (2.3 degrees Celsius) as was noted in the 2016 Green Team Report.

#### 4.6 Dissolved Oxygen

Site Number	Dissolved Oxygen	
	mg/L	% saturation
MP 1	6.1	78
MP 2	4.4	55
MP 4	5.3	63
MP 5	6.6	77
MP 6	8.2	94
MP 7	7.2	91
MB 1	7.1	86
BC 9	7.9	98
BC 8	5.8	74
BC 7	7.0	86
BC 6	6.7	82
BC 5	6.3	81
BC 4	7.1	91
BC 3	5.6	68
BC 2	7.2	94
BC 1	6.5	77

(Table 4.4 Dissolved Oxygen)



## **4.7 Sources of Error**

### **Systematic Errors**

Systematic errors are errors caused by flaws in the systems used to obtain results. This type of error is often more consistent, as it tends to affect all of the results.

One of the main systematic errors encountered during the project was the use of outdated testing solutions. Several nitrate and phosphate testing kits were provided to the team before the arrival of the new kits, however these older kits were discovered to have been expired for several months or years. Because of this, the data obtained in the first few rounds of testing may have been slightly inaccurate.

Systematic errors may also have been caused by the use of multiple different thermometers over the course of the project. Each thermometer may have had its own separate degree of inaccuracy, resulting in different levels of error for each set of data based on which thermometer was used. In particular, error occurred during the use of the Digi-Sense Traceable digital thermometer. This thermometer was used for only for one day of sample collection, as it began to display abnormally high temperature readings for sites that had previously been significantly colder.

### **Random Errors**

Random errors are more unpredictable, and can affect test results in a variety of ways. This type of error is not consistent, as it usually only affects values on an individual level.

One of the most frequent causes of random error occurred when a sample was not blanked in the colorimeter before beginning a nitrate or phosphate test. When this occurred, the colorimeter was instead blanked with a vial of distilled water. Because of the use of distilled water, the test result was most likely inaccurate. Tests were only blanked with distilled water twice. After this, if the test was not blanked beforehand, the team ensured that enough sample was left to fill a second vial with sample liquid for blanking.

Another source of random error was encountered through the loss of two samples. From the August 1<sup>st</sup> round of sample collection, two of the sample bottles were broken sometime between when they were frozen and when they were thawed, resulting in the loss of the sample liquid. Because of this, it was not possible to test them for pH or nitrate.

## **5.0 Discussion**

### **5.1 River Discharge**

River discharge is an important parameter to be measured in order to obtain a rough estimate of the water volume which flows in and out of ponds within a particular watershed. Knowing the general amount of water which is input directly through a river can also explain any increases or decreases seen in the output volume at the downstream end of the pond. Increases in volume at the output end after often

attributed to overland flow, general runoff from the surrounding land or additional springs entering the pond in smaller quantities. Decreases in volume are often explained by the loss of a significant amount of water into the water table through infiltration into the underlying rock.

Despite our best attempts, some rivers would not allow for accurate flow measurements. In the Miller's Pond System, the output for site 7 along with input flows for sites 4 (MP 4) and 6 (MP 6) were calculated. The sum of the inputs for MP 4 and MP 6 are  $5.60 \times 10^5$  L/day. The only mapped output of the pond is MP 7, which had a flow rate of  $7.60 \times 10^6$  L/day. It is also important to note that the flow for site MP 7 was calculated on a day where the water level was abnormally high moving very fast. This is most likely due to the 30 mm of rain which fell the day before the sampling day. That being considered, we're missing approximately  $7.0 \times 10^6$  L/day of input that is entering the pond elsewhere. Some of this water is undoubtedly coming in from the convergence of Sites MP 1 and MP 2. However, based on our collective opinions there would not be enough water moving through both sites to account for the extra  $7.0 \times 10^6$  L/day of water input. Therefore, there must be a large amount of water coming in from external sources such as simple land runoff, aquifer leakage or additional springs.

The Beachy Cove System is much better described in terms of inputs and outputs as all but one of the sites were measured. The sum of the inputs from sites BC 2 and BC 3 are  $2.4 \times 10^6$  L/day. The difference between this input value and the output value at BC 4 of  $4.7 \times 10^6$  L/day is  $2.3 \times 10^6$  L/day. Again, like the previous system, there is a surplus in lake inputs by  $2.3 \times 10^6$  L/day which suggests there should be water entering the system from other sources. One of which would be site MP 1, however it is very possible that there are other unmapped inputs as well. It is also important to reiterate that most all these measurements were taken on different days, using methods which only give a rough estimate of the flow.

Leaving Mitchells pond, into Hugh's Pond, there is only one mapped input and one output. Again, we see a difference in water levels between both inputs and outputs. The average input into Hugh's Pond at BC 4 being  $4.7 \times 10^6$  L/day whereas the average output at BC 5 was a lot smaller at  $2.1 \times 10^6$  L/day. There is an input surplus of  $2.6 \times 10^6$  L/day. However the method is which we measured flow at BC 4 was different as there was no culvert here, unlike at BC 5. This water may be escaping through an unmapped output but may also be due to the inconsistency in the measuring method. This needs reassessment at these two sites.

Finally, the last leg of the system is where BC 5, BC 6 and BC 7 converge and flow downstream towards the Beachy Cove Ponds and then exit through BC 8 and then onwards to BC 9 into Beachy Cove Falls. The sum of BC 5, 6 and 7 is  $3.6 \times 10^6$  L/day into Beachy Cove Ponds. The output of the Beachy Cove ponds was estimated to be  $7.36 \times 10^6$  L/day. Finally, the output of Beachy Cove Brook into the ocean is  $1.01 \times 10^7$  L/day. There is clearly a lot of inconsistency between the sites it is hard to say where the water may be going. There is a tributary which flows under Witch Hazel Road and down into Beachy Cove Brook. This may be adding a significant amount of water into the system downstream from BC 8. To reiterate what has been said before; the methods in which these flows were measured are inconsistent and simply a rough estimate. Many of these flows were measured on different days, and some after significant rain falls. Ground water drainage will account for some of the differences.

## 5.2 Phosphate

Phosphates are described as a salt containing the element phosphorus that, when in ester form, hold the chemical formula of  $\text{PO}_4^{3-}$ . This inorganic chemical is essential for plant growth and many metabolic reactions in plants and animals, however only in very small quantities. Even small increases in its concentration have major negative effects on the entire aquatic ecosystem being the limiting nutrient for algal growth. Additional phosphates can enter the watershed from a number of sources, these commonly include; sewage, fertilizers, and disturbed land. However, phosphates are also found naturally in the system due to weathering of any surrounding phosphate rich rocks. Any overturn of the lake sediment during heavy wind or storm activity will also release trapped phosphate ions into the water.

According to the Canadian Water Quality Guidelines for the Protection of Aquatic Life, total phosphorus ranges in non-polluted waters can extend from  $< 0.001$  ppm to  $> 0.2$  ppm.

Trophic Status	Canadian Trigger Ranges for Total Phosphorus (ppm)
Ultra-oligotrophic	$< 0.004$
Oligotrophic	$0.004 - 0.01$
Mesotrophic	$0.01 - 0.02$
Meso-eutrophic	$0.02 - 0.035$
Eutrophic	$0.035 - 0.1$
Hyper-eutrophic	$> 0.1$

*(Table 5.1 ; Total phosphorus trigger ranges for Canadian lakes and rivers. Modified from Canadian Council of Ministers of the Environment, 2004)*

It is important to note that even though phosphates will affect a river at these low concentrations, they only pose a risk to human health at extremely high concentrations.

Unfortunately, the materials that we used to run the phosphate testing only gave results to the nearest whole number. This left us with results that were imprecise due to rounding. For example, a sample may have had a phosphate concentration of 0.4 ppm, but due to the nature of the testing method, the colorimeter would round down and simply give us a reading of 0 ppm. It is important as a disclaimer to note that many of the samples which had a reading of 0 ppm may have had a small enough of a concentration that would still impact the river or lake. To alleviate this problem in future studies, it is recommended that a measuring device that can detect phosphate concentrations to 0.1 ppm be used. Even though the phosphate measurements were not as precise as they should be in this type of study, MP Sites 4, 5, 7 and BC 2, 4 all showed alarmingly high phosphate level at averages greater than 1 ppm, which is the focus of this discussion.

Millers Pond Sites 4 (MP 4) and 5 (MP 5) are both inputs into the pond and are found along the same river, Voiseys Brook. The area upstream of 4 (which is upstream of 5) is a highly vegetated area of recreational space, however further upstream along the same river there is a large development area and an agriculture space. This may be the source of the additional phosphate being input to the river and thus, the pond. As water follows the hydraulic gradient of the surrounding topography, it will pick up any phosphates and continue to flow down-gradient into the tributary usually at the point of lowest topographic relief; in this situation, Voiseys Brook.

Millers Pond Site 7 (MP 7) is the only mapped output of Millers Pond. It would only be logical to see a significant amount of phosphates at this site as well if it is confirmed there is a continuous input of phosphate into the pond (i.e. MP 4 and MP 5).

Beachy Cove Brook Sites 2 (BC 2) and 4 (BC 4) are also both related. Site BC 2 is located downstream of a farm. Any fertilizers and manure are potential sources of phosphate at BC 2 as the river is directly coming from the farm up the hill. BC 4 is the output of Mitchells pond into Hogans pond, so it would be expected to see significant phosphate levels here as well.

### 5.3 Nitrate

Nitrogen gas ( $N_2$ ) is the most abundant gas on our planet, making up about 78% of all the gases in the atmosphere. However, most plants and animals cannot use it in this form. Blue-green algae and legumes have the capability to fix nitrogen into nitrate ( $NO_3^{4-}$ ), which is more commonly used by plants. As nitrogen cycles through the environment it eventually gets converted into ammonia and then fixed by bacteria back into nitrite, then nitrate. This is the most common form that is found in freshwater ecosystems. Naturally, it comes from decomposing plants and animal waste. Anthropogenic sources of nitrogen include fertilizers and sewage, among many others.

Natural levels of nitrate in a healthy freshwater system are less than 1 ppm and concentrations higher than 10 ppm will have a major effect on the entire ecosystem. 10 ppm is also the maximum concentration allowed in human drinking water, in Canada. It is also important to note that many studies have suggested that even nitrate concentrations of 0.06 ppm will have effects on sensitive fish such as salmon. Although none of our sites showed nitrate concentrations near 10 ppm, a couple of our sites showed significantly higher concentrations than the other sampling sites and should be addressed.

Millers Pond Site 6 (MP 6) received the highest nitrate concentration out of all 17 sites with an average of 2.8 ppm. The site is located along the south-east side of the pond and enters the pond through a plastic culvert which extends 10's of meters underground. The water is being carried downstream through the culvert from the Murrays Estates development area. This may be source of the nitrates as the houses are all built on bedrock. Having no natural soil, sod was added to create lawns. As fertilizers are added to the lawns, the nutrients percolate through the thin layer of soil and immediately hit the underlying bedrock and run down it, eventually flowing into the river. It is also important to note that the water temperature at this site was the coldest recorded. Many studies have suggested that as water temperatures decrease, nutrient (specifically nitrogen in this case) concentrations increase. This is due to lower water temperatures having a lower metabolic rate, causing little to no nitrogen fixation to occur. We believe this is what may be happening at this site where the culvert extends for a long distance underground before emptying out into Millers Pond.

The other site which showed a nitrate concentration above 2 ppm was Beachy Cove Site 1 (BC 1) at 2.5 ppm. As discussed in the previous section, this site is located in a small, shallow river which empties out into Mitchells Pond. The river leaves a piece of agricultural land upstream and slopes down through a heavily forested area. Not much light has the ability to pass through the tree cover to the water.

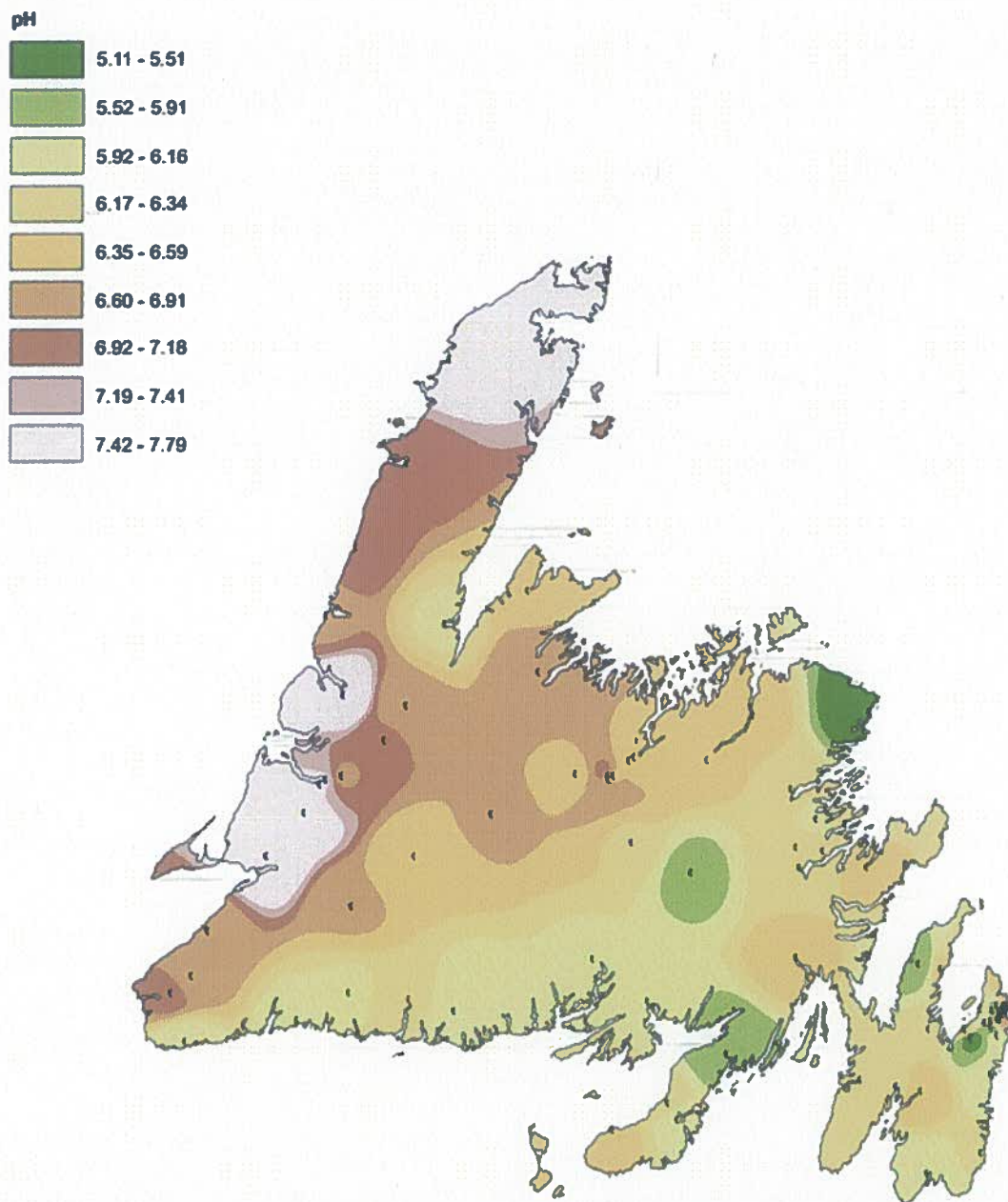
This may explain the lower temperature values obtained here, and thus explain the higher nitrate concentration values as discussed previously.

It is important to mention an important circumstance here. Millers Pond sites 2 (MP 2) and 4 (MP 4) both come from the same region which is comprised of a new expansive area of housing development, and further upstream, a farm. It is evident in the data that the water found at both MP 2 and MP 4 is very different in terms of nutrient concentrations. We believe this difference is because MP 2 is essentially getting filtered by the bog in which it passes through. The bog has the capability to naturally remove and phosphates and nitrates which may have been added to the system prior to entering the bog.

#### **5.4 pH**

pH is a measure of the acidity or proton concentration in a solution. pH values are based on a logarithmic scale of base 10, meaning that each increase of 1 pH value corresponds to a 10-fold decrease in free proton concentration. A pH value of 7 indicates a neutral solution, solutions below 7 pH are acidic and solutions above 7 pH are basic or alkaline. Newfoundland streams are generally more acidic than streams in other parts of the world due to the influence of acidic soils, therefore pH values for the streams in Portugal Cove- St. Phillip's were expected to be below 7. A map prepared by Newfoundland and Labrador's Department of Environment and Conservation Water Resources Management Division indicates that natural pH values for the Portugal- Cove St. Phillip's area are within the range 5.52-6.16





*(Figure 5.2 pH Contours Based on Canada-Newfoundland Water Quality Monitoring Agreement Data. Taken from Environment Canada, 2000)*

The pH values for some sites were consistently below the expected range of freshwater streams, which is generally neutral at around 7.0. This could be explained by either error in the pH meter that was used to test the samples or by the nature of Newfoundland soil. The pH meter used by the team was an analog device lent by the Marine Institute. Analog devices tend to be more susceptible to error than their digital counterparts. The province of Newfoundland tends to have quite acidic soil, which could also account for the slightly for acidic than neutral values that were obtained over the summer. Nevertheless, pH values were in the range shown on this map.

## 5.5 Temperature

Temperature is a highly variable parameter of stream water. Many factors can increase or decrease the temperature of a stream over the course of a few days or even a few hours. Temperature is most often increased or decreased by the weather events such as heavy rainfall, high winds, or extreme sunlight. The average overall temperature of all sample sites was found to be 17.2°C. Water temperature is also dependent on the body of water. Ponds and lake accumulate heat over the summer and therefore the later in the summer the samples were taken, the higher the temperature will rise. Lakes for example, especially in the epilimnion zone, will tend to have higher temperatures than rivers which generally run through more forested areas. For this reason it can be said, for the most part, that pond and lake inputs have lower temperatures than the outputs.

The temperature of a stream can have a variety of effects on its chemical composition. Generally, increasing the temperature of water will result in a lower pH value, and vice versa. When comparing the obtained results for pH and temperature, this inverse relationship was present in most of the sampling sites. A similar relationship can be seen when comparing temperature to nitrate concentration; colder water leads to higher concentrations of nitrate in a system. This relationship was most noticeable in the two coldest sites; Millers Pond Site 6 (MP 6) and Beachy Cove Site 1 (BC 1). These two locations were significantly colder than the rest with average temperatures of 11.12°C and 10.99°C, respectively. These sites also exhibited the highest concentrations of nitrate, both averaging well over 2ppm.

## 5.6 Dissolved Oxygen

Dissolved oxygen content refers to the concentration of gaseous oxygen molecules, O<sub>2</sub>, contained within a body of water. Most gaseous oxygen enters water either through contact with surrounding air, or via photosynthesis of aquatic plants. Although oxygen is present in water molecules, H<sub>2</sub>O, organisms such as plants and animals must rely on gaseous oxygen in the water for respiration. As a result, higher levels of dissolved oxygen are required to support life in a stream. The following table shows how varying levels of dissolved oxygen affect aquatic life.

Dissolved Oxygen (mg/L)	Effects on Stream Organisms
0 - 2	Too low to support life
2 - 4	Good for few fish and insects
4 - 7	Good for most aquatic organisms, excepting cold water fish
7 - 11	Great for most aquatic organisms

*(Table 5.3 Modified table from data on water quality parameters website)*

Dissolved oxygen is a parameter that is variable based on factors such as time of day and temperature. In general, dissolved oxygen is highest in the daytime, while photosynthesis occurs, and is lowest at night with the absence of the sun. Additionally, higher water temperatures typically result in

lower concentrations of dissolved oxygen. In terms of human activity, there are a variety of causes for lowered dissolved oxygen, including the addition of chemicals, nutrients, and sewage to streams or water bodies.

The dissolved oxygen values obtained during testing ranged from 4.4 mg/L to 8.2 mg/L, which suggests that every stream contained enough oxygen to support aquatic life. The average concentration was 6.6 mg/L. Based on dissolved oxygen concentrations alone, most aquatic organisms should be able to thrive in the Millers Pond and Beachy Cove Systems. The lowest concentration, 4.4 mg/L, was measured at Millers Pond Site 2 (MP 2). This concentration may have been lower due to the amount of nutrients coming from the wetland just upstream of the sample site. Another explanation for the low value could be because the water was stagnant in this location. On the other end, the highest concentration, 8.2 mg/L, was measured at Millers Pond Site 6 (MP 6). Although this site proved to be an area of concern based on its high average nitrate concentration, the high dissolved oxygen level suggests that aquatic life should prosper here. However, the high dissolved oxygen content at this location could be simply attributed to turbulent stream flow as the water runs downhill through the culvert. (The solubility of oxygen in water declines within increased temperature).

## **5.7 Future Work**

Based on the results obtained from this project, the team has devised several suggestions for future work to be conducted with relation to improving the water quality in the community.

After analyzing the results from each individual sampling location, the team identified several sites that should be further investigated as a means of follow-up. These areas of concern were Millers Pond Site 6 (MP 6), Beachy Cove Site 3 (BC 3), and Beachy Cove Site 1 (BC 1). MP 6 and BC 1 were concerning as they both had considerably higher levels of nitrate than any of the other sites, both averaging over 2 ppm in concentration. While these are not dangerous levels of nitrate, the results are still worrying, as they could have a negative effect on organisms living in those areas. BC 3, while not returning any particularly high concentrations of phosphate or nitrate, was alarming in its appearance. The stream bed at this site was consistently lined with a thick layer of brownish-orange sludgy particulate, and frequently had sections of foam covering the water. Further testing in this location for other chemicals such as iron, or ammonia could be useful in identifying what is causing the contamination.

At MP 6, it would also be beneficial to implement some sort of mobile treatment station at the end of the culvert. The amount of nitrate in the water at this site entering Millers Pond is cause for concern. Therefore, treating it to remove nitrates between where it exits the culvert and where it enters the pond would be favorable to reduce the contamination of the pond.

Hughs and Mitchells Pond saw a fair amount of fishing traffic over the summer, indicating a likelihood of healthy fish populations in these ponds. It would be worthwhile to set up a fish monitoring program in the future to get an idea of the species, number and size of fish in these ponds and other ponds in the area. A tagging system could be implemented where released fish are marked with date of capture, size and weight. Tags could be distributed to fishers in the area and the data that is collected could be



documented for future analysis. In addition to this, the stomach contents of fish that are killed by fishers could be analyzed to get an idea of feeding relationships in the Portugal Cove- St. Phillip's ponds.

Phosphate concentrations could only be measured with an accuracy of 1 ppm during this study due to the nature of the testing materials. Since phosphate concentration changes as low as 0.1 ppm can have major changes on stream ecosystems, a measuring device that can detect phosphate to 0.1 ppm is highly recommended if similar studies are to be conducted in Portugal cove-St. Phillip's streams in the future. Method 365.1 from the United States Environmental Detection Agency has the capability of measuring phosphate to from 0 to 1 ppm to the nearest 0.1ppm and would be useful in future studies.

Due to the evident impact of watershed land development on stream water chemistry, it is recommended that a Study be done on the species and concentration of microorganisms in the water at the sampling sites of this study. If the species of microorganisms that are known to indicate "healthy" or "unhealthy" streams were tested for, this data could be compared with the water chemistry data to outline the sites of serious concern more clearly.

Early in the sampling period it was brought to the attention of the 2017 green team that biologists from Memorial University conducted an invertebrate study at the same sites which the green team sampled. It is suggested that the green team's data be compared to the invertebrate study data as it becomes available so that further conclusions can be made.

Throughout the 2017 sampling period, stream velocity was measured by timing an object as it moved a particular distance. A flowmeter would give more accurate velocities and save time in future studies if flow is to be measured. The flow at every sample site should be measured on the same day under relatively constant weather conditions to ensure the most accurate results in future studies. The flow should also be 3-4 times throughout the summer to get an idea for how it changes.

It would be beneficial to implement a leaf litter bag experiment for the Green Team to partake in next summer. Leaves of the same species of plant would have to be collected, dried (preferably in a laboratory oven) and weighed out to equal proportions for each site. The dried leaf litter can then be put into mesh bags and one bag can be placed in each stream of interest. The litter bags should be tied to a rigid object such as a fallen tree branch in the streams and they should be placed in an area that is both easily accessible and not likely to be disturbed. The bags should also be fully submerged in the stream. Near the end of the work period, the leaf litter bags can be taken up from the streams and any objects other than the original leaf litter should be removed from the bags before the litter is dried and weighed, using the same tools for these procedures as were used at the start of the experiment. The decomposition rate of the leaf litter can then be calculated for each stream by dividing the amount of mass lost by the duration of time that the litter was in the stream and comparisons can then be made between streams. A higher decomposition rate generally indicates greater microbial respiration rates and a healthier stream. It is important to keep in mind that higher temperatures, lower aluminum concentrations and higher pH values generally correspond to higher decomposition rates.

Throughout the sampling season of 2017 a large amount of interactive data has been collected, however there was a strict time limit provided for the statistical analysis. There is a need for an in-depth

statistical analysis to be undertaken with the data collected in this study for more precise conclusions to be drawn.

## **6.0 Conclusion**

To conclude, the Town of Portugal Cove - St Philips has seen a significant amount of development over the recent years, growing at a rate of 12% every 5 years (Stats Canada). This development has without a doubt affected the ecosystems which they encompass. Throughout our research data, we have clearly found some higher than normal nutrient values in many of the rivers and ponds as previously outlined. However, nothing which is of extreme worry. The two areas of concern within the system would be site MP 6 on Indian Meal Line and BC 1 and 2 both on Smith's Lane.

It is important however to make a few comments regarding the importance of the natural ecosystems which exist within the town of Portugal Cove - St Philips. There are many bogs and wetlands which border many new larger subdivisions and other developments. As shown in our data, these are of utmost importance in terms of assuring that the watersheds within the regions stay at the same quality they are today as the town continues to develop into the future.

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## MP 1 Raw Data

MP 2 Raw Data[illegible]



## MP 4 Raw Data

MP 5 Raw Data[illegible]

## Appendix

### MP 6 Raw Data

Date	Time	GPS	Weather	pH	Water Temp (°C)	Stream Depth (cm)	Nitrate (ppm)	Phosphate (ppm)	Unfiltered (ppm)	Location in Stream	Other Observations
July 11th, 2017	11:20 AM	47°37' 239" N - 52°49' 636" W	Sunny, light wind, 20°	5.7	10.0	13.5	2.850	0	N/A	Downstream from culvert	Lots of algae, fine sediments in bottom of stream, fairly open area with trees, loose earth around invertebrates
July 18th, 2017	11:10 AM	47°37' 239" N - 52°49' 636" W	Warm, sunny, 20°	6.1	11.0	9.3	1.180	0	N/A	Downstream from culvert	Culvert is made of plastic (not metal), upstream side of culvert is underground/we are not able to reach it for sampling
July 24th, 2017	11:30 AM	47°37' 239" N - 52°49' 636" W	Sunny, windy, 15°	5.7	13.0	8.0	2.112	1	1	Downstream from culvert	Lots of algae and green sludge compared to other sites, lots of starwort piled up on edge of pond, yellow lilies, all kinds of fish in pond
July 27th, 2017	11:00 AM	47°37' 239" N - 52°49' 636" W	Sunny, light wind, 23°	5.4	10.8	9.0	1.760	1	1	Downstream from culvert	Clear water, upturned earth, algae covering larger stones in riverbed
July 31st, 2017	12:13 PM	47°37' 239" N - 52°49' 636" W	Warm, sunny, 18°	5.6	10.8	13.0	6.072	N/A	N/A	Downstream from culvert	Fine sediments, lots of algae along length of stream, upturned soil on bank, clear water, over 20mm of rain fell over the weekend
August 10th, 2017	1:17 PM	47°37' 239" N - 52°49' 636" W	Sunny, windy, 23°	5.2	11.1	13.0	3.256	N/A	N/A	Downstream from culvert	18mm rain fell day before
Dissolved Oxygen											
mg/L	8.2	% sat	Temp	94	12.8						
						Date	Area (m²)	Speed (m/s)	Flow (m³/s)	Flow (L/day)	
						July 18th, 2017	0.009	0.333	0.00299	258.336	

### MP 7 Raw Data

Date	Time	GPS	Weather	pH	Water Temp (°C)	Stream Depth (cm)	Nitrate (ppm)	Phosphate (ppm)	Unfiltered (ppm)	Location in Stream	Other Observations
July 11th, 2017	11:10 AM	47°37' 329" N - 52°49' 803" W	Sunny, light wind, 20°	5.4	20.0	18.0	2.112	0	1	Under bridge, downstream, before waterfall	Rapidly flowing water under bridge, many trees in area
July 18th, 2017	11:35 AM	47°37' 297" N - 52°49' 825" W	Warm, sunny, 20°	5.6	23.0	10.0	0.000	1	N/A	Stream behind tennis court	New sample taken upstream from previous sample, flow is slower and less turbulent, water is quite clear, area of historical sewage backup (?)
July 21st, 2017	5:00 PM	47°37' 297" N - 52°49' 825" W	Overcast, foggy, 13°	5.6			0.396	2	0	Stream behind tennis court	No water temp or depth because sample was taken on short notice
July 24th, 2017	10:35 AM	47°37' 297" N - 52°49' 825" W	Sunny, windy, 15°	5.2	19.0	11.0	1.232	2	1	Downstream from bridge	Small bridge behind tennis court
July 27th, 2017	9:45 AM	47°37' 297" N - 52°49' 825" W	Sunny, light wind, 23°	5.0	18.0	8.0	0.176	1	0	Downstream from bridge	Small bridge behind tennis court
July 31st, 2017	12:17 PM	47°37' 297" N - 52°49' 825" W	Warm, sunny, 18°	5.4	19.5	21.0	1.012	N/A	N/A	Downstream from bridge	Dark green aquatic plants, larger sediments (>2cm) in riverbed, mint, bordered by birch, over 20mm of rain fell over the weekend
August 10th, 2017	1:21 PM	47°37' 297" N - 52°49' 825" W	Sunny, windy, 23°	5.0	20.6	16.0	0.308	N/A	N/A	Downstream from bridge	18mm rain fell day before
Dissolved Oxygen											
mg/L	7.2	% Sat	Temp	91	16.5						
						Missing data					
						Date	Area (m²)	Speed (m/s)	Flow (m³/s)	Flow (L/day)	
						August 15th, 2017	0.085	0.932	0.08807	7,609.584	



## Appendix

### MB 1 Raw Data

Date	Time	GPS	Weather	pH	Water Temp (°C)	Stream Depth (cm)	Nitrate (ppm)	Phosphate (ppm)	Unfiltered (ppm)	Location in Stream	Other Observations
July 11th, 2017	11:01 AM	47°37' 188" N - 52°50' 898" W	Sunny, light wind, 20°	5.0	18.0	7.4	0.308	0	0	Behind Dick Whaler's house	Lots of moss in area, many conifers
July 18th, 2017	1:47 PM	47°37' 188" N - 52°50' 898" W	Warm, sunny, 20°	5.8	18.0	7.5	0.132	0	0	Behind Dick Whaler's house	Lots of moss in area, many conifers
August 10th, 2017	10:52 AM	47°37' 188" N - 52°50' 898" W	Sunny, windy, 23°	5.7	15.3	6.5	1.188	N/A	N/A	Behind Dick Whaler's house	Brown particulate layer along bottom of stream. 18mm rain fell day before
<b>Dissolved Oxygen</b>											
		% Sat	Temp								
	7.1	88	13.8								

### BC 9 Raw Data

Date	Time	GPS	Weather	pH	Water Temp (°C)	Stream Depth (cm)	Nitrate (ppm)	Phosphate (ppm)	Unfiltered (ppm)	Location in Stream	Other Observations
July 11th, 2017	10:41 AM	47°37' 002" N - 52°52' 153" W	Sunny, light wind, 20°	5.8	20.0	35.6	1.716	1	N/A	Upstream from culvert	Stream bordered by many trees, downstream flow is unreachable because of slope erosion and small waterfall
July 18th, 2017	1:00 PM	47°37' 002" N - 52°52' 153" W	Warm, sunny, 20°	6.1	21.0	12.0	0.704	0	N/A	Upstream from culvert	Took measurements from culvert on the left (looking downstream) because it is much safer to approach.
July 25th, 2017	11:32 AM	47°37' 002" N - 52°52' 153" W	Cloudy, rainy, 13°	5.8	13.9	27.0	0.88	2	N/A	Upstream from culvert	Digital thermometer doesn't seem to be accurate, clear water, birch, fir spruce, mosses, dark green plants, no algal/starwort, house garden upstream
July 28th, 2017	10:30 AM	47°37' 002" N - 52°52' 153" W	Sunny, some clouds, 21°	5.2	22.4	13.0	0.572	0	N/A	Upstream from culvert	Over 20mm of rain fell over the weekend
August 1st, 2017	10:30 AM	47°37' 002" N - 52°52' 153" W	Cloudy, 12°	5.2	16.0	40.0	0.636	N/A	N/A	Upstream from culvert	18mm rain fell day before
August 10th, 2017	10:40 AM	47°37' 002" N - 52°52' 153" W	Sunny, windy, 23°	6.2	16.6	25.5	1.584	N/A	N/A	Upstream from culvert	
<b>Dissolved Oxygen</b>											
		% Sat	Temp								
	7.9	88	15.8								
				Date	Area (m²)	Speed (m/s)	Flow (m³/s)	Flow (L/day)			
				July 18th, 2017	0.067	1.009	0.06738	5,821,532	Left culvert (looking downstream)		
				July 25th, 2018	0.078	0.650	0.05038	4,352,400	Right culvert (looking downstream)		
								0.11775	10,173,932 (Total)		

## BC 8 Raw Data

BC 7 Raw Data

Date	Time	GPS	Weather	pH	Water Temp (°C)	Stream Depth (cm)	Nitrate (ppm)	Phosphate (ppm)	Unfiltered (ppm)	Localities in Stream	Other Observations
July 11th, 2017	10:13 AM	47°35' 937" N - 52°50' 280" W	Sunny, light wind, 20°	5.5	15.0	6.0	0.838	0	0	Downstream from culvert	Small amounts of green algae, lots of starwort further down stream, lots of larger (20-30cm) rocks on bottom of stream, flow is very slow in certain spots, lots of trees/vegetation
July 17th, 2017	9:25 AM	47°35' 937" N - 52°50' 280" W	Sunny, no wind, 18°	5.2	16.0	21.0	0.308	0	N/A	Downstream from culvert	Very little flow in left culvert (looking upstream)
July 26th, 2017	10:51 AM	47°35' 837" N - 52°50' 280" W	Sunny, 17°	5.3	13.7	8.5	0.572	1	N/A	Downstream from culvert	Brownified particulate in stream, small blue flowers, concrete stream bottom around the culverts, no evidence of green algae, lots of rain day before sample was taken
August 1st, 2017	10:45 AM	47°35' 937" N - 52°50' 280" W	Cloudy, 12°	5.8	14.4	9.0	1.408	N/A	N/A	Downstream from culvert	Algae in lower reaches, over 20mm of rain fell over the weekend
August 10th, 2017	11:18 AM	47°35' 837" N - 52°50' 280" W	Sunny, windy, 23°	5.8	14.4	9.0	0.440	N/A	N/A	Downstream from culvert	18mm rain fell day before
Discolored Oxygen mg/L											
7.0	% Sat. Temp.	86	14.8								
	Date	Area (m²)	Speed (m/s)	Flow (m³/s)	Flow (L/day)						
	July 26th, 2017	0.040	0.148	0.00598	516.475						



## Appendix

### BC 6 Raw Data

Date	Time	GPS	Weather	pH	Water Temp (°C)	Stream Depth (cm)	Nitrate (ppm)	Phosphate (ppm)	Unfiltered (ppm)	Location in Stream	Other Observations
July 6th, 2017	10:30 AM	47°35' 859" N - 52°50' 510" W	Sunny, light/no wind, 18°	5.2	15.0	18.4	0.616	1	N/A	Downstream from culvert	Lots of star wort, very enriched greenery in meadow, foam downstream.
July 17th, 2017	9:35 AM	47°35' 859" N - 52°50' 510" W	Sunny, no wind, 18°	5.4	18.0	12.0	0.704	0	N/A	Upstream from culvert	Sampling site was in the shade, fair amount of flow traveling through culvert
July 20th, 2017	12:55 PM	47°35' 859" N - 52°50' 510" W	Cool, cloudy, humid, 20°	5.2	20.0	17.0	0.616	2	N/A	Downstream from culvert	2mm of rain fell right before sample was taken
July 26th, 2017	10:26 AM	47°35' 859" N - 52°50' 510" W	Sunny, 17°	5.4	15.7	7.5	0.963	1	N/A	Upstream from culvert	Lots of rain day before sample was taken, variety of plant life, some star wort, small dark green aquatic plants
August 1st, 2017	10:40 AM	47°35' 859" N - 52°50' 510" W	Cloudy, 12°	5.9	15.9	9.0	1.848	N/A	N/A	Upstream from culvert	Over 20mm of rain fell over the weekend
August 10th, 2017	11:22 AM	47°35' 859" N - 52°50' 510" W	Sunny, windy, 23°	5.8	18.6	21.0	1.072	N/A	N/A	Upstream from culvert	18mm rain fell day before
Disolved Oxygen							Blanked with distilled water				
mg/L	6.7	% Sat Temp	82			Area (m²)	Speed (m/s)	Flow (m³/s)	Flow (L/day)		
					July 26th, 2017	0.046	0.251	0.01154	996,780		

### BC 5 Raw Data

Date	Time	GPS	Weather	pH	Water Temp (°C)	Stream Depth (cm)	Nitrate (ppm)	Phosphate (ppm)	Unfiltered (ppm)	Location in Stream	Other Observations
July 6th, 2017	10:20 AM	47°35' 767" N - 52°50' 827" W	Sunny, light/no wind, 18°	6.0	19.0	18.5	0.440	0	N/A	Downstream from culvert	No flow entering one of the two culverts, lots of Japanese Knotweed, observed fish fry and flies
July 17th, 2017	9:45 AM	47°35' 767" N - 52°50' 827" W	Sunny, no wind, 18°	5.2	22.0	35.0	0.132	1	N/A	Upstream from culvert	No flow entering left culvert (looking upstream), sampling site is in the shade
July 20th, 2017	12:44 PM	47°35' 767" N - 52°50' 827" W	Cool, cloudy, humid, 20°	5.6	23.0	17.0	0.132	1	N/A	Downstream from culvert	Several trout seen in the culvert, 2mm of rain fell right before sample was taken
July 26th, 2017	9:53 AM	47°35' 767" N - 52°50' 827" W	Sunny, 17°	5.9	20.7	42.0	0.440	1	N/A	Upstream from culvert	Lots of rain day before sample was taken
August 1st, 2017	10:11 AM	47°35' 767" N - 52°50' 827" W	Cloudy, 12°	6.0	19.3	25.0	1.320	N/A	N/A	Upstream from culvert	Over 20mm of rain fell over the weekend
August 10th, 2017	10:18 AM	47°35' 767" N - 52°50' 827" W	Sunny, windy, 23°	6.1	20.0	15.0	0.352	N/A	N/A	Downstream from culvert	18mm rain fell day before
Disolved Oxygen											
mg/L	6.3	% Sat Temp	81			Area (m²)	Speed (m/s)	Flow (m³/s)	Flow (L/day)		
					July 20th, 2017	0.241	0.103	0.02496	2,156,454		

## BC 4 Raw Data

BC 3 Raw Data

Date	Time	GPS	Weather	pH	Water Temp (°C)	Stream Depth (cm)	Nitrate (ppm)	Phosphate (ppm)	Unfiltered (ppm)	Location in Stream	Other Observations
July 6th, 2017	9:40 AM	47°35.317' N - 52°50.681' W	Sunny, light/no wind, 18°	5.2	13.0	12.1	0.000	0	0	Downstream from culvert	Site is slow moving, water is frothy, lots of mosquitoes
July 14th, 2017	9:10 AM	47°35.317' N - 52°50.681' W	Sunny, no wind, 17°	5.5	14.0	17.0	0.000	0	0	Upstream from culvert	Lots of brown sludge in the water, when disturbed the sludge was black underneath, cleared out vegetation from mouth of culverts to help flow, lots of mosquitoes
July 20th, 2017	10:40 AM	47°35.286' N - 52°50.980' W	Cool, cloudy, humid, 20°	5.2	17.0	6.5	0.000	0	0	Upstream from previous sampling location	Lots of brownish red sludge in water, foam on top of water in certain areas, lots of mosquitoes, 2mm of rain fell night before sample was taken
July 25th, 2017	2:30 PM	47°35.317' N - 52°50.681' W	Cloudy, rainy, 13°	5.0	14.5	20.0	0.484	0	0	Upstream from culverts	Raining for approx. 2 hours before sample was taken, most water is going through the right culvert (looking downstream)
July 28th, 2017	10:00 AM	47°35.317' N - 52°50.681' W	Sunny, some clouds, 21°	4.8	20.0	12.0	0.704	0	N/A	Upstream from culvert	Digital thermometer doesn't seem to be accurate, lots of saw wort around culvert, algae, spruce and fir trees
August 1st, 2017	9:40 AM	47°35.317' N - 52°50.681' W	Cloudy, 12°	5.6	14.8	13.8	0.396	N/A	N/A	Upstream from culvert	Dark green aquatic plants piled up on bottom, brown sludgy particulate, over 20mm of rain fell over the weekend
August 10th, 2017	9:52 AM	47°35.317' N - 52°50.681' W	Sunny, windy, 23°	5.6	15.0	16.0	0.000	N/A	N/A	Upstream from culvert	18mm rain fell day before
Dissolved Oxygen mg/L					Abnormally high temperature						
	% Sat	Temp									
5.6	68	14.2		July 31st, 2017		0.068	0.185	0.01256	Flow (L/day)	1 085-314	



## BC 2 Raw Data

BC 1 Raw Data[illegible]



The Portugal Cove -St. Philips Chamber of Commerce wants to extend congratulations and best wishes for a successful new term leading and representing our community. We want to express our gratitude and thanks to former Mayor Tucker and Councillors for their support for the Chamber and trust that he can depend on the same support from the new Council . We want to continue the dialogue and support for our organization with the new Council as you begin a new era for our community .

We would like to meet with you immediately to discuss and outline some of the positive initiatives the Chamber wishes to share with you .The Chamber , not only wants to help foster and promote business opportunities in the community , but we want to discuss ideas to promote tourism , help with sustainable development initiatives, support strategies for agriculture, job creation , a career and jobs fair , possible initiatives around affordable housing through programs such as " Habitats for Humanity " and other community based strategies to build a better community together .

We are eager to meet with you as early as possible as you begin your mandate to engage in a dialogue and a discussion on our shared vision for PCSP before the everyday business of the community fills your agendas .

I will reach out to you later this week to schedule this initial meeting to begin this discussion with you . The Chamber looks forward to working together with you to achieve our collective goals .

Again sincere congratulations to each and every one of you , we look forward to building a better future for our Town and very best wishes for a successful term of office .

Sincerely

Michael Murray  
Chairperson  
PCSP Chamber of Commerce



Tabled items

# **Administration & Finance**

Accounts for Payment - October 2, 2017

REGULAR ACCOUNTS:

TOTAL REGULAR ACCOUNTS: \$ -

CAPITAL ACCOUNTS:

Claim#1-Meadow 8/25/2017 Pyramid Construction Ltd. \$ 57,721.94  
Claim #2 - Portugal Cove Road Sidewalks

TOTAL CAPITAL ACCOUNTS: \$ 57,721.94

GRAND TOTAL: \$ 57,721.94

**Town of Portugal Cove-St. Philips**  
**BNK1 - BNS CURRENT ACCT**  
 Cheques from 045853 to 046082 dated between 09/01/2017 and 09/29/2017

**CHEQUE REGISTER**

Printed: 9:58:42AM 09/29/2017

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Number	Issued	Amount	SC	Status	Status Date
045853	08/31/2017 Grant Smith Confined Space travel claim-confined space	44.99 44.99	A/P	OUT-STD	08/31/2017
045855	09/05/2017 Nick Miller PC BChurchill petty cash bill churchill memorial tourne	1,000.00 1,000.00	A/P	OUT-STD	09/05/2017
045856	09/05/2017 Portugal Cove-St. Philip's Chamber of Commerce Motion 2017-386 Motion #2017-386	2,300.00 2,300.00	A/P	OUT-STD	09/05/2017
045857	09/07/2017 Jeff Lawlor reimb-parking reimb-parking for meeting Travel Advance travel advance - EDAC conf-niagra falls	1,736.27 15.00 1,721.27	A/P	OUT-STD	09/07/2017
045858	09/08/2017 AETTNL 2361 H.Duffett Membership renewal	276.00 276.00	A/P	OUT-STD	09/08/2017
045859	09/08/2017 Air Tech Atlantic Compressor Services 1405 repairs to a cold water rescue suit	138.00 138.00	A/P	OUT-STD	09/08/2017
045860	09/08/2017 Atlantic Cash & Carry 34702180873309 supplies for tickle swim	70.10 70.10	A/P	OUT-STD	09/08/2017
045861	09/08/2017 Avalon Ford 429348 W&WW WATER TRUCK - HEADLIGH'	98.05 98.05	A/P	OUT-STD	09/08/2017
045862	09/08/2017 Bugden Signs 35746 signs-dory dash 35747 medals for regatta 35756 Signs for recreation events 35763 signs for recreation programs 35768 signs for canada day festivities 35769 trophy engraving - municipal cup	2,360.95 161.00 265.65 1,523.75 235.75 138.00 36.80	A/P	OUT-STD	09/08/2017
045863	09/08/2017 Carrigans Lawn Mowing & Junk Removal 2017-01 Mowed grass around school-day camp	200.00 200.00	A/P	OUT-STD	09/08/2017
045864	09/08/2017 Complete Transport Services 39847 Repairs to Dodge p-up GMJ787 39877 repairs to engine 1 39881 maint for pickup support 1-FD	2,674.32 1,932.58 419.20 322.54	A/P	OUT-STD	09/08/2017
045865	09/08/2017 Economic Developers Association of Canada C-693-6332 conference registration-j.Lawlor	764.28 764.28	A/P	OUT-STD	09/08/2017
045866	09/08/2017 Frederick Hollett Aug27-Sep2 FD Consultations Aug27-Sep2	1,408.75 1,408.75	A/P	OUT-STD	09/08/2017
045867	09/08/2017 Gail Tucker APWA/CPWA17 travel claim- APWA/CPWA	2,218.60 2,218.60	A/P	OUT-STD	09/08/2017
045868	09/08/2017 Irving Oil Limited 230776 Gas	1,565.13 1,565.13	A/P	OUT-STD	09/08/2017
045869	09/08/2017 Jacqueline Clarke Reimbdesign charette reimb-supplies for design charette	80.17 80.17	A/P	OUT-STD	09/08/2017
045870	09/08/2017 Leah Power travel claim-confined travel claim-confined space training	41.38 41.38	A/P	OUT-STD	09/08/2017
045871	09/08/2017 LW Consulting 2017-8 consultation-manager, streets, fleets &	546.25 546.25	A/P	OUT-STD	09/08/2017
045872	09/08/2017 Municipalities Newfoundland and Labrador 18367 ballot boxes	300.00 300.00	A/P	OUT-STD	09/08/2017
045873	09/08/2017 Murray's Landscape Services m2219 annuals	362.25 362.25	A/P	OUT-STD	09/08/2017

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified



**Town of Portugal Cove-St. Phillips**  
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Number	Issued	Amount	SC	Status	Status Date
045874	09/08/2017 Murray's Pond Country Club	557.32	A/P	OUT-STD	09/08/2017
	170719 meeting july 19	278.66			
	170720 meeting july20	278.66			
045875	09/08/2017 Regatta Program	530.00	A/P	OUT-STD	09/08/2017
	2017 ad- st. john's regatta program	530.00			
045876	09/08/2017 Richard Murphy	1,178.75	A/P	OUT-STD	09/08/2017
	Aug28-Sep3 FD Consultations Aug28-Sep3	1,178.75			
045877	09/08/2017 SaltWire Network Inc.	680.07	A/P	OUT-STD	09/08/2017
	TM00004076 Public notice ad-schedule e	370.95			
	TM00004090 dis use ad-1573-1577 portugal cove ro	309.12			
045878	09/08/2017 SJFFA GUIDE	415.00	A/P	OUT-STD	09/08/2017
	2017 childrens fire safety booklet	415.00			
045879	09/08/2017 Telelink Call Centre	519.89	A/P	OUT-STD	09/08/2017
	C9139-1709 phone answering service	519.89			
045880	09/08/2017 Valero Energy Inc.	760.38	A/P	OUT-STD	09/08/2017
	4111466349 diesel	760.38			
045881	09/08/2017 Vigilant Management Inc.	11,784.68	A/P	OUT-STD	09/08/2017
	1001 Nearys Pond Project	1,607.13			
	1002 Strategic plan	1,663.19			
	1003 Lifestyle centre	3,510.39			
	1004 Healeys pond cres	1,089.64			
	1005 Newbury street walkway	1,321.07			
	997 Water Loss program	997.63			
	998 Water metering project	1,595.63			
045882	09/08/2017 VitalAire	59.40	A/P	OUT-STD	09/08/2017
	3934279 monthly lease oxygen cylinder	19.80			
	3934280 monthly lease oxygen size3	19.80			
	3934281 monthly lease-oxygen	19.80			
045883	09/08/2017 Water Werks Communications	2,052.75	A/P	OUT-STD	09/08/2017
	18826 website maintenance April-June	2,052.75			
045884	09/08/2017 You Store Limited	391.00	A/P	OUT-STD	09/08/2017
	Aug/Sep17 storage unit rental-heritage	391.00			
045885	09/08/2017 Chris Milley	200.00	A/P	OUT-STD	09/08/2017
	Aug17 TRAVEL ALLOWANCE	200.00			
045886	09/08/2017 Gail Tucker	200.00	A/P	OUT-STD	09/08/2017
	Aug17 TRAVEL ALLOWANCE	200.00			
045887	09/08/2017 CIBC Mellon	16,775.00	A/P	OUT-STD	09/08/2017
	Pension Aug17 pension contributions	16,775.00			
045888	09/08/2017 CIBC Mellon	13,420.00	G/L	OUT-STD	09/08/2017
	3312-0000 CIBCM002 Pension Cont Aug17 EE C	13,420.00			
045889	09/08/2017 N.A.P.E.	2,309.09	G/L	OUT-STD	09/08/2017
	3313-0000 N.A.P001 Union Dues Aug17 N.A.P.E.	2,309.09			
045890	09/08/2017 Department of Finance	6,653.49	A/P	OUT-STD	09/08/2017
	HAPSET Aug17 Hapset Aug17	6,653.49			
045891	09/08/2017 Newfoundland Exchequer	172.50	A/P	OUT-STD	09/08/2017
	FannyGoffMem Crownlands application Fanny Goff me	172.50			
045892	09/08/2017 Tucker Electronics Ltd.	68.85	A/P	OUT-STD	09/08/2017
	150226- projector,headworn mic-taxes(correctio	68.85			
045893	09/08/2017 Dan Pickett	69.94	A/P	OUT-STD	09/08/2017

\* - Partial payment was made on Invoice

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Number	Issued	Amount	SC	Status	Status Date
	Twinrix reimb-twinrix vacc	69.94			
045910	09/12/2017 City of St. John's 13721 landfill use Aug	46,354.25 12,118.02	A/P	OUT-STD	09/12/2017
	RW 201708-4 water consumption Aug 17	34,236.23			
045911	09/12/2017 Dwayne Abbott Reimb-201 Reimb-staff meeting supplies	61.66 61.66	A/P	OUT-STD	09/12/2017
045912	09/12/2017 Farrell's Excavating Ltd. pymt#2Nearys Pymt#2 Nearys Pond	192,751.75 192,751.75	A/P	OUT-STD	09/12/2017
045913	09/12/2017 Frederick Hollett Sep3-9 Fd consultation Sep3-9	1,322.50 1,322.50	A/P	OUT-STD	09/12/2017
045914	09/12/2017 Gilbert Squires 103469 landscape work - rainbow gully field	2,300.00 2,300.00	A/P	OUT-STD	09/12/2017
045915	09/12/2017 Grand Concourse Authority 17064 Claim #3 rainbow gully ballfield extensi	7,054.40 7,054.40	A/P	OUT-STD	09/12/2017
045916	09/12/2017 Newfoundland Design Associates Ltd. 2017139 nearys pond road	615.77 615.77	A/P	OUT-STD	09/12/2017
045917	09/12/2017 Pardy's Waste Management & Industria Services Lt 00069564 Sludge Removal St Philips grit chambe	6,296.83 6,296.83	A/P	OUT-STD	09/12/2017
045918	09/12/2017 Provincial Fence Products Ltd. 13544 supply/install double batting cage	21,390.00 21,390.00	A/P	OUT-STD	09/12/2017
045919	09/12/2017 Pyramid Construction claim#1 claim#1 portugal Cove rd sidewalks	73,415.40 73,415.40	A/P	OUT-STD	09/12/2017
045920	09/12/2017 Tract Consulting Ltd. PCSP-1635-WP2-03 Maggies Place work package two	21,900.60 21,900.60	A/P	OUT-STD	09/12/2017
045921	09/12/2017 Valero Energy Inc. 4111474944 Diesel	795.37 795.37	A/P	OUT-STD	09/12/2017
045922	09/12/2017 Vigilant Management Inc. 1000 Meadow Heights 1006 Town depot-planning,design 999 sidewalks-dogberry Hill rd	25,196.52 11,853.63 5,658.01 7,684.88	A/P	OUT-STD	09/12/2017
045923	09/12/2017 Pyramid Construction Claim1-MeadowHgts Claim 1 - Meadow Hgts Sanitary Sewer	74,457.90 74,457.90	A/P	OUT-STD	09/12/2017
045924	09/13/2017 Wayne White Law Office PLC Inc. - In Trust 3503-0000 FID2688712 Wayne White Law Office	28,000.00 28,000.00	G/L	OUT-STD	09/13/2017
045925	09/18/2017 Big Erics Inc. 49971 BBQ with side shelf	3,882.68 3,882.68	A/P	OUT-STD	09/18/2017
045926	09/18/2017 Corporate Express 45248461 page protectors-library 45330368 pencil sharpeners-election supplies	234.68 158.82 75.86	A/P	OUT-STD	09/18/2017
045927	09/18/2017 Executive Coffee 0000185693 coffee	107.55 107.55	A/P	OUT-STD	09/18/2017
045928	09/18/2017 EXP. Services Inc. 391361 dev application review-town 391362 dev application review-oceans edge 391363 dev application review- broad cove ridg 391364 dev application review-broad cove ridg 391366 Dev application review-185-187Old Bro 391368 Dev application review-oceans edge 391369 dev application review-17-19 Hibbs Pl	6,140.29 78.20 327.75 986.70 3,389.49 437.00 405.95 515.20	A/P	OUT-STD	09/18/2017

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**Town of Portugal Cove-St. Phillips**  
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Number	Issued	Amount	SC	Status	Status Date
045929	09/18/2017 Glenn Nichols Engine Services	6,496.65	A/P	OUT-STD	09/18/2017
	1610 annual maint-wwtp equip	2,025.16			
	1612 annual maint-wwtp equip	1,371.31			
	1613 annual maint-wwtp equip	1,218.09			
	1614 annual maint-wwtp equip	931.92			
	1615 annual maint-wwtp equip	950.17			
045930	09/18/2017 Harbour Authority PC-SP	2,129.75	A/P	OUT-STD	09/18/2017
	820 professional services - traffic calming	2,129.75			
045931	09/18/2017 Kelly V. Drover	600.00	A/P	OUT-STD	09/18/2017
	Sep13-19 archival work - Sep13-19	600.00			
045932	09/18/2017 LW Consulting	575.00	A/P	OUT-STD	09/18/2017
	2017-17 consultation services-performance revie	575.00			
045933	09/18/2017 Maxxam Analytics Inc.	1,031.55	A/P	OUT-STD	09/18/2017
	SJ3264383 water testing	343.85			
	SJ3264800 water testing	687.70			
045934	09/18/2017 Modern Business Equipment	5.75	A/P	OUT-STD	09/18/2017
	AR382086 toner-fd copier	5.75			
045935	09/18/2017 Newfound Disposal Systems Ltd.	52.92	A/P	OUT-STD	09/18/2017
	0000519190 paper recycling	52.92			
045936	09/18/2017 Pik-Fast Express Inc.	27.60	A/P	OUT-STD	09/18/2017
	DC-1354 courier service	27.60			
045937	09/18/2017 Pinnacle Office Solutions	198.93	A/P	OUT-STD	09/18/2017
	125099 copier maint	198.93			
045938	09/18/2017 Richard Murphy	1,293.75	A/P	OUT-STD	09/18/2017
	Sep4-10 FD consultations Sep4-10	1,293.75			
045939	09/18/2017 SaltWire Network Inc.	662.41	A/P	OUT-STD	09/18/2017
	TM00004283 job ad-heavy equip operator	353.29			
	TM00004284 dis use ad-1519-1523Thor Rd	309.12			
045940	09/18/2017 Stokes International	359.69	A/P	OUT-STD	09/18/2017
	118301 6 pant belts, 6 ties, 1 officer (deputy chi	359.69			
045941	09/18/2017 Telus Going Mobile Wireless	667.00	A/P	OUT-STD	09/18/2017
	FRESHIN42101 phone upgrade-j.lawlor	667.00			
045942	09/18/2017 Town of Torbay	13,440.00	A/P	OUT-STD	09/18/2017
	2017145636 share of commissionaires-jul2-Jul15	4,480.00			
	2017145637 share of commissionaires-jul16-jul29	4,480.00			
	2017145638 share of commissionaires Jul30-Aug12	4,480.00			
045943	09/18/2017 Xerox Canada Ltd.	938.06	A/P	OUT-STD	09/18/2017
	F51354323 copier maint	938.06			
045945	09/21/2017 Benson Buffett in Trust	54,780.00	G/L	OUT-STD	09/21/2017
	3305-0000 Phase 2 Security Murrays Pond Bens	54,780.00			
045946	09/21/2017 Benson Buffett In Trust	3,000.00	G/L	OUT-STD	09/21/2017
	7000-5100 Settlement Murrays Pond Benson Buf	3,000.00			
045947	09/21/2017 Action Car & Truck Accessories	1,024.46	A/P	OUT-STD	09/21/2017
	10133912- LED lights FD	804.95			
	10165889 LED headlights fire 1	219.51			
045948	09/21/2017 AETTNL	276.00	A/P	OUT-STD	09/21/2017
	2334 membership fees-a.mckinnon	276.00			
045949	09/21/2017 Automotive Supplies (1985) Ltd	305.85	A/P	OUT-STD	09/21/2017
	107131 batteries	357.60			

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	92021 core return	-51.75			
045950	09/21/2017 Babb Lock & Safe Company Ltd.	116.15	A/P	OUT-STD	09/21/2017
	107459 Padlock for Voisey's small field	36.80			
	107771 3 locks	79.35			
045951	09/21/2017 Bell Mobility Inc. (Radio Division)	2,139.00	A/P	OUT-STD	09/21/2017
	2-10000894 2 portable hand held radios	1,952.70			
	2-1000925 2 chargers-fd	186.30			
045952	09/21/2017 Benson Buffett	8,382.48	A/P	OUT-STD	09/21/2017
	76073 misc legal fees	1,175.51			
	76075 17-19 Hibbs Pl.	1,068.64			
	76076 land claim-howley	3,565.14			
	76077 residency research	1,432.10			
	76078 water & sewer regulations	1,141.09			
045953	09/21/2017 Big Erics Inc.	134.32	A/P	OUT-STD	09/21/2017
	47264 hand sanitizers for parks	134.32			
045954	09/21/2017 Bugden Signs	309.35	A/P	OUT-STD	09/21/2017
	35824 Decals to cover FD wording on WW tru	309.35			
045955	09/21/2017 Canadian Linen & Uniform Service	100.35	A/P	OUT-STD	09/21/2017
	6500289484 floor mat rental	100.35			
045956	09/21/2017 Complete Transport Services	841.75	A/P	OUT-STD	09/21/2017
	39919 Repairs to an engine oil leak on rescue	841.75			
045957	09/21/2017 Construction Signs	743.48	A/P	OUT-STD	09/21/2017
	34664 SCHOOL CROSSING / NEW SIGNS	274.85			
	34670 Signs for Parks Gates	468.63			
045958	09/21/2017 Corporate Express	846.93	A/P	OUT-STD	09/21/2017
	45426573 labels, ink cartridges, binders	846.93			
045959	09/21/2017 Dulux Paints	206.41	A/P	OUT-STD	09/21/2017
	852902032531 5 gallon pail strainer	65.14			
	859002023917 20 liters white road paint	141.27			
045960	09/21/2017 E. Tucker & Sons Ltd.	490.08	A/P	OUT-STD	09/21/2017
	40714 Manufacture steering linkage for ride or	490.08			
045961	09/21/2017 East Coast Hydraulics	100.71	A/P	OUT-STD	09/21/2017
	0000739381 hose,wire	100.71			
045962	09/21/2017 Eastern Medical Supplies Ltd.	1,552.50	A/P	OUT-STD	09/21/2017
	000273556 Automatic defibrillator	1,552.50			
045963	09/21/2017 Elaines Convenience Inc.	450.33	A/P	OUT-STD	09/21/2017
	173/174/175 Misc w/s, facilities, rec supplies	450.33			
045964	09/21/2017 Emco Supply	2,008.99	A/P	OUT-STD	09/21/2017
	12614470-00 100 ft snake	352.99			
	12615207-00 water&sewer maint supplies	1,656.00			
045965	09/21/2017 Fastenal Canada Company	683.81	A/P	OUT-STD	09/21/2017
	NFMOU173720 300' open reel long tape	107.66			
	NFMOU174047 Nitty Gritty Gloves	576.15			
045966	09/21/2017 Frederick Hollett	1,437.50	A/P	OUT-STD	09/21/2017
	Sep10-16 fd consultations Sep10-16	1,437.50			
045967	09/21/2017 Fun 'N' Fast	137.94	A/P	OUT-STD	09/21/2017
	38784 PPE chaps for using chainsaw	137.94			
045968	09/21/2017 GFL Environmental Inc.	2,001.98	A/P	OUT-STD	09/21/2017
	E60000036566 dump/replace garb bin	2,001.98			

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045969	09/21/2017 Harvey & Company Limited	59.06	A/P	OUT-STD	09/21/2017
	1041433 radiator cap Unit 35	59.06			
045970	09/21/2017 Hazmasters	335.69	A/P	OUT-STD	09/21/2017
	6005992 2 confined space harnesses	197.69			
	6011037 spreader bar	138.00			
045971	09/21/2017 Heritage Foundation of NL	200.00	A/P	OUT-STD	09/21/2017
	2017-002 registration-forum-j.pomeroy	200.00			
045972	09/21/2017 Home Depot	82.51	A/P	OUT-STD	09/21/2017
	3461734 DRILL BITS	29.52			
	4411977 SCREWS FOR SIDING, CAULKING (C	52.99			
045973	09/21/2017 IBS of Atlantic Provinces	33.12	A/P	OUT-STD	09/21/2017
	60015083 exit light batteries	33.12			
045974	09/21/2017 Interex	46.00	A/P	OUT-STD	09/21/2017
	66151 2 door handles-stall doors-voiseys	46.00			
045975	09/21/2017 Irving Oil Limited	1,209.58	A/P	OUT-STD	09/21/2017
	147955 gas	1,209.58			
045976	09/21/2017 Kent Building Supplies	716.26	A/P	OUT-STD	09/21/2017
	15288580 SUPPLIES FOR PAINTING REPLACE	109.41			
	15290144 pine for rec games	37.04			
	152920640 pine for rec games	51.06			
	15297240 2x4x12 (6), 12 cable straps, paint stirer	95.16			
	15301971 8 foot extension ladder - facilities	210.84			
	1672626 Electrical supplies for WS, spray cans f	128.47			
	1672994 10 board, 500 screws-garbage boxes	84.28			
045977	09/21/2017 Mark's Work Wearhouse	138.00	A/P	OUT-STD	09/21/2017
	730-113562 MENS DAKOTA 529-8 INCH HD3 CSA	138.00			
045978	09/21/2017 Micmac Fire & Safety Source Ltd.	753.25	A/P	OUT-STD	09/21/2017
	NL-00845640 bunker boots	753.25			
045979	09/21/2017 North Atlantic Supplies Inc.	729.10	A/P	OUT-STD	09/21/2017
	52150 48 pairs hercules work gloves	400.20			
	53094 rainsuit return	-109.25			
	53095 RUBBER DISPOSABLE GLOVES FOF	46.00			
	53147 Work Gloves	300.15			
	53191 Disposable Gloves	92.00			
045980	09/21/2017 Overhead Door Company	162.15	A/P	OUT-STD	09/21/2017
	57047 repairs to overhead doors FD	162.15			
045981	09/21/2017 Parts for Trucks	127.95	A/P	OUT-STD	09/21/2017
	40396265-00 Air dryer filter - Unit #32	113.01			
	40396328-00 refund	-113.01			
	40396564-00 Tire selant	41.76			
	40397433-00 excavator - beacon light	86.19			
045982	09/21/2017 Paul Squires Sheet Metal	126.50	A/P	OUT-STD	09/21/2017
	276030 well cover - fd	126.50			
045983	09/21/2017 Petroleum Measurement Integrators Limited	324.30	A/P	OUT-STD	09/21/2017
	IN00012984 14 Proximity Cards - Fuel Management	324.30			
045984	09/21/2017 Princess Auto Ltd.	498.41	A/P	OUT-STD	09/21/2017
	645330 WHEEL, 2 CANS SPRAY PAINT FOR	60.23			
	649761 Airhose & Fittings	191.29			
	657265 wrenches for garage	246.89			

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045985	09/21/2017 Richard Murphy Sep11-17 Fd consultatiosn Sep11-17	517.50 517.50	A/P	OUT-STD	09/21/2017
045986	09/21/2017 Scope Industrial 5520408 Mower / Deck belt for club cadet tractor	123.63 123.63	A/P	OUT-STD	09/21/2017
045987	09/21/2017 St. John's Asphalt & Aggregate Inc. 002804 road gravel	589.88 589.88	A/P	OUT-STD	09/21/2017
045988	09/21/2017 Steelfab Industries Ltd. 0000133447 Box for WS truck 0000133448 2x4 steel tubing for sweeper	239.67 160.63 79.04	A/P	OUT-STD	09/21/2017
045989	09/21/2017 Telus Sept17 cells sept17	1,996.53 1,996.53	A/P	OUT-STD	09/21/2017
045990	09/21/2017 Terra Nova Motors Ltd. 354464 Handle for seat Unit #34	10.56 10.56	A/P	OUT-STD	09/21/2017
045991	09/21/2017 Tony's Tailor Shop 2234 alterations/additions-uniforms FD	478.40 478.40	A/P	OUT-STD	09/21/2017
045992	09/21/2017 Traction 506590429 Chains & Binders for mini excavator Ur	610.29 610.29	A/P	OUT-STD	09/21/2017
045993	09/21/2017 Valero Energy Inc. 4111486014 diesel	1,207.65 1,207.65	A/P	OUT-STD	09/21/2017
045994	09/21/2017 VitalAire 3979299 oxygen 3981058 cyclinder lease	62.59 42.79 19.80	A/P	OUT-STD	09/21/2017
045995	09/21/2017 Wajax Industrial Components RIN004385647 4 block bearings for sweeper	90.39 90.39	A/P	OUT-STD	09/21/2017
045996	09/21/2017 Benson Buffett 76074 Land Acquisition - Nearys Pond Rd	5,261.47 5,261.47	A/P	OUT-STD	09/21/2017
045997	09/21/2017 Grand Concourse Authority 17080 rainbow gully soccer field lighting & exp	63,696.95 63,696.95	A/P	OUT-STD	09/21/2017
045998	09/21/2017 NFLD Kubota Ltd. 30231 Mini- excavator and Trailer	75,072.00 75,072.00	A/P	OUT-STD	09/21/2017
045999	09/21/2017 S&L Enterprises 0793 2017 road maintenance package	82,709.84 82,709.84	A/P	OUT-STD	09/21/2017
046000	09/21/2017 Tract Consulting Ltd. PCSP-1635-WP2-04 maggies place work package two	54,751.50 54,751.50	A/P	OUT-STD	09/21/2017
046001	09/21/2017 Grand Concourse Authority 17078 claim#1-Voiseys brook park trail phase	63,168.79 63,168.79	A/P	OUT-STD	09/21/2017
046002	09/21/2017 Diamond, Construction & Development	250.00	A/R	OUT-STD	09/21/2017
046003	09/21/2017 Priddle, Craig & Tammy	250.00	A/R	OUT-STD	09/21/2017
046004	09/21/2017 Lawrence, Blair	400.00	A/R	OUT-STD	09/21/2017
046005	09/21/2017 B & L General Contracting Ltd.,	400.00	A/R	OUT-STD	09/21/2017
046006	09/21/2017 C/O Neil Thistle DSV Contracting 3513-0000 DSVC.001 PavementCutRefund-11 Mi	500.00 500.00	G/L	OUT-STD	09/21/2017
046007	09/26/2017 Kelly V. Drover Sept20-26 archival work sept20-26	600.00 600.00	A/P	OUT-STD	09/26/2017
046008	09/21/2017 PCSP Volunteer Fire Department 2nd/3rd 2nd & 3rd quarter FD social funds	5,000.00 5,000.00	A/P	OUT-STD	09/21/2017
046009	09/21/2017 Wade, Keith & Roxanne	251.14	A/R	OUT-STD	09/21/2017
046010	09/21/2017 Grand Concourse Authority 17087 Rainbow Guly Community Garden	287.02 287.02	A/P	OUT-STD	09/21/2017

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046012	09/26/2017 Election Pay Void Reason: Done in error Elections 2017	310.00  -310.00*	A/P	*VOID*	09/26/2017
046013	09/26/2017 Election Pay Void Reason: Done in error Elections 2017	280.00  280.00*	A/P	*VOID*	09/26/2017
046014	09/26/2017 Bill Butt 6220-1300	310.00 310.00	G/L	OUT-STD	09/26/2017
046015	09/26/2017 Margret Pippy 6220-1300	280.00 280.00	G/L	OUT-STD	09/26/2017
046016	09/26/2017 Walter Milley 6220-1300	310.00 310.00	G/L	OUT-STD	09/26/2017
046017	09/26/2017 Joan Bantleman 6220-1300	280.00 280.00	G/L	OUT-STD	09/26/2017
046018	09/26/2017 Elizabeth Oates 6220-1300	310.00 310.00	G/L	OUT-STD	09/26/2017
046019	09/26/2017 Deborah Churchill 6220-1300	280.00 280.00	G/L	OUT-STD	09/26/2017
046020	09/26/2017 Millicent Mercer 6220-1300	310.00 310.00	G/L	OUT-STD	09/26/2017
046021	09/26/2017 Rebecca Tucker 6220-1300	280.00 280.00	G/L	OUT-STD	09/26/2017
046022	09/26/2017 Gordon Butt 6220-1300	310.00 310.00	G/L	OUT-STD	09/26/2017
046023	09/26/2017 Lydia Spurrell 6220-1300	280.00 280.00	G/L	OUT-STD	09/26/2017
046024	09/26/2017 Dawn Sharpe 6220-1300	310.00 310.00	G/L	OUT-STD	09/26/2017
046025	09/26/2017 Keith Storey 6220-1300	280.00 280.00	G/L	OUT-STD	09/26/2017
046026	09/26/2017 Jacqueline Squires 6220-1300	310.00 310.00	G/L	OUT-STD	09/26/2017
046027	09/26/2017 Edna Tucker 6220-1300	280.00 280.00	G/L	OUT-STD	09/26/2017
046028	09/26/2017 Peter Cluff 6220-1300	310.00 310.00	G/L	OUT-STD	09/26/2017
046029	09/26/2017 Normand Ares 6220-1300	280.00 280.00	G/L	OUT-STD	09/26/2017
046030	09/26/2017 Madeline Higgins 6220-1300	310.00 310.00	G/L	OUT-STD	09/26/2017
046031	09/26/2017 Viola Spurrell 6220-1300	280.00 280.00	G/L	OUT-STD	09/26/2017
046032	09/26/2017 Mike Jackman 6220-1300	310.00 310.00	G/L	OUT-STD	09/26/2017
046033	09/26/2017 Keith Power 6220-1300	280.00 280.00	G/L	OUT-STD	09/26/2017
046034	09/26/2017 Mary Tobin 6220-1300	310.00 310.00	G/L	OUT-STD	09/26/2017
046035	09/26/2017 Viola Squires	280.00	G/L	OUT-STD	09/26/2017

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	6220-1300	Elections 2017 Viola Squires	280.00			
046036	09/26/2017 Donna Tucker		310.00	G/L	OUT-STD	09/26/2017
	6220-1300	Elections 2017 Donna Tucker	310.00			
046037	09/26/2017 Diane Denine		280.00	G/L	OUT-STD	09/26/2017
	6220-1300	Elections 2017 Diane Denine	280.00			
046038	09/26/2017 Ann Hong		310.00	G/L	OUT-STD	09/26/2017
	6220-1300	Elections 2017 Ann Hong	310.00			
046039	09/26/2017 Dennis Byrd		280.00	G/L	OUT-STD	09/26/2017
	6220-1300	Elections 2017 Dennis Byrd	280.00			
046040	09/26/2017 Bernice Amminson		310.00	G/L	OUT-STD	09/26/2017
	6220-1300	Elections 2017 Bernice Amminson	310.00			
046041	09/26/2017 Beverly Hall		280.00	G/L	OUT-STD	09/26/2017
	6220-1300	Elections 2017 Beverly Hall	280.00			
046042	09/26/2017 Donna McCullough		310.00	G/L	OUT-STD	09/26/2017
	6220-1300	Elections 2017 Donna McCullough	310.00			
046043	09/26/2017 Jo-Anne Power		280.00	G/L	OUT-STD	09/26/2017
	6220-1300	Elections 2017 Jo-Anne Power	280.00			
046044	09/26/2017 Linda Baird		310.00	G/L	OUT-STD	09/26/2017
	6220-1300	Elections 2017 Linda Baird	310.00			
046045	09/26/2017 Joan Jackman		280.00	G/L	OUT-STD	09/26/2017
	6220-1300	Elections 2017 Joan Jackman	280.00			
046046	09/26/2017 Angela Reardigan		310.00	G/L	OUT-STD	09/26/2017
	6220-1300	Elections 2017 Angela Reardigan	310.00			
046047	09/26/2017 Madeline Gibbons		280.00	G/L	OUT-STD	09/26/2017
	6220-1300	Elections 2017 Madeline Gibbons	280.00			
046048	09/26/2017 Dawn Cheeseman		310.00	G/L	OUT-STD	09/26/2017
	6220-1300	Elections 2017 Dawn Cheeseman	310.00			
046049	09/26/2017 Ruth Hiscock		280.00	G/L	OUT-STD	09/26/2017
	6220-1300	Elections 2017 Ruth Hiscock	280.00			
046050	09/26/2017 Sheila King		40.00	G/L	*VOID*	09/26/2017
	Void Reason: Wrong amount					
	6220-1300	Elections 2017 Sheila King	40.00			
046051	09/26/2017 Sharon Tucker		40.00	G/L	OUT-STD	09/26/2017
	6220-1300	Elections 2017 Sharon Tucker	40.00			
046052	09/26/2017 Dorothy Milley		40.00	G/L	OUT-STD	09/26/2017
	6220-1300	Elections 2017 Dorothy Milley	40.00			
046053	09/26/2017 Marian Hayden		40.00	G/L	OUT-STD	09/26/2017
	6220-1300	Elections 2017 Marian Hayden	40.00			
046054	09/26/2017 Wally Penney		40.00	G/L	OUT-STD	09/26/2017
	6220-1300	Elections 2017 Wally Penney	40.00			
046055	09/26/2017 Channele Tucker		240.00	G/L	OUT-STD	09/26/2017
	6220-1300	Elections 2017 Channele Tucker	240.00			
046056	09/26/2017 Lynn Butt		240.00	G/L	OUT-STD	09/26/2017
	6220-1300	Elections 2017 Lynn Butt	240.00			
046057	09/26/2017 Atlantic Home Furnishings & Flooring		1,149.88	A/P	OUT-STD	09/26/2017
	Stoves	stoves-rec	1,149.88			
046058	09/26/2017 Sheila King		120.00	G/L	OUT-STD	09/26/2017
	6220-1300	Elections 2017 Sheila King	120.00			
046059	09/28/2017 Athletics Northeast		171.52	A/P	OUT-STD	09/28/2017

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	2017-08	5k dory dash	171.52			
046060	09/28/2017	Bugden Signs	<b>340.98</b>	A/P	OUT-STD	09/28/2017
	35916	signs for soccer fields	165.60			
	35992	Minor softball banner	138.00			
	35997	engraving-bill chuchill plaque	37.38			
046061	09/28/2017	Cansel - St. John's	<b>401.08</b>	A/P	OUT-STD	09/28/2017
	90411497	Ink for plotter-Dev	401.08			
046062	09/28/2017	Corporate Express	<b>1,570.90</b>	A/P	OUT-STD	09/28/2017
	45452079	cash box,fan-library, expandable files-c	53.63			
	45466871	envelopes, ink, binders	613.79			
	45510159	easel,folders,papers,form holders,ink	903.48			
046063	09/28/2017	ESRI Canada Limited	<b>120.75</b>	A/P	OUT-STD	09/28/2017
	0042-0005	conference registration-h.duffett	120.75			
046064	09/28/2017	Frederick Hollett	<b>1,487.43</b>	A/P	OUT-STD	09/28/2017
	reimb-6612	reimb-coffee, funnell-FD	49.93			
	Sep17-23	fd consultations Sep17-23	1,437.50			
046065	09/28/2017	Heather Rowe	<b>93.02</b>	A/P	OUT-STD	09/28/2017
	BlockParty17	reimb supplies for block party Jacobs k	93.02			
046066	09/28/2017	James Burke	<b>100.00</b>	A/P	OUT-STD	09/28/2017
	block party	balloon entertainment - block party	100.00			
046067	09/28/2017	Kelly V. Drover	<b>600.00</b>	A/P	OUT-STD	09/28/2017
	Sep27-Oct3	archival work	600.00			
046068	09/28/2017	Municipal World Inc.	<b>63.25</b>	A/P	OUT-STD	09/28/2017
	2017Subscription	magazine subscription	63.25			
046069	09/28/2017	Neopost Canada	<b>173.99</b>	A/P	OUT-STD	09/28/2017
	6174384	postage meter lease	173.99			
046070	09/28/2017	Northeast Avalon Times	<b>977.50</b>	A/P	OUT-STD	09/28/2017
	5860	dis use gails view, full page ad	977.50			
046071	09/28/2017	Rogers Payment Centre	<b>106.35</b>	A/P	OUT-STD	09/28/2017
	Sep17	cable FD	106.35			
046072	09/28/2017	Scott Greeley	<b>56.35</b>	A/P	OUT-STD	09/28/2017
	00845669	reimb-ff bag	56.35			
046073	09/28/2017	Stan Butler	<b>250.00</b>	A/P	OUT-STD	09/28/2017
	SeniorProm	entertainment for senior prom	250.00			
046074	09/28/2017	Tickle Trunk Entertainment	<b>450.00</b>	A/P	OUT-STD	09/28/2017
	FallFest	face painter,balloon twister,mascot-fall	450.00			
046075	09/28/2017	Town of Torbay	<b>9,177.45</b>	A/P	OUT-STD	09/28/2017
	2017146775	commissionaires Aug13-26	4,480.00			
	2017146776	Commissionaires Aug27-Sep9	4,640.00			
	2017146777	shared cost of radio for commissionaire	57.45			
046076	09/28/2017	Kelly V. Drover	<b>600.00</b>	A/P	OUT-STD	09/28/2017
	Oct4-10	Archival work Oct4-10	600.00			
046077	09/28/2017	MQO Research	<b>10,585.75</b>	A/P	OUT-STD	09/28/2017
	006812-0000	Community survey-level of service revit	10,585.75			
046078	09/28/2017	Town of Flatrock	<b>105.60</b>	A/P	OUT-STD	09/28/2017
	2017019011	Killick coast games shirts	105.60			
046079	09/28/2017	Deborah Myers	<b>500.00</b>	G/L	OUT-STD	09/28/2017
	5180-4100	MYERD001 Pavement cut refund-Dog	500.00			
046080	09/28/2017	Richard Murphy	<b>1,322.50</b>	A/P	OUT-STD	09/28/2017

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified

Town of Portugal Cove-St.Philips  
BNK1 - BNS CURRENT ACCT  
Cheques from 045853 to 046082 dated between 09/01/2017 and 09/29/2017

**CHEQUE REGISTER**

Printed: 9:58:42AM 09/29/2017

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Number	Issued		Amount	SC	Status	Status Date
	Sep18-24	fd consultations sep18-24	1,322.50			
046081	09/28/2017 Tracy Simmons		304.40	A/P	OUT-STD	09/28/2017
	092817	Reimb petty cash-office supplies, parki	304.40			
Cheque Totals Issued:			1,105,967.56			
Void:			630.00			
Total Cheques Generated:			1,106,597.56			
Total # of Cheques Listed:			210			

\* - Partial payment was made on Invoice

\*\* - Name on Check was modified



# **AGENDA ITEMS/ NOTICE OF MOTIONS**