



Public Council Meeting
Tuesday, January 23, 2018 at 7:00 pm
Location: Council Chambers

1. Call of Meeting to order
2. Adoption of Agenda for January 23, 2018
3. Delegations/Presentations
 - Christmas Parade and Merry & Bright Festival of Lights
4. Adoption of Minutes of January 9, 2017
5. Business Arising from Minutes
6. Committee Meeting Reports
 - a) Planning & Development Committee – Councillor Harding
 - 1) Civic # 1252-1254 Thorburn Road – Subdivide Property and Demolish and Construct Single Dwelling
 - 2) Civic # 1082-1088 Thorburn Road – Business (Convenience Store)
 - 3) Civic # 17 Mitchell's Road – Business (General Industry)
 - 4) Civic # 1614-1618 Portugal Cove Road – Proposed Business (Specialty Shop)
 - 5) Revision to Subdivision Design and Construction Standards – Street Length
 - 24) Permits issued from December 29th, 2017 to January 11th, 2018
 - b) Recreation/Community Services - Councillor Stewart Sharpe
 - 1) Voisey's Brook Trail Signage
 - 2) Christmas Parade and Merry & Bright Festival of Lights
 - 3) Budget
 - 4) Score Clock for Rainbow Gully Field
 - 5) Sport Event Congress 2018
 - 6) Inclusion Committee
 - 7) Lifestyle Centre
 - 8) Community Grants
 - c) Public Works - Councillor Bartlett
 - 1) Sidewalk Snow Clearing & Ice Control Policy
 - 2) Correspondence received from Minister Transportation and Works
 - 3) Update – Animal Control Services Partnership - Town of Torbay
 - 4) Staffing Replacement
 - 5) 27 Emberleys Road Update
 - 6) Crime Stopper Signs
 - 7) Roads issues
 - 8) Newbury Street Turning Restrictions
 - 9) Traffic Study Reports
 - 10) Portugal Cove Wastewater Treatment Plant Road

d) Economic Development, Marketing, Communications and Tourism - Councillor Neary

- 1) Advisory Committee Updates
- 2) Website Update
- 3) Business Directory
- 4) Chamber of Commerce Task Force
- 5) Communication Template
- 6) Strategic Plan
- 7) Public Engagement – Regulation 10
- 8) Budget Public Meeting
- 9) Service Level Review
- 10) Best of PCSP Awards

e) Protective Services - Councillor Hanlon

- 1) Commissionaires – Municipal Enforcement
- 2) FES Updates
- 3) RNC Public Meeting
- 4) Additional Speed Monitor Sign and Crime Stoppers Signs

f) Administration and Finance – Deputy Mayor Laham

- 1) Accounts for Payment
- 2) Adoption of 2018 Budget, 2018 Tax Structure and Schedule of Fees
- 3) Council Strategy
- 4) Correspondence

7. Correspondence for January 8, 2018 to January 19, 2018

8. New/General/Unfinished Business

9. Agenda items/Notice of Motions etc.

10. Adjournment



DELEGATIONS / PRESENTATIONS



MINUTES



TOWN OF PORTUGAL COVE-ST. PHILIP'S

January 9, 2018

Regular Public Council Meeting 7:00 p.m.

IN ATTENDANCE:

Mayor	Carol McDonald
Deputy Mayor	Jeff Laham
Councillors:	Dave Bartlett
	Darryl J. Harding
	Johnny Hanlon
	Tina Neary
	Madonna Stewart Sharpe
Town Manager/Engineer	Chris Milley
Director of Economic Development, Marketing, Communications and Tourism	Jeff Lawlor
Planning Technician	Les Spurrell
Deputy Town Clerk	Claudine Murray

Mayor McDonald called the meeting to order, welcomed the gallery of 31 persons in attendance.

DELEGATIONS/PRESENTATIONS

None for this meeting

ADOPTION OF AGENDA

Motion:	Bartlett/Laham
2018-001	Resolved that the agenda dated January 9, 2018, be adopted as circulated.
Carried	Unanimously

ADOPTION OF MINUTES

Motion:	Bartlett/Hanlon
2018-002	Resolved that the minutes of December 19, 2017 be adopted as circulated.
Carried	Unanimously

BUSINESS ARISING

A public meeting to present the draft 2018 budget will be held on January 21, 2018 at 4:00 pm at the Rec Centre.

COMMITTEE REPORTS

Planning & Development Committee Report of January 4, 2018 – presented by Councillor Harding

1. Civic # 17 Mitchell's Road – Business (Sawmill)

This item is deferred until new information can be reviewed.

2. Minister of Municipal Affairs and Environment – Notice of Registration

The Planning Department is in receipt of correspondence from the Minister of Municipal Affairs & Environment notifying the Town that Development Regulations Amendment No. 4, 2017 (Street Length) has been registered.

Notice of the registration was published in the Newfoundland and Labrador Gazette on Friday, December 29, 2017 and in The Telegram on Saturday, December 30, 2017, and was posted at the Town Office and on the Town website. The Amendment came into effect on the date that the notice appeared in the Gazette.

Item Submitted for Information.

3. Eastern Newfoundland Regional Appeal Board – Decision of Appeal

The Planning Department is in receipt of a decision of the Eastern Newfoundland Regional Appeal Board regarding an appeal filed against Council's decision to issue a Removal Order on a dwelling extension at Civic # 10-12 Hilltop Lane that was constructed beyond the specifications of the Building Permit issued.

The Board concluded that the Town acted in compliance with the Urban and Rural Planning Act, 2000 when issuing and providing notice of the Order. The Board ordered that Council's decision be confirmed.

Item submitted for information. Updated photos of the dwelling extension will be presented at the next Committee meeting for further discussion regarding the outstanding Order.

4. Single Dwellings off Right-of-Way's Amendment

Councillor Neary left the meeting prior to the discussion of item # 4 for a conflict of interest whereas a relative of the councillor could have a monetary interest in the matter.

As per a Notice of Motion given at the December 19th, 2017 Public Council Meeting, the Planning and Development Committee submits the following:

Motion:	Harding/Laham
2018-003	Resolved that Council complete an amendment to the Town's Municipal Plan and Development Regulations (as per Appendix A: Tabled Report) to allow development off right-of-way's within the Traditional Community Zone that are identified in legal documentation to have existed prior to amalgamation of Portugal Cove-St. Philip's.
Carried	Unanimous

Councillor Neary returned to the meeting after discussion of item # 4.

5. Amendment to Development Regulation # 10 (Discretionary Powers of Council)

A Notice of Motion for an amendment to Development Regulation # 10 was given at the December 19th, 2017 Public Council Meeting. Councillor Harding advised that Council will defer the motion to give residents an opportunity to ask questions of Council and staff and to get informed on how the amendment could impact them.

Councillor Harding spoke of a resident spearheading a campaign accusing Council members of deliberately sabotaging our Town's rules and regulations. Councillor Harding reiterated the oath of office that each Councillor took and Council's commitment to the people of this Town.

He noted that at the first P&D committee meeting in October 2017, the committee received a letter from the Minister of Municipal Affairs and Environment outlining a complaint they had received which documented over 60 occurrences of the former P&D committee approving motions that were in conflict with the regulations and contrary to the advice of the administrator. The Minister wanted to ensure the committee is working within its framework. The ACE committee sent letters to the Council members also with concerns of development. The concern is focused on development within the buffer zones on our watershed areas, lakes and rivers.

The motion is deferred for 90 days while public meetings are held and information is gathered.

Items # 6 through 11 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

12. Permits Issued

There were thirteen (13) permits issued from December 8th to December 28th, 2017 as per Appendix A: Tabled Report.

Recreation & Community Services Committee

- No report

Public Works Committee Report for January 3, 2018 – presented by Councillor Bartlett

No meeting was held but the Committee would like to provide the following update:

1. Snow Clearing & Ice Control Operations

Season is well under way with effective operations in place. The three rental loaders have been received and will remain in our fleet until end of April 2018. Sidewalk Snow Clearing and Ice Control Policy draft remains outstanding and will be scheduled to be discussed at the next Public Works Committee meeting.

2. Fire Hydrants – Snow Removal

As a reminder, following heavy snow fall, the Public Works staff will begin hydrant snow removal as soon as the Town's operators and Transportation and Works operators have completed their snow removal and pushback efforts – usually within two days. Should an emergency situation arise, there are equipment operators on standby at all times to provide assistance to the fire department.

Economic Development, Marketing, Communications & Tourism Committee

- No report

Protective Services Committee

No meeting was held but the Committee provided the tabled Municipal Enforcement Report.

Admin. and Finance Committee Report of January 4th, 2018 - presented by Deputy Mayor Laham

1. Accounts for Payment

The Admin and Finance Committee met with Council as a Whole in conjunction with a Budget meeting. The Accounts for Payment document was reviewed.

Motion: Laham/Harding
2018-004 Resolved that Council approve payment of regular accounts in the amount of \$168,311.21 and capital accounts in the amount of \$18,734.67 for a total of \$187,045.88 as tabled.
 Carried Unanimously

2. Murray's Pond Country Club Payment

Councillor Harding left the meeting prior to discussion of Item #2 for a conflict of interest whereas the councillor is an officer, employee or agent of an incorporated or unincorporated company, or other association of persons, that has a monetary interest in the matter.

The Admin and Finance Committee have extracted the payment for Murray's Pond Country Club from the Accounts for Payment as Councillor Harding works at the establishment.

Motion: Laham/Stewart Sharpe
2018-005 Resolved that Council approve payment to Murray's Pond Country Club in the amount of \$7,107.93 as tabled.
 Carried Unanimous

Councillor Harding returned to the meeting after discussion of item # 2.

3. Financial Support

Mayor McDonald commented that the amount of \$1000 had not been increased in 17 years. Councillor Harding said to cater a lunch on the current budget is difficult.

Motion: Laham/Harding
2018-006 Resolved that Council increase its annual support of the senior's Christmas party from \$1,000 to \$1,500.
 Carried Unanimously

CORRESPONDENCE

Council Correspondence for December 18, 2017 to January 5, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
December 18 2017	Resident	Request for assistance with any connections to Provincial Government	Mayor and Clr. Bartlett
December 7 2017	Canadian Wireless Telecommunications Association	Recycle my cell program	Council
December 7 2017	Conservation Corps	ECHO Program application	A&F
December 8 2017	Association for Community Living	Breakfast Fundraiser for February 23	Council

NEW/GENERAL/UNFINISHED BUSINESS

1. Commissionaires

Councillor Hanlon reported the progress of creating a regional service with Torbay whereby the Commissionaires will draft our regulations (for instances they are the same in both towns). Together, the Towns will meet with Municipal Affairs and Environment to suggest the service and gain support and approval. Councillor Hanlon noted that Newfoundland & Labrador is the only province in Canada not currently doing this.

AGENDA ITEMS/NOTICE OF MOTION

ADJOURNMENT

Motion: Hanlon/Neary
2018-007 Resolved that this meeting be adjourned. Time is 7:28 pm.
 Carried Unanimously

Carol McDonald, Mayor

Claudine Murray, Deputy Town Clerk

Appendix A – Planning and Development Committee Report

DRAFT



BUSINESS ARISING



PLANNING & DEVELOPMENT

Planning and Development Committee Report

January 16th, 2018

In Attendance: Councillor Darryl Harding (Chairperson)
Deputy Mayor Jeff Laham
Councillor Johnny Hanlon
Les Spurrell, Planning and Development Coordinator
Holly Duffett, Planning Technologist (Item # 1-17 & 20-24)

Also in Attendance: Mayor Carol McDonald (Items # 1-5 & 7-24)
Two Property Owners (Item # 10)
Resident (Item # 11)

1. Civic # 1252-1254 Thorburn Road – Subdivide Property and Demolish and Construct Single Dwelling

Motion: The Committee recommends that the application to subdivide property and demolish and construct a single dwelling at Civic # 1252-1254 Thorburn Road be granted approval in principle as per Appendix A: Tabled Report.

2. Civic # 1082-1088 Thorburn Road – Business (Convenience Store)

Motion: The Committee recommends that the application to convert an existing commercial building to establish a convenience store at Civic # 1082-1088 Thorburn Road be rejected as per Appendix A: Tabled Report.

3. Civic # 17 Mitchell's Road – Business (Sawmill)

Motion: The Committee recommends that the application to establish a general industry business (sawmill) as a home occupation at Civic # 17 Mitchell's Road be granted approval in principle as per Appendix A: Tabled Report.

4. Civic # 1614-1618 Portugal Cove Road – Proposed Business (Specialty Shop)

The Planning Department is in receipt of correspondence regarding a proposal for a stand-alone Specialty Shop (cannabis dispensary).

The Committee advises Staff to correspond advising that the Town is unable to process an application for this type of activity until Federal and Provincial Regulations are in place and become legal.

5. Revision to Subdivision Design and Construction Standards – Street Length

Motion: The Committee recommends that Council revise Section 4.3 (b) (Street Design Criteria) of the Town's 'Subdivision Design and Construction Standards' be revised to increase the maximum street length for a fully-serviced street from 200 m to 300 m.

Items # 6 through 23 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

24. Permits Issued

There were five (5) permits issued from December 29th, 2017 to January 11th, 2018 as per Appendix A: Tabled Report.



Tabled items at end of
Council Package for:

PLANNING & DEVELOPMENT



RECREATION & COMMUNITY SERVICES

In Attendance: Councilor Johnny Hanlon
Councilor Tina Neary

Staff: Dawn Sharpe, Director of Recreation and Community Services

1. Voisey's Brook Trail Signage

The Recreation Committee reviewed a couple of options for Voisey's Brook Trail Signage that was design by Grand Concourse Authority (GCA) as a park of the Trail Construction project. Staff will forward the decision to GCA and the signage will be erected in the spring.

2. Christmas Parade and Merry & Bright Festival of Lights

The Christmas Parade took place on Sunday, December 3rd and the following were the winners for the 3 categories:

Family (has two winners)

The Simmons Family

The Tucker Family

Organization

Terra Nova Sea Cadets

Business

Spirit Horse NL – Stable Life

During the Christmas season the Recreation Department also hosted the Merry and Bright Festival of Lights. The following were the winners for this event:

1st Place - Brendan Guy & Vanessa Badcock (Tucker's Hill)

2nd Place - Don Hawco (Western Gully Rd)

3rd Place - Maxine Hussey (Portugal Cove Rd)

Presentations were made to the winners earlier during the meeting.

3. Budget

The Recreation Committee discussed the addition of the soccer field netting to the 2018 budget. This item was not included in the original presentation by the Recreation Director. However it was brought forward before the budget was finalized. The netting is needed to ensure that soccer balls are not lost over the fencing and cause delays in playtime during competitive matches.

4. Score Clock for Rainbow Gully Field

The PCSP Minor Soccer Association has requested support to apply for funding under the Community Healthy Living Fund with the Department of Children, Seniors and Social Development, for a score clock for Rainbow Gully Field. The association is asking for a letter of support from the Town as well as cost sharing for the installation of the score clock. Once the quotes have been determined for the installation, staff will bring the amount back to the committee to review. The Recreation Committee would like to make the following recommendation:

MOTION: Committee recommends that a letter of support be given to the PCSP Minor Soccer Association in support of their Community Healthy Living Fund application for a Score Clock for Rainbow Gully Soccer Pitch.

5. Sport Event Congress 2018

The Canadian Sport Tourism Alliance will be hosting the Sport Event Congress from March 6th – 9th in Halifax, NS. The Recreation Committee would like to make the following recommendation:

MOTION: Committee recommends that the Town send Sports Coordinator, Nick Miller to the Canadian Sport Tourism Alliance Sport Event Congress in Halifax, NS from March 6th – 9th.

6. Inclusion Committee

The Town of Portugal Cove – St. Philip's want to improve their programs and services that they offer to the inclusive community. For this reason a working group was stuck to develop a Terms of Reference for the PCSP Inclusion Committee. The Recreation Committee would like to make the following recommendation:

MOTION: Committee recommends that the Town form the PCSP Inclusion Committee and adopt the Terms of Reference for the committee as per attached.

MOTION: Committee recommends the appointment of the following people to the PCSP Inclusion Committee; Todd Churchill, Erin Gallant, Kim Churchill, Corina Sinyard, Hannah King, Sandra Wall, Peggy Newman, and Nicole Gibbons.

MOTION: Committee recommends the appointment of Mr. Todd Churchill as the Chairperson of the PCSP Inclusion Committee.

It was the intent of the Town to recommend that Linda Nemiroff be appointment as a member of the Inclusion Committee. However due to her unfortunate recent passing the Inclusion Committee and the Recreation Committee would like to make her an honorary member.

MOTION: Committee recommends that the Town appointment Linda Nemiroff as an honorary member of the PCSP Inclusion Committee.

7. Lifestyle Centre

The Recreation Committee discussed the plans that were forwarded from Powers Brown Architecture. These plans will be presented at the Committee of a Whole Meeting on Monday, January 22nd.

8. Community Grants

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

MOTION: Committee recommends that the Town donate \$1000.00 to the 2018 PWC Safe Grad Committee.

MOTION: Committee recommends that the Town donate \$100.00 to Noah Squires to assist with his travels to Edmonton, AB to participate in the 2018 Boxing National championships on March 28th.



Tabled items at end of
Council Package for:

RECREATION & COMMUNITY SERVICES



PUBLIC WORKS



Public Works Committee
January 17, 2018, 4:30pm

In attendance: Councillor Dave Bartlett, Chair
Councillor Darryl Harding
Mayor Carol McDonald
Staff: Gail Tucker, Director of Public Works
Linda Newhook, Public Works Coordinator
Regrets: Deputy Mayor Jeff Laham

1. Sidewalk Snow Clearing & Ice Control Policy

Staff inquired on status of Sidewalk Snow Clearing & Ice Control Policy previously shared with Committee and Council of the whole. Policy has yet to be discussed at Committee of the Whole due to other pressing priorities. Staff to keep on Committee agenda for follow-up.

2. Correspondence received from Minister Transportation and Works

Correspondence received in response to letter sent to Minister Transportation and Works November 17, 2017 in reference to provincial maintenance issues – Town of Portugal Cove-St. Philip's. Letter documented with Deputy Town Clerk.

3. Update – Animal Control Services Partnership - Town of Torbay

The Town of Torbay has now hired an Animal Control Officer. Staff advised they are awaiting further details from the Town of Torbay on the shared service approach for animal control services. Once available, they will be brought forward to Committee for consideration and execution of the partnership agreement.

5. Staffing Replacement

Staff advised that a permanent employee in the Water and Wastewater Division will be going on sick leave commencing February 2nd for four to six weeks. In line with a prior motion of Council with respect to a hiring freeze, staff is seeking approval to call back a seasonal Water and Wastewater Technician to provide additional resourcing in this area.

MOTION: Committee recommends approval to call back a seasonal Water and Wastewater Technician for the period of sick leave.

Discussion Items

6. **27 Emberleys Road Update** – map of the area requiring fencing has been received. Request for quotes for the fencing requirements will be obtained in early spring.
7. **Crime Stopper Signs** – forwarded from the Protective Services Committee, it was requested that public works install three crime stopper signs. Suggested installation areas include Portugal Cove Road at Old Broad Cove Road, Portugal Cove Road near the Ferry terminal, and Thorburn Road near Sunshine Park. Areas will be assessed and best locations will be determined.
8. **Roads issues**
 - a. Old Cart Road and Portugal Cove Road – issues with culvert near this area.



- b. Tuckers Hill Road and Thorburn Road intersection – council members receiving complaints about layout of the intersection, ice control materials during winter and request for three-way stop in the area.

Staff will review any historical communication on these items prior to communicating with Transportation and Works.

- 9. **Newbury Street Turning Restrictions** – signs are ready for installation; residents of the area will be notified of the changes via direct mail correspondence prior to implementation which is scheduled for the end of January.
- 10. **Traffic Study Reports – Olivers Pond, Western Gully Road and Country Gardens** – public meetings with residents of the impacted areas were previously requested by Committee and the Town's communications staff have been engaged. Work on these files scheduled to begin following the budget sessions.
- 11. **Portugal Cove Wastewater Treatment Plant Road** – request for stop sign to be installed at the end of the roadway as it meets with West Point Road.



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



Economic Development,
Marketing, Communications and
Tourism Minutes
Thursday, January 18, 2018
3:30 pm

In attendance: Councillor Tina Neary, Chair
Councillor Dave Bartlett
Jeff Lawlor, Director, Economic Development,
Marketing and Communications

1. Advisory Committee Updates

- a. Establishment of Advisory Committees – According to the Advisory Committee Policy the past term for ACE and the Heritage Committees have expired.

Motion: Committee recommends that the Advisory Committee on the Environment and the Heritage Committee be officially established for this term of Council and that the current members be appointed to their respective committees.

- b. New Members – There were two requests received and considered to join advisory committees of Council.

Motion: Committee recommends that Nikita Stapleton be appointed to the Advisory Committee on the Environment.

Motion: Committee recommends that Tom Murphy be appointed the Heritage Committee.

- c. Climate Change Projects: The Town has been approved for two Climate Change projects through the Federation of Canadian Municipalities. One is of national scope being led by the International Council on Local Environmental Initiatives with two communities in B.C, Ontario and Newfoundland and Labrador chosen to collaborate on municipal vulnerability and risk assessments. In addition, locally we will be part of a regional project headed by Conservation Corps to create local toolkits in dealing with climate change. These two projects will be complementary and there is no cost to the Town.

- d. Environmental Fair – The third annual Environmental Fair will take place on Sunday, April 22nd. Staff and ACE are currently working on new and exciting plans to be detailed in the coming weeks.
- e. Echo Funding – Funding through Conservation Corps is open for Environmental and Heritage projects. We will be submitting an application jointly with the Town of Torbay for a summer student to assist in the development of the Picco Ridge Plane Crash Memorial Site. The program funds 75% of the wages and expenses.

2. Website Update

Committee discussed some concerns raised about outdated information on the website. Issues will be resolved promptly.

3. Business Directory

The Director of Economic Development will be working collaboratively with the Chamber of Commerce to develop a business directory.

4. Chamber of Commerce Task Force

A task force has been established between Council and the Chamber. Members include Mayor McDonald, Deputy Mayor Jeff Laham, Councillor Neary, and Director of Economic Development, Jeff Lawlor from the Town and Michael Murray, Robert Stapleton, Stephen King from the Chamber of Commerce. The group will meet once a month on business and Town issues.

5. Communication Template

Templates for reports and minutes will be shared with town management to inform a communications standardization through all committees of Council.

6. Strategic Plan

The Director of Economic Development is preparing a Strategic Plan process for Councils review. A draft of the plan will be presented at the next Committee meeting.

7. Public Engagement – Regulation 10

The public engagement process is currently being developed and will include a public meeting and input from Advisory Groups. Councillor Harding was on CBC Radio addressing the issue on Wednesday, January 17th. A mail out proposing the amendment and highlighting the engagement process and will be sent out to residents the first week of February.

8. Budget Public Meeting

The draft budget public meeting is scheduled for Sunday, January 21st at the Recreation Centre at 4:00 pm. A flyer was mailed to all residents detailing the budget. Deputy Mayor Jeff Laham will be presenting on behalf of Council.

9. Service Level Review

A workshop to finalize the levels of service will be scheduled for February with Council and Management. Upon completion of this workshop there will be a Need-Gap analysis of the organization on how best to execute these changes.

10. Best of PCSP Awards

The Best of PCSP Awards will take place on Monday, April 16th at the Legion. Details are still being finalized. Nominations will open in February.



PROTECTIVE SERVICES



Protective Services Committee

Tuesday, January 16, 2018

4:00PM

IN ATTENDANCE: Councilor Johnny Hanlon, Committee Chair
Councilor Tina Neary
Councilor Dave Bartlett (Items #2-4)
Heather Coughlan, Employee & Public Relations Administrator
Fred Hollett, Co-Chief – Volunteer Fire Department (Items #1-3)
Peter Morey, Commissionaires NL (Item #1)

1. Commissionaires – Municipal Enforcement

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

A request was made to the RNC for increased presence in the Thorburn Road area of Brookside Intermediate School as the speed zone has been lowered to 30 km / hr. Sgt. Paul Didham confirmed the request was passed along to his patrols and the MEO has noticed an increased RNC presence around the school.

The MEO discussed a business courtesy card the Commissionaires will be leaving with businesses in the community to let them know the date and time their patrols were by and how to contact the MEO directly if needed. These cards will have the both their email contact information and the direct number for the MEO vehicle.

2. FES Updates - activity since last Committee meeting:

Responses: 21

- 12 Medical calls
- 1 extra service call
- 2 residential alarm bells

- 2 RTA (Road Traffic Accident)
- 2 pole fires
- 1 chimney fire
- 1 smell of smoke structure

Training:

- Training for 2017 concluded on Dec. 11th. 2018 training started up on Jan. 15th.
- Training schedule for the first 3 months of 2018 is established.

Other Activity: 2 FD personnel assisted in the senior's appreciation supper.

2017 Response Data: The Committee reviewed the 2017 response data supplied by Chief Hollett. The Incident Summary chart is attached as Appendix B. The trend over the past four years (2014-2017) is a decrease in the average response time and an increase in the average number of personnel responding to each call.

The higher number of responses to Alarm Bells both Residential and Commercial are normally the result of improperly maintained alarm systems. An article on the importance of system maintenance will be prepared for the next edition of the Tickle newsletter.

2017 Training Overall: The Committee reviewed the 2017 Training review supplied by Chief Hollett. This document is attached as Appendix C.

3. RNC Public Meeting

The Chair of Protective Services will further discuss takeaways, feedback and information from the RNC Public meeting held on December 19th with the Director of Economic Development, Marketing and Communications.

4. Additional Speed Monitor Sign and Crime Stoppers Signs

The Committee discussed the possibility of installing an additional speed monitor sign on the opposite side of Old Broad Cove Road from the existing monitor sign in an effort to target vehicles travelling the other direction. They also discussed locations for the three Crime Stoppers signs acquired by the Town. These items will be brought to the Public Works Committee.



Tabled items at end of
Council Package for:

PROTECTIVE SERVICES



ADMINISTRATION & FINANCE



Administration & Finance Committee
Report of January 16th, 2018

In attendance: Chairperson, Deputy Mayor Laham
Mayor McDonald
Councillor Harding

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

1. Accounts for Payment

MOTION: Committee recommends that Council approve payment of regular accounts in the amount of \$121,983.81 and capital accounts in the amount of \$49,506.06 for a total of \$171,489.87 as tabled.

2. Adoption of 2018 Budget, 2018 Tax Structure and Schedule of Fees

The Committee recommends the following:

(a) 2018 Budget

That the Town of Portugal Cove-St. Philip approve and adopt the attached 2018 Budget with Revenues and Expenditures totaling \$14,063,440.

(b) 2018 Tax Rates

That the Town of Portugal Cove-St. Philip approve and adopt the following Tax Rates for 2018 taxation year:

Property Tax:

Residential and Commercial Property Tax – 6.5 mils with a minimum tax of \$20.00

Business Tax – Based on Assessment: Rates as follows with a minimum tax of \$200.00

- General Business Tax – 8.1 mils
- Farms – 1.5 mils
- Daycare and Bed & Breakfasts – 5.1 mils
- Golf Courses – 8.1 mils
- Nursing & Retirement Homes – 8.1 mils
- Non – Profit Organizations – 8.1 mils
- Professional Services – 12.1 mils

- Medical/Dental/Pharmacy – 12.1 mils
- Bank/Financial Institutions – 45 mils

Business Tax – Based on Revenue: Rates as follows with a minimum tax of \$200.00

No Fixed Place of Business – 1 % of Gross Annual Revenue

Home Based - 0.6 % of Gross Annual Revenue

Utilities and Cable Television Tax:

2.5 % of Gross Revenue as per Taxation of Utilities and Cable Televisions Companies Act.

Water and Sewer Taxes:

- Residential Water and Sewer - \$625.00 yearly per unit.
(\$450.00 for Water only, \$175.00 for Sewer only)
- Commercial Water and Sewer - \$715.00 yearly per unit.
(\$480.00 for Water only, \$235.00 for Sewer only)
- Fish Plant Water and Sewer - \$150.00 per month
- Ferry Water Fill up - \$975 per month

(c) Interest

That the Town of Portugal Cove-St. Philip's approve the rate of 1 % per month simple interest to be charged on all outstanding accounts on the unpaid balance at the end of each month commencing January 2018.

(d) Early Payment Discount:

That the Town of Portugal Cove – St. Philip's grant a 5 % discount on the property tax portion only of the tax invoice if payment of all debts, current and prior including water and/or sewer and storm sewer fees (any and all charges or otherwise) is received and paid in full by the discount date of March 30, 2018.

Exception as follows: In the case of payments from mortgage companies and other financial institutions (electronic or otherwise) the payment must be received by the discount date of March 15, 2018 to allow for processing. Furthermore, there will be NO 5% early payment discount for payments made by credit card.

(e) Other Discount:

That the Town of Portugal Cove-St. Philip's grant a 20 % discount on the Property Tax portion of the invoice to Residential Property owners in receipt of the GIS (Guaranteed Income Supplement) for their principle place of residence only in the Town of Portugal Cove-St. Philip's (this discount does not apply to any vacant lands or summer residences). Completion of a mandatory application is required in order to receive this discount and the calculation for the 20 % reduction will be applied prior to the 5 % early payment discount (if applicable) or when calculating payment plans. Property owners who qualify for this option may avail of any of the payment plans. Furthermore, there will be NO 5% early payment discount for payments made by credit card.

(f) Payment Options:

That the Town of Portugal Cove-St. Philip's provide the following payment options:

- a) Payment in full by discount date of March 30, 2018 (with the above noted provisions)
- b) Interest free (NO early payment discount for this option) a choice of either 6 equal monthly Payments (January to June inclusive) or 8 equal monthly payments (January to August inclusive) for the full balance or 12 equal monthly payments by Pre-Authorized Debit from your bank/financial institution (January to December) Returned cheques/payments will cancel this interest free option and interest will be reinstated retroactively.
- c) Debit, Visa and Mastercard accepted. Telephone and Electronic Funds Transfer from banks and other financial institutions are also available.

(g) Tax Structure and Schedule of Fees:

Committee recommends that the Town of Portugal Cove-St. Philip approve and adopt the attached 2018 Tax Structure and Schedule of Fees to take effect January 1, 2018 and to be advertised accordingly.

3. Council Strategy

The Committee of the Whole will meet in early February to discuss their views for the Town's Strategic Plan

4. Correspondence re Youth Parliament

The committee discussed the letter requesting a financial contribution and deferred a decision in order to gather more information.

5. Correspondence re legalization

The committee discussed a letter from a Nova Scotia business offering a course on the legalization of cannabis from a OHS perspective. We will not be sending a representative.

The Town's OHS representative has already attended a course and will put together a plan and timeline for drafting a policy concerning drugs, alcohol and prescription drug use.

So Moved.

2018 Budget Speech

I have the privilege of presenting the 2018 Budget for the Town of Portugal Cove – St. Philip's on behalf of Council, as Chair of Administration and Finance. This is our first budget and as such we took our time to debate and consider how we wish to govern and decide what our priorities are. We are early in our term and this budget is just the beginning, however, it offers a foundation for a vision of the future, a vision that focuses on efficiency, growing the community and minimizing the tax burden on our residents. We could not have done this without the incredible input and feedback that we have received since we were elected. We made the commitment early in our term to listen and collaborate with the community and this budget is a sincere reflection of that.

After three months of public input and considerations the following priorities were identified and acted upon:

Reduce tax burden on residents

- Property tax will be reduced from 6.9 mils to 6.5 mils
- Residential water fee will be reduced from \$475 to \$450 and the water and sewer fee from \$650 to \$625

Smart budgeting and community planning

- Overall budget reduction from \$15,379,553 to \$14,063,440
- An investment of \$320,000 to the infrastructure reserve fund. The total of the fund is now \$1,212,635 and will mitigate the financial impact of future projects that will be required for infrastructure upgrades and replacements.
- The continuation of the principles of the Town's Asset Management Plan for infrastructure and equipment replacement
- The Town will develop a new strategic plan

Eliminate mandatory residential metering

- Funds allocated for the mandatory water metering project will now be dedicated to zone meters, a water loss program and public education
- A voluntary residential metering pilot project will be considered

Support local business and tourism

- General business tax will be reduced from 8.5 mils to 8.1 mils making it one of the lowest in the region
- Farm tax mil rate to be reduced from 2.5 mils to 1.5 mils
- Financial Support to the PCSP Chamber of Commerce of \$26,000
- Commercial water fee will be reduced from \$505 to \$480 and water and sewer fee from \$740 to \$715
- Investments of tourism infrastructure like way-finding signage, a lookout and heritage

Environmental Protection

- Increased funding for the Advisory Committee on the Environment and their initiatives
- Continued water testing for waterbodies and watersheds
- Involvement in two climate change projects

Other Priorities and Investments

- Capital works projects include:
 - i) Upgrades to Tolt Road
 - ii) Additional asphalt on Westpoint Road
 - iii) The addition of a turnaround at the end of Newbury Street
 - iv) Drovers Heights Water and Sewer, residents will be engaged for feedback prior to the project moving forward
 - v) Access Roads for Old Car Road and Mitchells Road
 - vi) Broad Cove Ridge roads completion
 - vii) Funding applications have been applied for Franklyn Place and Indian Meal Line water and sewer. If successful, residents will be engaged for feedback prior to project moving forward
- Improvements in Fire Protection with the purchase of a replacement rescue vehicle and emergency exhaust for fire department
- Continued investment in recreation with beautification of green spaces, lifestyle centre planning and new equipment/infrastructure for the parks, including inclusion equipment, field netting and trail upgrades.
- The Service Level Review will be completed, focusing on a review of 6 key areas on the town in order to provide excellence of these service areas to the community. They include 1) Road maintenance 2) Strategic Land-Use Planning 3) Garbage and Recycling 4) Issuing Permits and Licenses 5) Recreation Programs 6) General Customer Service
- Council has halted plans to relocate the depot to Maggie's Place in order to review all options for meeting the needs of the community, in the most financially viable manner. The current site will have the necessary repairs to keep it operational until further decisions are made.
- Council has begun a review of the usage of levies and local improvement assessments that the previous Council implemented to ensure that residents are treated fairly when it comes to capital projects.

The total projected revenue and expenses for 2018 is \$14,063,440 which includes government transfers for capital projects. Detailed information on revenues and expenditures will be provided on the Town's website for the information of residents.

I wish to again extend my thanks to all those who provided input and reiterate our commitment to listen and act with the best interest of the residents and business owners of Portugal Cove – St. Philip's. We look forward to continuing to working in collaboration with you and creating a common vision for our tremendous community that is shaped by all of us.

Deputy Mayor Jeff Laham
Chair, Administration and Finance

Portugal Cove – St. Philip's



Tabled items at end of
Council Package for:

Administration & Finance



CORRESPONDENCE

Council Correspondence for January 6, 2018 to January 19, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
1/19/2018	Town of Bauline	Municipal Invitational Darts Tournament	Council
1/19/2018	Tony Wakeham	Democratic Reform	Council
1/15/2018	Tony Wakeham	Outlining Principles for NL Health Care	Council
1/15/2018	NL Youth Parliament	Funding Request	A&F Cmte
1/12/2018	Sayle Group	Marijuana Workplace Safety Online Course	A&F Cmte
1/12/2018	Department of Municipal Affairs	Public Consultations on Municipal Legislation	Council
1/10/2018	Office of Nick Whalen	Smart Cities Challenge (event was later cancelled)	Council
1/9/2018	Minister Crocker	Maintenance of Provincial Roads	PW Cmte
1/9/2018	MUN	Report 2017 Out in the Open	Routine Corr.



NEW/GENERAL/ UNFINISHED BUSINESS



AGENDA ITEMS/ NOTICE OF MOTIONS



Tabled items

PLANNING & DEVELOPMENT

November 28, 2017

Ms. Holly Duffett
Town of Portugal Cove-St. Philips
1119 Thorburn Road
Portugal Cove-St. Philips, NL A1M 1T6

TOWN OF PORTUGAL COVE-ST-PHILIP'S

DEC 04 2017

RECEIVED

Dear Ms. Duffett:

**Re: PER File No: INT1700148
Proposed Change of Non-Conforming Use,
Change of Occupancy for Convenience Store
Town of Portugal Cove – St. Philips, Broad Cove Watershed
1082-1088 Thorburn Road
Applicant: Jason Carter**

This is to inform you that the above-noted application was approved at a Regular Meeting of the St. John's Municipal Council held on **November 27, 2017**.

Please note approval is subject to any additional garbage receptacles required for the convenience store to be located outside the Watershed. There is to be no increased activity in the Watershed.

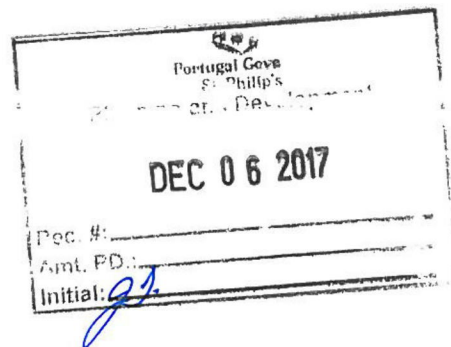
Should you have any questions pertaining to this matter, please do not hesitate to contact the undersigned at (709) 576-8380, fax: (709) 576-2340, or by e-mail: amurray@stjohns.ca.

Yours truly,


Ashley Murray
Assistant Development Officer
Department of Planning, Development & Engineering

AAM/dlm

pc Dave Wadden, Manager of Development Engineering
Gerard Doran, Development Supervisor
Gareth Griffiths, Manager of Assessment
Lynn Cooper, Office Services Supervisor (Assessment)
Greg Keating, Manager of LIS
Michelle Devine, Administrative Coordinator
Holly Duffett holly.duffett@pcsp.ca



ST. JOHN'S

10/19/2017

• • •

Ed & Jill Sharpe
Sharpe's Store
899 Thorburn Rd, PCSP

Town Of Portugal Cove – St. Philip's
1119 Thorburn Rd

Development Committee, Mayor and Councilors,

We are writing to express our concern with the discretionary use application to operate a convenience store business at 1082-1088 Thorburn Rd that was advertised in the Northeast Avalon Times in October 2017. Our convenience store business has been operating in the town since 1951 and has always been an active supporter of the community. Over the years we have been proud to provide support to community groups, charities, the town recreation department and the fire department. We have also re-invested substantial resources into our business to better serve the residents of the community. Over the past number of years we have been actively trying to further expand our business but have been unable to do so as permits have not been approved by the City of St. John's due to the Protected Watershed designation of our property. As the town has not been successful in supporting our business expansion applications we are unable to understand why it would now support development of a nearly identical business in the same Protected Watershed.

We understand there is a drive within the town to develop business to increase tax revenue and offer better services to residents and we are in full agreement. That said we do not see the benefit that opening a second convenience store business within a kilometer of the one we currently operate will offer to the residents of the community. As residents we feel that the town as a whole would be better served if a wider variety of business could be attracted to the town. With the size of this building several professional services such as doctors, banking services and the like could operate in the location. This would not only offer residents services that are currently lacking but would also increase tax revenue.

With regards to the specific development the advertisement states it is considered a discretionary use per the regulations. The ad does not address non-conformance with town development regulations or a change in use of an existing non-conforming development within a Residential Low Density area. Section 5(b) of the Residential Low Density use classifications states that the maximum floor area for a free standing convenience store is 80m². The building on this location is listed as being 305m², well in excess of the 10% variance that can be approved

Sharpe's Store

• • •

by the town under Section 12 of the Minister's Regulations. Could you please provide clarification as to how the town is dealing with this issue.

Thank you for your time and consideration on this issue. Should you wish to discuss this issue further please feel free to contact us at any time. We look forward to your reply with regards to the non-conforming use.

Sincerely

Ed & Jill Sharpe

Owners

Sharpe's Store

(709)895-3668

jillsharpe@nl.rogers.com

19/11/17

To the members of the town council,

Thomas H Clarke's Distributors plans to sell high quality, legal, safe, pesticide free cannabis in a safe dispensary environment. We plan to sell only cannabis and have the widest variety available to customers over the age of 19. We plan to meet and perhaps exceed all Provincial regulations put in place prior to July 1, 2018.

As a business owner, family man, social justice advocate, and a member of the Portugal Cove/St. Philips community it is important for me to give back to the community and have some level of involvement. Thomas H Clarke's would help to make the community better in a number of ways. We would be involved with community clean up initiatives, support some local sports teams, help to build playgrounds, fund-raise, and support local businesses and community projects.

We would also work with the local schools to help fund a top notch drug and alcohol education seminar focused on educating different aged children of the community so they are better equipped to make the right decisions moving forward. As a father of three children this is important for me and for my community. We will also be matching donations from our patrons dollar for dollar to help people and their families who are affected by opioid addiction and mental health problems here in Portugal Cove. We would talk with community leaders, Eastern Health, and families from the community to decide where this raised money could be best spent.

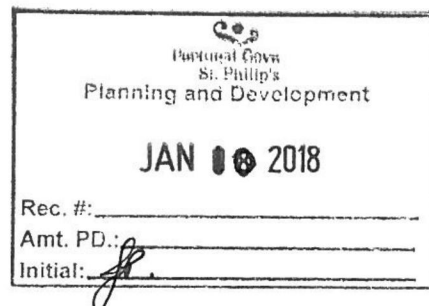
The Province will be announcing this week that the private dispensary method is the one they will be going with and I plan to open in Portugal Cove on July 1, 2018.

This is a new day for the Province and I am very excited to start my business here in Portugal Cove and hope that the town council, and community sees the benefit to the community and welcomes this new business with open arms.

If you have any questions please do not hesitate to call or e-mail me at any time.

Thank you,

Thomas Clarke
(709)743-8276
thomasgclarke@hotmail.com



Ashley Mackinnon

From: Les Spurrell
Sent: December-29-17 1:31 PM
To: Ashley Mackinnon
Subject: Fwd: Completion of Phase II Works

Follow Up Flag: Follow up
Flag Status: Completed

Copied.
For discussion when get back.

Sent from my iPhone

Begin forwarded message:

From: Mike O'Leary <olearym57@aol.com>
Date: December 29, 2017 at 1:24:56 PM NST
To: "lester.spurrell@pcsp.ca" <lester.spurrell@pcsp.ca>, Chris Milley <chris.milley@pcsp.ca>
Cc: "Rodney J. Zdebiak" <rzdebiak@stewartmckelvey.com>
Subject: Completion of Phase II Works

Good afternoon Les,

I am responding to your e-mail letter dated November 16th, 2017 regarding the Completion timeline of the Waters Edge Phase II Works.

We are confident we will have all the work completed by August 31st, 2018 and look forward to the turnover of the Streets to the Town at that time.

On a separate note we expect early next year to have two new home lots contracted for and under construction by early spring.

Looking forward to a Happy Healthy, and prosperous New Year for all.

Best Regards,
Mike O'Leary
Blue Water Holdings, Ltd.

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

**Appendix A: Tabled Report
January 4th, 2018**

Applications:

Item # 1:

**Civic # 1252-1254 Thorburn Road
Subdivide Property and Demolish and Construct Single Dwelling
Zoning: Residential Medium Density and Residential Development Scheme Area (RMD & RDSA) – Serviced**

The Committee recommends that the application for Civic # 1252-1254 Thorburn Road be granted approval in principle, permitting the subdivision of property and demolition and construction of a single dwelling. Approval in principle is subject to the parcel with 6 m frontage on Thorburn Road being consolidated into an adjacent property fronting on Abbotts Road. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Schedule C: Residential Medium Density.

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

Item # 2:

**Civic # 1082-1088 Thorburn Road
Business (Convenience Store)
Zoning: Residential Low Density & Protected Watershed (RLD & PW) – Unserviced**

The Committee recommends that the application to convert an existing commercial building to establish a convenience store at Civic # 1082-1088 Thorburn Road be rejected due to the proximity of the proposed convenience store to Brookside Intermediate which will create a safety risk for students of the school walking along and crossing Thorburn Road to visit the store. The Committee's recommendation is in accordance with Development Regulation 102 (Discretionary Uses) of the Town's Municipal Plan and Development Regulations 2014-2024.

The Administrator recommends that Council could use their discretion to grant approval in principle to this application as it complies with the Town's Municipal Plan and Development Regulations 2014-2024. Convenience Store is listed as a Discretionary Use within the Residential Low Density Zone, and the application was approved by the City of St. John's as the authority for the Windsor Lake Watershed.

Item # 3:

**Civic # 17 Mitchell's Road
Business (General Industry)
Zoning: Traditional Community (TC) – Unserviced**

The Committee recommends that the application for Civic # 17 Mitchell's Road be granted approval in principle, permitting the establishment of a general industry business (sawmill) as

a home occupation. Approval in principle is subject to operation of the sawmill on Monday to Saturday no later than 7pm, no operation on Sunday, and in accordance with the Town's Noise Regulations, 2015. Approval in principle is subject to approval from the Department of Fisheries and Land Resources. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Plan Policy TC-2 (Land Uses), Development Regulation 33 (Notice of Application), Development Regulation 102 (Discretionary Uses), Schedule C: Traditional Community, and Schedule D: Off-Street Parking Requirements.

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

Councillor Harding and Deputy Mayor Laham recommended granting approval in principle and Councillor Hanlon was not in support.

Other Items Discussed:

Mayor McDonald left the meeting prior to discussion of Item # 6.

Item # 6:

Civic # 370A Dogberry Hill Road – Application for Residential Subdivision

The Committee reviewed an application to subdivide property and construct a residential subdivision at Civic # 370A Dogberry Hill Road.

The Committee requests that this application be held pending review of all application and documentation received by the Committee of the Whole. The Committee Chairperson will refer the application and documentation to the Committee of the Whole.

Mayor McDonald returned to the meeting after discussion of Item # 6.

Item # 7:

Civic # 1539A Portugal Cove Road – Application to Subdivide Property and Construct a Single Dwelling and Accessory Building

The Committee reviewed an application to subdivide property and construct a single dwelling and accessory building at Civic # 1539A Portugal Cove Road.

The Committee advises that this application be held pending the Town Manager contacting the applicant.

Item # 8:

Civic # 220 Dogberry Hill Road – Meeting with the Committee

On December 12th, 2017 the Committee met with Developers and discussed three potential concept plans for an unserved residential subdivision at Civic # 220 Dogberry Hill Road or Civics # 220 and 244 Dogberry Hill Road.

The Committee requests that this item be held pending review of the potential concept plans by the Committee of the Whole.

Item # 9:

Civic # 258-260 Witch Hazel Road – Meeting with the Committee

On December 12th, 2017 the Committee met with Developers and discussed three potential concept plans for an unserviced or semi-serviced residential subdivision at Civics # 256 and 270-282 Witch Hazel Road.

The Committee requests that this item be held pending review of the potential concept plans by the Committee of the Whole.

Item # 10:

Civic # 827-829 Indian Meal Line – Request to meet with the Committee

The Committee met with the Property Owners and discussed the potential sale of water through the Town from an aquifer source.

The Committee advised that prior to the proposal being considered by Council, the property owners would need to make a presentation to the Committee of the Whole and provide detailed information regarding cost for Council's consideration.

Item # 11:

Civic # 201A Beachy Cove Road – Request to meet with the Committee

The Committee met with a Resident and discussed the current zoning of this property.

The Committee discussed potentially moving the Traditional Community zoning line to include this property. The Committee will consider the request and will discuss further at the next Committee meeting.

Item # 12:

Civic # 150A Bennetts Road – Request for Civic Number Change and Takeover of Private Road

The Planning Department is in receipt of correspondence requesting to change the civic number for an existing dwelling which fronts on an unnamed private road and requesting that Council takeover ownership and maintenance of the private road.

The Committee advises Staff to contact the property owner advising that with respect to the request to change the civic number, they may wish to submit a request to name the private road that the dwelling fronts onto so that they can have a civic address reflecting that street name. With respect to the takeover of the road, if the property owner proposes to have the road taken over as it exists; they will need to contact the Public Works Department. If they wish to upgrade the road to Town standards prior to takeover, an application will need to be submitted to the Planning Department for processing.

Item # 13:

Steep Slope Regulations

The Committee discussed regulations regarding development within steep slope areas identified within Schedule E: Environmental Protection Overlay.

The Committee requests that this item be held for discussion at the next meeting.

Item # 14:

Amendment to Development Regulations # 10 (Discretionary Powers of Council)

The Committee discussed a potential amendment that was held at the January 9th, 2018 Council meeting while public meetings are held and information is gathered.

The Committee advised that the Director of Economic Development, Marketing and Communications will be contacted to arrange the public meeting(s) and that no immediate action is required by Planning Staff at this time.

Item # 15:

Residential Development Scheme Review (Old Broad Cove Road East)

The Committee discussed an ongoing review of the Residential Development Scheme for the Old Broad Cove Road East area.

Staff advised the Committee that draft amendment documents will be prepared for their review at the next meeting.

Item # 16:

Water's Edge Preserve Residential Subdivision – Completion of Phase II Works

The Committee discussed the Developer's proposal to complete Phase II Works within the development by August 31st, 2018.

The Committee advised that they are in agreeance with the August 31st, 2018 completion date.

Item # 17:

Timberlea Estates Residential Subdivision – Completion of Phase II Works

The Committee discussed attempts by Staff to contact the Developer regarding the completion of Phase II Works within the development.

The Committee advised Staff to forward correspondence to the Developer requiring the submission of information by May 1st, 2018 regarding completion of the work.

Item # 18:

Civic # 39-43 Neary's Pond Road – Stop Order

The Committee discussed a Stop Order regarding the use of a motor vehicle (motor home) as a permanent, residential dwelling unit.

The Committee requests that this item be held pending a member of Council contacting the Department of Health and Community Services regarding the matter.

Item # 19:

Civic # 10-12 Hilltop Lane – Removal Orders

The Committee discussed two Removal Orders, one for a dwelling extension that was constructed beyond the specifications of the Building Permit issued, and another for property cleanup.

The Committee advises Staff to correspond with the Resident advising of the decision of the Eastern Newfoundland Regional Appeal Board (regarding the dwelling extension Order) and requiring that the Orders be complied with by June 15th, 2018.

Item # 20:

Civic # 24-26 Kings Hill Road – Proposed Dwelling Extension and Renovations

The Committee discussed a proposal to construct a dwelling extension and perform renovations to a dwelling within located within the Protected Watershed Zone.

The Committee advises Staff to contact the applicant by registered mail requiring that the information requested by the City be submitted to the Town within 7 days of the receipt of the correspondence.

Item # 21:

Application and Permit Statistics

The Committee discussed application & permit statistics for October-December 2017 and 2017 annual statistics as compared to the same time periods in the previous year.

Item Submitted for Information.

Item # 22:

Development Control Statistics

The Committee discussed 2017 annual development control statistics as compared to the previous year.

Item Submitted for Information.

Item # 23:

Civics # 167-169A & 167-169B Beachy Cove Road – Information Regarding Right-of-Way

The Committee discussed a right-of-way across Civic # 167-169A Beachy Cove Road used to access Civic # 167-169B Beachy Cove Road and past development activity at Civic # 167-169B Beachy Cove Road.

The Committee requests that an information package regarding these matters be forwarded to the Committee for their review and discussion at the next meeting.

Permits Issued:

Item # 24:

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	17-396	12/29/2017	1409	Thorburn Road	Demolition
2	17-397	12/29/2017	1409	Thorburn Road	Occupancy
3	18-001	01/09/2018	12-16	Western Heights	Accessory Building
4	18-002	01/09/2018	717-719	Indian Meal Line	Communications Tower & Accessory Building
5	18-003	01/09/2018	21	Loop Drive	Repairs to Water Line



Tabled items

RECREATION & COMMUNITY SERVICES

PCSP Inclusion Committee
Advisory Committee to Council
Terms of Reference

Purpose:

The purpose of the PCSP Inclusion Committee is to advise Council, through an inclusive lens, on how to best suit the needs of the residents of the community with regards to programs, community services, special events, and facilities.

Goals and Objectives

1. To advise staff and Council on ways to ensure that all programs, community services, special events, and facilities meet the needs of the community.
2. Suggest how to improve any current facilities.
3. Have input on all new facilities.
4. Advocate for residents in the community and support their needs.
5. Educate the residents of the community on the different needs.
6. Help fund-raise and access grants.



Tabled items

PROTECTIVE SERVICES



Protective Services Committee

Tuesday, January 16, 2018

4:00PM

Protective Services Committee

APPENDIX A: TABLED MEO REPORT

Protective Services Committee:

Municipal Enforcement Report:

January 16, 2018

- Warning tickets issued to 60 vehicles since Dec. 1st, we are only issuing tickets that are parked after 12am. Had two vehicles that took some time to locate owners, but we were successful after several attempts. Dealt with a resident on Boulder Lane about a truck parked on the cul de sac. Also gave her some advice on how to contact us after hours if she needed assistance. Patrols have called RNC to issue tickets about repeat parking offenders, some vehicles have been ticketed.
- Dealt with several alarms at the two Huts, some were due to high winds and others were malfunctions.
- Party on Dogberry Hill Road, vehicles blocking road, called RNC for assistance.
- Currently investigating four reports of dogs roaming and one suspected animal cruelty.
- Roaming dog on Dogberry Hill Road, pictures taken and reported to Public Works Coordinator for further action.
- Vehicle parking at Lamswood, resident concerned, we are stepping up patrols in this area.
- Night patrols have reported suspicious vehicles in Nearys Pond area, increased patrols in the area.
- Attended meeting with the RNC on Dec. 18th
- Contacted Sgt. Paul Didham about lower speed limit in school zone (Brookside Intermediate School) and asked for more patrols. Most vehicles slowing down, I have increased my presence in the area during mornings and afternoons.
- Assisted the Town's Development Control Officer with two investigations.

Upcoming:

- Business cards have been ordered and hoping to start issuing them very soon.
- GPS tracking to be installed by SkyHawk in the next.

Protective Services Committee

APPENDIX B: 2017 VFD RESPONSE DATA - INCIDENT SUMMARY

Type	Count
ALBC	7
ALBR	31
Brush Fire	9
Carbon Mon	2
Chimney Fire	1
EMS	77
Extra Service	3
Odor	1
Pole Fire	4
Propane	1
RTA	17
Structure Fire	7
Vehicle Fire	5
Wire Down	9

**TOTAL
CALLS
174**

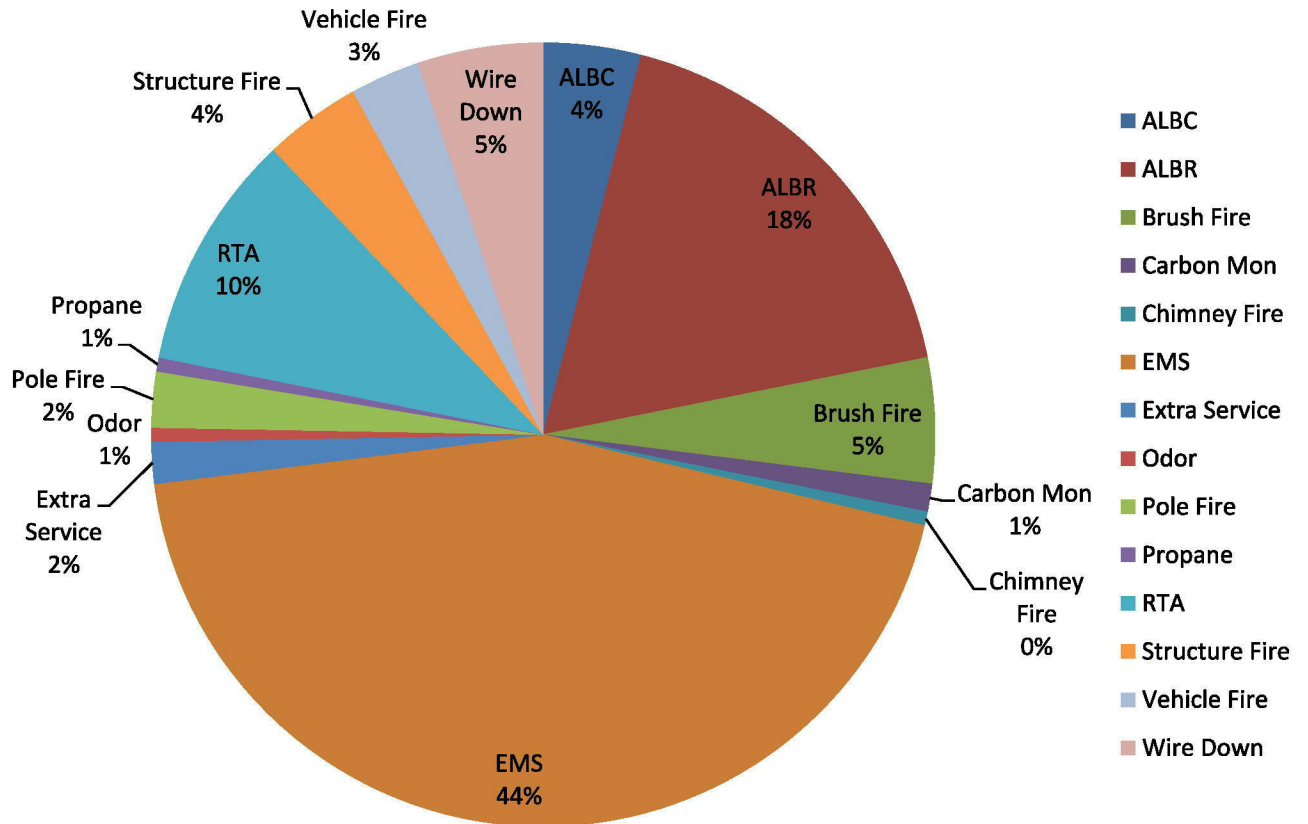
ALBC – Alarm Bells Commercial

ALBR – Alarm Bells Residential

EMS – Emergency Medical Service

RTA – Road Traffic Accident

2017 Incident Summary



Protective Services Committee
APPENDIX C: 2017 TRAINING REVIEW

Training Report Jan1 2017-Dec 31 2017

In House training:

- 44 training nights at 3hrs night/average
- >1900 training hours inclusive (inclusive of all members)

Local/Specialized Training, outside of in-house Monday night training:

- 21 courses =1091.5 'Man' hours (inclusive)
 - Fireworks Operator Certificate
 - ICS 100/200 & 300
 - SCBA
 - Defensive Firefighting
 - Bus Extrication
 - Zodiac Based Water Rescue
 - Aircraft Emergency Familiarization
 - Technical Rescuer Core
 - Fire Service Rapid Intervention Crew
 - Fire Apparatus Driver/Operator
 - Emergency, Fires & Falls Prevention
 - Firefighter, Level 1
 - Vehicle & Machinery Rescuer Level 1
 - Fire Dynamics
 - Fire Department Incident Safety Officer
 - Marine Firefighting For Land based Firefighters
 - Hazardous Materials Awareness & Operations
 - Fire & Emergency Services Instructor Level 1
 - Electric/Hybrid/Fuel Cell Vehicle Safety training for Emergency Responders

NEARTS 2017

- 9 Fire Dept. Planning Committee
 - PCSP
 - Pouch Cove
 - Torbay
 - Air Port
 - SJR
 - Witless Bay
 - Holyrood
 - Bell Island
 - CBS
- Sept 22-24, and Sept 29-Oct1
- We had the originally scheduled 9 courses (Defensive, SCBA, RIC, Marine FF, FF1, Adv. SCBA, Mental 1st Aid, Alt. Fuels & Bus Extrication) to be conducted over the two weekends, but due to

unforeseeable circumstances 4 of them (Adv. SCBA, Mental 1st Aid, Alt. Fuels and Bus Ext) had to be cancelled.

- We received 107 applications from 15 Departments across the island, the farthest coming from St. Lawrence.
- We had 60 firefighters participate in training (due to the above noted cancellations).

Fire School Clarendville 2017 (listed above)

- 12 Members in attendance
- 7 Courses taken
 - FF Level 1
 - RIC
 - Incident Safety Officer
 - Pump Ops
 - Marine Firefighting for Land based FFs
 - Seniors fires and falls prevention
 - Core Rope Rescue



Tabled items

Administration & Finance

Accounts for Payment - January 16, 2018

REGULAR ACCOUNTS:

9653006149	12/27/2017	Acklands Grainger 10 SCBA Cylinders for Fire Department	\$	17,860.65
77030	12/1/2017	Benson Buffett Tax Matter	\$	7,761.81
15560	12/31/2017	City of St. John's Landfill use Dec 17	\$	10,875.32
99542	1/2/2018	Municipal Assessment Agency First Quarter Assessment fees	\$	29,497.50
890394	12/21/2017	Nortrax Canada Inc. Rental John Deere 544K - Dec01/17-Dec28/17	\$	8,050.00
890392	12/21/2017	Nortrax Canada Inc. Rental John Deere 624K - Dec01/17-Dec28/17	\$	10,350.00
892130	12/22/2017	Nortrax Canada Inc. Rental of John Deer 544K - Dec22/17-Jan18/18	\$	7,475.00
2018TownSuite	1/1/2018	Procrom Data Services Inc. TownSuite support 2018	\$	30,113.53
TOTAL REGULAR ACCOUNTS:			\$	<u>121,983.81</u>

CAPITAL ACCOUNTS:

533	12/7/2017	Twells Consulting Ltd. Level of service review	\$	15,301.90
Claim#2Healeys	12/21/2017	Weirs Construction Ltd. Claim#2 Healeys Pond intersection improvements	\$	34,204.16
TOTAL CAPITAL ACCOUNTS:			\$	<u>49,506.06</u>
GRAND TOTAL:			\$	171,489.87

Town of Portugal Cove-St. Philips
BNK1 - BNS CURRENT ACCT
 Cheques from 046566 to 046810 dated between 12/13/2017 and 01/12/2018

CHEQUE REGISTER

Printed: 8:51:57AM 01/12/2018

Page 1 of 8

Number	Issued	Amount	SC	Status	Status Date
046609	12/14/2017 AA Towing Ltd. 27459 towing one vehicle-Fd training	316.25 316.25	A/P	OUT-STD	12/14/2017
046610	12/14/2017 Acklands - Grainger Inc. 9634168646 hydro test for 2 SCBA cylinders	84.92 84.92	A/P	CLEARED	12/31/2017
046611	12/14/2017 Atlantic Cash & Carry 34702071272211 Supplies for kids xmas party, rec events pri 34703011275886 supplies for breakfast with Santa	633.58 315.78 317.80	A/P	OUT-STD	12/14/2017
046612	12/14/2017 Becky Mercer Tutoring final week of tutoring	45.00 45.00	A/P	CLEARED	12/31/2017
046613	12/14/2017 Bernadine Lawlor Oct29-Jan1 Rec center cleaning Oct 29-Jan1	1,112.50 1,112.50	A/P	CLEARED	12/31/2017
046614	12/14/2017 Bugden Signs 36255 Merry Christmas from Town of PCSP banne	810.75 810.75	A/P	CLEARED	12/31/2017
046615	12/14/2017 Canadian Linen & Uniform Service 6500303416 mat rental	71.45 71.45	A/P	OUT-STD	12/14/2017
046616	12/14/2017 Complete Transport Services 40077 coolant, repairs to engine 1	207.89 207.89	A/P	OUT-STD	12/14/2017
046617	12/14/2017 Corporate Express 46068587 stamp-"received by Public Works" 46090425 laminating heatseal	237.76 98.89 138.87	A/P	CLEARED	12/31/2017
046618	12/14/2017 Dave Coughlan INV00HOHO Santa Claus @chrismtas events	500.00 500.00	A/P	CLEARED	12/31/2017
046619	12/14/2017 Dave Gulliver Cabs Ltd. 73542 taxi chits for annual staff social	81.00 81.00	A/P	CLEARED	12/31/2017
046620	12/14/2017 Digital Postage On Call 2017 postage refill for postage meter	4,500.00 4,500.00	A/P	CLEARED	12/31/2017
046621	12/14/2017 EXP. Services Inc. 406433 Rainbow gully park water & sewer 407509 dev application review-Chesley Van Hgts 407511 dev application review-west point rd	1,635.30 761.30 437.00 437.00	A/P	OUT-STD	12/14/2017
046622	12/14/2017 Frederick Hollett Dec3-9 FD consultation Dec3-9	1,236.25 1,236.25	A/P	CLEARED	12/31/2017
046623	12/14/2017 Frontline Paintball Inc. 1911178 youth camp field trip	339.47 339.47	A/P	CLEARED	12/31/2017
046624	12/14/2017 Heather Coughlan Dec17 cell phone dec17 Nov17 cells Nov17	79.92 39.96 39.96	A/P	CLEARED	12/31/2017
046625	12/14/2017 Image 4 Printing & Design Inc. 18251 business cards for council	819.95 819.95	A/P	CLEARED	12/31/2017
046626	12/14/2017 Irving Oil Limited 546161 Gas	1,518.08 1,518.08	A/P	OUT-STD	12/14/2017
046627	12/14/2017 John Hanlon, Firefighter 02162017 repairs to private vehicle while on fd call (50	809.02 809.02	A/P	CLEARED	12/31/2017
046628	12/14/2017 [REDACTED] Nov17-Dec7 tutoring Nov17-Dec7	380.00 380.00	A/P	CLEARED	12/31/2017
046629	12/14/2017 Linda Newhook training17 travel claim-animal health and protection tra	214.57 214.57	A/P	CLEARED	12/31/2017

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Number	Issued	Amount	SC	Status	Status Date
046630	12/14/2017 Lindsey Hynes Nov-Dec17 Zumba Nov-Dec	140.00 140.00	A/P	CLEARED	12/31/2017
046631	12/14/2017 Maxxam Analytics Inc. SJ3292985 water testing wwtp	327.75 327.75	A/P	CLEARED	12/31/2017
046632	12/14/2017 McInnes Cooper 2017031148 general legal advice	1,141.58 1,141.58	A/P	CLEARED	12/31/2017
046633	12/14/2017 Micmac Fire & Safety Source Ltd. NL-00847470 bunker gear NL-00847585 rechargeable battery - FD	2,988.16 2,691.00 297.16	A/P	CLEARED	12/31/2017
046634	12/14/2017 Newfound Disposal Systems Ltd. 0000523753 paper recycling	52.92 52.92	A/P	CLEARED	12/31/2017
046636	12/14/2017 Pauline Pineau Fall2017 Yoga for fall season 2017 (12 classes)	840.00 840.00	A/P	OUT-STD	12/14/2017
046637	12/14/2017 Pik-Fast Express Inc. DC-1611 courier service	13.80 13.80	A/P	OUT-STD	12/14/2017
046638	12/14/2017 Richard Murphy Dec4-10 fd consultation Dec4-10	1,437.50 1,437.50	A/P	CLEARED	12/31/2017
046639	12/14/2017 Steele Communications 241068-1 radio ad-christmas parade	859.05 859.05	A/P	CLEARED	12/31/2017
046640	12/14/2017 Tina Neary MNL2017 expense claim-MNL conf 2017	210.00 210.00	A/P	OUT-STD	12/14/2017
046641	12/14/2017 Tract Consulting Ltd. PCSP-1635-WP1-A1-03 municipal plan amendment one (maggies pl PCSP-1635-WP1-A2-03 municipal plan amendment two (maggies pl	5,531.50 1,224.75 4,306.75	A/P	CLEARED	12/31/2017
046642	12/14/2017 Valero Energy Inc. 4111590739 diesel 4111590740 Furnace oil	1,737.98 759.26 978.72	A/P	CLEARED	12/31/2017
046643	12/14/2017 VitalAire 3133149 cylinder rental-oxygen	19.80 19.80	A/P	OUT-STD	12/14/2017
046644	12/14/2017 Yvonne King Oct29-Jan1 Rec center cleaning Oct 29-Jan1	1,112.50 1,112.50	A/P	CLEARED	12/31/2017
046645	12/14/2017 DSV Contracting, C/O Neil Thistle	100.00	A/R	CLEARED	12/31/2017
046646	12/14/2017 [REDACTED]	1,491.00	A/R	OUT-STD	12/14/2017
046647	12/14/2017 Belfor	3,037.59	G/L	CLEARED	12/31/2017
046695	12/20/2017 Inspiration Enterprises Inc.	37,766.52	G/L	CLEARED	12/31/2017
046696	12/20/2017 [REDACTED]	1,400.00	A/R	CLEARED	12/31/2017
046698	12/22/2017 A. Harvey & Company Ltd. S0036957 274.53tons of road salt	34,380.77 34,380.77	A/P	OUT-STD	12/22/2017
046699	12/22/2017 Grand Concourse Authority 17126 Voiseys Trial phase III 17129 claim#3 Rainbow gully softball lighting	85,291.66 66,972.59 18,319.07	A/P	OUT-STD	12/22/2017
046700	12/22/2017 Municipalities Newfoundland and Labrador 2018Membership Membership renewal 2018 MNL & PMA	10,058.91 10,058.91	A/P	OUT-STD	12/22/2017
046701	12/22/2017 Saunders Equipment Ltd. 0000069659 2017-004-Sidewalk Snow Removal/Mulit pu	218,109.00 218,109.00	A/P	OUT-STD	12/22/2017
046702	12/22/2017 Farrell's Excavating Ltd. #5NearysPond claim#5 nearys pond rd	23,094.84 23,094.84	A/P	CLEARED	12/31/2017
046703	12/22/2017 Action Car & Truck Accessories	651.23	A/P	OUT-STD	12/22/2017

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	10340707	Repairs to emergency lighting on FD truck 1	651.23			
046704	12/22/2017	Allstar Rebar Limited	307.28	A/P	OUT-STD	12/22/2017
	1712-01759	Rebar	307.28			
046705	12/22/2017	Babb Lock & Safe Company Ltd.	67.72	A/P	OUT-STD	12/22/2017
	109543	padlock-depot	47.15			
	110171	locks and oil	20.57			
046706	12/22/2017	Big Erics Inc.	907.61	A/P	OUT-STD	12/22/2017
	66317	Building Supplies - toiletries	379.53			
	67880	paper towels, toilet tissue, mop head,etc-rec	528.08			
046707	12/22/2017	Cal LeGrow Insurance	133.40	A/P	OUT-STD	12/22/2017
	280727	add loader to insurance	133.40			
046708	12/22/2017	Canadian Linen & Uniform Service	142.90	A/P	OUT-STD	12/22/2017
	6500302341	mat rental	71.45			
	6500304695	mat rental	71.45			
046709	12/22/2017	Construction Signs	1,256.95	A/P	OUT-STD	12/22/2017
	35330	"road closed" sign, "no parking" sign-parade	592.25			
	35331	4 flagging paddles/signs	354.20			
	35351	"copperhead rd" & "western heights" road si	310.50			
046711	12/22/2017	Elaines Convenience Inc.	247.60	A/P	OUT-STD	12/22/2017
	176-179	supplies for facilities, water/sewer,road mair	247.60			
046712	12/22/2017	EXP. Services Inc.	4,986.61	A/P	OUT-STD	12/22/2017
	396594	dev application review-broad cove ridge	1,263.85			
	396599	dev application review-westpoint	476.10			
	411722	portugal cove rd sidewalks	443.90			
	411729	dev application review	19.55			
	411730	dev application review-broad cove ridge	352.48			
	411735	dev application review-healys pond intersec	2,430.73			
046713	12/22/2017	Fastenal Canada Company	156.24	A/P	OUT-STD	12/22/2017
	NFMOU175354	vest and pull ties	131.03			
	NFMOU175623	50 3/8 Bolts, 50 nuts, 50 washers	25.21			
046714	12/22/2017	Frederick Hollett	1,132.73	A/P	OUT-STD	12/22/2017
	094300	reimb-battery charger support 1	40.23			
	Dec10-16	FD consultations Dec10-16	1,092.50			
046715	12/22/2017	GCR Tire Centers	241.38	A/P	OUT-STD	12/22/2017
	931-64393	Unit 30 tire repair	241.38			
046716	12/22/2017	GFL Environmental Inc.	1,358.28	A/P	OUT-STD	12/22/2017
	E60000040135	dump/replace garbage bin	1,358.28			
046717	12/22/2017	Home Depot	193.05	A/P	OUT-STD	12/22/2017
	4451319	refund-rope for christmas events	-34.49			
	8451288	4 sets rope lights santa sleigh, silicone	155.83			
	8464524	extension cord,electrical cover	71.71			
046718	12/22/2017	Image 4 Printing & Design Inc.	1,028.84	A/P	OUT-STD	12/22/2017
	17979	timecards,door knockers,business cards	746.35			
	18029	business cards-librarian	140.35			
	18058	Fall Family Festival Posters	13.80			
	18132	library brochures	128.34			
046719	12/22/2017	Interex	115.00	A/P	OUT-STD	12/22/2017
	66646	service call-adjust weather striping on door	115.00			

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046720	12/22/2017	Irving Oil Limited	790.27	A/P	OUT-STD	12/22/2017
	632169	Gas	790.27			
046721	12/22/2017	James G. Crawford Ltd.	603.06	A/P	OUT-STD	12/22/2017
	439167	toilet for Rec Centre	603.06			
046722	12/22/2017	Kelly Silver	720.00	A/P	OUT-STD	12/22/2017
	0111	hardcore fitness classes	720.00			
046724	12/22/2017	Kent Building Supplies	3,394.22	A/P	OUT-STD	12/22/2017
	1344455	garbage boxes & materials Rec Centre	-196.63			
	1344456	garbage boxes & materials Rec Centre	-196.63			
	1344677	refund-trim	-76.42			
	15443386	trim-Fire department garage door	912.49			
	15457494	garbage boxes & materials Rec Centre	745.88			
	15457580	garbage boxes & materials Rec Centre	436.95			
	15459750	garbage boxes & materials Rec Centre	73.90			
	15462800	garbage boxes & materials Rec Centre	209.19			
	15469661	trim-exterior-Fire Department	170.26			
	15471137	trim-exterior-Fire Department	16.38			
	15474956	pine railing for chambers	38.64			
	15477852	salt shovel & dead bolts	369.96			
	1713324	compressor, 50ft hose-ws maint	381.23			
	1713687	trim-exterior-Fire Department	141.94			
	55234671	oak chair rail Town Hall Chambers	367.08			
046725	12/22/2017	McElhanney Surveys (NL) Ltd.	1,388.63	A/P	OUT-STD	12/22/2017
	3711 077804	survey- indian meal line for voiseys trail RO	1,388.63			
046726	12/22/2017	Micmac Fire & Safety Source Ltd.	1,138.50	A/P	OUT-STD	12/22/2017
	NL-00847705	transformer piercing nozzle kit	1,138.50			
046727	12/22/2017	Mummers Festival Inc.	1,000.00	A/P	OUT-STD	12/22/2017
	hobbyhorse17	hobby horse workshop	1,000.00			
046728	12/22/2017	Nicole Clark	206.18	A/P	OUT-STD	12/22/2017
	MileageJun-Dec	mileage claim-personal vehicle use-Jun-Dec	206.18			
046729	12/22/2017	NLCSA	667.00	A/P	OUT-STD	12/22/2017
	52788	traffic control & flagging-CH,LB,TM,DP	517.50			
	52805	Incident Investigation Training-CN	149.50			
046730	12/22/2017	Northeast Avalon Times	833.75	A/P	OUT-STD	12/22/2017
	5963	dec advertising	833.75			
046731	12/22/2017	Orkin Canada Corporation	354.21	A/P	OUT-STD	12/22/2017
	IN-8177018	pest control-rec center	79.93			
	IN-8177027	pest control-depot	77.05			
	IN-8177036	pest control-rainbow gully	41.98			
	IN-8177058	pest control-voiseys	58.65			
	IN-8177078	pest control-generator shed	96.60			
046732	12/22/2017	Overhead Door Company	139.84	A/P	OUT-STD	12/22/2017
	58103	weather stripping for fire department garage	139.84			
046733	12/22/2017	Parts for Trucks	991.61	A/P	OUT-STD	12/22/2017
	40396324-00	UNIT #32 - AIR DRYER, BRAKE GAGES,-	978.33			
	40404517-00	BUTT JOINERS AND ELECTRICAL WIRE	13.28			
046734	12/22/2017	PCSP Volunteer Fire Department	1,000.00	A/P	OUT-STD	12/22/2017
	Canada/Regatta17	volunteer support for Canada day events an	1,000.00			

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046735	12/22/2017 Pinnacle Office Solutions	315.91	A/P	OUT-STD	12/22/2017
	128714 copier maint	315.91			
046736	12/22/2017 Princess Auto Ltd.	74.74	A/P	OUT-STD	12/22/2017
	746071 bolt cutters	74.74			
046737	12/22/2017 Quality Truck & Trailer Repairs	1,317.73	A/P	OUT-STD	12/22/2017
	10166 MVI unit #49	1,317.73			
046738	12/22/2017 Richard Murphy	1,351.25	A/P	OUT-STD	12/22/2017
	Dec11-17 FD consultations Dec11-17	1,351.25			
046739	12/22/2017 Rogers Payment Centre	106.35	A/P	OUT-STD	12/22/2017
	Dec17 cable dec 17 - FD	106.35			
046740	12/22/2017 St. John's Asphalt & Aggregate Inc.	873.75	A/P	OUT-STD	12/22/2017
	002872 class a gravel-road maint	873.75			
046741	12/22/2017 Staples (#434)	58.60	A/P	OUT-STD	12/22/2017
	120617 Apple USB power adaptor, Apple UBS cabl	58.60			
046742	12/22/2017 Steelfab Industries Ltd.	308.64	A/P	OUT-STD	12/22/2017
	0000134940 Unit 31 - support brace	308.64			
046743	12/22/2017 Telus	2,038.72	A/P	OUT-STD	12/22/2017
	Dec17 cells dec2017	2,038.72			
046744	12/22/2017 Xylem Canada Compnay	8,226.84	A/P	OUT-STD	12/22/2017
	3558288435 2 x 6 meter float switches	457.75			
	3558288440 KPSI level sensors WWTPs & lift stn invent	3,565.00			
	3558288484 repairs pump lift stn blagdon hill	3,970.64			
	3558289384 pump repairs	233.45			
046745	12/22/2017 Nicole Clark	1,000.00	A/P	OUT-STD	12/22/2017
	CanadaDay17 petty cash-to purchase gratutiy gift for volun	1,000.00			
046746	12/22/2017 [REDACTED]	250.00	A/R	OUT-STD	12/22/2017
046747	12/22/2017 [REDACTED]	1,400.00	A/R	OUT-STD	12/22/2017
046748	12/22/2017 Tucker Properties Ltd.,	4,200.00	A/R	OUT-STD	12/22/2017
046749	12/22/2017 Macintyre Homes & Renovations,	400.00	A/R	OUT-STD	12/22/2017
046753	01/09/2018 Baker Flooring Contracts Ltd.	5,606.28	A/P	OUT-STD	01/09/2018
	19304 remove existing flooring, supply & install ne	5,606.28			
046754	01/09/2018 City of St. John's	43,414.28	A/P	OUT-STD	01/09/2018
	15108 landfill use Nov17	12,010.36			
	RW 201711-4 water consumption Nov17	31,403.92			
046755	01/09/2018 Newfoundland Design Associates Ltd.	18,734.67	A/P	OUT-STD	01/09/2018
	2017213 Meadow Hgts sewer service	12,404.71			
	2017214 Nearys pond rd reconstruction	6,329.96			
046756	01/09/2018 Shirrians Transportation	6,756.25	A/P	OUT-STD	01/09/2018
	2017645 2017 busing for day camp, youth camp, sen	6,756.25			
046757	01/09/2018 Murray's Pond Country Club	7,107.93	A/P	OUT-STD	01/09/2018
	2017AnnualSocial Annual staff/council social 2017	7,107.93			
046758	01/11/2018 ADT Security Services Canada Inc.	709.85	A/P	OUT-STD	01/11/2018
	71625247 alarm monitoring - town hall	158.53			
	71629753 alarm monitoring - Voiseys	137.83			
	71629754 alarm monitoring - rainbow gully	137.83			
	71629755 alarm monitoring - community center	137.83			
	71629756 alarm monitoring - depot	137.83			
046759	01/11/2018 Bell Mobility Inc. (Radio Division)	908.13	A/P	OUT-STD	01/11/2018

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	2-1003316	6 battery packs for FD radios	131.10			
	2-1004539	Install Radios - Rental Loaders	777.03			
046760	01/11/2018	Benson Buffett	10,290.01	A/P	OUT-STD	01/11/2018
	77034	820B St. Thomas Line - removal order	1,353.61			
	77035	Murrays pond dev conveyance	3,005.67			
	77036	land acquisition - 3 parrott place	67.62			
	77037	misc legal fees	356.21			
	77038	land acquisition - est of B.Neary	877.85			
	77039	land claim-r.howley	1,590.36			
	77040	review of water & sewer regulations	676.20			
	77041	ROW purchase-Indian meal line	118.34			
	77042	Stop order-B.Churchill	2,244.15			
046761	01/11/2018	Canadian Linen & Uniform Service	75.93	A/P	OUT-STD	01/11/2018
	6500308402	mat rental	75.93			
046762	01/11/2018	Carl Thibault	387.72	A/P	OUT-STD	01/11/2018
	17-141	stainless steel fender-engine 2	387.72			
046763	01/11/2018	Chris Neary	51.55	A/P	OUT-STD	01/11/2018
	OHS training	travel claim-ohs re-cert	51.55			
046764	01/11/2018	Chris Peinsynski	500.00	A/P	OUT-STD	01/11/2018
	Training18	training allowance claim	500.00			
046765	01/11/2018	Corporate Express	503.03	A/P	OUT-STD	01/11/2018
	45254801	tape,pencils,paper,file compartments,boxes	503.03			
046766	01/11/2018	Credit Information Services (NFLD) 2012 Ltd.	134.55	A/P	OUT-STD	01/11/2018
	17December17PB	public records bulletin subscription Dec-Feb	134.55			
046767	01/11/2018	DSI	465.75	A/P	OUT-STD	01/11/2018
	1-00184756	receipt paper	465.75			
046768	01/11/2018	East Coast Hydraulics	535.42	A/P	OUT-STD	01/11/2018
	000040045	HOSE, JOINERS, 6X20L PAILS OIL	535.42			
046769	01/11/2018	Economic Developers Association of Canada	295.32	A/P	OUT-STD	01/11/2018
	563-15474	membership fee 2018	295.32			
046770	01/11/2018	Federation of Can. Mun.	2,018.92	A/P	OUT-STD	01/11/2018
	INV-09031-F0Y5M4	2018 membership fees	2,018.92			
046771	01/11/2018	Fireworks FX Inc.	917.96	A/P	OUT-STD	01/11/2018
	30743	fireworks for Christmas events	917.96			
046772	01/11/2018	Frederick Hollett	2,152.29	A/P	OUT-STD	01/11/2018
	Dec17-23	FD consultations Dec17-23	1,121.25			
	Dec24-30	fd consultations- Dec24-30	345.00			
	Dec31-Jan6	Fd consultations Dec31-Jan6	661.25			
	reimb-122311	reimb supplies for auger install on rescue	24.79			
046773	01/11/2018	Frontline Paintball Inc.	281.28	A/P	OUT-STD	01/11/2018
	191235ADJ	balance owing from bouncy castle rental-da	281.28			
046774	01/11/2018	Grand Concourse Authority	2,605.14	A/P	OUT-STD	01/11/2018
	17139	Claim#3 Voiseys trail phase III	2,605.14			
046775	01/11/2018	Harbourside Transportation Consultants	1,681.88	A/P	OUT-STD	01/11/2018
	964	dogberry hill traffic impact study	1,681.88			
046776	01/11/2018	Heather Coughlan	60.68	A/P	OUT-STD	01/11/2018
	Mileage2017	mileage claim Aug16-Nov21	60.68			
046777	01/11/2018	Image 4 Printing & Design Inc.	2,660.38	A/P	OUT-STD	01/11/2018

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	18311	printing newslewtter	2,660.38			
046778	01/11/2018	Irving Oil Limited	1,732.57	A/P	OUT-STD	01/11/2018
	236279	Gas	619.98			
	531754	Gas	1,112.59			
046779	01/11/2018	Maxxam Analytics Inc.	2,656.50	A/P	OUT-STD	01/11/2018
	SJ3298579	wwtp testing	926.90			
	SJ3300089	wwtp testing	1,729.60			
046780	01/11/2018	Modern Business Equipment	93.44	A/P	OUT-STD	01/11/2018
	AR387889	copier maint	93.44			
046781	01/11/2018	Municipalities Newfoundland and Labrador	2,500.00	A/P	OUT-STD	01/11/2018
	18723	RANLab project expense	2,500.00			
046782	01/11/2018	Municipal Finance Officers' Association	355.95	A/P	OUT-STD	01/11/2018
	Membership18	Membership fees 2018	355.95			
046783	01/11/2018	Neopost Canada	541.99	A/P	OUT-STD	01/11/2018
	2360458	annual rate download-postage meter	368.00			
	6179964	lease payment postage meter	173.99			
046784	01/11/2018	Newfoundland HVAC Limited	438.32	A/P	OUT-STD	01/11/2018
	83320	HVAC Maintenance 2018	438.32			
046785	01/11/2018	Newfound Disposal Systems Ltd.	52.92	A/P	OUT-STD	01/11/2018
	00000525261	paper shredding	52.92			
046786	01/11/2018	NL Association of Fire Services	548.81	A/P	OUT-STD	01/11/2018
	5444	5 IFSTA company officer training manuals-F	675.97			
	5444C	refund-manuals-FD	-127.16			
046787	01/11/2018	NL Employers' Council	560.05	A/P	OUT-STD	01/11/2018
	12038	2018 Membership fees	560.05			
046788	01/11/2018	Ocean Quest Adventure Resort	1,286.39	A/P	OUT-STD	01/11/2018
	39862	fd equip maint-service order motor	1,286.39			
046789	01/11/2018	PEGNL	312.11	A/P	OUT-STD	01/11/2018
	2018	annual memebership fee	312.11			
046790	01/11/2018	Pik-Fast Express Inc.	27.60	A/P	OUT-STD	01/11/2018
	DC-1676	courier service	27.60			
046791	01/11/2018	Pinnacle Office Solutions	135.56	A/P	OUT-STD	01/11/2018
	129732	Copier maint	135.56			
046792	01/11/2018	Recreation NL	200.00	A/P	OUT-STD	01/11/2018
	HighFive18	High Five registered organization fee	200.00			
046793	01/11/2018	Richard Murphy	2,271.25	A/P	OUT-STD	01/11/2018
	Dec18-24	Fd consultations Dec18-24	1,437.50			
	Jan1-7	FD consultations Jan1-7	833.75			
046794	01/11/2018	RNCA	530.00	A/P	OUT-STD	01/11/2018
	2017	promotion - crime prevention guide 2017	530.00			
046795	01/11/2018	Rowsell Appleby Newton Engineering Inc.	1,725.00	A/P	OUT-STD	01/11/2018
	16-026-0317	maintenance facillity ventilation-final	1,725.00			
046796	01/11/2018	Telelink Call Centre	781.36	A/P	OUT-STD	01/11/2018
	C9139-1801	telephone answering service	781.36			
046797	01/11/2018	Town of Torbay	13,120.00	A/P	OUT-STD	01/11/2018
	2017150328	commissionaires services Nov5-18	4,160.00			
	2017150329	commissionaires services Nov19-Dec2	4,480.00			
	2018150854	Commissionaires shared service Dec3-16	4,480.00			

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of Portugal Cove-St.Philips
BNK1 - BNS CURRENT ACCT
 Cheques from 046566 to 046810 dated between 12/13/2017 and 01/12/2018

CHEQUE REGISTER

Printed: 8:51:57AM 01/12/2018

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Number	Issued	Amount	SC	Status	Status Date	
046798	01/11/2018 Triware Technologies Inc. 181977 anti virus software	638.25 638.25	A/P	OUT-STD	01/11/2018	
046799	01/11/2018 Vigilant Management Inc. 1096 water loss program 1098 Strategic plan 1099 Lifestyle Center 1100 Healeys Pond Cres	4,587.09 875.44 345.00 2,774.39 592.26	A/P	OUT-STD	01/11/2018	
046800	01/11/2018 Wajax Industrial Components RIN004533300 2 block bearings - sander	41.45 41.45	A/P	OUT-STD	01/11/2018	
046801	01/11/2018 Cal LeGrow Insurance 281008 Insurance 2018 281198 Travel accident policy renewal	114,559.40 112,534.40 2,025.00	A/P	OUT-STD	01/11/2018	
046802	01/11/2018 Chris Milley Dec2017 TRAVEL ALLOWANCE	200.00 200.00	A/P	OUT-STD	01/11/2018	
046803	01/11/2018 Gail Tucker Dec17 TRAVEL ALLOWANCE	200.00 200.00	A/P	OUT-STD	01/11/2018	
046804	01/11/2018 Farrell's Excavating Ltd. Claim#6Holdback Claim#6 hold back release Nearys Pond	52,542.38 52,542.38	A/P	OUT-STD	01/11/2018	
046805	01/11/2018 Department of Finance Dec17 Hapset Dec17	6,082.74 6,082.74	A/P	OUT-STD	01/11/2018	
046806	01/11/2018 [REDACTED] [REDACTED] Softball rental partial refund-lights went out	100.00 100.00	A/P	OUT-STD	01/11/2018	**
046807	01/11/2018 CIBC Mellon Dec17 Pension contributions Dec2017 ER	13,657.38 13,657.38	A/P	OUT-STD	01/11/2018	
046808	01/11/2018 CIBC Mellon	10,925.90	G/L	OUT-STD	01/11/2018	
046809	01/11/2018 N.A.P.E.	1,634.44	G/L	OUT-STD	01/11/2018	
Cheque Totals Issued:		838,747.16				
Void:		0.00				
Total Cheques Generated:		838,747.16				
Total # of Cheques Listed:		147				

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of Portugal Cove St. Philip's
Budget Revenue 2018

	<u>2018 Budget</u>	
Property Tax Revenue	\$ 8,118,479	57.7%
Business Tax Revenue	448,871	3.2%
Water and Sewer Revenue	932,540	6.6%
Municipal Operating Grant	242,596	1.7%
Government Transfers	2,927,576	20.8%
Other Transfers	519,800	3.7%
Licenses, Permits and Fees	107,220	0.8%
Investment Income	145,000	1.0%
Other Grants	25,500	0.2%
Reserves and Miscellaneous	<u>595,859</u>	4.2%
Total Budget Revenue	<u>\$ 14,063,440</u>	

Town of Portugal Cove - St. Philip's
Budget Expenditures 2018

	2018 Budget		
General Government			
Council	\$ 167,881		
General Administration	1,232,469		
Property Assessment Services	125,990		
Economic Development & Tourism	350,993		
Public Relations & communications	92,000		
Miscellaneous	194,335	2,163,668	15.4%
Protective Services			
Fire Protection	\$ 504,500		
Emergency Response Plan	162,000		
Animal Control	1,000	667,500	4.7%
Transportation			
Fleet Maintenance & Fuel	\$ 469,000		
Road Maintenance	784,000		
Snow Removal	665,506		
Street Lighting	190,000	2,108,506	15.0%
Environmental Health			
Water Supply	\$ 588,573		
Sewage Collection & Disposal	351,900		
Garbage Collection & Disposal	407,000	1,347,473	9.6%
Planning & Development		468,000	3.3%
Recreation & Cultural Services			
Administration	\$ 441,442		
Community Center	34,000		
Parks, Playgrounds, Fields	377,800		
Cultural Facilities	47,150		
Programs, Activities, Events	187,140	1,087,532	7.7%
Fiscal Services			
Debt Charges - Town's Share	\$ 2,174,232		
Debt Charges - Province's Share	389,647		
Other Fiscal Services	424,000	2,987,879	21.2%
Non Financed Capital Purchases and Transfers			
Transfer to Infrastructure Reserve	\$ 320,000		
Capital Works and Capital out of Revenue	\$ 2,912,881	3,232,881	23.0%
Total Budgeted Expenditures		\$ 14,063,440	

Municipal Budget Submission Form For the Calendar Year 2018

The estimates reported in this submission were approved by the Council of the Municipality of

Town of Portugal Cove-St. Philip's

Name of Municipality

at a meeting held on the

Day

day of

Month

Year

Signature of Mayor

Signature of Clerk/Manager

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Deadline for Submission:
JANUARY 31, 2018

Debt Charges Summary

Loan Number	Name of Creditor	Purpose (Water, Roads; etc.)	Original Principal	Maturity Date (dd-month-yyyy)	Council Annual Payment	Provincial Annual Payment
052635622894-001	RBC		\$3,500,000.00		\$291,687.00	
052635622894-004	RBC	Roads	\$1,771,600.00		\$153,444.00	
052635622894-005	RBC	Compactor	\$274,100.00		\$43,116.00	
052635622894-008	RBC	Roads	\$474,000.00		\$42,108.00	
6988-829	BMO	2017 Freightliner			\$41,586.00	
	RBC	Trackless Tractor			\$42,870.00	
9818154	CIBC	Water/Sewer	\$359,438.00		\$30,219.00	
9818758	CIBC	Water/Sewer	\$2,210,735.00		\$171,780.00	
6065-768	BMO	Water/Sewer	\$761,896.00		\$14,014.00	
6066-605	BMO	Water/Sewer	\$2,222,089.00		\$209,336.00	
6992-967	BMO		\$252,898.00		\$40,470.00	
6993-177	BMO		\$120,684.00		\$14,580.00	
6067-878	BMO		\$968,821.00		\$87,891.00	
6075-537	BMO	WWTP	\$864,112.00		\$84,373.00	
206156	CIBC	Water/Sewer	\$285,921.00		\$21,045.00	
6074-955	BMO	WWTP	\$460,582.00		\$43,621.00	
6075-915	BMO	WWTP	\$323,288.00		\$31,492.00	
9081-573	BMO	WWTP	\$382,301.00		\$37,193.00	
6989-901	BMO	2016 Freightliner	\$206,039.00		\$32,658.00	
6989-928	BMO	2016 Dodge Ram	\$89,394.00		\$14,169.00	
56322894-009	RBC	Fire Truck	\$288,765.00		\$45,348.00	
	RBC	Labrie Compactor	\$255,521.00		\$40,208.00	
	RBC	2016 Ford Cube Van	\$62,830.00		\$13,363.00	
6065-776	BMO	Water/Sewer	\$723.00			\$33,858.00
6066-613	BMO	Water/Sewer	\$222,089.00			\$217,216.00
6067-886	BMO	Water/Sewer	\$968,821.00			\$86,982.00
6074-939	BMO	WWTP	\$460,582.00			\$43,923.00
6733	NLMFC	Water/Sewer	\$73,355.00			\$7,668.00
		New Debt			\$547,993.00	
Totals					\$2,094,564.00	\$389,647.00

BEFORE CONTINUING:



1. Transcribe **BOTH** the above totals for Council Annual Payment and Provincial Annual Payment to the appropriate boxes in section "7.1 Debt Charges From All Sources" of "7.0 FISCAL SERVICES" on Page 6.

2. Transcribe the above total of "Provincial Annual Payment" to sub-section 4.1.2 "Provincial Portion of Debt Charges" found in the section "4.1 Provincial Government Grants and Subsidies" on Page 11.

Expenditures

1.0 GENERAL GOVERNMENT

1.1 Council

1.1.1. Remuneration for Councillors -----	\$152,881.00
1.1.2. Travel -----	\$15,000.00

Total 1.1 Council ----- **\$167,881.00**

1.2 General Administration

1.2.1. Salaries -----	\$690,000.00
1.2.2. Employee Benefits -----	\$0.00
1.2.3. Payroll Burden -----	\$90,000.00
1.2.4. Travel -----	\$8,000.00
1.2.5. Supplies -----	\$20,000.00
1.2.6. Purchased Services (other than Insurance) -----	\$192,335.00
1.2.7. Professional Services -----	\$228,615.00
1.2.8. Insurance -----	\$62,300.00

Total 1.2 General Administration ----- **\$1,291,250.00**

1.3 Municipal Elections & By-elections ----- **\$20,000.00**

1.4 Property Assessment Services ----- **\$125,990.00**

1.5 Common Services

1.5.1 Engineering Services -----	\$0.00
1.5.2 General Maintenance -----	\$35,000.00
1.5.3 Professional Development and Training -----	\$78,555.00
1.5.4 Public Relations -----	\$92,000.00

Total 1.5 Common Services ----- **\$205,555.00**

TOTAL 1.0 GENERAL GOVERNMENT ----- **\$1,810,676.00**

2.0 PROTECTIVE SERVICES

2.1 Fire Protection	\$504,500.00
2.2 Emergency Preparedness and Response	\$37,000.00
2.3 Animal and Pest Control	\$1,000.00
2.4 Municipal Enforcement	\$125,000.00
2.5 Other Protective Services and Inspections	\$0.00
TOTAL 2.0 PROTECTIVE SERVICES	\$667,500.00

3.0 TRANSPORTATION SERVICES

3.1 Vehicle and Fleet Maintenance	\$469,000.00
3.2 Road Transport	
3.2.1 Streets, Roads, Sidewalks, etc.	\$784,000.00
3.2.2 Snow Removal	\$665,506.00
3.2.3 Street Lighting	\$190,000.00
3.2.4 Traffic Services	\$0.00
Total 3.2 Road Transport	\$1,639,506.00
3.3 Public Transit	\$0.00
3.4 Other Transportation Services	\$0.00
TOTAL 3.0 TRANSPORTATION SERVICES	\$2,108,506.00

4.0 ENVIRONMENTAL HEALTH

4.1 Water Supply	\$588,573.00
4.2 Sewage Collection and Disposal	\$351,900.00
4.3 Garbage and Waste Collection and Disposal	\$407,000.00
4.4 Other Environmental Health Services	\$0.00
TOTAL 4.0 ENVIRONMENTAL HEALTH	\$1,347,473.00

5.0 PLANNING AND DEVELOPMENT

5.1 Planning and Zoning	\$468,000.00
5.2 Community Improvement and Development	\$0.00
5.3 Regional Development	\$2,000.00
5.4 Tourism and Marketing	\$350,993.00
5.5 Other Planning and Development	\$0.00
TOTAL 5.0 PLANNING AND DEVELOPMENT	\$820,993.00

6.0 RECREATION AND CULTURAL SERVICES

6.1 Recreation Administration	\$441,442.00
6.2 Recreation Facilities	
6.2.1 Recreation and Community Centres	\$34,000.00
6.2.2 Parks, Playgrounds etc.	\$377,800.00
6.2.3 Stadium	\$0.00
6.2.4 Swimming Pool	\$0.00
Total 6.2 Recreation Facilities	\$411,800.00
6.3 Cultural Facilities	\$47,150.00
6.4 Recreation and Cultural Programs, Activities etc.	\$187,140.00
6.5 Other Recreation and Cultural Services	\$0.00
TOTAL 6.0 RECREATIONAL AND CULTURAL SERVICES	\$1,087,532.00

7.0 FISCAL SERVICES**7.1 Debt Charges From All Sources (from page 2)**

7.1.1 Municipal Annual Payment -----	\$2,094,564.00 (See page 2)	
7.1.2 Provincial Annual Payment -----	\$389,647.00 (See page 2)	
Total 7.1 Debt Charges From All Sources -----		\$2,484,211.00

7.2 Transfers to Authorized Reserves and other Funds

7.2.1 Provision for Uncollectible Taxes, Fees & Charges -----	\$15,000.00	
7.2.2 Operating Deficit of Prior Year -----	\$0.00	
7.2.3 Accumulated Deficit Reduction Plan -----	\$0.00	
7.2.4 Discounts, Losses, Allowances -----	\$350,000.00	
7.2.5 Capital Expenditure Out of Revenue:		
7.2.5.1 Federal Gas Tax -----	\$326,592.00	
7.2.5.2 All Other (please provide list) -----	\$2,586,289.00	
Total 7.2.5 Capital Expenditure Out of Revenue -----	\$2,912,881.00	
7.2.6 Authorized Transfers to Reserves & Other Funds:		
7.2.6.1 Federal Gas Tax -----	\$0.00	
7.2.6.2 All Other (please provide list) -----	\$399,668.00	
Total 7.2.6 Authorized Transfers to Reserves & Other Funds -----	\$399,668.00	
Total 7.2 Transfers to Authorized Reserves and Other Funds -----		\$3,677,549.00
7.3 Bank Charges & Other Fiscal Services -----		\$59,000.00
TOTAL 7.0 FISCAL SERVICES -----		\$6,220,760.00

TOTAL EXPENDITURES**\$14,063,440.00**

Revenues

1.0 TAXES AND RELATED REVENUES

1.1 Property Tax Information

1.1.1 Residential Property Info.	Assessed Values	Number of Properties	Tax Rate	Total Tax
1.1.1.1. Mil Rate Method	\$1,161,491,000	3,208	6.5	\$7,549,691.50
1.1.1.2. Minimum Tax Method	\$3,200	3	\$20.00	\$60.00
1.1.1.3. Residential Grants in Lieu	\$0	0		\$0.00
1.1.1.4. Residential Exempt Properties	\$0	0		

Total Residential Property Info -----

\$1,161,494,200	3,211
-----------------	-------

\$7,549,751.50

1.1.2 Commercial/Non-Residential	Assessed Values	Number of Properties	Tax Rate	Total Tax
1.1.2.1. Mil Rate Method	\$11,337,400	44	6.5	\$73,693.10
1.1.2.2. Minimum Tax Method (General)	\$0	2	\$20.00	\$40.00
1.1.2.3. Minimum Tax Method (Small Structures)	\$0	0	\$0.00	\$0.00
1.1.2.4. Non-Residential Grants in Lieu	\$0	0		\$0.00
1.1.2.5. Tax Agreements	\$0	0		\$0.00
1.1.2.6. Non-Residential Exempt Property	\$3,201,700	94		

Total Commercial/Non-Residential -----

\$14,539,100	140
--------------	-----

\$73,733.10

1.1.3 Vacant Land	Assessed Values	Number of Properties	Tax Rate	Total Tax
1.1.3.1. Minimum Rate Method	\$48,800	24	20	\$480.00
1.1.3.2. Mil Rate Method	\$76,079,138	843	6.5	\$494,514.40

Total Vacant Land -----

\$48,800	867
----------	-----

\$494,994.40

Total 1.1 Property Tax Information -----

\$1,176,082,100	4,218
-----------------	-------

\$8,118,479.00

BOX A

1.2 Water and Sewage Tax Information

1.2.1 Residential Water and Sewage	# Household Units	Tax Rate	Total Tax
1.2.1.1. # of Households (Not Connected)	1,829		
1.2.1.2. Water and Sewage Tax	1,118	625	\$698,750.00
1.2.1.3. Water Tax Only (if Separate Tax)	213	450	\$95,850.00
1.2.1.4. Sewage Tax Only (if Separate Tax)	51	175	\$8,925.00
1.2.1.5. Other Residential W/S Tax	0		\$0.00

Total Number of Household Units ----- **3,211**

Total 1.2.1 Residential W/S Tax ----- **\$803,525.00**

1.2.2 Commercial/Non-Residential Water and Sewage	# Comm. / Non-Res. Units	Tax Rate	Total Tax
1.2.2.1. # of Commercial/Non-Residential Units (Not Connected)	853		
1.2.2.2. Water and Sewage Tax	22	715	\$15,730.00
1.2.2.3. Water Tax Only (if Separate Tax)	2	480	\$960.00
1.2.2.4. Sewage Tax Only (if Separate Tax)	0	235	\$0.00
1.2.2.5. Other Commercial/Non-Residential W/S Tax	129		\$80,625.00
1.2.2.6. Industrial & Institutional W/S (e.g. Fish Plants, Hospitals)	1		\$11,700.00

Total # of Comm./Non-residential Units ----- **1,007**

Total 1.2.2 Commercial/Non-Residential Water and Sewage Tax ----- **\$109,015.00**

Total 1.2 Water and Sewage Tax ----- **\$912,540.00**

BOX B**1.3 Other Tax Information**

1.3 Other Taxes	# Assessed the Tax	Tax Rate	Total Tax
1.3.1. Poll Tax	0	\$0.00	\$0.00
1.3.2. Business Tax			\$122,600.00
1.3.3. Utility Tax		2.50%	\$326,271.00
1.3.4. Municipal Utility (Sales) Tax		\$0.00	\$0.00
1.3.5. Direct Seller Tax		\$0.00	\$0.00
1.3.6. Other Authorized Taxes		\$0.00	\$0.00

Total 1.3 Other Taxes ----- **\$448,871.00**

BOX C

Grand Total 1.0 Taxes and Related Revenue ----- **\$9,479,890.00**

(Total of Boxes A, B and C)

2.0 SALES OF GOODS AND SERVICES

2.1 Garbage Collection Fees	\$0.00
2.2 Recreation and Cultural Services	\$299,108.00
2.3 Transportation Services	\$0.00
2.4 Fire Protection Service Fees	\$0.00
2.5 Animal and Pest Control Fees	\$0.00
2.6 Tipping Fees	\$0.00
2.7 Water Supply	\$0.00
2.8 Other Sales of Goods and Services	\$0.00
TOTAL 2.0 SALES OF GOODS AND SERVICES	\$299,108.00

3.0 OTHER REVENUE FROM OWN SOURCES

3.1 Assessments, Levies, Fees and Charges	\$127,220.00
3.2 Rental Income	\$0.00
3.3 Interest from Investments	\$70,000.00
3.4 Interest Collected on Overdue Accounts	\$75,000.00
3.5 Other Revenue From Own Sources	\$5,000.00
TOTAL 3.0 OTHER REVENUE FROM OWN SOURCES	\$277,220.00

4.0 GOVERNMENT TRANSFERS

4.1 Provincial Government Grants and Subsidies

4.1.1. Municipal Operating Grant	\$242,596.00
4.1.2. Provincial Portion of Debt Charges	\$389,647.00 (See page 2)
4.1.3. Provincial Gas Tax Revenue	\$69,548.00
4.1.4. Other Provincial Grants and Subsidies (Please attach list)	\$0.00
Total 4.1 Provincial Government Grants and Subsidies	\$701,791.00

4.2 Federal Government Grants and Subsidies

4.2.1. Federal Gas Tax	\$326,592.00
4.2.2. Other Federal Grants and Subsidies (please provide list)	\$2,141,789.00
Total 4.2 Federal Government Grants and Subsidies	\$2,468,381.00
TOTAL 4.0 GOVERNMENT TRANSFERS	\$3,170,172.00

5.0 OTHER TRANSFERS

5.1. Operating Surplus of Prior Year	\$519,800.00
5.2. Transfers from Authorized Reserves	\$317,250.00
TOTAL 5.0 OTHER TRANSFERS	\$837,050.00

TOTAL REVENUE	\$14,063,440.00
----------------------	------------------------

Please Calculate the Debt Servicing Ratio (DSR):

Debt Servicing Ratio (DSR)**Step 1 : Fill in the following information**

Municipal Annual Debt Payment (7.1.1 - Page 6)	\$2,094,564.00
Local Revenue 1 Total Taxes and Related Revenue (Page 9)	\$9,479,890.00
Local Revenue 2 Total Sales of Goods and Services (Page 10)	\$299,108.00
Local Revenue 3 Total Other Revenue from Own Sources (Page 10)	\$277,220.00
Total Local Revenue	\$10,056,218.00
Municipal Operating Grant (MOG) (4.1.1. Page 11)	\$242,596.00
Provincial Gas Tax Revenue (4.1.3. Page 11)	\$69,548.00
Debt Servicing Ratio	20%

Step 2 : DSR Calculation

$$\frac{\$2,094,564.00}{\text{Municipal Debt}} \div \left(\frac{\$10,056,218.00}{\text{Local Revenue}} + \frac{\$242,596.00}{\text{MOG}} + \frac{\$69,548}{\text{Provincial Tax Revenue}} \right) = \frac{20\%}{\text{DSR (\%)}}$$

Summary of The Municipal Budget Submission Form

Name of Municipality	Town of Portugal Cove-St. Philip's	Budget Year	2018
----------------------	------------------------------------	-------------	------

From The Municipal Budget Submission Form, the totals of the seven expenditure functions, the total expenditures, the totals of the five main revenue sources and the total revenues are found in the appropriate boxes below.

Expenditures

1.0 General Government -----	\$1,810,676.00	
2.0 Protective Services -----	\$667,500.00	
3.0 Transportation Services -----	\$2,108,506.00	
4.0 Environmental Health -----	\$1,347,473.00	
5.0 Planning and Development -----	\$820,993.00	
6.0 Recreation and Cultural Services -----	\$1,087,532.00	
7.0 Fiscal Services -----	\$6,220,760.00	
Total Expenditures -----		\$14,063,440.00

Revenues

1.0 Taxes -----	\$9,479,890.00	
2.0 Sales of Goods and Services -----	\$299,108.00	
3.0 Other Revenue From Own Sources -----	\$277,220.00	
4.0 Government Transfers -----	\$3,170,172.00	
5.0 Other Transfers -----	\$837,050.00	
Total Revenues -----		\$14,063,440.00

TOWN OF PORTUGAL COVE-ST. PHILIP’S 2018 TAX STRUCTURE & SCHEDULE OF FEES

2018 Budget and Tax Structure & Schedule of Fees adopted at the Public Council meeting held January 23, 2018 in the amount of \$14,063,440.

PROPERTY TAX:

6.5 Mills with a minimum tax of \$20.00 for all Property Tax.

DISCOUNT - APPLICABLE TO PROPERTY TAX ONLY:

5% discount on current property tax, if payment of all outstanding debts (current and prior, including current water/sewer and all debts, taxes or otherwise) is received and paid in full by discount date of **March 30, 2018**, with the following additional condition: To qualify for the 5% discount – Property Tax payments from any Financial Institutions (electronic or otherwise) must be received by the Town no later than March 15, 2018 for processing. **NO 5% Early Payment Discount for payments made by credit card.**

OTHER DISCOUNT:

Residential Property owners in receipt of the **Guaranteed Income Supplement (GIS)** may be eligible for a 20% Property Tax reduction on the Property Tax portion of the invoice for their principal place of residence in the Town of Portugal Cove-St. Philip’s. A **mandatory application** providing proof of eligibility by way of an entitlement letter from Service Canada confirming receipt of GIS is required. The calculation for the 20% reduction will be applied prior to the additional 5% early payment discount (if applicable) or when calculating payment plans. Note: this discount does not apply to any vacant lands or summer residences. Property owners who qualify for this option, may avail of any of the payment options. **NO 5% Early Payment Discount for payments made by credit card.**

PAYMENT OPTIONS:

Discount Date: Payment in full by discount date of March 30, 2018
(* Note Condition on Financial Institution Payments as specified above)

Interest Free: Payment Plan for payment in full interest free with post-dated cheques or credit card payments **submitted in January for a choice of either:** 6 equal monthly payments (January to June inclusive) **OR** 8 equal monthly payments (January to August inclusive) **OR** 12 equal monthly payments by Pre-Authorized Debit Agreement from your bank/financial institution (January to December). No discount available with this interest free option. The interest free option is valid only if all cheques/payments are made good. Interest will be reinstated if any cheques are returned by the bank.

Visa, MasterCard, Interac, and Electronic payment services available.

INTEREST:

Charged at the rate of 1 % per month simple interest on the unpaid balance of all outstanding invoices at the end of each month commencing January 2018. Exception: Interest not applicable to 2018 invoices paid by the discount date or having interest free plans in place.
All invoices are due and payable as of the invoice date.

BUSINESS TAX:

FOR BUSINESS TAX BASED ON ASSESSMENT:

General Business.....	8.1 Mills
includes all categories except the following and their applicable rates:	
Farms	1.5Mills
Daycare & Bed & Breakfasts	5.1 Mills
Golf Courses.....	8.1 Mills
Nursing/Retirement Homes	8.1 Mills
Non-Profit Organizations	8.1 Mills
Professional Services.....	12.1 Mills
Medical/Dental/Pharmacy	12.1 Mills
Bank/Financial Institutions	45 Mills
(Minimum tax \$200.00 on all the above including General Business)	

FOR BUSINESS TAX BASED ON GROSS REVENUE:

No Fixed Place Of Business	1% of Gross Annual Revenue (Minimum \$ 200.00)
Home Based	0.6% of Gross Annual Revenue (Minimum \$ 200.00)

UTILITIES AND CABLE TELEVISION 2.5% Gross Revenue as per Taxation of Utilities and Cable Televisions Companies Act

WATER & SEWER TAX:

RESIDENTIAL WATER/SEWER TAXES:

Water Only	\$450.00 Yearly Per Unit
Sewer Only	\$175.00 Yearly Per Unit
Water & Sewer	\$625.00 Yearly Per Unit

COMMERCIAL WATER/SEWER TAXES:

Water Only	\$480.00 Yearly Per Unit
Sewer Only	\$235.00 Yearly Per Unit
Water & Sewer	\$715.00 Yearly Per Unit
Fish Plant Water & Sewer.....	\$150.00 per month
Ferry Water Fill Up.....	\$975.00 per month

WATER & SEWER CONNECTION & OTHER FEES:

Hookup Fee to an Existing residential and/or commercial property:

Water only Connection Fee	\$1250.00
Sewer only Connection Fee	\$1250.00
Storm Sewer Connection Fee.....	\$1250.00

Hookup Fee for **New Construction** of residential and/or commercial property:

Water only Connection Fee	\$1750.00
Sewer only Connection Fee	\$1750.00
Storm Sewer Connection Fee.....	\$1250.00

Transfer Fee (for the transfer of water and sewer services from existing connected structure to a newly constructed structure at same civic address, transfer charge for each type of service as follows:
Water\$350.00 Sewer.....\$350.00 Storm
Sewer.....\$350.00

Fee for connecting Curb Stop to vacant lot without hookup..... \$500.00

Pavement Cut Fee and Deposit..... \$600.00
(Deposit portion in the amount of \$500 is Refundable after 12 Months upon Council approval)

Hydrant Use	\$50.00
Reconnection Fee (Disconnection resulted from non-payment of Taxes).....	\$50.00
Water & Sewer turn on or turn off, as per resident’s request	\$ 25.00

OTHER MISCELLANEOUS FEES:

Tax Certificate	\$ 150.00
Zoning/ Compliance Certificates	\$ 150.00
Returned Cheques for any reason.....	\$ 25.00
Photocopies (letter & legal size) (B& W)	25 cents per page
Photocopies (letter & legal size) (Color).....	50 cents per page
Aerial map requests & Photocopies 11”x17” or greater (Color).....	\$2.50 per page
Aerial map requests & Photocopies 11”x17” or greater (B & W)	\$1.00 per page

DOG LICENSE FEES:

License (Mandatory)	No charge
First Pickup.....	\$ 50.00
Second Pickup	\$ 100.00
Third and Subsequent Pickup.....	\$ 150.00
Pound Fees (Per Day)	\$ 20.00
Euthanasia Fee & Related Fees (Charged to Owner).....	Cost Recovery

IMPORTANT NOTICE:

ALL FEES ARE NON-REFUNDABLE INCLUDING DEVELOPMENT APPLICATION PROCESSING and PERMIT FEES. (EXCEPTION: DEPOSITS) The cost of other permits requested and not listed will be determined at the time of approval by PCSP Town Council.

PLANNING AND DEVELOPMENT FEES:

RESIDENTIAL DEVELOPMENT FEES:

Application Processing Fee Per Lot.....	\$50.00
Accessory Buildings (New/Extension, under 15 Sq.M) combined processing/permit fee.....	\$50.00
Accessory Buildings (over 15 Sq.M).....	\$2.00 Per Sq.M
Occupancy Permit Deposit.....	\$400.00
Occupancy Permit Fee.....	\$100.00
Minimum Permit Fee.....	\$ 30.00

COMMERCIAL DEVELOPMENT FEES:

Application Processing Fee Per Lot.....	\$100.00
Commercial Buildings/ Accessory Buildings/Extensions	\$4.00 Per Sq. M.
Accessory Buildings for Commercial Agriculture Development.....	\$3.00 Per Sq. M.
Occupancy Permit Deposit.....	\$ 400.00
Occupancy Permit Fee.....	\$100.00
Minimum Permit Fee	\$100.00

ASSESSMENT FEES per Lot for **ALL Residential and Commercial lots**

Recreation Assessment Fee	\$700.00
Infrastructure Improvement Assessment Fee.....	\$1000.00

Note: For all Subdivision building lot approvals, this fee is to be paid prior to the issuance of a Development Permit’ for the subdivision. For all other building lot approvals, this fee is to be paid prior to the issuance of a ‘Building Permit’.”

SUBDIVISIONS (RESIDENTIAL & COMMERCIAL):

Planned layouts/concept plans are required with development applications for: (a) new subdivisions/cul-de sacs with road construction and (b) extensions of existing subdivisions/cul-de sacs.

PROCESSING FEE FOR INITIAL CONCEPT PLANS:

Per Lot for Residential Subdivisions	\$100.00
Per Lot for Commercial Subdivisions.....	\$150.00
Important: Please note that permit and processing fees will apply to individual applications for each lot after the initial concept plan is approved.	

SUBDIVISION DEVELOPMENT FEES:

Municipal Service Connection Fees – cost of connecting “Subdivision infrastructure to Town Infrastructure: Fees for water, sanitary sewer, and storm sewer services to be the same as Hook-up fees for New Construction of Residential and/or Commercial property.

PUBLIC OPEN SPACE ALLOCATION:

Fees to be charged as per Council Regulations applicable to the development.

PROFESSIONAL FEES (Cost Recovery)

All engineering, legal, planning, surveying, public advertising or any legitimate cost incurred by the Town is the responsibility of the developer/applicant. A deposit (to be determined by the Town) may be required prior to the Town incurring these costs. In the event that the real cost exceeds the deposit, the developer/applicant is responsible for full cost recovery.

MUNICIPAL PLAN & DEVELOPMENT REGULATIONS AMENDMENT FEES:

Application processing fee.....	\$50.00
Development Regulations Amendment fee.....	\$500.00
Development & Municipal Plan Amendment fee.....	\$750.00
Development , Municipal Plan and Regional Plan Amendment fee.....	\$1,000.00

OTHER ASSESSMENT AND DEVELOPMENT FEES:

Quarry Referral Processing Fee.....	\$100.00
Quarry Permit	\$500.00
Stop Work Order/Removal Order Fee.....	\$500.00
Crown Land Municipal Recommendation Form Processing Fee.....	\$75.00
-	

Road Assessment.....	Cost Recovery calculated on per meter of frontage on road.
Variance Requests.....	\$50.00
Infrastructure Damage Deposit (new dwelling construction and when otherwise required)...	\$1,000.00

Combined Processing/Permit Fees:

Demolition & Removal.....	\$50.00
Culvert/Patio/Deck/Swimming Pool	\$50.00
Repairs & Maintenance (Structural Changes)	\$50.00
Backfilling	\$100.00
Advertisement\ Sign.....	\$100.00

Building & Developing Activity without a Permit:

First offence.....	Warning issued
Second offence.....	50% cost of permit (or \$50.00, whichever is greater)
Third & subsequent offences.....	100% cost of permit (or \$100.00, whichever is greater)

From: Curtis Knee [<mailto:curtisnvknee@gmail.com>]
Sent: Saturday, January 13, 2018 5:44 PM
Subject: Funding for Newfoundland and Labrador Youth Parliament

Good Evening,

My name is Curtis Knee, Director of Finance for Newfoundland and Labrador Youth Parliament (NLYP). For the last 54 years, our organization has had youth from every corner of our province come to St. John's for one week to debate in the House of Assembly, meet the political leaders of our province, learn about topics such as political engagement and public policy, and create friendships that will last a life time. Our organization would simply not exist without the financial contributions from the Province of Newfoundland and Labrador and donations from other valuable stakeholders that are committed to youth engagement and involvement in the political process.

I'm emailing your municipality today asking if you would be able to financially contribute to our organization so that we can continue to serve the youth of our beautiful province. So that we can give them the tools that they need to become not just leaders in the communities that they live in, but leaders that will bring our province into the new horizon that is upon us. Any donation, regardless of size will be greatly appreciated and your financial contribution will be noted in a speech that I will present at our session.

I look forward to hearing back from you,

Thank you in advance,

Curtis Knee
Director of Finance
Newfoundland and Labrador Youth Parliament
(709)-330-0542

Good afternoon,

We have a Nova Scotia small business focussing on Safety Culture & Mental Health, and won the **2017 Halifax Chamber New Business of the Year** and also the **2017 Atlantic Canada Aerospace & Defence Most Promising Start-up**.

Last year we applied for some NSBI matching funding support to develop an online course on the challenging issue of cannabis legalization and safety, and we were quickly approved as there is nothing on the market like it.

While there are legal/HR and medical/toxicology lecturers in the market, there remains a dire need in industry for adult learning based information on this sensitive subject which can be distributed to the mass workforce for due diligence.

Attached is a brief summary sheet with a [CLICK HERE](#) link to the course introduction video.

It is designed to confirm OHS due diligence across the entire workforce on this challenging topic for their OHS “Right to Know” about hazards. It cost-effectively disseminates awareness training throughout the workforce, and tracks their progress and competence.

Our course is neutral on the opinions in favour or against legalization – because all that matters for safety is that everyone gets to go to work, do their job well, and get home safe.

A growing number of people have been recommending this course be taken by industry and government employees as part of the legalization.

We would like the opportunity to partner with as many municipalities and towns in Atlantic Canada as possible in order to educate your departments and Atlantic Canadians on this important topic in the spirit of continuous improvement, pro-activeness and preserving health and safety in the workplace and the community.

I appreciate your time and look forward to your response.

All the best.

Nathan Nurse, CHN
OHS Coordinator & Scientific Researcher
nathan.nurse@saylegroup.com
+1-902-499-1851
www.saylegroup.com
www.safetycultureworks.com





The legalization of cannabis for recreational use is planned for 2018.

ARE YOU PREPARED?

This online course will prepare companies, even those with zero tolerance policies, to deal with issues related to cannabis use, safety and the workplace. It's not like alcohol use nor can it simply be handled as an illegal substance. It is important for companies to get ahead of this issue, before potential incidents occur.

WHAT'S IMPORTANT?

With legalization, there are two sets of potentially competing factors facing your business:

**ZERO TOLERANCE
POLICIES**



**OFF-DUTY LEGAL
CANNABIS USE**

Employers are entitled to implement zero tolerance policies against impairment in the workplace. However, it will be legal to use cannabis off-duty. How will this impact your workplace safety culture?

**DUTY TO
ACCOMMODATE**



**WORKPLACE
SAFETY**

Employers have a duty to accommodate employees with disabilities. Employers must also take every reasonable precaution to ensure the safety of their workplace. What is appropriate accommodation?

✓ **Policy**

✓ **Obligation**

✓ **Training**

PROTECT YOUR BUSINESS AND YOUR PEOPLE BY STAYING INFORMED

WorkSafeStaySafe.com

**WORK SAFE
STAY SAFE**

learn@WorkSafeStaySafe.com

SayleGroup
THE TRUSTED NAME

RISK MANAGEMENT
OPERATIONAL EXCELLENCE

Off-duty use of marijuana is a threat to workplace safety.

CLICK HERE FOR INTRO MODULE



40% of Canadians have tried Cannabis.
68% of Canadians believe it should be legalized.*

This online course will prepare companies,
even those with zero tolerance policies, to deal with:

- ✓ Cannabis (Marijuana) Use & Workplace Safety Considerations
- ✓ Workplace Responsibilities: Rights, Obligations & Accommodation
- ✓ Identifying & Addressing Physical Safety & Mental Health Hazards
- ✓ Marijuana & Workplace Safety Best Practices

WHO SHOULD TAKE THIS COURSE?

Employers, Managers and Employees at all levels

will benefit by reinforcing the behaviours that create and maintain a workplace free of incidents and injuries.

WorkSafeStaySafe.com

**WORK SAFE
STAY SAFE**

learn@WorkSafeStaySafe.com

SayleGroup
THE TRUSTED NAME

**RISK MANAGEMENT
OPERATIONAL EXCELLENCE**

* According to the Centre for Addiction & Mental Health.



Tabled items

CORRESPONDENCE



16 January 2018

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

TOWN OF PORTUGAL COVE-ST-PHILIP'S

JAN 19 2018

RECEIVED

Dear Mayor McDonald;

On behalf of Council and the residents of Bauline I would like to take this opportunity to thank you for continued support and cooperation between our two beautiful towns.

I would now like to draw your attention to a Municipal Invitational Darts Tournament the Town of Bauline is hosting on March 3rd, 2018 (invitation attached). We respectfully invite you to enter a PCSP Team consisting of any of your town council or staff. Similar invitations will be sent to 15 other organizations including six Municipalities, three Fire Departments, Provincial and Federal Government agencies along with other organizations that many municipalities correspond with. The list of invitees is detailed in the invitation.

The sixteen teams, (of four players each), will play for bragging rights, a challenge cup and cash prizes. However, most important, we hope participants will enjoy some friendly competition shrouded in a spirit of co-operation and comraderie. We hope you, as the Mayor of Portugal Cove-St. Philip's, along with your colleagues are up to the challenge and that we see you on March 3rd.

Please let me or town staff know as soon as possible if you will be entering a team in the Municipal Invitational Darts Tournament. For additional information you may contact me, or the Town Clerk/Manager, Craig Drover at 335-2483.

With warm regards and best wishes;

Craig LeGrow
Mayor
Town of Bauline

Enclosure: 1

cc: Town Manager/Engineer, Town of PCSP

BAULINE INVITATIONAL DART TOURNAMENT

Saturday, 3 March 2018
Starting at 9:00 am

Max of 16 Teams

Invited Teams are:

Town of Torbay
Town of Flatrock
Town of Pouch Cove
Town of Bauline
Town of Portugal Cove-St. Philips
Town of Logy Bay Middle Cove Outer Cove
Torbay Fire Department
Pouch Cove Volunteer Fire Department
Portugal Cove Fire Department
Professional Municipal Administrators (PMA)
Municipalities NL (MNL)
Municipal Assessment Agency (MAA)
Eastern Regional Service Board (ERSB)
MHA Team (Hon. Kevin Parsons)
Municipal Affairs and Environment Team (Hon. Eddy Joyce)
MP St. John's East Team (Hon. Nick Whalen)

4 Players Per Team

\$10.00 per person

(all funds go towards event and prizes)

Cash Bar & Canteen

Play for bragging rights, fun, networking
& Money! As well as the chance to hold
the Invitational Dart Trophy at your
organization for the year.

January 18, 2018
For Immediate Release

Wakeham Outlines Guiding Principles for Democratic Reform

Progressive Conservative Leadership Candidate Tony Wakeham announced today that his vision for a people-focused democracy will be founded on 3 guiding principles:

A House Focused on Policy, Not Politics

“We need to concentrate less on the politics of the House of Assembly and more on producing results that benefit the people of the province. At times, positive initiatives are put forward by a member and ignored because that individual is not of a particular party. This situation does nothing to assist the people of our province. A Wakeham led government will bring forth committees comprised of members from all parties to collaboratively review and enhance legislation on behalf of the people,” said Wakeham.

Giving a Voice to the People

“I commit that my government will allow the people to have a direct voice on issues of great importance to this province. Decisions that are long-term in nature and will directly and widely impact the lives of Newfoundlanders and Labradorians for generations to come should include input from the people directly impacted. Should government be presented with the option of selling major government assets or entering into long-term contracts or commitments, I believe the people who own the assets deserve to have a voice in the matter. The people are the owners of our provincial assets, not one individual and not one governing party. My vision for a people-focused democracy will value the opinion of the people and give them a voice in matters that will impact their lives for generations,” said Wakeham.

Accountable to People, Not Party

Wakeham stated, “All governments must be accountable for the decisions they make and act with integrity and honesty at all times. A government I lead will be built on these principles and will ensure that all elected members are held to the highest level of accountability. My administration will bring forth recall legislation. Should the people feel their elected representative is no longer advocating in their best interest the people will have the power to remove that member from the House of Assembly. The people should not have to wait until the general election to hold their representative accountable for broken promises or poor decisions.” Wakeham concluded, “Politicians recently looked voters in the eye and willfully made promises

they never intended to keep. This type of behavior is what has eroded the public trust in elected officials. The only way we can have a people-focused government is to strengthen our democracy and hold all representatives accountable to the people whom they serve.”

-30- Media Contact:

Jacqueline Clarke
Communications Support
Tony Wakeham Leadership Campaign
jacqueline.clarke@gmail.com (709) 746-1797

NEWS RELEASE

January 12, 2018
For Immediate Release

Wakeham Outlines Guiding Principles for NL Health Care

Progressive Conservative Leadership Candidate Tony Wakeham announced today that a Wakeham led government will produce a provincial health care system founded on 3 guiding principles:

A People-Focused Health Care System

"This province deserves a health care system that operates with a primary focus on people. A system that is centered on quality, accessibility and sustainability; and a system that people can depend on. Health care has been at the forefront of my career and my goal as leader of the Progressive Conservative Party and Premier of our province will be to enhance health services, not reduce," said Wakeham.

Health Care that is Accessible & Sustainable

"We spend almost 3 billion on health care which is almost forty percent of our total expenditures, yet we have some of the highest rates of chronic disease and poorest health outcomes in the country. My vision will ensure we concentrate on keeping people healthy. Under my leadership I will ensure effective and efficient utilization of our health care resources. My focus will be on better use of technology and innovation to enhance health care services and improve access. More than half of our population lives in rural Newfoundland and Labrador. Some may look to rural health care as a place to cut; I am not one of those people. I was born and raised in rural Newfoundland and have spent the majority of my career working in rural parts of Newfoundland and in Labrador. I know the importance of accessible quality rural health care. My focus will be enhancing, not reducing," Wakeham stated.

Actual, Meaningful Engagement

"Meaningful productive engagement is vital to our health care system. A government I lead will engage first and foremost with people who depend on the health care system in all regions of Newfoundland and Labrador. I commit to engaging with health care providers such as doctors and nurses who know first-hand what needs to be done to improve and enhance health care in our province."

Wakeham concluded, "My vision for a high quality, accessible health care system for all Newfoundlanders and Labradorians can be realized using the guiding principles I have outlined. Together, we can restore public confidence in our health care system."

-30-

Media Contact:
Jacqueline Clarke Communications Support
Tony Wakeham Leadership Campaign
[\(709\) 746-1797](tel:7097461797) jacqueline.clarke@gmail.com

DOC/2017/00235

Circular

To: All Cities, Municipalities, Local Service Districts and Inuit Community Governments

Re: Public Consultations on Municipal Legislation

Date: January 12, 2018

Public consultations to modernize the Municipalities Act, 1999, the City of St. John's Act, the City of Mount Pearl Act and the City of Corner Brook Act ("municipal legislation") are ongoing across the province. The Department of Municipal Affairs and Environment is encouraging residents, councils and committees to provide written submissions to share their thoughts on how to renew this important legislation governing towns, local service districts, and cities.

You can have your say by providing a written submission by:

- uploading it at www.EngageNL.ca
- emailing MuniLegislativeReview@gov.nl.ca or
- mailing:
Municipal Legislation Review
Department of Municipal Affairs and Environment
4th Floor, West Block, Confederation Building
P.O. Box 8700
St. John's, NL A1B 4J6

Information about the municipal legislation review can be found at www.EngageNL.ca. **All submissions and information provided by participants, including their names and organization, if applicable, will be available on this website for public viewing.** Publication of a written submission or withholding of personal information and confidential information in a submission is at the discretion of the department, which will be exercised in accordance with the Access to Information and Protection of Privacy Act, 2015. For further information about the publication of submissions, please visit: <https://www.engagenl.ca/content/written-submissions-municipal-legislation-review>.

Further public engagement opportunities will be available in the Spring of 2018. Information on when and where they will be happening will be posted on www.EngageNL.ca.

The deadline for providing comments has been extended to January 31, 2018. We look forward to hearing from you on this issue.

Sincerely,



VICTORIA WOODWORTH-LYNAS
Director of Legislative Renewal
Department of Municipal Affairs and Environment

Good Morning,

MP Nick Whalen is interested in hosting a roundtable on the Smart Cities Challenge on **Tuesday, January 23rd at 7pm**. I am sending out this email to get a sense if municipalities are interested in attending the event to learn more about the initiative. If there seems to be an interest in attending by the majority of municipalities in the riding, we will move forward.

The Smart Cities Challenge will ask communities from coast to coast to coast to bring forward their best ideas for improving the lives of their residents through innovation, data and connected technology. There will be three rounds of competition. The first round is now open and communities will have until April 24, 2018 to submit their applications. Finalists for this round will be announced in Summer 2018 and will each receive \$250,000 to further develop their ideas into a full proposal.

The winners of the first competition will be announced in Spring 2019 and will have their ideas funded through prizes of up to \$5 million, \$10 million or \$50 million prizes.

There will be an information session and a slide presentation to give extra details of the challenge and guide the municipalities with their applications. *An application guide can be found online at: <https://impact.canada.ca/en/challenges/smart-cities>*

Please let me know if your municipality is interested in attending this roundtable by the end of the day (January 10, 2018)? I will notify you with details if the roundtable occurs.

Sincerely,

Glenda



Glenda Ellis
Constituency Manager
Office of Nick Whalen
Member of Parliament for St. John's East
Suite E130, Prince Charles Building
120 Torbay Road
St. John's, NL A1A 2G8
Tel: 709.772.7171
Fax: 709.772.7175
E: nick.whalen.c1@parl.gc.ca



Before printing this e-mail, think about the Environment

From: Nick.Whalen.C1@parl.gc.ca [<mailto:Nick.Whalen.C1@parl.gc.ca>]

Sent: Monday, January 15, 2018 9:51 AM

Subject: RE: Roundtable with MP Nick Whalen

Good morning,

Due to low interest, MP Whalen has decided to cancel plans to host a roundtable on the infrastructure challenge.

If you want information on the challenge and details on the application, please use this link: <https://impact.canada.ca/en/challenges/smart-cities>

Sincerely,

Glenda Ellis
Office of Nick Whalen