



Public Council Meeting
Tuesday, July 10, 2018 at 7:00 pm
Location: Council Chambers

1. Call of Meeting to order
2. Adoption of Agenda for July 10, 2018
3. Delegations/Presentations
4. Adoption of Minutes of June 26, 2018
5. Business Arising from Minutes
6. Committee Meeting Reports
 - a) Planning & Development Committee – Councillor Harding
 - 1) Civic # 59 Dawn Allen Road – Single Dwelling
 - 2) Civic # 8-10 Knight's Rest – Commercial Building Extension
 - 3) Civic # 7 Kittiwake Place – Accessory Building
 - 4) Civic # 53-57 Hogan's Pond Road – Request to Change Approval
 - 5) Department of Fisheries and Land Resources – Crown Land Application Referral (Bauline Line Extension)
 - 6) Permits for Maintenance and Repair Work
 - 22) Permits issued from June 15 to June 28, 2018
 - b) Recreation/Community Services - Councillor Stewart Sharpe
 - No meeting held
 - c) Public Works - Councillor Bartlett
 - 1) Water & Sewer Application – Portugal Cove Road
 - 2) Facilities Mover Equipment - Quotes
 - 3) Blast Hole Pump Station Building
 - 4) Emberlys Road – Embankment
 - 5) Pedestrian Activated Crosswalk – Thorburn Road
 - 6) Transportation and Works Requests (New)
 - 7) Heavy Equipment
 - 8) Business Signage Policy
 - 9) Brookside Place

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

- 1) Heritage Updates
 - a. Fanny Goff
 - b. Rug Hooking
- 2) Environment Updates
 - a. Green Team
 - b. FCM Climate Change Funding
 - c. Community Clean Up
- 3) East Coast Trail Announcement
- 4) Chamber of Commerce
 - a. Business Directory
 - b. Barn Dance Business Mixer
- 5) Tourism Signage and Wayfinding
- 6) Portugal Cove Lookout
- 7) Service Level Review
- 8) Wabana Joint Council Meeting
- 9) Traffic Calming Meetings
- 10) Other Town Signage
- 11) Local Business Donations
- 12) Botwood Mural Arts Society Correspondence
- 13) Volunteer of the Year
- 14) Respectful Workplace Policy

e) Protective Services - Councillor Hanlon

- 10) Commissionaires – Municipal Enforcement
- 11) FES Updates
- 12) Dirt Bikes

f) Administration and Finance – Deputy Mayor Laham

- 1) Accounts for Payment
- 2) Request to purchase Town land
- 3) Non-Unionized Hiring Policy
- 4) Staffing
- 5) Council Agenda Packages
- 6) Open call for bids: Rescue Vehicle
- 7) Zone Metering and Voluntary Residential Metering project
- 8) Drivers Heights
- 9) Tolt Road Reconstruction Project
- 10) Draft of the Audited Financial Statements
- 11) Director of Public Works

7. Correspondence

8. New/General/Unfinished Business

9. Agenda items/Notice of Motions etc.

10. Adjournment



DELEGATIONS / PRESENTATIONS



MINUTES



TOWN OF PORTUGAL COVE-ST. PHILIP'S

June 26, 2018

Regular Public Council Meeting 7:00 p.m.

IN ATTENDANCE

Mayor

Deputy Mayor

Councillors

Carol McDonald

Jeff Laham

Dave Bartlett

Johnny Hanlon

Darryl J. Harding

Tina Neary

Madonna Stewart Sharpe

Director of Financial Operations /Town Clerk

Director of Recreation & Community Services

Planning and Development Coordinator

Deputy Town Clerk

Tony Pollard

Dawn Sharpe

Les Spurrell

Claudine Murray

Mayor McDonald called the meeting to order and welcomed the gallery of 12 persons in attendance.

ADOPTION OF AGENDA

Motion

Bartlett/Hanlon

2018-197

Resolved that the agenda dated June 26, 2018, be adopted as corrected.

Carried

Unanimously

DELEGATIONS/PRESENTATIONS

- None for this meeting

ADOPTION OF MINUTES

Motion

Bartlett/Stewart Sharpe

2018-198

Resolved that the minutes of June 12, 2018 be adopted.

Carried

Unanimously

BUSINESS ARISING

1. Town Managers Report

- a) In the Business Arising section, there will be a small change to the Drover Heights motion from 2 weeks ago to include the dollar value at the request of the Department of Municipal Affairs and Environment. Then the next steps for the project are to go to market to find a project manager and then engineering services.
- b) We had a meeting today with Vigilant concerning the revised metering project. Between Vigilant and MAE there was some rejigging of the scope of the project. That will come back to committee again for review. The benefit of Neptunes contract is within \$200 of the original total project costs. It is now in line with what's eligible for the guidelines for the \$1.5M project that we did under Clean Water Wastewater Fund but needs to go back to Council again just so that everyone understands the full scope of what we do because there are some dollars outside the \$1.5M that would need to go in but in terms of the zone metering side of things.

2. Amend a Motion Previously Adopted - presented by Deputy Mayor Laham

Due to the fact that the June 12, 2018 Clean Water Waste Water Fund motion did not include the revised project costs I would like to amend the motion to read the following:

Resolved that the Mayor and Town Clerk sign the contract with the Province relating to the Clean Water Waste Water Fund Agreement for the Drover's Heights Water and Sewer Project in the amount of \$763,504.00.

Motion Laham/Harding
2018-199 Resolved that Council amend the previously adopted Clean Water Waste Water Fund motion #2018-196 to include the total project costs of \$763,504.
 Carried Unanimously

COMMITTEE REPORTS

Planning & Development Committee Report of June 20, 2018 – presented by Councillor Harding

1. Civic # 70-90 Witch Hazel Road – Subdivide Property

Motion: Harding/Bartlett
2018-200 Resolved that the application to subdivide property at Civic # 70-90 Witch Hazel Road be granted approval in principle as per Appendix A: Tabled Report.
 Carried Unanimously

2. Civic # 275-277 Dogberry Hill Road – Backfilling/Landscaping

Motion: Harding/Stewart Sharpe
2018-201 Resolved that the application for backfilling/landscaping at Civic # 275-277 Dogberry Hill Road be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

3. Civic # 850-852 Indian Meal Line – Backfilling/Landscaping

Motion: Harding/Hanlon

2018-202 Resolved that the application for backfilling/landscaping at Civic # 850-852 Indian Meal Line be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

4. Civic # 68-70 Western Gully Road – Accessory Building

Motion: Harding/Laham

2018-203 Resolved that the application to construct an accessory building at Civic # 68-70 Western Gully Road be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

5. Civic # 53-55 Bauline Line Extension – Accessory Building

Motion: Harding/Hanlon

2018-204 Resolved that the application to construct an accessory building at Civic # 53-55 Bauline Line Extension be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

6. Civic # 8-10 Knight's Rest – Commercial Building Renovations

Motion: Harding/Bartlett

2018-205 Resolved that the application for commercial building renovations at Civic # 8-10 Knight's Rest be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

7. Civic # 15 Neary's Pond Road – Business (Home Office)

Motion: Harding/Hanlon

2018-206 Resolved that the application to establish a home office for a personal service business (custom merchandise printing) at Civic # 15 Neary's Pond Road be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

8. Civic # 1558-1564 Portugal Cove Road – Portable Vendor

Motion: Harding/Laham

2018-207 Resolved that the application to operate a portable vendor unit from vacant property at Civic # 1558-1564 Portugal Cove Road be granted approval in principle as per Appendix A: Tabled Report.

Carried Unanimously

9. Civic # 137 Beachy Cove Road – Request to Extend Approval in Principle

Motion: Harding/Laham

2018-208 Resolved that the request to extend an approval in principle for a 14 lot fully-serviced residential subdivision at Civic # 137 Beachy Cove Road for a further year be granted in accordance with the Town's Extension of Existing Conditional Approvals Policy.

Carried Unanimously

10. Department of Municipal Affairs and Environment – Environmental Assessment for Proposed Quarry Expansion

Motion: Harding/Hanlon

2018-209 Resolved that Council forward correspondence to the Department of Municipal Affairs and Environment stating that Council has no concerns with the Environmental Assessment for a proposed quarry expansion at Civic # 533 Bauline Line Extension.

Carried Unanimously

11. Proposed Amendment to Increase Maximum Cul-de-Sac Lengths

Further to a Notice of Motion presented at the June 12, 2018 Council meeting, the Committee makes the following recommendation:

Motion: Harding/Bartlett

2018-210 Resolved that Council complete an amendment to Development Regulation 90 (c) (Subdivision Design Standards) of the Town's Municipal Plan and Development Regulations 2014-2024 to increase the maximum length of fully-serviced, semi-serviced, and unserviced cul-de-sacs from 300 m to 450 m at its furthest point.

Carried For: Mayor McDonald, Deputy Mayor Laham, Councillors Bartlett, Harding, Neary and Stewart Sharpe
Against: Councillor Hanlon

Items # 12 through 30 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

31. Permits Issued

There were twenty one (21) permits issued from June 1 to June 14, 2018 as per Appendix A: Tabled Report.

Recreation & Community Services Committee for June 19, 2018 – presented by Councillor Stewart Sharpe

1. Traffic Concerns and Motorized Vehicles on Mitchel's Pond

A resident spoke with the Director of Recreation and Community Services regarding their concerns with vehicles parking on the side of Bennet's Road impeding traffic. They also

expressed concerns with sea-dooing on the pond. Committee was aware of this issue and it was being addressed through the Public Works Department. An email was sent out to the Department of Transportation and works to which staff was waiting for a reply. A follow up email will be sent that it will be brought back to the Public Works Committee for further discussion.

2. Green Space on Bauline Line Ext

A resident of the community is interested in donating a piece of property on Bauline line that is in near Voisey's Brook Park. Staff will obtain more information on the property and bring the information back to committee for discussion.

3. Lifestyle Centre

On Tuesday, July 12th the Recreation Committee met with the Chamber of Commerce Steering Committee (COC) to discuss the Lifestyle Centre. The COC made recommendations for Council to consider and the Recreation Committee discussed those in length. One of the concerns from the discussions was regarding the Town leasing, owning, or renting space out to business/public in the Lifestyle Centre. Please find attached information in the Municipal Act regarding this issue.

Note: It is *competing* with businesses in the community that the COC is concerned with.

4. Summerwood Playground

As Council is aware, residents in the Thorburn Woods Subdivision have been fund-raising to help support the upgrade of the playground on Summerwood Drive. As well the PCSP Lion's Club has confirmed their support to purchase the inclusion swing. The Town has allocated funding in the budget to complete this project and can collect the supporting funds from the groups once the project has been completed. The Committee would like to make the following recommendation:

Motion 2018-211	Stewart Sharpe/Neary Resolved that the Town contact Grand Concourse Authority to upgrade Summerwood Playground to include an inclusion swing and rubber safety surface in the amount of \$106,885.52.
Carried	For: Councillors Bartlett, Hanlon, Neary and Stewart Sharpe Against: Mayor McDonald, Deputy Mayor Laham and Councillor Harding

Note: Grand Concourse Authority (GCA) has their own legislation outside of the Public Procurement Act. Therefore the Town, as a member, does not have to go through a tendering process as set out in the Procurement Act to have GCA do work. Furthermore, there is no requirement through our membership to have GCA do every project for us. We have the option to go through an Open Call for Bids but GCA are not entitled to bid on the work. It was noted that if we go to tender on this project and the bids come in higher, we must pay that cost and we are not permitted to go back to GCA to do the work.

It was noted several times because of the importance, that Council supports inclusion fully. This discussion was about taking one quote to do any of the Town's work. The discussion is on procurement, not inclusion.

Point of Order by Councillor Harding: Councillor Harding clarified his statements regarding if the Town could find savings through the tendering process that we could provide more inclusionary equipment to more residents.

GCA presented Council in late October 2017 and used Summerwood Playground as an example when talk was about upgrading our playgrounds. In the presentation, there was no questions that this was the next stage budgeted for and GCA were told they would be part of that. Also discussed was the benefits of being a member of GCA and lower costs they can provide through bulk purchasing and using recyclable materials. It was noted there are no issues with the quality of work from GCA and their ability to do extras and stay on budget.

With the high cost of Pour and Play materials used in the inclusion playgrounds surface, the Town saved significant savings in a previous project through GCA because they were doing other playgrounds in the Province and had the ability to buy in bulk. Councillor Hanlon noted this project has been years in the making and to switch vendors now may be an untimely decision that could be costly.

5. Older Adult Fitness Class

The Recreation Committee discussed the Older Adult Fitness Class that the Programs Coordinator is currently running. Although this program is very successful it is recommended that staff look into the interest level from seniors in a "low impact" fitness class. Details of the program will be developed over the summer and if enough interest is generated, a class will be introduced in September.

6. Field Rental Rates

With the expansion of the softball fields, minor softball teams from outside the committee have expressed interested in renting the facilities. For this reason the Committee would like to make the following recommendation:

Motion 2018-212	Stewart Sharpe/Hanlon Resolved that the Town set the rates for Outside the Community Minor Groups as listed below: i) Mini Diamond – no fee ii) Regulation Size Field - \$15 per hour (without lights) \$30 per hour (with lights) iii) Batting Cages - \$15 per hour
Carried	Unanimously

7. Mental Health

Councillor Neary brought forward information regarding the presentation of a resolution relating to Mental Health that the committee agreed would be appropriate to present at the Municipalities Newfoundland and Labrador conference in October 2018. Once the committee receives the final version of the resolution from Councillor Neary, it will be brought forward for Council support. Staff will inquire about the deadline for the call for resolutions.

8. Community Grants

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

Motion 2018-213	Stewart Sharpe/Neary Resolved that the Town donate \$250 to Quinlan's Home Construction Men's Softball Team to assist with their travels to Florida for Nationals in October.
Carried	Unanimously
Motion 2018-214	Stewart Sharpe/Hanlon Resolved that the Town donate \$100 to William Gamperl to assist with his travels with the NLSA U16 Boys Provincial Soccer Team to Halifax for the Atlantic Championships.
Carried	Unanimously

Public Works Committee Report for June 21, 2018 – presented by Councillor Laham

1. Referral from Planning & Development Committee – Pre-Engineered Sewage Treatment Systems

Staff received a referral from Planning & Development requesting feedback for consideration of the implementation and maintenance of a pre-engineered sewage treatment system, which would include determining any changes required to the Town's Subdivision Design and Construction Standards for the installation and operation of these systems. Staff will review the proposal and provide a report Planning & Development.

2. Witch Hazel Road – Request for Speed Bumps

Request to install a speed bump on Witch Hazel Road was put forward; this will be referred through the Town's Traffic Calming Policy.

3. Line Painting – Update

Staff provided updates on line painting; most areas are now complete. Weather permitting, the remainder should be finalized within the next two weeks.

4. 27 Emberlys Road

Previous Committee report indicated that quotes for installation of a fence and cost to change embankment slope adjacent to 27 Emberlys Road were obtained in the amounts of \$2,169 plus

HST and \$1,935 plus HST. A correction is required as the quotes are for the installation of the fencing portion only.

Motion	Bartlett/Laham
2018-215	Resolved that the installation of the fence adjacent to 27 Emberlys Road by Apex Construction Specialties Inc. at a cost of \$1,935.00 plus HST.
Carried	Unanimously

Note: Public works obtained quotes for the fence as well as the embankment slope and Councillor Harding's belief was both will be corrected. The embankment slope issue will be discussed at a future committee meeting so as not to delay the fence construction. Councillor Harding requested confirmation if the town is going to fix the embankment.

5. Update on Transportation and Works (TW) Outstanding Items

a) Pedestrian Activated Crosswalk Lighting

Correspondence will be sent to request the installation of pedestrian activated crosswalk lighting on Thorburn Road in the area of Brookside Intermediate School. Staff will bring the response back to future committee meeting.

b) Western Gully Road Culvert

Public Works will undertake the required work to replace the culvert at the bottom of Western Gully Road; as this intersects with Portugal Cove Road, a permit from Transportation and Works is required. Request for same has been sent to TW.

c) Portugal Cove Road Cross-Culvert

Site visit has been completed with the Town Manager, Public Works Foreman and Superintendent of Operations (TW) in attendance; follow up correspondence will be sent to TW and they will provide a response. Once received, update will be brought to future Committee meeting.

d) Intersection of Tuckers Hill and Thorburn Road

Councillor Harding made a *suggestion* to request that Transportation and Works reconfigure this intersection into a three-way stop. The *suggestion* was not supported by Committee.

While a long term solution may need to be identified, in the interim, correspondence will be sent to Transportation and Works requesting that they recommend a short-term solution.

Note: Councillor Hanlon requested committees not to use the terminology "Motion" in their report whereas committees recommend an action to Council and the motion is moved in a Council meeting.

Councillor Hanlon noted that only half of the intersection is owned by Transportation & Works. The Town owns from the intersection to the wharf.

Councillors are encouraged to forward suggestions, temporary or permanent, to the Public Works committee.

e) Signage Request on Transportation and Works Roads

Request for the following signs to be sent to TW: Beachy Cove Road – Blind Turn; Beachy Cove Road and West Point – Sharp Turn Ahead; Portugal Cove Road – Hidden Driveway; and Portugal Cove Road at Anglican Cemetery Road – Left Turning Traffic Ahead.

6. Thorburn Road – Parking Issues

Concerns have been identified on Thorburn Road with respect to vehicles parking on Crown Land. The Town Manager will contact them to discuss the matter and as well will contact Transportation and Works to present a solution.

7. Business Signage

The issue of business signage was discussed. Public Works will endeavor to propose a Road Sign Policy and present at future Committee meeting.

8. Hazardous Waste Collection

Staff will contact the City of St. John's to inquire what steps would need to be taken and determine what costs would be associated with the Town holding a hazardous waste collection day.

9. Western Gully Road – Water Run-off

An assessment was conducted on Western Gully Road in an area where concerns about water run-off were suggested. It has been determined that the run off is very minimal and would not warrant undertaking any changes.

10. Netherwood Street Lighting

This matter is under review and until completion of same, will be deferred.

11. Sidewalk Installations – Megan Ridge

Discussion held on the progress of sidewalk installations and corresponding work.

Economic Development, Marketing, Communications & Tourism Committee

- There was no meeting held this week

Protective Services Committee report for June 19, 2018 – presented by Councillor Hanlon

1. Commissionaires – Municipal Enforcement

The Municipal Enforcement Officer offered the following update on activity since the last Committee meeting:

- MEO has completed Animal Protection training and is only waiting on the completion certificate to be able to issue tickets for related offences.
- Attended meeting at RNC headquarters with resident Pat Pender, Chief Joe Boland, and Inspector Eddie Oates. The meeting revolved around speeding traffic concerns and RNC presence in the community. Mr. Pender was requesting more enforcement of Old Broad Cove Road.
- 109 Dogberry Hill Road – investigated reports that rats were tearing up garbage and found that rats were living and nesting under the house. No other neighbours had issues.
- Evening patrols have been adjusted to new schedule and are leading to more community engagement and communication. They are having a positive effect throughout the community.
- Evening patrols reported a dirt bike driver to RNC for stunt driving and dangerous driving, MEO was able to locate driver's home address and RNC met with parents of the driver. Evening patrols also reported a suspected impaired driver to RNC for investigation.
- MEO investigated Farm Road complaint and made contact with owner and invited resident to speak with Planning & Development Department on what needs to be done to resolve the issue.

Ongoing:

- Civic numbering audit is moving along and door knockers are being issued for any property's found in non-compliance. Door knockers provide home owners with basic information on how to become compliant.
- Still waiting on response from Minister regarding Traffic regulations. Staff will contact the Minister's office for an update on progress.

2. FES Updates - activity since last Committee meeting:

Responses: 6

- 2 Medical call
- 1 Brush Fire
- 1 Commercial Alarm
- 1 Pole Fire
- 1 Vehicle Fire

Training:

- June 11th – Vehicle Extrication
 - June 18th – Training Ground – Fire Attacks & Searches, Vehicle Fires
- Recruit training continues every Tuesday evening.

Other Activity:

Beaver group attended live fire extinguisher training on June 5, 2018.

Replacement Rescue vehicle tender is proceeding to final draft. Specifications have been completed and are awaiting final sign off to proceed with Tender call.

Fire and Life Safety Inspection of new Bed and Breakfast on Olivers Pond Place.

Capacity Order Cards inspection for Angry Urchin restaurant on Portugal Cove Road.

Escort Grade 3 students from Beachy Cove Elementary on walk to the mail boxes, Witch Hazel Road June 12th and 13th, 2018.

Bonfire Beach Signage wording was discussed and a draft will be produced and circulated to all Committee members prior to production. Once produced, Public Works will install the signs on all three identified beach locations in the community.

The Chiefs are reviewing the contacts section of the Emergency Management Plan for updates and accuracy. A copy of the latest edition of the Business Directory will be provided from the Communications Department for their utilization. All Committee members agreed that the plan itself is in need of review. A fall emergency exercise is also under discussion.

3. Correspondence from Residents

The Committee reviewed a collection of letters from residents of Old Broad Cove Road with regards to traffic concerns, in particular speeding. All letters have been logged as correspondence, responded to and have been provided to the RNC.

4. Traffic Concerns on Witch Hazel Road

Committee members discussed the correspondence from a resident regarding traffic concerns on With Hazel Road. The RNC have been engaged and responded to the resident the day the correspondence was received. RNC will continue to monitor and follow up with resident.

5. Beach Fire Concerns

The Committee reviewed a residents concern regarding bonfires on the beaches, resulting damage, the kinds of things being burned, and the refuse left behind. As previously discussed under FES updates, the Town is working on guideline signage to be placed on the beaches

throughout the community to help alleviate the issue and staff will respond to the resident with further information.

Admin. and Finance Committee Report of June 21, 2018 - presented by Deputy Mayor Laham

1. Accounts for Payment

Motion Laham/Stewart Sharpe
2018-216 Resolved that Council approve payment of regular accounts in the amount of \$50,363.34, and capital accounts in the amount of \$5,520.00, for a total of \$55,883.34.
 Carried Unanimously

2. Procurement

The A&F committee discussed the new Public Procurement Act and would like to ensure competitive procurement by recommending the Town obtain price and delivery information for purchasing commodities over \$2,000, net of taxes. In the case of purchases over \$2,000 where staff cannot obtain three quotes, for example sole source purchases, Council will approve the contract.

Motion Laham/Bartlett
2018-217 Resolved that staff seek three vendor quotations for procurement exceeding \$2,000, net of taxes, and provided that the commodity does not breach its upper threshold for open call for bids. Approval of Council to award a contract is required in cases where obtaining three quotations is not practical.
 Carried For: Mayor McDonald, Deputy Mayor Laham, Councillors Bartlett, Harding and Stewart Sharpe
 Against: Councillors Hanlon and Neary

Note: The set amount of \$2,000 was derived based on a recent purchase of the same amount that went through obtaining quotes process. Councillor Hanlon pointed out that any purchase below the Public Procurement Act's threshold for open call for bids requires three quotes. It was confirmed for Councillor Hanlon that the motion means purchases under \$2,000 do not require 3 quotes and a single quote is sufficient to purchase.

The word contract (list of specific services provided) leads you to believe the motion is regarding a Service whereas the word commodity leads you to believe the motion is regarding a different line of business.

Councillor Hanlon asked will there be a form to verify 3 quotes were not available due to extenuating circumstances? Circumstances such as, sole sourcing, a specific brand, and repairs that exceed the estimated \$2,000 while in the shop, etc.

The Director of Financial Operations explained that even if 3 quotes are not obtained for the purchase, under the Act, there still has to be market reasonability to the price. An evaluation tool or market test may have to be developed to prove the practicality of obtaining 3 quotes.

A reminder of current policy was provided in that all purchases over \$5,000 have to have approval of Council. The motion now adds that any purchase over \$2,000 without 3 supporting quotes has to have approval of Council unless there is an extenuating circumstance such as an emergency. The Town Manager is also bound by this policy and cannot approve a purchase over \$2,000 without 3 quotes supporting the purchase.

Councillor Harding Called the Question and the Mayor took the vote on the Main Motion.

3. Town Services

Committee discussed the services offered by the town and the financial support given to community groups. The financial support given to community groups will be brought back to committee for a discussion and comparison on equality.

4. Correspondence: National Airlines Council of Canada

Correspondence is for information only.

5. Request for Tax Relief

The Royal Canadian Legion Branch 10 located at 5-9 Legion Road submitted a request for Business and Property tax relief. As per past practice, the Town considered the request and will make the following motion:

Motion 2018-218 Carried	Laham/Bartlett Resolved that that the Town exempt property tax in the amount of \$1,503.45 and business tax in the amount of \$1,873.53 for the Royal Canadian Legion Branch 10. For: Mayor McDonald, Deputy Mayor Laham, Councillors Bartlett, Hanlon, Neary and Stewart Sharpe Abstained: Councillor Harding. Note: Councillor Harding requested a Leave of Council where he is a member of the Legion and with consent, left the room before voting occurred and returned after the vote.
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6. Zone Metering and Voluntary Residential Metering project

Subsequent to the change order approved in motion #2018-180 the document was submitted to the province for approval. The Town received a reply asking for changes to eligible costs be made. Vigilant is working with the information to propose a solution.

7. Meadow Heights

A letter to notify the residents of the new fee structure and their ability to connect to the water and sewer infrastructure will be sent next week

8. Tolt Road project

A letter seeking citizen engagement on the proposed Tolt Road reconstruction project will be sent out in the near future.

9. Request for Donation

The committee received correspondence from the Rovers Search and Rescue team asking for support towards purchasing a UAV (Unmanned Aerial Vehicle) equipped with infrared camera fundraiser. Committee supports this initiative and puts forward the following recommendation:

Motion Laham/Hanlon
2018-219 Resolved that Council donate \$1,000 to the Rovers Search and Rescue towards their purchase of a UAV (Unmanned Aerial Vehicle) equipped with an infrared camera.
 Carried Unanimously

10. Crown Land title

Following a letter sent to the Lands Division of the Department of Municipal Affairs and Environment in April 2018 stating the Town has always considered the land in question to belong to the resident, the Town received a request to support a land quick claim on the basis that the Town has collected taxes and interacted with the individual as owner of the land for many years.

Motion Laham/Harding
2018-220 Resolved that the Town provide a letter of support to the resident stating the Town is willing to sign a quick claim deed for the land in question.
 Carried Unanimously

CORRESPONDENCE

Council Correspondence for June 11 to June 22, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
6/13/2018	Dept of Municipal Affairs	Proposed Undertaking for Bauline Line Quarry Expansion	P&D Cmte
6/14/2018	Department of Fisheries and Land Resources	CCFM Vision Engagement Letter 2018	Town Mger
6/14/2018	National Airlines Council of Canada	Cross country consultations on air passenger rights	A&F cmte
6/18/2018	Hospitality NL	Silver Anniversary Scholarship	Council and Staff
6/19/2018	Town of Bauline	Climate Change staff grant initiatives	EDMCT Cmte

NEW/GENERAL/UNFINISHED BUSINESS

Public Works

- Councillor Bartlett advised that Public Works will send a letter to Transportation & Works requesting a 30 km/hr zone be implemented from Legions Road to Churchill Road, including the blind turn, for the safety of the patrons of the 2 daycares, 2 convenience stores and the public health centre. Councillor Harding also noted we have asked for increasing lighting in the same area.
- Councillor Neary was delighted with the new speed bump in the area of Bennetts Road and suggested the committee look into asking the City to adjust the speed down from 50 km/hr.
- At the last Public open session meeting it was requested the Town look into washouts on both sides of Beachy Cove Road near the entrance to Beachy Cove beach where cars park. With summer upon us, the danger of a car going over the side is high therefore Councillor Hanlon requests Public works to ask Transportation & Works to look into that issue.
- The Protective Services committee is waiting on a draft of the Public Feeding of Wildlife Regulations and will forward to Council upon receipt.
- The next step regarding the Traffic Study that was done in 3 parts of the Town was to hold resident consultations. Councillor Hanlon requested EDMC committee to discuss the process at their next committee meeting.
- Our Admin support clerk, Penny Ozon, has resigned as of July 6, 2018. We thank her and wish her well with her future endeavors.

AGENDA ITEMS/NOTICE OF MOTION**ADJOURNMENT**

Adjournment was moved by Councillor Hanlon and seconded by Councillor Neary.

Resolved that there is no further business and this meeting is adjourned. Time is 8:20 pm.

Carol McDonald, Mayor

Claudine Murray, Deputy Town Clerk



BUSINESS ARISING



PLANNING & DEVELOPMENT

Planning and Development Committee Report

July 3, 2018

In Attendance: Councillor Darryl Harding (Chairperson)
Deputy Mayor Jeff Laham (Items 1-20, 22)
Councillor Johnny Hanlon
Les Spurrell, Planning and Development Coordinator
Holly Duffett, Planning Technologist

Also in Attendance: Mayor Carol McDonald (Items 1-4, 6-7, 14-22)
Three (3) Developers (Item # 11)

1. Civic # 59 Dawn Allen Road – Single Dwelling

Motion: The Committee recommends that the application to construct a single dwelling at Civic # 59 Dawn Allen Road be rejected as per Appendix A: Tabled Report.

2. Civic # 8-10 Knights Rest – Commercial Building Extension

Motion: The Committee recommends that the application to construct an extension to a commercial building at Civic # 8-10 Knights Rest be granted approval in principle as per Appendix A: Tabled Report.

3. Civic # 7 Kittiwake Place – Accessory Building

Motion: The Committee recommends that the application to construct an accessory building at Civic # 7 Kittiwake Place be granted approval in principle as per Appendix A: Tabled Report.

4. Civic # 53-57 Hogan's Pond Road – Request to Change Approval

Motion: The Committee recommends that Council amend Motion # 2018-147, permitting the construction of a dwelling extension to reflect "demolition of a single dwelling and construction of a single dwelling" as opposed to "dwelling extension". This recommendation is in light of additional information submitted by the applicant expressing structural concerns in accordance with Development Regulation 49 (Non-conforming Use).

5. Department of Fisheries & Land Resources – Crown Land Application Referral (Bauline Line Extension)

Motion: The Committee recommends the Crown Land Application Referral for land at the rear of Civic # 374-376 Bauline Line Extension be refused as per Appendix A: Tabled Report.

6. Permits for Maintenance & Repair Work

Motion: The Committee recommends that Council exempt the following from requiring a permit from the Town in accordance with Section 194 (Building Prohibition) of the Municipalities Act, 1999, Section 2 (g) (Definitions) of the Urban and Rural Planning Act, 2000, and Development

Regulation 8 (Permit to be Issued) of the Town's Development Regulations 2014-2024. The exception to this Motion is when work is completed in areas affected by Schedule E: Environmental Protection Overlay of the Town's Development Regulation 2014-2024 or which requires approvals or permits from another government agency:

- Construction, demolition, and/or maintenance of patio/decks (examples: patios, steps, landings, wheelchair ramps) only if detached from the dwelling;
- Fences;
- Driveway repairs and maintenance (excluding culverts and widening);
- Minor landscaping involving less than 125 m³ of material (examples: minor backfilling, fire pits, walkways, non-structural retaining walls, flowerboxes);
- Non-structural exterior work (examples: replacing siding, windows, doors, or shingles, painting);
- Non-structural interior renovations (replacing drywall, flooring or cabinetry, painting), and;
- Construction and/or maintenance of ditches or drainage channels (excluding those that lead to a Town owned road or an environmental feature like a watercourse or waterbody).

Items # 7 through 21 are other items that were discussed at the Committee's meeting. Detailed information regarding these items can be found in Appendix A: Tabled Report.

22. Permits Issued

There were twenty one (21) permits issued from June 1 to June 14, 2018 as per Appendix A: Tabled Report.

**Appendix A: Tabled Report
June 20, 2018**

Applications:

Item # 1:

**Civics # 59 Dawn Allen Road
Single Dwelling
Zoning: Residential Medium Density - Unserviced**

The Committee recommends that the application to construct a single dwelling at Civic # 59 Dawn Allen Road be rejected as the proposal is contrary to the Town's Municipal Plan and Development Regulations 2014-2024 as it does not meet the minimum frontage and maximum front yard standards as specified in Schedule C: Residential Medium Density and the property is located within an identified wetland which does not comply with Development Regulation 64 (Site Suitability) and Schedule E: Environmental Protection Overlay.

The Administrator recommended that this application be rejected.

Item # 2:

**Civics # 8-10 Knight's Rest
Commercial Building Extension
Zoning: Mixed Use (MIX) – Unserviced**

The Committee recommends that the application for Civic # 8-10 Knight's Rest be granted approval in principle, permitting the construction of a commercial building extension. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 49 (Non-Conforming Use), Schedule C: Mixed Use, and Schedule D: Off-Street Parking Requirements.

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

Item # 3:

**Civics # 7 Kittiwake Place
Accessory Building
Zoning: Residential Low Density (RLD) – Semi Serviced**

The Committee recommends that the application for Civic # 7 Kittiwake Place be granted approval in principle, permitting the construction of an accessory building. Approval in principle shall be in full compliance with the Town's Municipal Plan & Development Regulations and all other regulatory bodies of government, specifically Development Regulation 49 (Non-Conforming Use), Schedule C: Mixed Use, and Schedule D: Off-Street Parking Requirements.

Item # 4:

Civics # 53-57 Hogan's Pond Road
Request to Change Approval
Zoning: Residential Low Density (RLD) – Serviced

The Committee recommends that Council amend Motion # 2018-147 for Civic # 53-57 Hogan's Pond Road, permitting the construction of a dwelling extension, to reflect "demolition of a single dwelling and construction of a single dwelling" as opposed to "dwelling extension". This recommendation is in light of additional information submitted by the applicant expressing structural concerns in accordance with Development Regulation 49 (Non-Conforming Use).

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

Item # 5:

Department of Fisheries & Land Resources
Crown Land Application Referral (Bauline Line Extension)
Zoning: Protective Watershed (PW) – Unserviced

The Committee recommends that Council correspond with the Department of Fisheries and Land Resources advising that the Town cannot recommend approval of the application for Crown Land at the rear of Civic # 374-376 Bauline Line Extension as this area is zoned Protected Watershed (PW) and is therefore contrary to the Town's Development Regulations, specifically, Schedule C: Protected Watershed.

The Administrator recommended that Council refuse the Crown Land Application Referral.

Other Items Discussed:

Item # 7:

Civic # 769-771 St. Thomas Line – Zoning of Property

The Committee discussed the current zoning of a Residential Development Scheme Area (RDSA) affecting infill properties fronting on St. Thomas Line.

The Committee advised Staff to include the rezoning of the infill development fronting on St. Thomas Line from RDSA to Residential in the proposed comprehensive review of the Town's Municipal Plan & Development Regulations (proposed PC-SP MPA 2 and DRA 3, 2017 currently under review).

Item # 8:

Civic # 24-26 King's Hill Road – Application to Demolish an Accessory Building and Construct Dwelling Extension and Accessory Building

The Committee discussed an application to demolish an existing accessory building and construct a dwelling extension and accessory building on property that is located within the Protected Watershed zone.

The Committee requested that this application be held pending the results of a site visit by Service NL.

Item # 9:

Civics # 1535-1537 and 1539-1541 Thorburn Road – Application to Consolidate Property and Construct Single Dwelling

The Committee discussed an application to consolidate two properties and construct a single dwelling on the newly consolidated property that contains a minor steep slope.

The Committee requested that this item be held pending receipt of the report from the applicant regarding the minor steep slope.

Item # 10:

Civic # 8A Ron's Road – Application to Demolish and Reconstruct Single Dwelling and Accessory Building

The Committee discussed an application to demolish and reconstruct a single dwelling and accessory building on property that is located within the Protected Watershed zone.

The Committee requested that this item be held pending further discussion on the Regulation regarding Discontinuance of Non-Conforming Uses.

Item # 11:

Civics # 256 & 270-282 Witch Hazel Road – Application for Rezoning

The Committee discussed an application to rezone the rear of two properties from Agriculture to Residential Low Density for potential residential subdivision development and to amend the Residential Low Density development standards (semi-serviced) to eliminate the standards for 'New Streets' and to reduce the lot frontage standard from 30 m to 23 m.

The Committee requests that this item be held pending receipt of further information on Public Open Space requirement and existing grade of a proposed future access to back land.

Item # 12:

Civic # 820B St. Thomas Line – Removal Order

Committee discussed the status of a Removal Order (accessory building) that had been constructed without a permit at Civic 820B St. Thomas Line which is also the subject of a Contempt of Court Order. The Committee advised Staff to obtain quotes to have the accessory building removed from the property in case the property owner fails to comply with the 25 days Contempt Order, as per the June 21st, 2018 Court Hearing.

Item submitted for information.

Item # 13:

Civic # 19 Hanlon's Lane – Complaint Regarding Development at Civic # 18-22 Hanlon's Lane

The Committee discussed correspondence from a resident regarding the residents request to advise/remind developers of the regulations affecting them when receiving permits.

The Committee request Staff to correspond with the resident advising that all Town permits issued for development within the Town's jurisdiction states that all work must be in accordance with the Town's Municipal Plan and Development Regulations and all other regulatory bodies of government.

Item # 14:

Municipal Plan Amendment No. 4, 2018 & Development Regulations Amendment No. 5, 2018 (Single Dwellings off Right-of-Ways)

The Committee discussed a request from the Department of Municipal Affairs and Environment for a legal opinion (from either the Town's or the Department's Solicitor) regarding the proposed amendment prior to releasing from provincial review.

The Committee requests that Staff avail of services from the Town's solicitor to provide a legal opinion regarding the proposed Municipal Plan Amendment No. 4, 2018 & Development Regulations Amendment No. 5, 2018 (Single Dwellings off Right-of-Ways).

Item # 15:

Steep Slope Regulations

The Committee requested Staff to arrange a meeting with a geotechnical engineer (and possibly also a hydrologist) to discuss regulations regarding development within steep slopes areas identified within Schedule E: Environmental Protection Overlay. Staff informed the Committee that the geotechnical engineer consultant had to cancel the July 6th, 2018 meeting and that the consultant proposes to reschedule for July 11th or 12th. The Committee advised Staff to confirm rescheduling for July 11th.

Item # 16:

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 requested that this item be held pending further discussion.

Item # 17:

Civics # 7-9 Anglican Cemetery Road Extension – Dwelling Extensions

The Committee discussed processing of an application for dwelling extensions which were approved by Council and permits have been issued.

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

Item # 18:

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

The Committee discussed potentially amending Development Regulation # 10 to allow development at Council's discretion under certain conditions.

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

Item # 19:

Department of Municipal Affairs and Environment Flood Risk Mapping Study

The Committee discussed concerns regarding a Flood Risk Mapping Study completed by the Department of Municipal Affairs and Environment, particularly related to documentation submitted to the Town from a property owner in the Mercer's Road area.

The Committee requests that this item be held pending a member of Council contacting the Department.

Item # 20:

Civic # 58A Knapps Road – Residential Subdivision Application

The Committee discussed an application submitted to construct a 24 lot fully-serviced residential subdivision providing street connections with Knapp's Road and Carrigan Place. The applicant is proposing to use a pre-engineered on-site sewage treatment system.

The Committee requested that this item be held pending results of the Public Works Departments review.

Item # 21:

Deputy Mayor Laham left the meeting prior to discussion on Item # 21 due to potential conflict of interest.

Residential Low Density (RLD) and Residential Medium Density (RMD) Land Use Zone Adjustment

Committee discussed the adjustment of the RLD Land Use Zones to reflect semi-services and on-site services only and the adjustment of RMD Land Use Zones to reflect full services only. The Committee requests Staff include the adjustments in the proposed comprehensive amendment to the Town's Municipal Plan and Development Regulations (proposed PC-SP MPA 2 and DRA 3, 2017 currently under review).

Deputy Mayor Laham returned to the meeting after discussion of Item # 21.

Permits Issued:**22) There were nineteen (19) permits issued from June 15 to June 28, 2018**

#	Permit	Issued Date	Civic #	Street Name	Permit Type
1	18-131	06/15/2018	1	Megan Ridge Drive	Patio/Deck
2	18-132	06/15/2018	60-62	Neary's Pond Road	Single Dwelling & Accessory Building
3	18-133	06/18/2018	24-32	Western Gully Road	Business
4	18-134	06/18/2018	858-860	Indian Meal Line	Accessory Building
5	18-135	06/18/2018	16-22	Blast hole Pond Road	Accessory Building
6	18-136	06/18/2018	1519-1521	Thorburn Road	Business
7	18-137	06/18/2018	1506	Thorburn Road	Single Dwelling
8	18-138	06/19/2018	8	Brook View Place	Patio/Deck Extension
9	18-139	06/19/2018	27	Bickerstaffe Road	Single Dwelling & Accessory Building
10	18-140	06/20/2018	10	Golden Dawn Drive	Accessory Building
11	18-141	06/20/2018	184-194	Beachy Cove Road	Accessory Building
12	18-142	06/20/2018	178-180	Dogberry Hill Road	Accessory Building & Patio/Deck
13	18-143	06/21/2018	21	Sunset Way	Occupancy
14	18-144	06/22/2018	82	Bauline Line Ext.	Backfilling
15	18-145	06/22/2018	18-28	Mitchell's Pond Place	Test Holes
16	18-146	06/27/2018	1624	Portugal Cove Road	Patio/Deck
17	18-147	06/27/2018	1558-1564	Portugal Cove Road	Portable Vendor
18	18-148	06/27/2018	53-55	Bauline Line Ext	Accessory Building
19	18-149	06/28/2018	8-10	Knight's Rest	Test Holes



RECREATION & COMMUNITY SERVICES

No meeting held this week



PUBLIC WORKS



Public Works Committee

July 5, 2018, 4:30pm

In attendance: Councillor Dave Bartlett, Chair
Deputy Mayor Jeff Laham
Councillor Darryl Harding
Staff: Linda Newhook, Public Works Coordinator
Damien Bridger, Public Works Foreman

1. Water & Sewer Application – Portugal Cove Road

Item deferred.

2. Facilities Mower Equipment - Quotes

Three requests received for the purchase of a new mower for Facilities. Previous mower has exceeded its lifespan and was of residential grade; new mower will be commercial grade and carry a five year guarantee.

MOTION: Committee recommends the purchase of a 54" Lawn Tractor from Rideout Tool & Machine Inc. at a cost of \$5,269.99 plus HST.

3. Blast Hole Pump Station Building

Staff advised that vandalism is an issue at the building located at Blast Hole Pond. Recommendation is to secure the premises sealing off the concrete opening inside the building and barring the doors and windows.

4. Emberlys Road – Embankment

Committee requested staff move ahead with obtaining quotes for erosion stabilization. Once quotes are received they will be presented to Committee for consideration.

5. Pedestrian Activated Crosswalk – Thorburn Road

Staff updated Committee with response from Transportation and Works on the request for them to install a pedestrian activated crosswalk. TW advised that they do not install or maintain lighted crosswalks, however should the Town wish to install one, a submission could be made for approval to place them within the department's right of way. Staff will obtain quotes for same and provide to Committee for consideration.

6. Transportation and Works Requests (New)

Public Works staff will email the Department of Transportation and Works to request the following:

- a. a speed reduction on Portugal Cove Road from Legion Road to Churchills Road



- b. repairs to Beachy Cove Road shoulder where erosion is evident; also no parking signs along the area where residents access Beachy Cove Beach
- c. a speed reduction on Bennets Road in the Sunshine Park area where the new temporary speed hump was installed

Discussion Items

7. Heavy Equipment

- a. Request was made by resident on Keeley Lane to erect a No Heavy Equipment Access sign – staff advised it is not standard practice to erect signage following one request.
- b. Staff were asked to notify Transportation and Works that heavy equipment has been observed travelling with uncovered loads on their roadways.

8. Business Signage Policy

Staff were asked to prepare a policy which would support Regulation #74 of the Town's Development Regulations – wherein advertisements are prohibited in street reservations. The Policy will address action that would be taken by the Town for removal and associated penalties.

9. Brookside Place

Staff provide update that garbage in the area has been cleaned up and is being monitored regularly. The dilapidated structure is not within the Town's road reservation, therefore will be referred to Planning and Development to review.



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



Economic Development,
Marketing, Communications and
Tourism Agenda
Friday, July 6, 2018
4:30 pm

In attendance:

Councillor Tina Neary, Chair
Councillor Dave Bartlett
Councillor Madonna Stewart – Sharpe
Jeff Lawlor, Director of Economic
Development, Marketing and Comms.

1. Heritage Updates

a. Fanny Goff

The Fanny Goff memorial opened on Thursday, June 14th on Loop Drive. The Mayor and members of Council were joined by Heritage Committee members, both past and present. In recognition for his efforts on the project Mac Miller, former Heritage Chair, cut the ribbon.

b. Rug Hooking

The rug hooking event, as part of the Regatta Festival, was well attended with 16 participants from all ages.

2. Environment Updates

a. Green Team

The Green Team will officially start on Tuesday, July 10th. The members are Tyler Cogswell, Team Lead (was on the 2016 PCSP team), Natalya Dawe, Kyle Roberts (resident of PCSP), and Erika Murphy.

b. FCM Climate Change Funding

The application for a Climate Change Staff Grant was submitted. If successful 80% of staff time dedicated to Climate Change would be covered by FCM. This would support the existing Climate Change projects we are working on with various partners.

c. Community Clean Up

Community Clean Up activities will continue throughout the summer. Bags and gloves are available for pickup at the Town Hall.

3. East Coast Trail Announcement

The East Coast Trail is looking to host a joint press conference with PCSP, Paradise and CBS in PCSP to announce the next phase of the East Coast Trail. The date of the event will be July 20th or 27th based on availability of respective Mayors and Council.

4. Chamber of Commerce

a. Business Directory

The Business Directory is completed and has been sent to all residents and businesses in the community. We will continue to update the directory online.

b. Barn Dance Business Mixer

The chamber held a barn dance business mixer at Spirit Horse – Stable Life on Thursday June 16th. The event was well attended by businesses in the community and included the launch of their strategic plan and the Business Directory.

5. Tourism Signage and Wayfinding

Following a meeting with ACOA and the Department of Tourism, Culture, Industry and Innovation the proposal for signage in PCSP is being finalized with submission in the next two weeks.

6. Portugal Cove Lookout

Following land ownership information obtained by the Director of Economic Development, from the Planning and Development Department, Councillor Tina Neary will be removing herself from discussions on the project due to a conflict of interest. The project was not discussed at the meeting nor the land ownership information.

7. Service Level Review

The Service Level review documents were sent to Council. Upon their review it will be brought forward at the next Council meeting for approval.

8. Wabana Joint Council Meeting

The Director of Economic Development will reach out to the Mayor and Council of Wabana regarding a potential joint council meeting, primarily to discuss Tourism and collaborative opportunities.

9. Traffic Calming Meetings

Traffic calming meetings scheduled for Olivers Pond, Western Gully and Country Gardens will take place after a new Director of Public Works is hired to ensure their involvement.

10. Other Town Signage

It was reported Department of Public Works is working on cleaning up dilapidated and illegal signage in the community. This issue had been brought forward by the Taskforce for follow-up and consideration.

11. Local Business Donations

The committee discussed best practices for local businesses in terms of sponsorship, procurement and donations. Council wishes to ensure that if we are requesting support from the local business community that we are equally supporting them through fair procurement practices and promotional opportunities.

12. Botwood Mural Arts Society Correspondence

Council received correspondence from the Botwood Mural Arts Society regarding a Global Mural conference on September 12-15. Due to the busy scheduling for the Fall and other commitments we will not be sending anyone to this conference.

13. Volunteer of the Year

A submission for the chair of SafePCSP, Norma Reid, was made for Canada's Volunteer Awards as per request of Councillor Darryl J Harding.

14. Respectful Workplace Policy

The committee discussed the need for a Respectful Workplace Policy. The Employee and Public Relations Administrator will be forwarded this request.



Tabled items at end of
Council Package for:
**ECONOMIC DEVELOPMENT,
MARKETING,
COMMUNICATIONS AND
TOURISM**



PROTECTIVE SERVICES



Protective Services Committee

Tuesday, July 3, 2018

4:00PM

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

1. Commissionaires – Municipal Enforcement

The Municipal Enforcement Officer offered the following update on activity since the last Committee meeting:

- MEO completed a two day training seminar at the NLC for Cannabis 101 with a focus on the new legislation.
- Investigated a report from a resident on Mercer's Lane regarding a tampered lock on the residence. There were no reports of suspicious vehicles in the area but MEO continues to monitor for any activity.
- Responded to parking issue on Oceans Edge cul-de-sac, reports of vehicles parked throughout the roadway impeding usage. MEO made contact with homeowner hosting the party and ensured vehicles were moved to allow safe passage for emergency vehicles if required.
- Dash cam utilized to record speeding vehicle passing MEO vehicle illegally on Indian Meal Line, video data was immediately provided to the RNC who then apprehended the driver and issued a ticket within minutes of the report.
- Dash cam utilized to record impaired driver activity at Voisey's Brook Park, driver was recorded smoking marijuana and refused to leave the park after closing. Video data and vehicle plate number was immediately provided to the RNC for action.
- Civic numbering audit is progressing smoothly, no issues have been reported from any resident who has been deemed non-compliant.
- Councilor Neary asked regarding procedure for animal complaints after hours. Complaints are coordinated through the Public Works Department during office hours and investigated by the MEO after hours.

Ongoing:

- Still waiting on response from Minister regarding Traffic regulations. The Committee will request the Mayor follow up with the Minister's office.

2. FES Updates

Responses: 5

- 2 Medical calls
- 1 Brush Fire
- 1 Residential Alarm
- 1 Road Traffic Accident (motorcycle vs. vehicle)

Training:

- June 25th

Recruit training continues every Tuesday evening.

Other Activity:

Fire Department was involved in a number of events for Canada Day, such as the Flag Raising ceremony and the Legion Beaumont Hamel Memorial Parade, VFD Open House at Station 2 and BBQ, and the Town fireworks display.

Two VFD members provided marine safety with the Zodiac at the public dory practice on June 27th.

The Committee reviewed the Department activity snapshot from January 1 to date.

The Chiefs received feedback from a number of residents on the fireworks display on Canada Day, all was positive. Comments included 'this was the best display they had ever seen', and more. Chiefs would like to pass the feedback along as well as congratulations to Deputy Chief Eddie Sharpe and his team, and the Recreation team on an outstanding job.

Department members reported an uncovered structure in the ground, possibly 4-5' deep, just off the walking trail behind Rainbow Gully Park. This presents an obvious hazard and was immediately reported to Public Works for action.

A draft of the Bonfire Beach Signage was reviewed by the Committee and given the go ahead to acquire three price quotes for production.

3. Dirt Bikes / ATVs

The Town is in receipt of a number of complaints regarding reckless and dangerous dirt bike drivers, including Dogberry Hill Road and Keeley Lane areas. The MEO is investigating all reports and is monitoring with a focus on this type of activity. A response has been made to all residents.

The MEO and the Town ask that residents who witness any illegal activity please contact the RNC as soon as possible. The RNC non-emergency number is 729-8000. As well, if you have any information at all to identify the dirt bike / ATV drivers, including their home address or description of the driver or vehicle, please pass this information along to the MEO. This information has proven very beneficial with investigations, especially in conjunction with dash cam footage. You will not be identified to the driver nor will you be asked to testify. The MEO can be contacted via email to the Town (pcsp@pcsp.ca) or by cell phone 743-7268.



ADMINISTRATION & FINANCE



Administration & Finance Committee

July 5, 2018

In attendance for items 1-11:	Chairperson, Deputy Mayor Laham Councillor Harding
In attendance for items 1-10:	Counillor Stewart Sharpe
Staff:	Tony Pollard, Director of Financial Operations Claudine Murray, Deputy Town Clerk

1. Accounts for Payment

MOTION: Committee recommends Council approve payment of regular accounts in the amount of \$18,577.86, and capital accounts in the amount of \$179,979.26, for a total of \$198,557.12.

2. Request to purchase Town land

The committee reviewed a request for the Town to sell a piece of their land at the edge of the cul-de-sac in Ocean's Edge to B&B Homes. The piece of land in question is shown on the survey enclosed with the letter. Committee feels more discussion and investigation is required and will defer the request to a future committee meeting.

3. Non-Unionized Hiring Policy

Deferred to future committee meeting

4. Staffing

The replacement for an Administration Support Clerk position will be advertised.

5. Council Agenda Packages

Staff explained issues regarding the size of agenda packages when large documents are tabled. The value of Council to be open and transparent must be weighed against the risk of breaching a persons personal information and to the time it takes staff to review and redact the large document. Committee is accepting of the compromise to include the cover page of the tabled document with a comment stating "Supporting documentation for this record is available upon request. Please contact the Deputy Town Clerk".

6. Open call for bids: Rescue Vehicle

The committee reviewed a request for Council to purchase a replacement vehicle for the 1998 rescue vehicle we currently use. This is a budgeted item. The specifications have been prepared, reviewed and an open call for bids can now be drafted and advertised.

7. Zone Metering and Voluntary Residential Metering project

The committee reviewed the revised scope of work and project costs which was provided by Neptune and reviewed by the Department of Municipal Affairs and Environment and makes the following motion:

MOTION: Committee recommends Council approve Neptunes Scope Amendment Notice for project no. 17-CWWF-17-00034, Zone Metering and Voluntary Residential Metering project, and enter into a contract in the amount of \$988,787.30

8. Drovers Heights

The committee discussed next steps for project 17-CWWF-18-00003, Drover Heights Water and Sewer Servicing project. The Town will obtain quotes for project management.

9. Tolt Road Reconstruction Project

Options for the project are still being discussed. The results of more investigation needs to be brought back to committee before a decision on the next steps can be made.

10. Draft of the Audited Financial Statements

Committee reviewed and discussed the draft Audited Financial Statements for 2018 and will make the following motion:

MOTION: Committee recommends Council adopt the 2017 Audited Financial Statements as prepared by Byron D. Smith Chartered Accounts.

11. Director of Public Works

Committee discussed the preferable candidate for the Director of Public Works and is prepared to make the job offer to the individual. Therefore, committee puts forward the following motion:

MOTION: Committee recommends that Council enter into contract negotiations with the highest ranked candidate for the position of Director of Public Works.



Tabled items at end of
Council Package for:

Administration & Finance



CORRESPONDENCE

Council Correspondence for June 26 to July 6, 2018

RECEIVED	CONTRIBUTOR	REGARDING	DISTRIBUTION
6/29/2018	Resident_Complaint	Transporting of uncovered material	P&D Cmte
7/4/2018	Botwood Mural Arts Society	11th Global Mural Conference	EDMC Cmte
7/4/2018	Coalition of Persons with Disabilities	Funding	RC Cmte



NEW/GENERAL/ UNFINISHED BUSINESS



AGENDA ITEMS/ NOTICE OF MOTIONS



Tabled items

**ECONOMIC DEVELOPMENT,
MARKETING,
COMMUNICATIONS
AND TOURISM**



Come See What We See!

TOWN OF PORTUGAL-COVE-ST-PHILIPS

JUL 04 2018

RECEIVED 

Mayor & Members of Council,

As members of the Municipal Government, you are well aware of the benefits derived from the three primary industries i.e. fishery, forestry and mining which have traditionally been the economic backbone of our province.

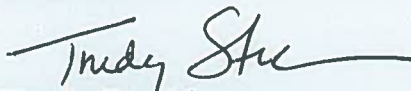
At the same time, we are all aware of the importance of tourism and the added value it offers in numerous ways. Exploring future opportunities in every sector is a critical part of serving our respective communities.

With this goal in mind we would invite you to attend the 11th Global Mural Art & Cultural Tourism Conference, September 12 - 15, 2018 in Botwood. A review of the itinerary, guest speakers, and work shops is available on our web site at www.gmc2018.botwood.ca.

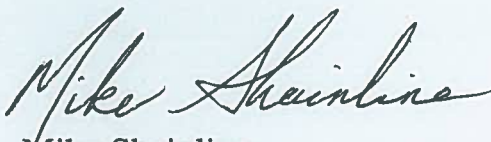
This is a rare opportunity as a delegate to this conference to share ideas and explore opportunities with like minded community leaders resulting in positive long-term benefits.

Should you require additional information we invite you to contact Trudy Stuckless, Conference Coordinator at Trudy.stuckless@gmail.com or Mike Shainline, President Botwood Mural Arts Society at m.mshainline@nl.rogers.com.

Sincerely,



Trudy Stuckless,
Conference Coordinator



Mike Shainline,
President Botwood Mural Arts Society

Box 751, Botwood, NL A0H 1E0



HOST OF 2018 GLOBAL MURAL CONFERENCE

Membership in: MURAL ROUTES CANADA
GLOBAL MURAL ARTS AND CULTURAL TOURISM ASSOCIATION

REGISTRATION FORM

Complete the information below and return
by mail with payment, or register online at

www.gmc2018.botwood.ca

Registrations must be received by September 5, 2018

Name _____

Spouse / Guest (if applicable) _____

Organization (if applicable) _____

Address _____

Postal Code / ZIP _____

Country _____

Phone _____

Email _____

I AM (Check all that apply) ☐ ARTIST ☐ ADMINISTRATOR
☐ EDUCATOR ☐ CONSULTANT ☐ OTHER

Payment Information (Please complete and Total):

# of Days	Before July 31, 2018 Early Bird Registration	After July 31, 2018
3	\$425.00	\$475.00
2	\$350.00	\$400.00
1	\$225.00	\$275.00

Student Rate* \$75.00 per day \$100.00 per day

Total Enclosed: \$ _____

PAYMENT BY: ☐ CHEQUE ☐ VISA ☐ MASTERCARD

Name on Card _____

Card # _____

Exp. Date _____ CCV _____

Signature _____

Complete form and mail with cheque payable to:

Botwood Mural Arts

Box 751, Botwood, NL A0H 1E0

Register by phone at **709-257-3632**

Register online at www.gmc2018.botwood.ca

Morgan Printing, 709-258-6320

11th GLOBAL MURAL CONFERENCE

Economic Development through Arts & Tourism



September 12-15, 2018

BOTWOOD

Newfoundland & Labrador, Canada

Special thanks to our generous supporters



Saturday, September 15

Venue	Botwood Lions Club
2:30 pm	<i>No Mural Artist is an Island</i> John Pugh
3:30 pm	<ul style="list-style-type: none"> International internship program Debriefing and wrap-up
Venue	Royal Canadian Legion
6:30 pm	Dinner
8:00 pm	Traditional Newfoundland and Labrador Kitchen Party
	Live music with local band Recall and special guests

Venue	Botwood Lions Club
9:00 am - 4:00 pm	<ul style="list-style-type: none"> Outport Tour Day Leading Ticks and points in between
Venue	Royal Canadian Legion
6:30 pm	<ul style="list-style-type: none"> Gala Dinner Announcement of host city for the 12th Global Mural Conference
8:30 pm	<ul style="list-style-type: none"> Jazz Evening Live music with a Newfoundland and Labrador Jazz Quartet

Contact us:

botwoodmuralarts@gmail.ca

P.O. Box 751 ■ Botwood NL ■ A0H 1E0
709-257-3632

Visit us:

www.gmc2018.botwood.ca



Come See What We See!

Wednesday, September 12

Welcome 2018 Delegates!

Botwood Flying Boat Museum World War II Airbase

Venue	
4:00 - 9:00 pm	Delegate Registration
7:00 - 9:00 pm	Meet & Greet Live music with Jam Coopa Band Wine tasting (Auk Island Winery) Craft beer tasting (Split Rock Brewing Company) Tours of museum, Heritage Centre & Gift Shoppe

Thursday, September 13

The Art of Remembrance & Engagement

Botwood Lions Club

Venue	
8:30 am - 1:00 pm	Delegate Registration
8:45 - 9:15 am	Introductions and Overview
9:15 am	CNVAS and The Place of Art in Community Life Craig Goudie, President, Central Newfoundland Visual Arts Society ■ The development of art in Central Newfoundland
9:45 am	The Art of Community Engagement Susan Cull, Shorefast Foundation ■ Successful community engagement through art on Fogo Island

From General Store to Artist Retreat

- Sharon Pippy, Bareneed Studios
- How Sharon transformed a family heritage property into an artists' residence

Royal Canadian Legion

Friday, September 14

The Art of Technology & Techniques

A 25-Year Journey: Highlights Along the Way

Venue	
11:45 am	Lunch and Learn Karin Eaton, Mural Routes
Venue	
1:00 pm	We Will Remember Them Maureen Power ■ How Newfoundland & Labrador's role in WWI and WWII influenced community engagement and the art of remembrance at The Rooms

The Presence of the Past Dr. John Harries

- Ways in which the public arts of contemporary Newfoundland remembers the Beothuk

The Art of Healing Sandra Hewitt-Parsons

- A personal creative process to experience your own art-making as a tool for healing

Debriefing and wrap-up

Royal Canadian Legion

Dinner Soul Night - Chris Kirby



GMA

**G L O B A L
M U R A L
A S S O C I A T I O N**

Botwood Lions Club

Venue	
8:00 am	Delegate Registration
8:45 am	Program Overview
9:00 am	The Artist and Technology: The New Adventures in Storytelling Darren Cranford ■ The impact of technology on storytelling from an animation and visual effects standpoint

Light it Up Dylan Toymaker

- Techniques of light-based art for emotional impact in events and installations

Paving the Way Julian Beever

- The life and work of an anamorphic pavement artist

Royal Canadian Legion

Lunch and Learn

The Question of Surfaces: Wall Preparation and Mural Application Cim MacDonald

Botwood Lions Club

Have We Hit "Peak Street"? Dr. Gerard Curtis

- The historical and contemporary uses of mural/street art and the sometimes uneasy alliance



Tabled items

Administration & Finance

Accounts for Payment - July 3, 2018

REGULAR ACCOUNTS:

28170	6/16/2018	Commissionaires Town security Jun3-16	\$	5,152.00
6784246	6/4/2018	Wolseley Canada Inc. WWTP Maint & Repairs	\$	13,425.86
TOTAL REGULAR ACCOUNTS:			\$	<u>18,577.86</u>

CAPITAL ACCOUNTS:

18050	6/21/2018	Grand Concourse Authority Claim#5 Voiseys Brook park trails phase III	\$	148,196.60
18051	6/22/2018	Grand Concourse Authority Claim#1 Rainbow gully Soccer Field (posts for netting)	\$	22,985.38
18052	6/22/2018	Grand Concourse Authority Claim#1 Voiseys Brook Junior Softball Field Fence	\$	8,797.28
TOTAL CAPITAL ACCOUNTS:			\$	<u>179,979.26</u>


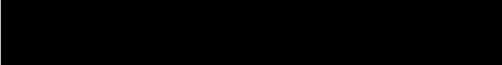
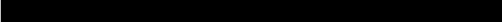
GRAND TOTAL:	\$	198,557.12
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Number	Issued	Amount	SC	Status	Status Date
047685	06/15/2018 Acklands - Grainger Inc. 9806462041 Large SCBA Mask- FD	402.50 402.50	A/P	OUT-STD	06/15/2018
047686	06/15/2018 ACWWA 996930 Basic Eletical Motor Controls & VDFs Cours	575.00 575.00	A/P	OUT-STD	06/15/2018
047687	06/15/2018 Ariva (Domtar Inc.) 96124205 Envelopes 96124206 Credit for wrong envelopes returned	13.45 231.61 -218.16	A/P	OUT-STD	06/15/2018
047688	06/15/2018 Automotive Supplies (1985) Ltd 168581 Unit #46 - brake shoes, pads and hardware 177502 fuel filter kit unit #34 180638 Unit #46 - oil filter & oil, 12 bags absorbant 186515 Oil filter, oil - facilities equipment	1,000.89 558.84 81.60 312.21 48.24	A/P	OUT-STD	06/15/2018
047689	06/15/2018 Benson Buffett 78543  78544 s.30  78546 	2,241.12 736.58 350.76 1,153.78	A/P	OUT-STD	06/15/2018
047690	06/15/2018 Big Erics Inc. 102405 Supplies for Huts and Depot	666.61 666.61	A/P	OUT-STD	06/15/2018
047691	06/15/2018 Blazer Concrete 01262 curb cut	558.90 558.90	A/P	OUT-STD	06/15/2018
047692	06/15/2018 Bugden Signs 36851 Boat building workshop sign	195.50 195.50	A/P	OUT-STD	06/15/2018
047693	06/15/2018 Canadian Linen & Uniform Service 6500332650 Mat rental	149.19 149.19	A/P	OUT-STD	06/15/2018
047694	06/15/2018 Chris Milley Travel claim-PMA Travel claim - PMA conference	236.00 236.00	A/P	OUT-STD	06/15/2018
047695	06/15/2018 Construction Signs 36186 2 danger excavation inside signs 36262 10 pylons, 8 linear cones 36263 20 pylons-roads	1,132.75 120.75 552.00 460.00	A/P	OUT-STD	06/15/2018
047696	06/15/2018 Corporate Express 47335854 office cleaning supplies	41.36 41.36	A/P	OUT-STD	06/15/2018
047697	06/15/2018 Dulux Paints 852903010280 spray gun for road paint 852903010334 line painting supplies	433.72 170.96 262.76	A/P	OUT-STD	06/15/2018
047698	06/15/2018 East-Chem Inc. 015946001 chalk lines - rainbow gully	186.30 186.30	A/P	OUT-STD	06/15/2018
047699	06/15/2018 East Coast Hydraulics 0000042497 1/2" FJX elbow, 2 hose 2-wire 0000042569 Hydraulic Value for unit #38 0000743926 Unit #22 hose&wire	499.53 77.20 263.38 158.95	A/P	OUT-STD	06/15/2018
047700	06/15/2018 Eastern Medical Supplies Ltd. 0000282162 CR+ AED, 15boxes nitrile medical gloves 0000282392 CR+ AED, 15boxes nitrile medical gloves 0000282429 CR+ AED, 15boxes nitrile medical gloves	1,782.50 138.00 120.75 1,523.75	A/P	OUT-STD	06/15/2018
047701	06/15/2018 GCR Tire Centers 961-69113 Unit 34 - set of tires	625.69 625.69	A/P	OUT-STD	06/15/2018

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047702	06/15/2018	Harbourside Transportation Consultants	316.25	A/P	OUT-STD	06/15/2018
	1088	Dogberry Hill traffic impact study	316.25			
047703	06/15/2018	Harvey & Company Limited	436.72	A/P	OUT-STD	06/15/2018
	1046508	Slick Adjusters	250.90			
	1046670	Unit #35 slack adjusters	185.82			
047704	06/15/2018	Heather Coughlan	119.88	A/P	OUT-STD	06/15/2018
	Cell Apr18	cell phone	39.96			
	Cell Mar18	cell phone	39.96			
	May18	cell phone	39.96			
047705	06/15/2018	Home Depot	1,021.34	A/P	OUT-STD	06/15/2018
	1463060	Paint Spray Gun	103.50			
	1463081	4 Plywood; 12 2X4	383.58			
	2463035	paint thinners - dories	18.56			
	4452324	air nozzle, attachment	39.42			
	4462654	2 gallons of paint, light bulbs, duct work, etc	19.00			
	5462613	gallon cement paint(parks), 4 2x4 (depot)	57.12			
	5462631	2 gallons of paint, light bulbs, duct work, etc	183.05			
	6450044	cement paint, 2x4	110.26			
	6462889	2 gals paint, range hood, silicone	106.85			
047706	06/15/2018	Irving Oil Limited	2,420.05	A/P	OUT-STD	06/15/2018
	750504	Gas	2,420.05			
047707	06/15/2018	Kent Building Supplies	495.66	A/P	OUT-STD	06/15/2018
	15698395	plywood for road stencils	111.32			
	15702210	Painting supplies for wooden boats	224.27			
	15714284	Range Hood	73.16			
	15716306	plywood-template for rd painting	45.99			
	1776124	plungers-FD	40.92			
047708	06/15/2018	KPennell	240.00	A/P	OUT-STD	06/15/2018
	Jun4-13	Tutoring Jun4-13	240.00			
047709	06/15/2018	KZ Contracting Ltd.	253.00	A/P	OUT-STD	06/15/2018
	3311	1 metre concrete	253.00			
047710	06/15/2018	Madonna Stewart Sharpe	718.64	A/P	OUT-STD	06/15/2018
	FCM Travel Exp	Travel Expense - FCM conf	718.64			
047711	06/15/2018	Madsen Construction Equipment	827.25	A/P	OUT-STD	06/15/2018
	5008211	Hydraulic hoses (Unit36)	827.25			
047712	06/15/2018	Maxxam Analytics Inc.	424.35	A/P	OUT-STD	06/15/2018
	BE3337412	water testing	315.10			
	BE3338511	water testing	109.25			
047713	06/15/2018	Micmac Fire & Safety Source Ltd.	1,242.00	A/P	OUT-STD	06/15/2018
	NL-00851574	helmet lights -FD	1,242.00			
047714	06/15/2018	Mount Peyton Hotel	4,067.55	A/P	OUT-STD	06/15/2018
	550935	Hotel - Firefighters - fire school	1,054.55			
	550948	Hotel - Firefighters - fire school	1,054.55			
	550949	Hotel - Firefighters - fire school	1,054.55			
	551486	Hotel - Firefighters - fire school	903.90			
047715	06/15/2018	Newfoundland Distributors Ltd.	612.87	A/P	OUT-STD	06/15/2018
	30281339	48 Stainless Steel Bolts - PRV Maintenance	216.38			
	30281523	bolts-playground	87.55			

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	30281955	blades for cutting saw	299.00			
	30282480-	bolts for soccer nets	9.94			
047716	06/15/2018	Newfoundland HVAC Limited	616.40	A/P	OUT-STD	06/15/2018
	84075	Putting cable around HVAC system as tie of	616.40			
047717	06/15/2018	North Atlantic Supplies Inc.	1,995.25	A/P	OUT-STD	06/15/2018
	55003	3 rain suits, 3 safety vests, 11 reg coveralls,	1,822.75			
	55107	Workboots	172.50			
047718	06/15/2018	North Atlantic	3,290.22	A/P	OUT-STD	06/15/2018
	1385145	Diesel	3,081.20			
	1385146	Furnace oil	209.02			
047719	06/15/2018	Overhead Door Company	262.20	A/P	OUT-STD	06/15/2018
	59171	repairs to overhead door	262.20			
047720	06/15/2018	Parts for Trucks	296.49	A/P	OUT-STD	06/15/2018
	40417826-00	4 Lifting Straps, 2 ratchet straps, 6 shackles,	262.78			
	40418376-00	Unit #54 -air valve	33.71			
047721	06/15/2018	Pauline Pineau	1,107.00	A/P	OUT-STD	06/15/2018
	Spring Yoga 18	Spring yoga 2018	1,107.00			
047722	06/15/2018	Pik-Fast Express Inc.	58.65	A/P	OUT-STD	06/15/2018
	DC-1999	Courier service	58.65			
047723	06/15/2018	Pinnacle Office Solutions	131.89	A/P	OUT-STD	06/15/2018
	135905	copier maint	131.89			
047724	06/15/2018	Princess Auto Ltd.	290.88	A/P	OUT-STD	06/15/2018
	921049	Wire and crimps	33.30			
	925951	Tail gate lift assist	241.49			
	930707	Telescopic Inspection Mirror	16.09			
047725	06/15/2018	Print Three	73.92	A/P	OUT-STD	06/15/2018
	6-5540	draft business directory	73.92			
047726	06/15/2018	Pyramid Construction	1,693.47	A/P	OUT-STD	06/15/2018
	000520	181.8tonnes of road gravel	1,693.47			
047727	06/15/2018	Rachel Moss	15.00	A/P	OUT-STD	06/15/2018
	Jun6	Tutoring Jun 6 2018	15.00			
047728	06/15/2018	Richard Murphy	1,447.21	A/P	OUT-STD	06/15/2018
	038000	Reimb-DIN rail & 9 volt batteries - FD	38.46			
	Jun4-10	FD Consultations Jun4-10	1,408.75			
047729	06/15/2018	Rona	3.91	A/P	OUT-STD	06/15/2018
	22130-10075071	propane for rec bbq event	3.91			
047730	06/15/2018	S & S Supply	488.41	A/P	OUT-STD	06/15/2018
	300177441	6 SDS binders	488.41			
047731	06/15/2018	SME	460.00	A/P	OUT-STD	06/15/2018
	045209	shipping container rental	460.00			
047732	06/15/2018	Smith's Furniture & Appliances	575.00	A/P	OUT-STD	06/15/2018
	775930	Washer for Depot	575.00			
047733	06/15/2018	Stephanie Tucker	117.26	A/P	OUT-STD	06/15/2018
	Reimb-Ads May18	reimb-facebook ads bumps - May/Jun	117.26			
047734	06/15/2018	Stewart McKelvey	86.25	A/P	OUT-STD	06/15/2018
	90666481	s.30	86.25			
047735	06/15/2018	Telus	928.05	A/P	OUT-STD	06/15/2018
	32893145-Jun18	AVL June2018	928.05			

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047736	06/15/2018 Tulk Tire & Service Ltd. 30860 Tire service call - unit#22	437.46 437.46	A/P	OUT-STD	06/15/2018	
047737	06/15/2018 Ventilation and Sign Experts Ltd. INV-436 6 garbage can covers - parks	862.50 862.50	A/P	OUT-STD	06/15/2018	
047738	06/15/2018 Vigilant Management Inc. 1201 Water loss program 1202 Water metering project 1205 Project budget estimates-Tolt Rd	1,526.64 79.07 934.38 513.19	A/P	OUT-STD	06/15/2018	
047739	06/15/2018 Wajax Industrial Components RIN004752640 compressor belt	23.79 23.79	A/P	OUT-STD	06/15/2018	
047740	06/15/2018 Windco Enterprises 20180584 town flag	79.35 79.35	A/P	OUT-STD	06/15/2018	
047741	06/15/2018 Wolseley Canada Inc. 6743167 PRV Maintenance	1,632.58 1,632.58	A/P	OUT-STD	06/15/2018	
047742	06/15/2018 City of St. John's RW 201803-4 water consumption Mar18 RW 201804-4 water consumption Apr18	82,387.88 41,716.70 40,671.18	A/P	OUT-STD	06/15/2018	
047743	06/15/2018 Commissionaires 0003023 security	5,152.00 5,152.00	A/P	OUT-STD	06/15/2018	
047744	06/15/2018 Grand Concourse Authority 18035- Rainbow Gully Trail upgrade claim1	33,373.52 33,373.52	A/P	OUT-STD	06/15/2018	
047745	06/15/2018 Beachy Cove District Girl Guides 2018-172 Beachy Cove Girl Guides - STEM adventure	250.00 250.00	A/P	OUT-STD	06/15/2018	**
047746	06/15/2018 Sandra Squires 2018-173 Sandra Squires - NL Dart Team	100.00 100.00	A/P	OUT-STD	06/15/2018	**
047747	06/15/2018 William Parsons W.Parsons Community Grant/Jumpstart - Rainbow Ride	300.00 300.00	A/P	OUT-STD	06/15/2018	**
047748	06/15/2018 FIRST NATIONAL FINANCIAL LP	5,236.40	A/R	OUT-STD	06/15/2018	
047750	06/15/2018 J & P Development Ltd.	23,420.97	G/L	OUT-STD	06/15/2018	
047751	06/15/2018 Madonna Sharpe 438300101 Reimb-promotional materials	389.75 389.75	A/P	OUT-STD	06/15/2018	
047761	06/22/2018 Breastless & Beautiful 2018-139/2018-174 Breastless & Beautiful 2018 Platinum spons	1,000.00 1,000.00	A/P	OUT-STD	06/22/2018	**
047762	06/22/2018 Holly Rose 2018-190 community grant-chesley van block party	100.00 100.00	A/P	OUT-STD	06/22/2018	**
047763	06/22/2018 Sharlene Jones 2018-191 Community Grant- Shannon Jones-NL Ston	100.00 100.00	A/P	OUT-STD	06/22/2018	**
047764	06/22/2018 Candace Rideout 2018-192 Community Grant - Thorburn Woods Block	100.00 100.00	A/P	OUT-STD	06/22/2018	**
047765	06/22/2018 Andrews, C.Stephen	1,355.74	A/R	OUT-STD	06/22/2018	
047766	06/22/2018 Dupont Homes Inc.,	400.00	A/R	OUT-STD	06/22/2018	
047767	06/22/2018 Core Contracting Inc,	400.00	A/R	OUT-STD	06/22/2018	
047768	06/22/2018 Adrian Green (of BGTV) June30/18 1hr show, sound equipment for regatta	1,000.00 1,000.00*	A/P	OUT-STD	06/22/2018	
047769	06/22/2018 ADT Security Services Canada Inc. 5268683 alarm monitoring - town office 5414662 alarm monitoring - voiseys 5414663 alarm monitoring - rainbow gully hut	709.85 158.53 137.83 137.83	A/P	OUT-STD	06/22/2018	

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	5414664 alarm monitoring - community center	137.83			
	5414665 alarm monitoring - depot	137.83			
047770	06/22/2018 Air Liquid Canada Inc.	132.99	A/P	OUT-STD	06/22/2018
	68528048 bottle of gas	132.99			
047771	06/22/2018 Ashford Sales Limited	131.04	A/P	OUT-STD	06/22/2018
	113897 jack - sign trailer	131.04			
047772	06/22/2018 Atlantic Gym & Sports	1,410.00	A/P	OUT-STD	06/22/2018
	3103366 Ball Field Maintenance Equipment	1,410.00			
047773	06/22/2018 Babb Lock & Safe Company Ltd.	104.11	A/P	OUT-STD	06/22/2018
	114741 Keys, door threshold, padlocks, various key	104.11			
047774	06/22/2018 Bazel Hibbs	394.83	A/P	OUT-STD	06/22/2018
	Mileage-Fire School18 Mileage claim for fire school 2018	394.83			
047775	06/22/2018 Capital Auto Centre	337.71	A/P	OUT-STD	06/22/2018
	17136 glass repairs in vehicle	337.71			
047776	06/22/2018 Carol McDonald	751.24	A/P	OUT-STD	06/22/2018
	FCM Conf18 Travel claim FCM 2018	751.24			
047777	06/22/2018 City Tire & Auto Centre Ltd.	3,378.59	A/P	OUT-STD	06/22/2018
	011511236 Tire repairs on 2011 Dodge Ram 1500-FD	3,378.59			
047778	06/22/2018 Construction Signs	419.75	A/P	OUT-STD	06/22/2018
	36365 stencil for road painting	143.75			
	36366 glass beads-rd painting	276.00			
047779	06/22/2018 Corporate Express	315.30	A/P	OUT-STD	06/22/2018
	47781100 papers, tabs, staples, pens	315.30			
047780	06/22/2018 Dulux Paints	159.77	A/P	OUT-STD	06/22/2018
	852903010378 hose for paint gun & scrapers	86.74			
	859002032608 Parts for paint gun - road painting	73.03			
047781	06/22/2018 East Coast Hydraulics	100.36	A/P	OUT-STD	06/22/2018
	0000043018 hoses for 624J -	100.36			
047782	06/22/2018 Eastern Medical Supplies Ltd.	138.00	A/P	OUT-STD	06/22/2018
	0000286767 medical supplies-FD	138.00			
047783	06/22/2018 Eastern Printing & Packaging Inc.	2,618.55	A/P	OUT-STD	06/22/2018
	4716 Regatta program printing	2,618.55			
047784	06/22/2018 EnviroMed Detection Services	570.98	A/P	OUT-STD	06/22/2018
	31932 Calibration gas, regulator, hose	570.98			
047785	06/22/2018 Executive Coffee	125.80	A/P	OUT-STD	06/22/2018
	0000197860 coffee, creamers	125.80			
047786	06/22/2018 GCR Tire Centers	649.57	A/P	OUT-STD	06/22/2018
	931-68036 Tire change over Unit #41	649.57			
047787	06/22/2018 H.G.R. Mews Community Centre	202.00	A/P	OUT-STD	06/22/2018
	8020 Swimming passes for summer program	202.00			
047788	06/22/2018 Harvey's Oil Limited	1,017.52	A/P	OUT-STD	06/22/2018
	396325 8 pails of environ hydr oil	1,017.52			
047789	06/22/2018 Hiscock Rentals & Sales	5.69	A/P	OUT-STD	06/22/2018
	01-556086-01 Trigger Whipper-snipper	5.69			
047790	06/22/2018 Home Depot	890.47	A/P	OUT-STD	06/22/2018
	8450252 supplies for safe pcsp signs	835.33			
	8450253 marking- road maint	55.14			
047791	06/22/2018 Image 4 Printing & Design Inc.	669.30	A/P	OUT-STD	06/22/2018

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	18824	civic number door knockers	595.70			
	18827	Reprint library business cards	73.60			
047792	06/22/2018	Jeff Lawlor	275.09	A/P	OUT-STD	06/22/2018
	EconDev18	Travel Claim - Econ dev conf 18	275.09			
047793	06/22/2018	Karen Traverse	90.00	A/P	OUT-STD	06/22/2018
	Regatta18	Steeped Tea Regatta18	90.00			
047794	06/22/2018	Kent Building Supplies	670.54	A/P	OUT-STD	06/22/2018
	15616970	2 jug wood preservers, roller, pans- for flatb	122.87			
	15618170	Fire wood, electrical , cord	45.13			
	15728206	Supplies for the boathouse extension	211.73			
	15728311	leaf blower	251.26			
	15733965	valve for hose - community garden	39.55			
047795	06/22/2018	KPennell	120.00	A/P	OUT-STD	06/22/2018
	Jun18-20	Tutoring Jun18-20	120.00			
047796	06/22/2018	Madonna Sharpe	741.57	A/P	OUT-STD	06/22/2018
	07355S	Reimb - supplies for Sports Day	201.30			
	42534601	Reimb - postage for Safe PCSP brochure	540.27			
047797	06/22/2018	McElhanney Surveys (NL) Ltd.	602.31	A/P	OUT-STD	06/22/2018
	3711 081961	survey - 166-170 Nearys Pond Road	602.31			
047798	06/22/2018	Murray's Garden Centre &	275.95	A/P	OUT-STD	06/22/2018
	16040	Pots of flowers for fanny goff site	275.95			
047799	06/22/2018	Neopost Canada	173.99	A/P	OUT-STD	06/22/2018
	6190689	postage meter lease	173.99			
047800	06/22/2018	Newfoundland Distributors Ltd.	307.25	A/P	OUT-STD	06/22/2018
	30274562	zipcut blades, 24 1/2x3 bolts, 18 5/8x3.5 nu	307.25			
047801	06/22/2018	Nicholas Mercer	67.15	A/P	OUT-STD	06/22/2018
	Twinrix2	Reimb twinrix shot	67.15			
047802	06/22/2018	Nicole Clark	500.00	A/P	OUT-STD	06/22/2018
	Float18	Regatta float 2018	500.00			
047803	06/22/2018	Northeast Avalon Times	977.50	A/P	OUT-STD	06/22/2018
	6161	full page ad- Jun & dis use ad 15nearys por	977.50			
047804	06/22/2018	North Atlantic Supplies Inc.	775.45	A/P	OUT-STD	06/22/2018
	55243	work gloves, safety glasses, cotton gloves,	775.45			
047805	06/22/2018	North Atlantic	3,122.54	A/P	OUT-STD	06/22/2018
	1385412	Diesel	3,122.54			
047806	06/22/2018	Orkin Canada Corporation	378.37	A/P	OUT-STD	06/22/2018
	IN-8568600	pest control-depot	83.38			
	IN-8568615	pest control-rainbow gully	46.58			
	IN-8568639	pest control-rec center	79.93			
	IN-8568648	pest control-generator shed	104.65			
	IN-8568682	pest control-voiseys	63.83			
047807	06/22/2018	PJ's Print & Graphics	547.99	A/P	OUT-STD	06/22/2018
	15662	shirts for summer program staff	547.99			
047808	06/22/2018	Port.Cove-St.Philips Fire Dept	2,500.00	A/P	OUT-STD	06/22/2018
	2/4 Social	2nd installment of social fund	2,500.00			
047809	06/22/2018	Princess Auto Ltd.	212.67	A/P	OUT-STD	06/22/2018
	942946	Supplies Water & Sewer	212.67			
047810	06/22/2018	Richard Murphy	1,437.50	A/P	OUT-STD	06/22/2018

* - Partial payment was made on Invoice

** - Name on Check was modified

Town of Portugal Cove-St.Philips
BNK1 - BNS CURRENT ACCT
 Cheques from 000001 to 047855 dated between 06/15/2018 and 06/29/2018

CHEQUE REGISTER

Printed: 3:36:24PM 06/29/2018

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Number	Issued		Amount	SC	Status	Status Date
	Jun11-17	FD Consultation Jun11-17	1,437.50			
047811	06/22/2018	Rogers Payment Centre	106.35	A/P	OUT-STD	06/22/2018
	Jun18	cable - FD	106.35			
047812	06/22/2018	Stephanie Tucker	112.00	A/P	OUT-STD	06/22/2018
	EconDevConf18	Travel claim Economic dev conference	112.00			
047813	06/22/2018	Telus	1,997.72	A/P	OUT-STD	06/22/2018
	Cells Jun18	cells june 18	1,997.72			
047814	06/22/2018	Terra Nova Motors Ltd.	52.16	A/P	OUT-STD	06/22/2018
	360652	Unit #31 - retainers (12)	52.16			
047815	06/22/2018	The Art & Frame Shoppe	554.15	A/P	OUT-STD	06/22/2018
	25353	Council photos, engraved plaques	554.15			
047816	06/22/2018	The Hub	109.25	A/P	OUT-STD	06/22/2018
	26644	Printing 40 R2MR Booklets - FD	109.25			
047817	06/22/2018	Tickle Trunk Entertainment	770.00	A/P	OUT-STD	06/22/2018
	CanadaDay18	face painters, balloon twisters - Canada Day	440.00			
	Regatta18	face painters, balloon twisters - Regatta	330.00			
047818	06/22/2018	Triware Technologies Inc.	5,187.65	A/P	OUT-STD	06/22/2018
	185457	Mounting hardware for iPad in Engine 1	501.40			
	185468	Sonicwall Firewall renewal	4,686.25			
047819	06/22/2018	Tulk Tire & Service Ltd.	1,098.25	A/P	OUT-STD	06/22/2018
	29395	tire service - unit#36	1,098.25			
047820	06/22/2018	VitalAire	33.01	A/P	OUT-STD	06/22/2018
	3461316	oxygen cylinder lease- depot	33.01			
047821	06/22/2018	You Store Limited	195.50	A/P	OUT-STD	06/22/2018
	Jun18	storage unit rental	195.50			
047824	06/28/2018	Nick Miller	1,000.00	A/P	OUT-STD	06/28/2018
	DayCamp/Canteen	Petty cash for day camp supplies and atlant	1,000.00			
047825	06/29/2018	4Imprint	5,857.69	A/P	OUT-STD	06/29/2018
	16019514	Promotional materials	5,857.69			
047826	06/29/2018	City of St. John's	11,436.02	A/P	OUT-STD	06/29/2018
	17386	landfill use May18	11,436.02			
047827	06/29/2018	Fireworks FX Inc.	7,017.61	A/P	OUT-STD	06/29/2018
	31077	Fireworks for Canada Day	7,017.61			
047828	06/29/2018	Micmac Fire & Safety Source Ltd.	8,073.00	A/P	OUT-STD	06/29/2018
	NL-00851569	# sets Bunker Gear	8,073.00			
047829	06/29/2018	Nortrax	17,979.02	A/P	OUT-STD	06/29/2018
	998159	Axle Cooling System	17,979.02			
047830	06/29/2018	Windco Enterprises	5,520.00	A/P	OUT-STD	06/29/2018
	20180763	Sport field netting & installation of batting ca	5,520.00			
047831	06/29/2018	CIBC Mellon	12,522.43	A/P	OUT-STD	06/29/2018
	Jun18	Pension contributions June 2018	12,522.43			
047832	06/29/2018	CIBC Mellon	10,017.94	G/L	OUT-STD	06/29/2018
047833	06/29/2018	N.A.P.E.	1,963.28	G/L	OUT-STD	06/29/2018
047834	06/29/2018		182.29	A/R	OUT-STD	06/29/2018
047835	06/29/2018		120.00	A/R	OUT-STD	06/29/2018
047836	06/29/2018	AGD Foodservice	286.76	A/P	OUT-STD	06/29/2018
	2298410	Food for Regatta Breakfast and Canteen	286.76			
047837	06/29/2018	Amy Julien-Fowler	135.00	A/P	OUT-STD	06/29/2018

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Town of Portugal Cove-St.Philips
BNK1 - BNS CURRENT ACCT
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CHEQUE REGISTER

Printed: 3:36:24PM 06/29/2018

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Number	Issued		Amount	SC	Status	Status Date
	Jun4-20	tutoring Jun4-20	135.00			
047838	06/29/2018	Atlantic Recreation Ltd.	166.38	A/P	OUT-STD	06/29/2018
	307879	Service outboard motor-FD	166.38			
047839	06/29/2018	Atlantic Cash & Carry	974.76	A/P	OUT-STD	06/29/2018
	34702140684107	canada day supplies	386.63			
	34703270680029	supplies for canada day and regatta18	588.13			
047840	06/29/2018	Bernadine Lawlor	675.00	A/P	OUT-STD	06/29/2018
	Jun2018	rec center attendant	675.00			
047841	06/29/2018	Flaghouse	111.09	A/P	OUT-STD	06/29/2018
	V017313600019	Supplies for Summer Programs	111.09			
047842	06/29/2018	Flower Studio	497.95	A/P	OUT-STD	06/29/2018
	123014	wreath for canada day parade - FD & Town	497.95			
047843	06/29/2018	Frederick Hollett	920.00	A/P	OUT-STD	06/29/2018
	Jun17-23	FD Consultation Jun17-23	920.00			
047844	06/29/2018	Frontline Paintball Inc.	662.98	A/P	OUT-STD	06/29/2018
	1924373	bouncy castle rental for canada day	662.98			
047845	06/29/2018	Image 4 Printing & Design Inc.	2,660.38	A/P	OUT-STD	06/29/2018
	18860	newsletter printing	2,660.38			
047846	06/29/2018	Irving Oil Limited	2,513.47	A/P	OUT-STD	06/29/2018
	145032	gas	2,513.47			
047847	06/29/2018	Kent Mobile Shelters Workplace Solutions	3,433.05	A/P	OUT-STD	06/29/2018
	110002	2 trailers for change rooms @ rainbow gully	3,433.05			
047848	06/29/2018	LS Restaurant Ltd.	745.00	A/P	OUT-STD	06/29/2018
	0101	Boat bldg program space rental & meals	745.00			
047849	06/29/2018	Madonna Sharpe	190.83	A/P	OUT-STD	06/29/2018
	65293	reimb-speaker wire-rec events	190.83			
047850	06/29/2018	Mark's Work Wearhouse	160.99	A/P	OUT-STD	06/29/2018
	730-125448	work boots - OHS (Dev)	160.99			
047851	06/29/2018	Peter Thorpe	350.00	A/P	OUT-STD	06/29/2018
	Regatta 2018	setting up boat race course-regatta 18	350.00			
047852	06/29/2018	Richard Murphy	1,265.00	A/P	OUT-STD	06/29/2018
	Jun18-24	FD Consultation Jun18-24	1,265.00			
047853	06/29/2018	The Navigator Inc.	1,150.00	A/P	OUT-STD	06/29/2018
	21141	publishing work for business directory layout	1,150.00			
047854	06/29/2018	Yvonne King	675.00	A/P	OUT-STD	06/29/2018
	Jun2018	rec center attendant	675.00			
Cheque Totals Issued:			335,990.86			
Void:			0.00			
Total Cheques Generated:			335,990.86			
Total # of Cheques Listed:			158			

* - Partial payment was made on Invoice

** - Name on Check was modified



SCOPE AMENDMENT NOTICE

Client Name:	Town of Portugal Cove St. Philips (Owner)
Project No.: VM: 1516	17-CWWF-17-00034
Contractor Name:	Neptune Technology Group Canada Co.
Date:	June 26, 2018
Notice completed by:	Ashley Smith

A change to the contractor agreement is contemplated as indicated herein.

Work shall not proceed without written authorization.

Description of Change [Attach Information, if applicable]:

ITEM	NEPTUNE ORIGINAL CONTRACT	NEPTUNE CONTRACT - REQUESTED REVISIONS
1	Supply and installation of: <ul style="list-style-type: none"> • 1188 residential water meters • 20 commercial water meters 	Supply of: <ul style="list-style-type: none"> • 11 zone meters <ul style="list-style-type: none"> ◦ 2 @400mm District Meters ◦ 4 @400mm Sub-District Meters ◦ 5 @300mm Sub-District Meters Supply and installation of: <ul style="list-style-type: none"> • 4 commercial water meters • 300 residential water meters
2	Supply and installation of Automatic Meter Reading (AMR) system: <ul style="list-style-type: none"> • RF transmitters on each meter • Vehicle mounted, drive-by reader 	Supply and installation of Advanced Metering Infrastructure (AMI) system: <ul style="list-style-type: none"> • RF transmitters on each meter • Fixed mounted data collectors • Automatic reading
3	Software for AMR system	Software for AMI system Hosting for AMI system
4	Training of Town Staff for meters and AMR system	Training of Town Staff for meters and AMI system
5	Public liaising and appointment booking	Support for public education program on water conservation, appointment booking (costs not included in revised project budget)
6	Project Management	Project Management
7	System commissioning, system warranty	System commissioning, system warranty

Cost Consequences:		
	Original Contract Amount	Revised Contract Amount
Neptune Technology Group	\$989,000.00	\$988,787.30
Effect on Schedule:		
New baseline schedule created for new scope of work. See attached.		
AUTHORIZATION TO PROCEED:		
The Contractor is authorized to proceed with the changes for the scope and amounts stated herein.		

Owner's Approval

Date

Name (printed)

Title



Contractor Signature

Jun 27 / 18

Date

David Stoddart

Name (printed)

Vice President & General Manager

Title

TOWN OF PORTUGAL COVE - ST. PHILIP'S
Financial Statements
December 31, 2017

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STATEMENT OF RESPONSIBILITY

The accompanying Consolidated Financial Statements are the responsibility of the management of the TOWN OF PORTUGAL COVE - ST. PHILIP'S and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles established by the Public Sector Accounting Board of The Chartered Professional Accountants of Canada.

In carrying out its responsibilities, management maintains appropriate systems of internal and administrative controls designed to provide reasonable assurance that transactions are executed in accordance with proper authorization, that assets are properly accounted for and safeguarded, and that financial information produced is relevant and reliable.

The Council of the Municipality met with management and its external auditors to review a draft of the consolidated financial statements and to discuss any significant financial reporting or internal control matters prior to their approval of the finalized consolidated financial statements.

Byron Smith, Chartered Professional Accountant as the Municipality's appointed external auditor, has audited the Consolidated Financial Statements. The Auditor's report is addressed to the Mayor and members of Council and appears on the following page. Their opinion is based upon an examination conducted in accordance with Canadian generally accepted accounting standards, performing such tests and other procedures as they consider necessary to obtain reasonable assurance that the Consolidated Financial Statements are free of material misstatement and present fairly the financial position and results of the Municipality in accordance with Canadian generally accepted accounting principles.

Mayor

Director, Financial Operations

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INDEPENDENT AUDITOR'S REPORT

To the Mayor and Councillors of:
Town of Portugal Cove - St. Philip's

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Report on the Financial Statements

I have audited the accompanying financial statements of the Town of Portugal Cove - St. Philip's, which is comprised of the Consolidated Statement of Financial Position, the Consolidated Statement of Operations, the Consolidated Statement of Change in Net Financial Assets (Net Debt), the Consolidated Statement of Cash Flows, a summary of significant accounting policies and other explanatory information for the year ended December 31, 2017.

Municipality's Responsibility for the Consolidated Financial Statements

It is the responsibility of the management of the Town of Portugal Cove - St. Philip's to ensure the accompanying Consolidated Financial Statements have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles as established by the Public Sector Accounting Board of The Chartered Professional Accountants of Canada. It is also management's responsibility to ensure appropriate systems of internal and administrative controls are maintained to provide reasonable assurance that transactions are executed in accordance with proper authorization, that assets are properly accounted for and safeguarded, and that financial information produced is relevant and reliable.

Auditor's Responsibility

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

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

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

Opinion

In my opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Town of Portugal Cove - St. Philip's as at December 31, 2017 and the results of its operations and the changes in its cash flows for the year then ended in accordance with the standards established by the Public Sector Accounting Board of The Chartered Professional Accountants of Canada.

Other Matters

In compliance with the requirements of Section 91 of the Municipalities Act, 1999, my report on statutory requirements is included herewith.

Spaniard's Bay, NL
May 4, 2018

CHARTERED PROFESSIONAL ACCOUNTANT

TOWN OF PORTUGAL COVE - ST. PHILIP'S
Consolidated Statement of Financial Position

As at December 31,	2017	2016
FINANCIAL ASSETS		
Cash (Note 7)	\$ 6,863,641	\$ 9,539,217
Accounts receivable (Note 8)	1,627,375	1,025,095
Due from Government, Provincial share of long term debt	732,814	1,124,802
Due from Government, Gas Tax Program	434,193	
Due from Government, Capital project funding	<u>413,272</u>	<u>85,439</u>
	<u>10,071,295</u>	<u>11,774,553</u>
LIABILITIES		
Accounts payable and accrued liabilities (Note 9)	2,196,587	2,370,073
Severance payable	186,578	178,856
Deferred revenue - recreation reserves	720,772	705,372
Deferred revenue - gas tax		164,314
Deferred revenue - infrastructure projects	102,524	69,865
Deferred revenue - road maintenance	6,852	21,852
Long term debt (Note 10)	<u>8,706,729</u>	<u>9,895,522</u>
	<u>11,920,042</u>	<u>13,405,854</u>
NET FINANCIAL ASSETS (NET DEBT)	<u>(1,848,747)</u>	<u>(1,631,301)</u>
NON-FINANCIAL ASSETS		
Tangible Capital Assets (Schedule 1)	43,066,907	36,052,236
Prepaid expenses	<u>15,059</u>	
	<u>43,081,966</u>	<u>36,052,236</u>
ACCUMULATED SURPLUS		
Accumulated surplus - unrestricted	39,758,982	32,839,500
Accumulated surplus - restricted	<u>1,474,237</u>	<u>1,581,435</u>
	<u>\$ 41,233,219</u>	<u>\$ 34,420,935</u>

Commitments (Note 12)

On Behalf of the Town:

_____ Mayor

_____ Director, Financial Operations

The accompanying notes are an integral part
of these financial statements.

TOWN OF PORTUGAL COVE - ST. PHILIP'S
Consolidated Statement of Operations

For the Year Ended December 31,	PSAB Budget	Actual	
		2017	2016
Revenue			
Taxation			
Taxation Revenue (Schedule 2)	\$ 9,921,452	\$ 10,113,686	\$ 9,921,948
Sales of Goods and Services (Schedule 2)	386,454	233,857	261,614
Grants and Transfers (Schedule 2)	3,403,682	2,815,702	793,098
Investment Income (Schedule 2)	70,000	101,744	93,637
Other Revenue (Schedule 2)	<u>1,205,945</u>	<u>93,863</u>	<u>41,107</u>
Total Revenue	<u>14,987,533</u>	<u>13,358,852</u>	<u>11,111,404</u>
Expenditures			
General Government Services (Schedule 3)	2,872,782	2,602,415	2,558,334
Protective Services (Schedule 3)	654,033	561,178	550,427
Transportation Services (Schedule 3)	2,698,348	2,709,981	2,253,798
Environmental Health Services (Schedule 3)	2,495,339	2,315,252	2,302,981
Recreation and Cultural Services (Schedule 3)	1,513,748	1,362,804	1,095,249
Fiscal Services (Schedule 3)	<u>1,199,778</u>	<u>753,295</u>	<u>757,047</u>
Total Expenditures	<u>11,434,028</u>	<u>10,304,925</u>	<u>9,517,836</u>
Surplus for the year	<u>\$ 3,553,505</u>	<u>\$ 3,053,927</u>	<u>\$ 1,593,568</u>
Accumulated surplus - unrestricted, beginning of the year			
		\$ 32,839,500	\$ 31,594,341
Subdivisions transferred to Town by developers (Note 14)		3,758,357	
Transfer from recreation reserve to operating surplus		559,000	
Transfer to restricted surplus - infrastructure and debt reserve		(451,802)	(348,409)
Surplus for the year		<u>3,053,927</u>	<u>1,593,568</u>
Accumulated surplus - unrestricted, end of the year		<u>\$ 39,758,982</u>	<u>\$ 32,839,500</u>
Accumulated surplus - restricted, beginning of the year			
		\$ 1,581,435	\$ 1,233,026
Transfer from recreation reserve to operating surplus		(559,000)	
Transfer from operating surplus - infrastructure and debt reserve		<u>451,802</u>	<u>348,409</u>
Accumulated surplus - restricted, end of the year		<u>\$ 1,474,237</u>	<u>\$ 1,581,435</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF PORTUGAL COVE - ST. PHILIP'S
Consolidated Statement of Change in Net Financial Assets (Net Debt)

For the Year Ended December 31,	Actual	
	2017	2016
ANNUAL SURPLUS	\$ 3,053,927	\$ 1,593,568
Acquisition of tangible capital assets	(9,358,489)	(1,849,252)
Amortization of tangible capital assets	2,231,318	2,196,032
Loss (Gain) on sale of tangible capital assets	15,740	12,022
Proceeds on sale of tangible capital assets	96,760	25,600
Subdivision transfers	3,758,357	
Decrease (increase) in prepaid expenses	(15,059)	114,161
CHANGE IN NET FINANCIAL ASSETS	(217,446)	2,092,131
NET FINANCIAL ASSETS (NET DEBT), BEGINNING OF YEAR	(1,631,301)	(3,723,432)
NET FINANCIAL ASSETS (NET DEBT), END OF YEAR	\$ (1,848,747)	\$ (1,631,301)

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TOWN OF PORTUGAL COVE - ST. PHILIP'S
Consolidated Statement of Cash Flows

For the Year Ended December 31,

2017

2016

CASH FLOWS FROM OPERATING ACTIVITIES

Cash provided From (Used For):

Operating activities

Surplus for the year	\$ 3,053,927	\$ 1,593,568
Amortization - non cash item	2,231,318	2,196,032
Loss on disposals	15,740	12,022
Changes in:		
Receivables	(602,280)	(65,212)
Prepaid expenses	(15,059)	114,161
Payables and accruals	376,856	172,646
Severance pay	7,722	6,511
Prepaid taxes	(56,086)	48,557
Deferred revenue	(131,255)	104,116
	<u>4,880,883</u>	<u>4,182,401</u>

Cash Flows from Financing Activities

Repayment of long-term debt	(1,645,582)	(1,625,731)
Decrease (Increase) in Due from the Province of Newfoundland	(370,038)	519,370
Loans obtained during the year	456,789	613,785
Accounts payable - capital	(494,256)	(266,355)
	<u>(2,053,087)</u>	<u>(758,931)</u>

Cash Flows from Investing Activities

Capital asset purchases - net	(9,358,489)	(1,849,252)
Subdivision transfers	3,758,357	
Proceeds on disposal of capital assets	96,760	25,600
	<u>(5,503,372)</u>	<u>(1,823,652)</u>

Net cash provided (2,675,576) 1,599,818

Cash, beginning of year 9,539,217 7,939,399

Cash, end of year \$ 6,863,641 \$ 9,539,217

Interest paid \$ 323,976 \$ 325,871

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December 31, 2017

1. Status of the Town of Portugal Cove - St. Philip's

The incorporated Town of Portugal Cove - St. Philip's is a municipal government that was incorporated in 1992 pursuant to the Province of Newfoundland and Labrador's Municipalities Act. The Municipality provides or funds municipal services such as fire, public works, parks and recreation, library, tourism and other general government operations.

2. Significant Accounting Policies

The consolidated financial statements have been prepared in accordance with Canadian generally accepted accounting principles as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada and reflect the following significant accounting policies:

Basis of Accounting

The consolidated financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon the receipt of goods and services or the creation of an obligation to pay.

Investments

Temporary investments are accounted for at the lower of cost and market. Portfolio investments are accounted for at cost.

Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. Assets under construction are not amortized until the asset is put into use and one-half of the annual amortization is charged in the year of acquisition and in the year of disposal. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

General Tangible Capital Assets

Land	Indefinite
Land Improvements	10 to 50 years
Buildings and leasehold improvements	
Buildings	25 to 40 years
Leasehold improvements	Term of lease

TOWN OF PORTUGAL COVE - ST. PHILIP'S
Notes to the Financial Statements

December 31, 2017

3. Significant Accounting Policies (Continued)

Vehicles and Equipment

Vehicles	5 years
Machinery, equipment and furniture	5 years
Maintenance and road construction equipment	10 years
Computer Hardware and Software	3 to 4 years
Furniture & Fixtures	5 years

Infrastructure Assets

Transportation

Land	Indefinite
Road surface	5 to 20 years
Road grade	30 years
Bridges	30 to 50 years
Traffic lights and equipment	10 to 15 years
Marine structures	25 years

Water and Sewer

Land	Indefinite
Land improvements	50 years
Buildings	25 to 40 years
Underground networks	15 to 100 years
Machinery and equipment	15 years
Dams and other surface water structures	25 to 50 years

Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to the ownership of the property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

Revenue Recognition

Revenues are recognized as earned and when collection is reasonably assured. Tax rates are approved annually by Council.

Expenditure Recognition

Expenditures are recorded on an accrual basis. Outstanding commitments for goods and services relating to the current year are accrued at the balance sheet date.

Interest on long term debt is accrued at year end.

TOWN OF PORTUGAL COVE - ST. PHILIP'S**Notes to the Financial Statements****December 31, 2017**

4. Significant Accounting Policies (Continued)**Use of Estimates**

The preparation of the Town's financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues during the reporting period. Actual results could differ from those estimates.

Severance Pay

The Town records severance pay liability for both management and union employees. Management employees are entitled to one week of pay for each year of service after five years of service. Bargaining unit employees are entitled to one week of pay for each year of service after ten years of service to a maximum of twenty weeks.

Donated Materials

Donated materials are recorded at fair market value at the date of receipt.

5. The manner in which the accounts have been kept and the safeguards against fraud

The Municipality's position in these respects was considered satisfactory.

6. Sufficiency of Bonds

Fidelity bond coverage of \$ 100,000 is carried on employees of the municipality who are in a position of trust and this coverage is considered to be accurate.

7. Cash and Temporary Investments

	<u>2017</u>	<u>2016</u>
Cash and temporary investments are comprised of the following:		
Cash	\$ <u>6,863,641</u>	\$ <u>9,539,217</u>

Reserves for recreation development of \$ 720,722, infrastructure of \$1,474,237 and project development deposits of \$ 491,956 are included in cash and temporary investments.

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TOWN OF PORTUGAL COVE - ST. PHILIP'S
Notes to the Financial Statements

December 31, 2017

8. Accounts Receivable

	<u>2017</u>	<u>2016</u>
Taxes:		
Business	\$ 40,926	\$ 57,633
Property	767,478	829,506
Water and sewer	<u>103,029</u>	<u>101,734</u>
	911,433	988,873
HST Rebate	849,034	152,102
Interest on taxation accounts	61,773	74,203
Other	<u>41,197</u>	<u>45,979</u>
	<u>952,004</u>	<u>272,284</u>
	1,863,437	1,261,157
Allowance for doubtful accounts	<u>(236,062)</u>	<u>(236,062)</u>
	<u>\$ 1,627,375</u>	<u>\$ 1,025,095</u>

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9. Accounts Payable and Accrued Liabilities

	<u>2017</u>	<u>2016</u>
Accounts payable	\$ 1,435,650	\$ 1,115,434
Refundable development securities	491,956	975,060
Other refundable deposits	36,435	47,587
Payroll deductions	88,377	31,737
Prepaid taxes	<u>144,169</u>	<u>200,255</u>
	<u>\$ 2,196,587</u>	<u>\$ 2,370,073</u>

10. Long Term Debt

Newfoundland Municipal Financing Corporation

Water and sewer

\$73,355, 6.375%, repayable in thirty blended semi-annual installments of \$ 3,834, maturing in 2019.

	<u>2017</u>	<u>2016</u>
	<u>\$ 17,464</u>	<u>\$ 23,706</u>

TOWN OF PORTUGAL COVE - ST. PHILIP'S
Notes to the Financial Statements

December 31, 2017

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10. Long Term Debt (continued)	2017	2016
Canadian Imperial Bank of Commerce		
Fixed rate loan at 4.50%, repayable in blended monthly installments of \$2,518, maturing 2020.	59,988	86,848
Fixed rate loan at 3.50%, repayable in blended monthly installments of \$14,315, maturing 2022.	677,447	822,747
Fixed rate loan at 2.94% payable in blended monthly installments of \$1,754, maturing 2023.	<u>103,769</u>	<u>121,480</u>
 Total Canadian Imperial Bank of Commerce	 <u>841,204</u>	 <u>1,031,075</u>
Bank of Montreal		
Fixed rate loan at 2.97%, repayable in blended monthly installments of \$ 5,824, maturing 2018.	13,744	82,302
Fixed rate loan at 3.37%, repayable in blended monthly payments of \$3,466, maturing 2024. Secured by 2017 Freightliner.	240,130	
Fixed rate loan at 2.97 %, repayable in blended semi-annual installments of \$ 33,109, maturing 2018.	33,369	97,157
Fixed rate loan at 2.95%, repayable in blended semi-annual installments of \$ 108,608, maturing 2019.	315,999	520,367
Fixed rate loan at 2.99%, repayable in blended monthly installments of \$2,722, maturing 2023.	163,250	190,666
Fixed rate loan at 2.99%, repayable in blended monthly installments of \$ 1,181, maturing 2023.	<u>70,829</u>	<u>82,724</u>
	<u>837,321</u>	<u>973,216</u>

TOWN OF PORTUGAL COVE - ST. PHILIP'S
Notes to the Financial Statements

December 31, 2017

10. Long Term Debt (continued)	2017	2016
Balance forward	837,321	973,216
Fixed rate loan at 2.95%, repayable in blended monthly installments of \$ 17,444, maturing 2019.	257,878	456,948
Fixed rate loan at 5.38%, repayable in blended monthly installments of \$ 3,099, maturing 2023.	203,623	229,281
Fixed rate loan at 3.88% repayable in blended monthly installments of \$1,215, maturing 2024.	80,087	91,371
Fixed rate loan at 2.56%, repayable in blended semi-annual installments of \$46,442, maturing in 2020.	189,234	271,333
Fixed rate loan at 2.56%, repayable in blended monthly installments of \$7,324, maturing in 2020.	209,829	289,884
Fixed rate loan at rate at 4.97%, repayable in blended monthly installments of \$7,031, maturing in 2023.	402,089	463,339
Fixed rate loan at 4.97%, repayable in blended monthly installments of \$3,636, maturing in 2021.	162,417	200,457
Fixed rate loan at 4.97%, repayable in blended semi-annual installments of \$21,692, maturing in 2018.	176,748	212,228
Fixed rate loan at 5.40%, repayable in blended monthly installments of \$2,624 maturing in 2022.	149,769	172,647
Fixed rate loan at 3.27%, repayable in blended monthly installments of \$3,372, maturing in 2021.	128,309	164,061
Total Bank of Montreal	2,797,304	3,524,765

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TOWN OF PORTUGAL COVE - ST. PHILIP'S
Notes to the Financial Statements

December 31, 2017

10. Long Term Debt (continued)	2017	2016
Royal Bank of Canada		
Fixed rate loan at 2.76%, repayable in blended monthly installments of \$ 3,593, maturing 2021.	146,918	185,397
Fixed rate loan at 2.71%, repayable in blended monthly installments of \$ 3,779, maturing 2022.	188,385	227,938
Fixed rate loan at 3.64%, repayable in blended monthly installments of \$ 12,787, maturing 2027.	1,448,847	1,547,418
Fixed rate loan at 4.01%, repayable in blended monthly installments of \$ 3,509, maturing 2027.	391,778	417,622
Fixed rate loan at 2.78%, repayable in blended monthly installments of \$ 3,351, maturing 2022.	193,328	227,645
Fixed rate loan at 2.45%, repayable in blended monthly installments of \$ 1,114, maturing 2020.	40,682	52,886
Fixed rate loan at 3.21%, repayable in principle monthly installments of \$3,296, maturing 2022.	197,796	
Fixed rate loan at 3.33%, repayable in blended monthly installments of \$ 23,405, maturing 2026.	<u>2,443,023</u>	<u>2,657,070</u>
Total Royal Bank of Canada	<u>5,050,757</u>	<u>5,315,976</u>
Total long-term debt	<u>\$ 8,706,729</u>	<u>\$ 9,895,522</u>

The annual principal repayments estimated over next 5 years on existing long-term debt are as follows:

2018	\$ 1,626,200
2019	\$ 1,383,773
2020	\$ 1,140,768
2021	\$ 1,048,081
2022	\$ 817,403

11. Budget

In accordance with the Province of Newfoundland and Labrador's Municipalities Act, every council must adopt a financial plan for each fiscal period in a form approved by the Minister. The financial plan is prepared on a revenue and expenditure basis that does not meet the recommendations of PSAB.

For comparative purposes, the Town has modified its financial plan to prepare a budget that is consistent with the scope and accounting principles used to report the actual results.

The budget figures used in these financial statements have been approved by Council and the Minister.

The reconciliation between the Municipality's cash based financial plan and the PSAB accrual based budget figures used in these statements is disclosed in Schedule 4 - Reconciliation of the Financial Plan to the Budget.

TOWN OF PORTUGAL COVE - ST. PHILIP'S
Notes to the Financial Statements

December 31, 2017

12. Commitments

During 2017, Council approved various capital projects and purchases that will be completed during 2018, approved costs are summarized as follows:

Broad Cove Ridge Phase II	\$ 209,668
Wastewater and Sewer for Drover Heights	\$ 763,504
Meadow Heights Sanitary Sewer Project	\$ 137,568

These projects will be funded by capital grants and loans when approvals are finalized.

13. Financial Instruments

Transactions in financial instruments may result in the Municipality assuming or transferring to another party one or more of the financial risks described below. The disclosures below provide information that assists users of these financial statements in assessing the extent of risk related to financial instruments.

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Municipality is exposed to credit risk on the accounts receivable from its customers. The Municipality has a significant number of customers which minimizes concentration of credit risk.

Interest Rate

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by changes in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Municipality manages exposure through its normal operating and financing activities. The Municipality is exposed to interest rate risk primarily through its floating interest rate bank indebtedness and credit facilities.

Fair Value

The carrying value of the Municipality's financial assets and financial liabilities as at December 31, 2017 approximate their fair value.

14. Contributed Assets

In 2017, the Town received \$3,758,375 in contributed assets in the form of subdivision developments. The contributed assets are recorded at fair value at the date of contribution.

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TOWN OF PORTUGAL COVE - ST. PHILIP'S
Consolidated Schedule of Tangible Capital Assets

Schedule 1

December 31, 2017

	General Capital Assets					Infrastructure			Totals	
	Land and Land Improvements	Buildings and Leasehold Improvements	Vehicles and Equipment	Computer Hardware and Software	Roads, Streets and Bridges	Water and Sewer	Parks and fields	2017	2016	
Cost										
Opening Costs	\$ 6,753,768	\$ 3,491,211	\$ 4,751,572	\$ 446,851	\$ 18,408,711	\$ 27,601,975	\$ 1,799,071	\$ 63,253,159	\$ 61,730,340	
Additions during the year	1,400,496	173,612	801,510	4,842	3,881,912	3,096,117		9,358,489	1,849,252	
Disposals and adjustments			(487,946)					(487,946)	(326,433)	
Closing Costs	8,154,264	3,664,823	5,065,136	451,693	22,290,623	30,698,092	1,799,071	72,123,702	63,253,159	
Accumulated Amortization										
Opening accum'd amortization		1,725,569	2,252,480	361,843	9,666,264	12,799,286	395,481	27,200,923	25,293,702	
Amortization		191,602	423,731	55,318	518,222	855,299	187,146	2,231,318	2,196,032	
Disposals and write downs			(375,446)					(375,446)	(288,811)	
Closing accum'd amortization		1,917,171	2,300,765	417,161	10,184,486	13,654,585	582,627	29,056,795	27,200,923	
Net Book Value of Tangible Capital Assets	\$ 8,154,264	\$ 1,747,652	\$ 2,764,371	\$ 34,532	\$ 12,106,137	\$ 17,043,507	\$ 1,216,444	\$ 43,066,907	\$ 36,052,236	

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TOWN OF PORTUGAL COVE - ST. PHILIP'S
Consolidated Schedule of Revenues

Schedule 2

For the Year Ended December 31,

Financial Plan

Actual

2017

2016

Taxation

Property tax	\$ 8,394,090	\$ 8,560,292	\$ 8,370,871
Business tax	478,717	455,289	495,177
Water and sewer tax	943,645	938,217	910,939
Other municipal taxes levied	30,000	50,850	52,625
Penalties and interest on taxes receivable	<u>75,000</u>	<u>109,038</u>	<u>92,336</u>

	<u>9,921,452</u>	<u>10,113,686</u>	<u>9,921,948</u>
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Sales of goods and services

Recreation and cultural services	298,372	143,241	132,685
Permits	<u>88,082</u>	<u>90,616</u>	<u>128,929</u>

	<u>386,454</u>	<u>233,857</u>	<u>261,614</u>
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Grants and transfers

Government of Canada			
Capital Grant	90,000	100,250	
Other federal revenue	10,000	12,040	8,870
Government transfers - Provincial			
Municipal operating grant	242,596	242,596	242,596
Municipal capital grant	2,633,099	1,499,359	232,827
Gas tax revenue	395,000	914,204	256,848
NLMC interest revenue	422,007	29,987	48,506
Other provincial grants and/or subsidies	<u>3,000</u>	<u>17,266</u>	<u>3,451</u>

	<u>3,795,702</u>	<u>2,815,702</u>	<u>793,098</u>
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Investment income

Interest from investments	<u>70,000</u>	<u>101,744</u>	<u>93,637</u>
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Other revenue

Surplus - prior years	212,262		
Recreation reserve	933,706		
Sundry	<u>59,977</u>	<u>93,863</u>	<u>41,107</u>

	<u>1,205,945</u>	<u>93,863</u>	<u>41,107</u>
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Total Revenue

	<u>\$ 15,379,553</u>	<u>\$ 13,358,852</u>	<u>\$ 11,111,404</u>
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TOWN OF PORTUGAL COVE - ST. PHILIP'S
Consolidated Schedule of Expenses

Schedule 3

For the Year Ended December 31,

Financial Plan

Actual
2017 2016

General Government Services

Salaries and benefits	\$ 777,500	\$ 772,881	\$ 773,136
Office	466,314	344,439	352,694
Other general expenses	387,498	339,795	326,242
Insurance - General	53,000	66,772	52,025
Planning and development	841,100	741,132	681,072
Council	193,373	183,399	176,690
Amortization		153,997	196,475
	<u>\$ 2,718,785</u>	<u>\$ 2,602,415</u>	<u>\$ 2,558,334</u>

Protective Services

Fire protection	\$ 543,600	\$ 450,466	\$ 419,239
Environment control	1,000	46	180
Insurance	11,000	12,233	10,752
Amortization		98,433	120,256
	<u>\$ 555,600</u>	<u>\$ 561,178</u>	<u>\$ 550,427</u>

Transportation Services

Road maintenance	\$ 859,834	\$ 869,968	\$ 758,438
Snow clearing	459,667	588,805	349,740
Street lighting	185,000	173,108	182,924
Building maintenance	48,000	74,840	56,705
Equipment maintenance	309,875	287,642	280,265
Insurance	38,000	34,738	31,600
Amortization		665,140	582,024
Loss on disposal of assets		15,740	12,102
	<u>\$ 1,900,376</u>	<u>\$ 2,709,981</u>	<u>\$ 2,253,798</u>

Fiscal Services

Doubtful Accounts	\$ 15,000	\$ 39,471	\$ 39,943
Debt charges	2,304,393	323,976	325,871
Bank Charges	48,000	43,285	36,679
Capital from revenue and transfer to reserves	4,781,060		
Discounts, refunds and collection costs	361,000	346,563	354,554
	<u>\$ 7,509,453</u>	<u>\$ 753,295</u>	<u>\$ 757,047</u>

Environmental Health Services

Garbage and waste collection and disposal	\$ 410,689	\$ 375,896	\$ 399,675
Water and sewage utility, operation and maintenance	1,081,545	936,251	891,501
Amortization		1,003,105	1,011,805
	<u>\$ 1,492,234</u>	<u>\$ 2,315,252</u>	<u>\$ 2,302,981</u>

TOWN OF PORTUGAL COVE - ST. PHILIP'S
Consolidated Schedule of Expenses

For the Year Ended December 31,	Financial Plan	Schedule 3	
		Actual	
		2017	2016
Recreation and Cultural Services			
Recreation administration	\$ 991,806	\$ 867,488	\$ 648,498
Parks and playgrounds	110,599	65,582	59,211
Library	44,500	34,607	27,765
Community centre and canteen	54,900	42,666	47,921
Other recreation and cultural service		41,818	26,382
Insurance	1,300		
Amortization		310,643	285,472
	<u>\$ 1,203,105</u>	<u>\$ 1,362,804</u>	<u>\$ 1,095,249</u>
 Total Expenses	 <u>\$ 15,379,553</u>	 <u>\$ 10,304,925</u>	 <u>\$ 9,517,836</u>

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**Town of Portugal Cove - St. Philip's
Reconciliation of Financial Plan to Budget (PSAB)**

Schedule 4

For The Year Ended December 31, 2017

	Financial Plan	Amortization - Town	Interest Expense	Transfers	Long Term Accruals	Actual Amounts Consolidated Entities	PSAB Budget
REVENUE							
Taxation	\$ 9,921,452						\$ 9,921,452
Sales of goods and services	386,454						386,454
Grants and transfers	3,795,702		\$ (392,020)				3,403,682
Investment income	70,000						70,000
Other revenue	59,977						59,977
Transfers from accumulated surplus	1,145,968						1,145,968
Total revenue	\$ 15,379,553		(392,020)				14,987,533
EXPENSES							
General government services	\$ 2,718,785	\$ 153,997					2,872,782
Protective services	555,600	98,433					654,033
Transportation services	1,900,376	797,972					2,698,348
Environmental health services	1,492,234	1,003,105					2,495,339
Recreation and cultural services	1,203,105	310,643					1,513,748
Fiscal Services - other	7,509,453		(1,980,417)	(4,329,258)			1,199,778
Total expenses	\$ 15,379,553	2,364,150	(1,980,417)	(4,329,258)			11,434,028
Surplus(Deficit)		\$ (2,364,150)	1,588,397	\$ 4,329,258			\$ 3,553,505

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May 4, 2018

To the Mayor and Councillors of:
TOWN OF PORTUGAL COVE - ST. PHILIP'S

In compliance with the requirements of section 91 of the Municipalities Act, my report as follows on the audit of the accounts of the Council for the year ended December 31, 2017.

Expenditures in relation to budget:

Operating expenditures of \$10,304,925 were within the limits of the adopted budget. Section 81 of the Act provides that except with the approval of the Minister, the Council's expenditures shall not exceed the estimated amount of expenditures set out in an approved budget.

Arrears on revenue:

Taxes and interest receivable totaled \$973,206 at December 31, 2017. Of this amount, \$482,492 has been outstanding for one year or longer, while the balance of \$490,714 represents arrears on account of taxes and rates levied in 2017.

The manner in which the accounts have been kept and the adequacy of safeguards against fraud:

The position in this respect was considered satisfactory.

Sufficiency of bonds:

Fidelity bond coverage of \$ 100,000 is carried on employees of the Council who are in a position of trust. In my opinion, the coverage provided is sufficient.

BYRON D. SMITH
CHARTERED PROFESSIONAL ACCOUNTANT
Spaniard's Bay, Newfoundland

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**Auditor's Report
On Compliance with Federal Gas Tax Funding Agreement**

To: Mayor and Councillors,
TOWN OF PORTUGAL COVE - ST. PHILIP'S, NL

I have audited the Annual Expenditure Report - Gas Tax Funding Agreement for the TOWN OF PORTUGAL COVE - ST. PHILIP'S and the Town's compliance as at December 31, 2017 with the criteria established for eligible expenditures as outlined in the Agreement signed September 10, 2014. Compliance with the criteria established by the agreement is the responsibility of the management of the Town. My responsibility is to express an opinion on this overall compliance based on my audit.

I conducted my audit in accordance with the Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the Town complied with the criteria established by the provisions of the agreement referred to above. Such an audit includes examining, on a test basis, evidence supporting the compliance, evaluating the overall compliance with the agreement, and where applicable, assessing the accounting principles used and significant estimates made by management.

In my opinion, as at December 31, 2017, the amounts disclosed in the Annual Expenditure Report by the TOWN OF PORTUGAL COVE - ST. PHILIP'S is not materially misstated and is in compliance, in all material respects, with the criteria established for eligible expenditures as set out under the terms and conditions of the Gas Tax Funding Agreement.

Spaniard's Bay, NL
May 4, 2018

CHARTERED PROFESSIONAL ACCOUNTANT

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TOWN OF PORTUGAL COVE - ST. PHILIP'S
Annual Expenditures Report - Gas Tax Agreement

For the Year Ended December 31, 2017

	<u>2017</u>	<u>Cumulative</u>
Balance receivable, beginning of year	\$ (164,314)	\$ NIL
Spent on eligible projects	914,206	3,360,751
Received from Newfoundland and Labrador	<u>(315,699)</u>	<u>(2,926,558)</u>
Balance receivable, end of year	\$ <u>(434,193)</u>	\$ <u>(434,193)</u>

The projects approved for this program are specifically for road work.

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Certification

This is to certify that for the year ended December 31, 2017 the TOWN OF PORTUGAL COVE - ST. PHILIP'S has complied with the terms and conditions of the Gas Tax Funding Agreement.

Mayor