

Record Number	Date Received	Wording of Request
PB/245/2013	11/6/2013 at 9:27 AM	Access to or copies of all personal files, correspondence, emails or minutes of meetings which make reference to any of the following names:
PB/271/2013	11/23/2013 at 2:14 PM	See Attached. I understand this information was generally available to the pulic but the town Hall of PCSP is treating it as private information. Consequently, I am requesting this information under the Access to Information Act.
PB/267/2013	11/26/2013 at 11:23 AM	With reference to comments made by the Fire Chief Brian Bailie:"It afforded me strictly by fluke to see some behaviors chronicled in files and help me better understand and define the individuals I have read about. • And, "More especially is what the other area Chiefs have confided in me. • What I want to see are the files, minutes, a-mails, documents or notes etc ... (for the time period September 1996 to Present) that the chief is referring to regarding the individuals and the behaviors he has been reading about. Also, 1 would like to know which area chiefs he is referring to and what they would have confided to him. I would also like to see all documents that the chief has in his possession (meaning: all files he has access to or files someone else cen access for him) with my name attached to it. Including any employment application acceptance/rejection letters or notes. Excluding, E-mails that I would have sent or reeeived personally, training attendance forms, training request/financial forms or financial records.
Total in 2013:	3	-
PB/35/2014	2/24/2014 at 12:52 PM	Civic #200-216 Olivers Pond Road Civic #218-240 Olivers Pond Road Civic #252-256 Olivers Pond Road Civic #258-262 Olivers Pond Road Civic #264-266 Olivers Pond Road Civic #268-274 Olivers Pond Road 1. Copy of application 2. Copy of approval 3. Copy of correspondence Town PCSP to City 4. Copy of response Tow PCSP from City 5. Copy of approval PCSP to applicant note: clarified that item 5 of this request is for a copy of the Permit issued to applicant
PB/154/2014	8/7/2014 at 1:35 PM	Strategic Review - PCSP Fire Dept. (June 12, 2014) Frederick Hollett/Richard Murphy. Page 9: Among factors that lead to current state of affairs were Council interfering with day to day operations." Request basis, background, presentation, input, report leading to this conclusion
PB/172/2014	9/3/2014 at 11:01 AM	(a) Correspondence from Murray's Pond Developers introduced by Cllr Collins at the Council Meeting of August 25, 2014. (b) Copy of reply to Minister Kevin O'Brien letter of November 30, 2012 Mr. Chris Milley, Town Mgr., Town of Portugal Cove-St. Philips
PB/225/2014	11/13/2014 at 9:29 AM	Copies of all correspondence (including e-mails) exchanged between *(redacted) and lawyer, John Taylor-Hood for the period 1 October 2011 to 31 December 2013 invoicing the case of *(redacted) v the Town of Portugal Cove-St. Philips. These materials directly affect me personally."
Total in 2014:	4	-
PB/60/2015	2/16/2015 at 3:45 PM	All documentations (official correspondence, memos, notes, etc.) re conditions imposed and monitored on the development of the area locally referred to as "The Pinch" covering, but may be not restricted to 1775-1781 Portugal Cove Road.
PB/94/2015	3/13/2015 at 11:07 AM	Copies of correspondence regarding a proposed business at civic #45-47 Chesley Van Heights from the Council meeting of March 10, 2015.
		"1. What was the surplus (all sources) over budget projections for 2013? 2. What were the expenditures for this surplus with amounts attached (these would have been spent in 2014)? 2a) What was the surplus (only) for 2012, 2011, 2010, 2009? 3. For the periods: September 30, 2012 to October 1, 2013, and September 30, 2013 to October 1, 2014: (a) Number of inside employees (i) full time (ii) parttime/temporary (b) Number of these who are in managerial or managerial type roles. (c) Total salaries/benefits for the two categories for the two time periods and (b) for Councilors (including cell phones/other perks). d) Management salary range for 2015. (e) Number of maternity placements over the past 5 years that were made permanent positions. (f) Travel costs/flights/hotels/registration, etc. for these two time periods for: (i) Council (ii) Employees. (f) Cost of socials –dinners, lunches, etc .

PB/117/2015	3/26/2015 at 12:39 PM	<p>4. Debt ratio at the end of each of these time periods. (continued..page 2)</p> <p>5. Amount spent on advertising (The Tickle, NEAT, radio items, any other) for the second time period.</p> <p>6. Amount spent on coffee/tea for both time periods. (As an aside, I saw on TV where the inventor of the K-coffee cups said it is one of the biggest polluters of the environment.)</p> <p>7. Cost of salaries/benefits for the personnel administration of the Volunteer Fire Department since being administered by the two Chiefs from outside the Town?</p> <p>8. Itemized account of how the money budgeted for St. Philip's Marina in the 2013 budget was spent?</p> <p>9. Cost of (a) garbage pickup, and (b) recycling pick-up for the two time periods.</p> <p>10. Cost of Town Plan.</p> <p>11. Number of legal actions involving the Town (plaintiff or defendant) for the second time period and up to the present. There may be more than one action by the same lawyer.</p> <p>12. Before hiring a PW Director (think maybe starting two or three years back) Council pointed out the need for an inventory/marketing of all materials/items in the PW Depot and this was a question in the interview for the candidates. Was this ever done for all materials?</p> <p>13. Amount of funds in Community Centre Contingency Fund or if not that title, put away for funding a Community Centre.</p> <p>14. Amount in Charitable Donations for 2014?"</p>
PB/119/2015	3/27/2015 at 3:14 PM	In reference to the application of *(redacted) dated March 15, 1994 then known as Civic #52b now listed as Civic #58b*(redacted) Copy of application Any and all correspondence from City of St.. John's and Town of PCSP Any and all drawings or plans Any and all surveys
PB/127/2015	3/31/2015 at 3:00 PM	Cost of Renovations/changes/repairs/upgrades to the Town Hall since September 30, 2013."
PB/132/2015	4/6/2015 at 12:47 PM	Copy of Communication Plan for the Town of Portugal Cove-St. Philip's
PB/144/2015	4/13/2015 at 12:09 PM	<p>Number of employees who were on maternity leave in the past 5 years, from January 1, 2110?</p> <p>Number of maternity placements over that time period who did not leave when the employee on maternity leave returned, but remained in the employ of the Town as a permanent or as temporary and then permanent employee?"</p>
PB/145/2015	4/13/2015 at 12:20 PM	Since management are paid hourly, maximum number of hours worked by management at \$59.61 an hour and minimum number of hours worked by management at \$34.52 an hour for the period January 1, 2014 to December 31, 2014? I assume this is a more acceptable time period for reporting?
PB/146/2015	4/13/2015 at 12:33 PM	<p>Motions of Council/Minutes/Reports of Council or Committee Meetings or other documentation on the approved hiring by the Town of employees: Ashley MacKinnon, Joe Donkers. Robin Wight, and Nicole Clark.</p> <p>Which of these were initially hired by the Town as maternity placements?</p>
PB/147/2015	4/14/2015 at 12:59 PM	<p>Projected (budgeted) revenue (excluding project funding co-funded by the Provincial Government) for the years: 2014, 2013, 2012</p> <p>Revenues received and noted by the Town (except for project funding co-funded by the Provincial Government) by December 31 for the years: 2014, 2013, 2012.</p>
PB/148/2015	4/14/2015 at 1:06 PM	<p>*(redacted), in 2012 (must be 2012 as I don't think the budget was complete by September 2013) I requested a certain amount of funding for the St. Philip's Marina to be included in the upcoming budget. How much was that amount? How much of this specifically marked funding has been spent? Request an itemized account on how it was spent?</p> <p>How much was paid to the Northeast Avalon Regional Economic Board/Christine Snow (wording of title may not be completely accurate</p>
PB/152/2015	4/16/2015 at 12:01 PM	Development Permits issued to BMJ Development Ltd. for Parcels of land around 660-668 Old Broad Cove Road. Principal Dean Payne. Copies of Engineering Plans submitted and approved.
PB/188/2015	5/7/2015 at 9:37 AM	<p>In light of item below from Council Minutes (May 5/15): (a) Amount of money spent on consultation/planning/design/input for Lifestyle Centre to May 1, 2015. (b) Agency/organization/person/group to which such money was paid. (c) List of plans/documents/designs produced.</p> <p>1. Lifestyle Centre The Recreation Department staff met prior to the Recreation Committee meeting to determine what spaces and programs would best suit the needs of the Recreation Department and the residents when designing the Lifestyle Centre. The recommendations were then presented to the committee for their input and discussion. The Recreation Committee will pursue the options to move forward to get a design concept for the facility. Information will be made available as this process develops.</p>
PB/195/2015	5/8/2015 at 3:17 PM	Conditions of Permit approval for permits #14-008; #14-163; #14-268; #14-373
PB/224/2015	5/19/2015 at 8:55 AM	*(redacted) - 868A Thorburn Rd. - (1) Copy of application (2) Any and all correspondence from City of St. John's (3) Any and all drawings or plans (4) Any and all surveys
PB/225/2015	5/19/2015 at 8:59 AM	*(redacted) - 1377-79 Portugal Cove Road (1) Copy of application (2) Copy of all correspondence from City of St. John's and Town of PCSP Any and all drawings or plans Any and all surveys+

PB/284/2015	6/24/2015 at 8:57 AM	Council of 2009-2013 1. All correspondence from Council to Management/staff re dimensions/standards of Rainbow Gully artificial turf soccer field with particular reference/awareness that the dimensions would not meet Atlantic/national standards. 2. All correspondence from Council to Consultants/contractor re dimensions/standards of Rainbow Fully artificial turf soccer field with particular reference/awareness that the dimensions would not meet Atlantic/national standards. 3. All correspondence to Council from Management/staff re dimensions/standards of Rainbow Fully artificial turf soccer field with particular reference/awareness that the dimensions would not meet Atlantic/national standards. 4. All correspondence to Council from consultants/contractors/construction re dimensions/standards of Rainbow Gully artificial turf soccer field with particular reference/awareness that the dimensions would not meet Atlantic/national standards. 5. All reports from management/staff to the Recreation Committee re dimensions/standards of Rainbow Gully artificial turf soccer field with particular reference/awareness that the dimensions would not meet Atlantic/national standards. 6. Report from management or other, informing Council that the dimensions of the artificial turf soccer field did not meet Atlantic/national dimensions and approximate percent of completion of soccer field at that time and amount of funding invested. 7. From documentation of correspondence, the line of communication between consultants/contractor/construction and Council - that is, direct between these bodies or via management/staff? 8. Correspondence/reports/notes or other documentation that is the basis of a statement in the June issue/Northeast Avalon Times, attributed to Clr. Facey that: "Council got the field it asked for." 9. Correspondence/reports/notes or other documentation that is the basis of a statement in the June issue/Northeast Avalon Times, attributed to Mayor Moses Tucker that the current dimensions of the artificial turf field were not a "mistake".
PB/285/2015	6/24/2015 at 9:21 AM	Cost of maintenance/other expenses for Artificial Turf Soccer field, Rainbow Gully Park, and revenue earned from soccer field since its completion/opening.
PB/286/2015	6/24/2015 at 9:30 AM	Amount of money paid to John Taylor Hood for his role in the Appeal before the Eastern Appeal Board on the appeal of Motion 2015-123. All other costs to the Town on this matter, including the time of employees.
PB/280/2015	6/24/2015 at 1:28 PM	Voisey's Brook Park 1. Total amount of funds allocated for upgrades to the Park since 2012, co-funded by Provincial or Federal Government and not including the funds for the park hut, which was funded by the Town. 2. Itemized list of upgrades planned for the Park with amount of funds allocated for each one. 3. List of upgrades completed to date with cost of each one. 4. Expected time and cost for completion of those upgrades to be completed.
PB/283/2015	6/24/2015 at 3:16 PM	Response of May 5 to ATIPPA Request (#PB 146 2015) include the following: "The council does not directly approve the hiring of staff except for department heads. The Council creates the positions and set the budgets. Within their ability to stay, within the defined budget and positions management set the staffing levels necessary to meet the demands of council policy." Request documentation showing: (a) Council directly approves the hiring of department heads (b) Council creates staff positions and sets budgets accordingly (c) Management sets staffing levels within the defined budget and positions set by Council (d) council policy that sets out the demands that management must meet in setting staffing levels. (e) Staffing positions and budgets set by Council for each of 2013, 2014, 2015. (f) Number of these positions created and filled. (g) Staff hired not included in these budgeted positions of Council for 2013/2014/2015.
PB/320/2015	7/6/2015 at 1:03 PM	Itemized costs charged to parks/field maintenance since January 2014. Note from previous request, majority are for labour.
PB/327/2015	7/8/2015 at 8:59 AM	Letter of April 29, 2015 from the Town of Portugal Cove-St. Philip's to the Synod/Anglican Diocese/Anglican Bishop re Motion 2015-123 (The Eastern Regional Appeal Board refers to it as "letter to the Diocese".)
PB/372/2015	7/21/2015 at 11:01 AM	1. Notes/memos, etc. from Committee or other meetings re the taxes on the approved business at 20-30 Coady's Road. 2. Valid statement in the Minutes – is the business taking place in the church (place of worship) or in the Anglican Church Parish Hall? 3. Any documentation on the relevance of the statement: "The applicant is renting the space only for an after school care program", including any statement from the Town Plan/Budget re owners paying taxes on rental properties. Note: If the church civic address becomes the designation (place of worship) of all properties at the address, then the address for Holy Rosary Church, Portugal Cove, should be the designated civic address (place of worship) for the Parish Hall and a request for non-payment of property taxes should not be necessary. 9. 20-30 Coadys Road – Business (Child Care) Motion: Collins/Will 2015-241 Resolved that the application to establish a child care business from within a place of worship at Civic # 20-30 Coadys Road be granted approval in principle as per Appendix A: Tabled Report. Carried Unanimously It was noted that the Admin. and Finance Committee discussed the taxation of a business located within a place of worship. The applicant is renting the space only for an after school care program 3. Day Care Business Committee discussed the issue of business taxes relating to an application for a proposed day care at the Anglican Church Parish Hall on Coadys Road. Staff will look into the how the taxes are to be applied for this business and further advise committee.
PB/364/2015	7/21/2015 at 1:18 PM	8.5 x 11" document called: 1250-1264 PCR it is the Subdivision Concept Plan proposed subdivision plan for behind Bugden Drive.
PB/380/2015	7/30/2015 at 1:06 PM	1. Re list of upgrades completed with cost of each one - response 76% completed. Does this mean that none are fully completed but 76% of each one is completed? 2.What does 24% mean in terms of calendar time for completion? 3. Are there any records for placing signage on trails? and for a Seniors' Recreation area which had been proposed by a resident with the support of the Lions Club.
PB/397/2015	8/4/2015 at 11:51 AM	As a follow-up to previous requests that were not answered: 1. Revenue (projected/budgeted) for the year 2014, and Surplus recorded at the end of 2014? 2. Cheque Registers for November 1, 2014 through March 31, 2015.

PB/446/2015	9/4/2015 at 9:07 AM	Any and all documents pertaining to the file for 358 Dogberry Hill Road, Portugal Cove-St. Philips, NL. Including emails and other correspondence with any department of the Town of Portugal Cove-St. Philip' and *(redacted)
PB/472/2015	9/25/2015 at 1:15 PM	Full Planning and Development File for Civic No. 344-348. Full Assessment file for Civic. No. 344-348. Any other files as it relates to Civic No. 344-348 and the Applicants.
PB/565/2015	11/25/2015 at 3:03 PM	1. In the Budget Flyer for 2016, what specifically is covered under GENERAL ADMINISTRATION? What are all the sub-categories/details/items under this heading? 2. There was a union agreement in May 2013 (management receiving same benefits) and again in May, 2015. HOW MUCH MORE DID (ALL) SALARIES/BENEFITS COST THE TOWN IN THE 2015 AGREEMENT OVER THE 2013 AGREEMENT? What was the total cost in salaries/benefits for the 2013 Agreement and for the 2015 Agreement? 3. RECORDS/MEMOS/NOTES SHOWING WHY A 2 YEAR TERM WAS PROPOSED/DISCUSSED ACCEPTED FOR THE 2013 AGREEMENT, KNOWING THAT WITH EVERY AGREEMENT THERE IS AN INCREASE IN SALARY/BENEFITS? 4. WHAT IS THE LENGTH OF THE TERM OF THE 2015 AGREEMENT? 5. WHAT ARE THE TERMS/CONDITIONS OF THIS AGREEMENT? 6. What are the current (November 25, 2015) number of (a) outside workers, (b) inside workers, full time and part time? 7. What were comparable figures at the signing of the 2013 Agreement? 8. What is the management salary range in the 2015 agreement? 9. THE SURPLUS FOR 2014 WAS \$3,950.352. HOW WAS THIS SPENT - REQUEST ITEMIZED ACCOUNT/SPECIFIC TASKS/PROJECTS, ETC. 10. The 2013 total salaries and benefits: \$1,954,398.63 The 2014 total salaries and benefits: \$2,375,607.90 for an increase of \$421,209.27 or 21.5% REQUEST SPECIFIC DOCUMENTATION/ITEMIZATION THAT COMPRISE THE \$423,209.27 increase. 11. WHAT IS THE PROJECTED TOTAL SALARIES/BENEFITS FOR 2015?
PB/563/2015	11/25/2015 at 4:28 PM	Assuming that the water tower and north half of Skinners road water pipe installation occurred at the same time - I would like to know "What year was the water tower installed?" "How many requests for the south-half of the water line installation has the Town of PC-SP received since the installation of the water tower and can I view the redacted requests?" "Which houses/land is involved in the upcoming water line installation?" (There must be a cutoff point from the original installation of the water tower/installation of water line to a certain cutoff point on Skinners road. I.e. Is it all the houses south and directly across from the water tower driveway (from across from #45 Skinners Road?))
PB/582/2015	12/18/2015 at 10:59 AM	A. Request copy of application for Rainbow Gully Field. Dec. 15/2015. 4. ACOA Funding We have yet to receive an update from ACOA regarding our application for Rainbow Gully Field. The Director of Economic Development is meeting with our ACOA representative to discuss its status and other Placebuilder initiatives. B. Request (a) Stated purpose of this Fund (b) Total amount in infrastructure Reserve Fund (c) List of expenditures from this fund from January 1, 2015. 3. Funds received from sale of land for new school. The Director of Financial Operations advised that the funds received in 2015 needed to be re-allocated from the general account to a reserve account as follows: Motion: Will/Hanlon 2014-453 Resolved that the sum of \$559,000 received from the Department of Education, Government of Newfoundland & Labrador, from the sale of Town land for Carried Unanimously.
Total in 2015:	32	-
PB/16/2016	1/8/2016 at 2:34 PM	- Fire Department records for fire at 34 Jendarmie Place on Jan 1/16/ - List of Fire apparatus owned by Town including model, year, water capacity, pump size, fire hose size and length - Number of firefighters responding - Records for town water supply for hydrants, including pressure and volume. Copy of most recent lists verifying same.
PB/36/2016	1/15/2016 at 11:43 AM	Request copy of October 6, 2015 letter from the contractor responsible for the 2014 sanitary sewer project was reviewed and reported by the Public Works Committee prior to the November 3, 2015 council meeting.
PB/186/2016	3/4/2016 at 1:05 PM	The following is from the Minutes of the Feb. 23/16 meeting of the PCSP Town Council. 4. MIGA correspondence Purchase Notice/Longmarsh Road. The Planning Department is in receipt of a request from the Department of Municipal & Governmental Affairs for additional information regarding a Purchase Notice submitted for properties on Long Marsh Road. Staff advised the Committee that the information requested has been forwarded to the Department. Item Submitted for information. Request copy of Information submitted.
PB/202/2016	3/7/2016 at 3:38 PM	I am looking for information on the funding agreement for Water and Sewer Servicing on Skinners road please. From an approval letter regarding 2014-2017 Multi Year Capital Works Program, received from the Town of PC-SP on March 31, 2014 from Steve Kent, MHA, it mentions the following that I would like to see: 1. the Multi-year capital works application submitted by the town 2. the confirmation of submitted applications, (which project(s) the Town requested to have funded (only if different than the list of Skinners Road, Drover Heights, Indian Meal Line and Franklyn Place Water and Sewer Servicing projects) 3. the proposed cash flow through to project completion for Skinners Road Water and Sewer Servicing project. 4. The formal funding approval letter and program agreement.

PB/212/2016	3/11/2016 at 2:49 PM	<p>Copies of all correspondence/memos/notes/e-mails/documents, etc. referencing water and/or water/sewer and/or culverts related to Drovers Heights, Portugal Cove - to/from any Department or Unit of Drovers Heights, Portugal Cove - to/from any Department or Unit of the Provincial Government, Town Hall of Portugal Cove-St. Philips, Mayor, Council, Management, staff, minutes/notes of Committee Meetings, Council meetings, residents of Portugal Cove-St. Philips. Within the above, I bring attention to:</p> <ol style="list-style-type: none"> 1. Information about/disposition of \$587,475.00 left over from 2008 MYCW - \$98,267 to be allocated for culverts on Drovers Heights. 2. Copy of letter from Honourable Steve Kent, Minister of Municipal and Intergovernmental Affairs to Mayor Moses Tucker, May 16, 2014. 3. Copy of list of projects from Schedule A referenced in that letter. 4. Copy of MYCW Agreement dated June 24, 2014 between the Minister of Municipal and Intergovernmental Affairs and the Town of Portugal Cove-St. Philips. 5. Copy of Agreement between the Town of Portugal Cove-St. Philip's and Vigilant Management Inc., for water/sewer serving the Drovers Heights - DMJA Project #17- MYCW-15-002. <p>6. Any work started for w/s sewer project on Drovers Heights such as surveying and costs to date. 7. Minutes of Council meeting of March 8 states: "Committee of the Whole and Admin and Finance Committee both agreed that they would recommend deferring the current list of MYCW projects until there is a greater need by the residents for them to be completed and they are economically feasible. (a) Any surveys/correspondence/communication. etc/ assessing the need for w/s service for Drovers Heights? (b) Basis/fact/information on which the two Committees decided there is not a need at this time for w/s sewer service on Drovers Heights. (c) Basis/facts/information on which the Town decided there was a need for w/s on Neary's Pond Road (from Portugal Cove Road) prior to providing this service a few years ago? (d) Basis/facts/information on which decision is now made to extend w/s further along Neary's Pond Road based on need. (e) Basis/facts/information on which decision is made to extend w/s to Meadow Heights based on need. (f) Basis/facts/information on which decision is made to extend w/s along Maggie's Place based on need. (g) Plans/agreements to address Development Regulation of length of cul de sac for future development on Maggie's Place. (h) Number of residence on Drovers Heights and average proximity distances of houses. (i) Numbers of residences on Neary's Pond Road extension now to be serviced and average Proximity distances of houses. (j) Number of residences on Meadow Heights and average proximity distances of houses. (k) Number of residences on Maggie's Place and average proximity distances of houses to be serviced.</p> <p>7. The Council minutes state that w/s to Drovers Heights will be deferred until they are economically feasible. (a) Basis/data/information for determining economic feasibility of providing w/s to Drovers Heights residents in light of signed Agreement referenced in #4 above? (b) Basis/data/information that extending w/s to Neary's Pond Road (extension) is economically feasible. (c) Basis/data/information that providing w/s to Meadow Heights is economically feasible (d) Basis/data/information that providing w/s to Maggie's Place is economically</p> <p>8. Cost of having providing w/s to Neary's Pond Road residents (completed) per household a couple of years or so ago - that is cost to resident</p> <p>9. Total amount of property taxes paid by Drover's Heights residents in 2015.</p> <p>10. Total amount of property taxes paid by residents of Neary's Pond Road (area for extended water/sewer) for 2015.</p> <p>11. Total amount of property taxes paid by residents of Meadow Heights for 2015. 12. Total amount of property taxes paid by residents of Maggie's Place for 2015.</p> <p>13. Number of households on (a) Drovers Heights (b) Meary's Pond Road extension (c) Meadow Heights (d) Maggie's Place who must bring water because of unsuitable water on property?</p> <p>14. Cost per year of hiring new "sports coordinator". Yearly salary and benefits, etc.</p> <p>15. Cost per year of hiring new "communication coordinator". Yearly salary and benefits, etc.</p> <p>16. Rationale/basis/information/need for spending \$368,6626.00 for renovations to Town Hall.</p> <p>17. Any an all correspondence to residents of Drovers Heights prior to the Council meeting of March 8 informing them of decisions/progress</p> <p>18. All correspondence with the Minister of Municipal and Intergovernmental Affairs or other Government officials and all information provided re breaking the contract between the Minister of Municipal and Intergovernmental Affairs and the Town of Portugal Cove-St. Philips of June 24, 2014. 19. The following was contained in the February 9 Minutes under TM report: Multi Year Capital Works formula recalculated to address a number of concerns raised by Councillors. The final numbers are expected to be ready by the end of this week and once approved by Council will be sent to the affected residents.</p>
PB/215/2016	3/16/2016 at 9:05 AM	<ol style="list-style-type: none"> 1. Any survey/questionnaire to seniors in the Town of PCSP on how many would re-locate to a "senior's cottage" on Maggie's Place (excluding those who own land on Maggie's Place) 2. Any record of expression by seniors voluntarily, on re-locating to a "senior's cottage" on Maggie's Place (excluding those who own land on Maggie's Place). 3. Cost of "start-up" of a senior re-locating to Maggie's Place – this would include, cost of housing unit, property tax per year, w/s tax per year, any other charges. 4. Any criteria for allocating seniors to "senior's cottages" on Maggie's Place, for example, would those who are currently in a situation where they must bring their drinking water to their residences be given a priority? 5. Any records of discussion/decision that the greater need was to spend \$366,626.00 on renovating the Town Hall building rather than renovating/extending the Town Depot building. 6. Any records of discussion/decision that the greater need was to spend \$366,626.00 on renovating the Town Hall building rather than provide any additional funding to that provided under the MYCW 2014-17 to extend water/sewer to Drovers Heights?

PB/224/2016	3/21/2016 at 12:01 PM	Below is an item from the Council Minutes of May 21, 2014. Dogberry Hill Road Bridge/Drovers Heights Culvert Project #08371 Committee reviewed the correspondence from exp. dated May 1, 2014, outlining the bid results for this project which came in over budget. After review and consideration, committee agreed that both the Drovers Heights Culvert replacement portion of Package A and Package B be deferred until a future Water and Sewer project is put in place for Drover Heights. Staff will advise exp. to obtain the revised costs from the contractor for the Bridge replacement only. In order to proceed, committee puts forward the following: Motion: Will/Collins 2014-146 Resolved that the tender be awarded to Cougar Engineering and Construction Ltd. in the amount of \$307,732.90 for the Dogberry Hill Road Bridge replacement portion only of Project #08371 and to defer the Drovers Heights Culvert replacement. Carried Unanimously Note: Mayor Tucker further advised that because the Town does not yet have the report from the Dept. of Environment for the Climate Change Study which will include the flows under the Drovers Heights Bridge, it is appropriate that we defer that portion at this time. Request: 1. Copy of Package A 2. Copy of Package B 3. Copy of Climate Change study
PB/225/2016	3/21/2016 at 12:20 PM	all information about a Capital Works (CW) or Multi Year Capital Works (MYCW) Program between the Provincial Government (Municipal Affairs) and the Town of Portugal Cove-St. Philip's (Awarding, terms, finalization, etc.) covering the year 2008. \$687,475 of this funding was initially unspent and the Town was so informed around 2012. Request copies of all documents/information on the spending of this \$687,475 including Motions/agreement of Council for these expenditures.
PB/262/2016	4/7/2016 at 7:51 AM	A copy copy of the town's planning and development file and assessment/tax file as it relates to 350-352 Bauline Line Ext.
PB/276/2016	4/8/2016 at 9:51 AM	Request All information/documentation/records/correspondence on MYCW 2008-11 including Town submission/application for funding and projects for which funding was to be obtained, approval by the Provincial Government, Conditions of Agreement, etc. Request 2: Itemized disposition of \$687,475.00 that remained in that account and Council was so notified possibly in 2012. Request 3: Reconciliation of a statement from the May 20, 2014 Minutes of Council:- that \$307,732.90 of the \$687,475.00 allocated for the Dogberry Hill Road Bridge and portion of Drovers Heights culvert replacement is DEFERRED, and - a memo from the Director of Financial Operations (March 31, 2016) that "Council made the decision to CANCEL the Drovers Heights culvert portion". What is the current wording with respect to the Drovers Heights culvert project? Request 4: Documentation/record where Council made the decision to CANCEL the Drovers Heights culvert portion if this is correct. Request 5: Specific sections (clearly marked/highlighted) of Audits since 2008 relating to the 2008-11 MYCW funding.
PB/337/2016	4/28/2016 at 10:06 AM	Any and all public input and/or correspondence received by the Town of Portugal Cove-St. Phillip's regarding TRAK Developers Inc. proposed residential subdivision at civic #432 Old Broad Cove Road.
PB/338/2016	4/28/2016 at 10:33 AM	Quote from Minutes of April 19/2016 Drover Heights Culvert As a result of public inquiry the decision to not proceed with the replacement of DroverHeights Culvert replacement was reviewed. Review of the information revealed that the decision at the time was the result of financial considerations as a result of tender responses being over the funding budget. Request copy/record/notes etc. of information that was reviewed.
PB/341/2016	4/29/2016 at 3:06 PM	Below is a quote from the Council Minutes of April 19, 2016. As a result of public inquiry the decision to not proceed with the replacement of Drover Heights Culvert replacement was reviewed. Review of the information revealed that the decision at the time was the result of financial considerations as a result of tender responses being over the funding budget. The replacement of the culvert was deferred to an undetermined date. Request: 1. Information on the public inquiry - documentation of its existence, request or form used for obtaining information, if meetings, dates and place(s) of meetings, etc. 2. Tender responses referenced in Minutes. 3. Funding budget approved for project.
PB/353/2016	5/4/2016 at 10:42 AM	1) Amounts of Federal Gas Tax (FGT) received by the Town of PCSP from January 2010 to April 30, 2016 2) Expenditures, per project to April 30, 2016. 2) Expenditures, per project, and year, for this funding. 3) Surplus remaining.
PB/363/2016	5/5/2016 at 10:05 AM	In his letter to Residents of Drovers Heights of March 28, the Town Manager made the following statement: The cost of providing services to the property line for this project was estimated as high as \$400 per meter of property frontage and it could go higher.' Request: 1. Documentation from the Town seeking/requesting this estimate. 2. Any correspondence between those interested in the Project and/or those providing the estimate and the Town. 3. Copy of official estimate to the Town including the organization/agency/company that provided it.* *Note: I expect this to be in the same format as estimates for PROJECT Meadow Heights Sanitary Sewer, March 1, 2016 (exp Project 3SJN-00019798-A1 Phase 1, and PROJECT: Maggie's Place Water. Sewer and Road (exp Project#SJN-00019798-A1 Phase 1) and PROJECT: PCSP ASSET Management Plan (JOB#:SJN-00221206-A0).
PB/364/2016	5/6/2016 at 10:17 AM	Any record of reply from Minister Joyce or other person re request for approval for re-allocation of MYCW 2014-17 project funds in an e-mail of March 17, 2016 from the Town Manager to Cluney Mercer and others with enclosed letter for Minister Joyce.
PB/365/2016	5/6/2016 at 10:21 AM	Any record in any form from Council or Committee approving/endorsing the below proposal for funding of Town projects in an e-mail of March 30, 2016 from the T M to Cluney Mercer et al (including cc's): PRIOR TO ITS BEING FORWARDED TO MUNICIPAL AFFAIRS.

PB/366/2016	5/6/2016 at 10:26 AM	From Admin and Finance/Minutes May 3/16 4. Carried forward item – Asset Management Plan The Director of Financial Operations noted he is working on revised figures and requested that a ‘working group’ meet to look at the plan. A meeting is scheduled for 10:00 a.m. Tuesday May 4th for Admin Finance Committee members and other Councillors interested in attending. Request: (a) Asset Management Plan to be looked at by Working Group, (b) Revised figures and if these are not available, the current figures, (c) costs to date for Plan, if not included in (b) and (d) projected costs if not included in (b).
PB/367/2016	5/6/2016 at 10:54 AM	The following item occurred in the Council Minutes of May 3, 2016. Economic Development. 3. Town Centre the Committee was briefed on the Placebuilder identified, and proposed, Town Centre. The project was discussed with the land owner/developer on Portugal Cove Rd last week. We are currently exploring the possibility of doing a comprehensive detailed design for the area. Council will be updated on potential options to move the project forward in the coming weeks. Request any and all information/notes/records etc. (1) explaining what Placebuilder is, (b) proposed Town Centre, (c) information on land owner/developer, (c) any costs for project to date, (d) any costs projected for any or part of this project.
PB/398/2016	5/20/2016 at 10:23 AM	Any and all records (documents, minutes, memos, notes, recordings, e-mails, correspondence, etc) involving the Town of Portugal Cove-St. Philips or public money in any way re purchase or transfer of land on Maggie's Place, Meadow Heights, and Old Broad Cove Road since October 1, 2013.
PB/442/2016	5/31/2016 at 8:37 AM	Technical report prepared and presented by staff to Planning and Development committee on Oct. 27th 2015 concerning complex at 119 Beachy Cove Road. Note: this item was deferred at the Nov 3rd 2015 council meeting
PB/473/2016	6/8/2016 at 9:40 AM	1. Any other valid/legitimate (that is, approved by Council) records, documents, memos, e-mails, etc. showing costs for water or water/sewer hook-up. 2. Any records, etc. that residents have paid cost of water/sewer by installment. 3. Any records, etc. that residents may pay cost of water/sewer by installment. 4. Any records, etc. where the Town of PCSP has charged homeowners more than the amounts provided on the Town website for water/sewer installation.
PB/474/2016	6/8/2016 at 9:45 AM	1. Record of names of person/persons to whom the Town issues cell phones/blackberries/other such communciaton devices. 2. Record of cost for each person to the Town for the Year 2015 from January 1 to December 31 (This would include cost of device, contracts for usage, etc.)
PB/475/2016	6/10/2016 at 9:58 AM	1. Any and all records (documents, minutes, memos, notes, recordings, e-mails, correspondence, etc.) re support for water or water/sewer for Drovers Heights, Indian Meal Line, Franklin Place, Skinners Road. Records (etc.) may be/have been in possession of (a) Mayor, (b) E-mail of May 24, 2016 outlining 6 FACTS, from *(redacted) to Deputy Mayor Will. (Copy sent to Cllrs. Hanlon, Facey, Butler so no need to enquire of these.) (c) any correspondence to Councillors Collins, Bartlett. (d) any correspondence to any employees (e) Letter to editor, NEAT, May issue, if this was mentioned/discussed at any gathering/meeting of Council/employees. 2. Any and all records (documents, minutes, memos, notes, recordings, e-mails, correspondence, etc.) re objecting to water or water/sewer for Drovers Heights, Indian Meal Line, Franklin Place, Skinners, Road. Records (etc.) may be/have been in possession of (a) Mayor, (b) any correspondence to any Councillor (c) any correspondence to any employees
PB/480/2016	6/16/2016 at 9:57 AM	Because of variable information re correspondence to the Town supporting/against water/sewer on Drovers Heights, Franklin Place, Indian Meal Line, Skinners Road, request: (1) any and all records (documents, minutes, memos, notes, recordings, e-mails, correspondence, etc.) against water or water/sewer for these roads received by/in the possession of Deputy Mayor Will, Cllrs. Butler, Fancey, Hanlon. (2) Request E-mail of May 24, 2016 outlining 6 FACTS, supporting w/s from *(redacted) to Deputy Mayor Will.
PB/481/2016	6/16/2016 at 10:04 AM	Because of variable information re: correspondence to the Town supporting/against water/sewer on Drovers Heights, Franklin Place, Indian Meal Line, Skinners Road, request any and all records (documents, minutes, memos, notes, recordings, e-mails, correspondence, etc.) re (a) support for water or water/sewer or (b) against water or water/sewer for these roads received by/in possession of: (i) Mayor, (ii) Councillors Collins, Bartlett (iii) Town Manager, Director of Financial Operations, Coordinator Planning and Development, Director Public Works, Manager, Waste and Wastewater, Public Works Coordinator
PB/514/2016	6/28/2016 at 9:56 AM	May I please have a copy of the c.d. recording of the Q & A session which followed the public council meeting today, 28 June 2016.
PB/512/2016	6/29/2016 at 2:12 PM	Last item in PB 481/2016 is correspondence from Loretta Dicks to the Town of PCSP. She begins: "Mr. Milley, in reference to your letter ..." Request copy (record) of Mr. Milley's letter including the date it was sent.
PB/513/2016	6/30/2016 at 2:24 PM	Correspondence to Mr. K. Warren, Regional Manager, Municipal Affairs from N.C. Parsons, P. Eng., Municipal Engineering Services, 1995-12-20 and headed "Portugal Cove-St. Philips, Water and Sewer Phase 9-Status, states: "A request in September 1995 (PCSP) Council to utilize still more of this "bottomless pit" (\$27,000.00 estimated) to install service lines to 3 previously unserved homes is under consideration". Request records of expenditure/disposition of this \$27,000.

PB/518/2016	7/4/2016 at 10:50 AM	From the June 28 meeting can I please have the following information: Under Planning and development 1 - Mercers road residential subdivision - (please send the information and the recommendation) I know it was deferred 2 - Long March Road consolidate property Public Works 1 - Grand Concourse Authority trail maintenance fee
PB/519/2016	7/6/2016 at 11:00 AM	All building permits and surveys for 1592, 1594, 1596 and 1598 Portugal Cove Road.
PB/527/2016	7/8/2016	Re: e-mail of Town Manager of May 20-16-11:31AM to Ian Duffett re Clean Water and Wastewater Fund. Request any records (documentation, notes, memos, etc.) between the Town Manager and any member of Council on the preparation and/or sending of this e-mail. Request similar for any other input to this e-mail Clarification of request: Are there any records between Councilors and TownM in the process of sending it - not in the preparation but related to the e-mail in any way prior to it being sent?
PB/528/2017	7/12/2016	Records (information/documentation, etc) on number of households in the Town of Portugal Cove-St. Philip's. Number or percent of these households with town water.
PB/532/2016	7/12/2016	Any official costing of providing water, and sewer (separately) to the Parsons' household at 7 Bauline Line Extension,
PB/533/2016	7/12/2016	Any response to either of the two letters: April 22/ *(redacted) , and the letter of May 12 regarding w/s.
PB/550/2016	7/10/2016	PB 341-2016 – references Council Minutes of April 19, 2016 and “public inquiry” which was later determined to be an e-mail to Deputy Mayor Will from *(redacted) . Request copy of e-mail record
PB/596/2016	8/22/2016	(a) Record of terms/conditions/wording of the Water Metering Agreement referred to. (I assume this Agreement would be between the Town and the Provincial Government or is it between the Town and the Federal Government? (b) Record (copy) of the proposal submitted to the Federal Government Infrastructure Funding via the Provincial Government for the Water Meter project. (c) Record of correspondence/documents from the Provincial Government to the Town of Portugal Cove-St. Philip's re funding for the proposal presented . This would seem to be the information that was the basis of Motion 2016-268 at the Council meeting of August 9, 2016.
PB/597/2016	8/22/2016	1. Assuming the e-mail of 2016-08-17 is a record, request clarification if the correct wording is 2015 Budget or 2016 Budget? 2. Record of time and place for discussions leading up to and during the Budget process of 2015 or 2016. 3. Record of number of people or approximate number of people attending each session. 4. Record of Agenda for each session (if different). 5. Record of preparatory/planning information by the organizers/facilitators of the sessions, including information/explanation/questions/probes for discussion and input from participants. 6. Record that these explanations/questions/probes included information that water or water/sewer was being considered/was an issue for certain roads in the Town (small number of areas. 7. Records showing these areas for which water or water/sewer funding had been received, were “small”. 7. Record of any notes/memos/e-mails following the discussions/meetings. 8. Record of when this information was provided to Council (“Council has heard from...”) 9. Record of what the Town Manager considers as “significant” in terms of number of responses of residents to a Town issue such as using approved funds for water or water/sewer for selected roads. 10. Any records of using the criteria of “significant number” of residents in other Council decisions on spending taxpayers' money (general taxes) for “specific projects/uses” or certain members of the Town/Council – eg. Ditching a small number of roads, asphalt/patching a small number or roads, Meadow Heights w/s, Maggies Place development, cell phone use not benefited by all the public, renovations to the Town Hall not benefited by all the public, certain sports activities not benefited by all the public, etc.
PB/623/2016	9/9/2016	1. Record of cost to the Town for water usage from Bay Bulls Big Pond for 2015?2. Record of amount of water fees paid to the Town in 2015?3. Record of amount paid to Municipal Assessment Agency by Town in 2015.4. Record showing how this was calculated - per resident/per household, etc.5. Records (number - not content) of legal actions involving the Town in 2015.6. Costs to the Town for these legal actions.7. Records (number - not content) of legal actions involving the Town from January 1, 2016 to the present.8. Costs to the Town for these legal actions.
PB/633/2016	9/9/2016	5. Water and Sewer Regulations Deputy Mayor Will inquired regarding the update of the regulations and noted that he was advised (in recent communication with the Town Manager) that a revision of the regulations is a requirement of the water metering project. We can expect a full update at the latest by the time the project is finished. Request record (document, form, directive, etc.) stating that "a revision of the (Water/Sewer) regulations is a requirement of the water metering project."

PB/685/2016	9/27/2016	I am requesting from the Town of Portugal Cove St. Phillips the following information: Relating to Municipal Plan Amendment No. I and Development Regulation Amendment No. I, 2015 and relating to a proposed residential development 3K2 near Windsor Heights and behind Bugden Drive recommending converting land designated from Rural to Urban development (from agriculture to Residential Low density) I request the following: All information and all records (electronic or written) including but not limited to correspondences emails, meeting notes and minutes, documents, proposals, records, letters and drawings dated between January 1, 2013 and September 26, 2016.
PB/703/2016	10/3/2016	Request #1: Records/documents showing cost/estimated cost, including finance charges to Council of constructing water lines to residents on Skinners /Road. Request #2: Records/documents of overall service levy for residents of Skinners Road – which do not exceed the cost in Request #1. Request #3: Records/documents of service levy per civic address for residents of Skinners Road – which do not exceed the cost in Request #1. Request #4: Records/documents showing assessed value of all property on Skinners Road to be benefited by town water related to all rural property so benefited. Request #5: Records/documents, etc. showing that the “developer” and not the property owner, will pay the service levy for Skinners Road referenced in Motion 2015-288. Records showing who will pay the water levy for Skinners Road. Request #6 Records (documents/memos/reports/minutes, etc.) showing the source of the 30% Town’s share of the water/sewer project on Meadow Heights.
PB/711/2016	10/10/2016	1. Records of annual salary for Mayor for 2015. 2. Records of annual salary of Deputy Mayor for 2015. 3. Records of annual salary for a Councilor for 2015. 4. Records of cost of travel/accommodations for Councilors for 2015 5. Records of cost of travel/accommodations for Staff/employees for 2015 6. Record of “professional” fees paid on behalf of employees (for 2015) 7. Records of number of outside workers as of June 30, 2016 (a) Full time; (b) Parttime 8. Records of number of inside workers as of June 30, 2016 (a) Full time; (b) Parttime 9. Records of amount of money paid to Consultants in 2015 (for everything other than cost recovery) 10. Records of cost of socials/dinners/coffee/tea, etc. for 2015 11. Records of cost of advertising for 2015. (for everything other than cost recovery) 12. Records of venues and cost of venues outside of Town owned property for Town functions for 2015. 13. Record of amount of money in Infrastructure Reserve Fund (IRF) as of June 30, 2016. 14. Record of amount of money in Contingency Fund as of June 30, 2016. 15. Record of property tax sales for 2015 (tax sales by auction) 16. Record of amount spent on renovations of the Town Hall from January 1, 2015 to date.
PB/753/2016	11/1/2016	New ATIPP Request - Supplementary to/Clarification of ATIPP PB/711 1 (a). Request Record of number of employees for whom the Town of PCSP paid professional dues/fees/continued membership, etc. in 2015, to a Professional Organization. (b) Request record of Costs for 2015. 2 The Senior Dictionary/Dictionary of Canadian English defines “consultant” as “a person who gives professional or technical advice”. This may include preparing documents/reports/charters. This would not include developers/construction workers/janitorial staff, etc. Below are two items from Council Minutes identifying Consultants. . Motion: Will/Collins 2015-167 Resolved that the Town hire Gerry Curnew consulting services to represent the Town in the upcoming Nape Contract negotiations. Carried For: Bartlett/Collins/Tucker/Will . Against: Hanlon . Motion: Will/Butler 2016-165 Resolved that the Town enter into a contract with Tract Consulting for Planning and Development services in relation to the Maggie's Place Development Area in accordance with the details and terms included in their tabled proposal. Carried Unanimously (a) Request record of Consultants who were paid for individual projects/activities/requests, from Town funds either directly from Town revenue or from grants received by the Town for project work under MYCW, Federal infrastructure or other grants in 2015. Excluded are Consultants for whom a private person/group reimbursed the Town. If a Consultant was hired for more than one project, request record of Consultant per project. (b) Request record of how much was paid for each Consultant service in 2015. 3 (a). Request record of Site of Fall Family Festival and/or Fall Fair for 2015. (b) Record of cost for site. 4. Request record of “indirect payment” for sites outside the Town Hall for Town functions. I understand from previous correspondence that in lieu of direct payment to Beachy Cove School for its use for town functions, the town contracts to cut the school lawn! Request record of any of these costs for 2015 and record of these costs for 2016 (to September 30) 5. Request record of cost of printing and distributing “The Tickle” for 2015. 6. Request record of amount of money in Infrastructure Reserve Fund (IRF) as of June 30, 2016. Note below: . Motion: Will/Hanlon . 2015-453 Resolved that the sum of \$559,000 received from the Department of Education, Government of Newfoundland & Labrador, from the sale of Town land for location of the new school be allocated to the Infrastructure Reserve Fund. . Carried Unanimously

		<p>7. From Council Minutes item below: Request record of confirmation that \$800,000.00 was paid for the purchase of land on Maggies Place and request record of legal fees, financing charges, other charges in addition to the \$800,000.00 and a record of the total. Note the Council Minutes item below states "proceed with an offer."</p> <p>Motion: Egan/Hanlon 2015-237 Resolved that the Town proceed with an Offer of Purchase in the amount of \$800,000.00 approved by</p> <p>8. From property tax sales for 2015-2016, for a total of \$152,000.00, Request record of how much of this accrued to the Town or how much did the Town receive from these sales?</p> <p>9. In light of information from Council Minutes, request records showing when/why properties at 20-224 Old Broad Cove Road, 156 Witch Hazel Road were dropped from tax sales.</p> <ul style="list-style-type: none"> . 4. Tax Sales . Motion: Will/Hanlon 2016-270 Resolved that Council direct staff to proceed with the tax sale process on the following properties (locations and roll ids): . Ayres Lane Ext. 2 . 20-224 Old Broad Cove Road . 163 Witch Hazel Road . 62-80 Bauline Line Ext. . 12-14 Nice Lane . Carried Unanimously <p>10 (a) Request records of motions/decisions of Council or Admin and Finance Committee to pay particular amounts (from January 1, 2015 to (b) Record of amounts paid/committed/approved for construction/renovation/ repairs/wiring, etc. (January 1, 2015 to September 30, 2016.)</p> <p>11. Clarification of record in response to #10 of ATIPP PB/711. Does record of \$32,552.50 include the amount \$1697.78?</p> <p>12. Cost of Photographer (currently noted on Town website) and cost for any photographer services since January 1, 2015.</p> <p>13. Request records of cost of assisting any resident with costs for clean drinking water, outside of costs for the Town water infrastructure distribution system from Bay Bulls Big Pond from October 2014 to September 30, 2016.</p>
PB/754/2016	11/1/2016	<p>1(a). Request records showing definition of "water lines", "water mains" and "service lines".</p> <p>There was no record re my request on "water lines".</p> <p>Response #1 states the project did not include constructing water lines. Instead the purpose was to extend water mains. The response then continues: " This meant that service "lines" were going to be provided to the front boundary of these properties? (my emphasis)</p> <p>2. (a) Request records showing definition of "levy", "service levy".</p> <p>Note, requests were denied due to "no service levy existing" or "no levy been generated."</p> <p>Section 149 (2)(c) of the Act references "service levy" which is a charge on real property. (This does not say it had to be charged or paid or executed or actioned in order to exist.)</p> <p>Section 153 states that "local improvement assessment or service levy" shall be paid by the owner of real property.</p> <p>NOTE 1: It is interesting that Sections 149 (1) and (2) distinguish the "assessment" from "service levy", yet here they are used interchangeably.</p> <p>NOTE: "Levy" like "rent" may be a noun and a verb. It is both a "state" and an "action", The existence of one (the noun, as state or existing) is not dependent on the other (the verb, as the execution of the action). If rent on a property is \$1800 then this (cost/state) can be known, exists, in advance of/independent of the property being rented (actioned) and the rent paid, before a contract or lease for renting is completed. Likewise, a levy (cost/state) can be known independently of the action of charging or paying or levying or auctioning a levy. This is what I requested - the amount of the levy in existence, the state, the amount to be charged.</p> <p>3. Request record showing definition of "local improvement assessment" and how this is the same as, or different from service levy. Response #1 references information on "local improvement assessment".</p>
PB/761/2016	10/3/2016	<p>I would like a copy of a letter submitted to the town in response to a discretionary ad place in the town newspaper regarding a subsidiary apartment in *redacted (167B Beachy Cove Road)</p>
PB 767 2016	11/1/2016	<p>Wording of Request dated Nov. 8, 2016</p> <p>2 The Senior Dictionary/Dictionary of Canadian English defines "consultant" as "a person who gives professional or technical advice". This may include preparing documents/reports/charters. This would not include developers/construction workers/janitorial staff, etc. Below are two items from Council Minutes identifying Consultants.</p> <ul style="list-style-type: none"> . Motion: Will/Collins 2015-167 Resolved that the Town hire Gerry Curnew consulting services to represent the Town in the upcoming Nape Contract negotiations. Carried For: Bartlett/Collins/Tucker/Will . Against: Hanlon . Motion: Will/Butler 2016-165 Resolved that the Town enter into a contract with Tract Consulting for Planning and Development services in relation to the Maggies Place Development Area in accordance with the details and terms included in their tabled proposal. Carried Unanimously <p>(a) Request record of Consultants who were paid for individual projects/activities/requests, from Town funds either directly from Town revenue or from grants received by the Town for project work under MYCW, Federal infrastructure or other grants in 2015. Excluded are Consultants for whom a private person/group reimbursed the Town. If a Consultant was hired for more than one project, request record of Consultant per project.</p> <p>(b) Request record of how much was paid for each Consultant service in 2015.</p>

PB/775/2016	11/10/2016	7. From Council Minutes item below: Request record of confirmation that \$800,000.00 was paid for the purchase of land on Maggies Place and request record of legal fees, financing charges, other charges in addition to the \$800,000.00 and a record of the total. Note the Council Minutes item below states "proceed with an offer." 2015-227 Resolved that the Town proceed with an Offer of Purchase in the amount of \$800,000.00 prepared by Town's legal counsel to the owner of 2-80 Maggies Place for approximately 14 acres of land. Carried Unanimously
PB/800/2016	11/17/2016	Request 1, PB/703 asked for records/documents showing cost/estimated cost, including finance charges to Council of constructing water lines to residents of Skinners Road. The Reply stated "The project on Skinners Road did not include constructing water lines so there are no records responsive to this request." Reply to Request #1 (PB/754) on definition of "water lines", "water mains", and "service lines" states that a "water line" is simply a pipe and there are two kinds – a water main, and a service line." in light of this information, I will repeat Request 1 (above) and ask for records re cost/estimated cost, + finance charges of constructing water lines (or water mains and service lines) on Skinners Road.
PB/806/2016	11/21/2016	From Information provided, the following amounts of money exist within the Town of Portugal Cove-St. Philip's. Amount in Contingency Fund as of October 31, 2016- \$474,026.00 Amount in Infrastructure Fund - \$1,033,026.00 as of June 30, 2016 Recreation Reserve Fund (Council Minutes, Nov. 15/16) approximately \$500,000.00 Gas Tax Allocation to March 2019 \$891,304.60 Request records (documents, notes, minutes, reports, etc.) showing (a) any change in the Contingency Fund to November 20, 2016 (b) any change in Infrastructure Fund to November 20, 2016 (c) specific amount in Recreation Reserve Fund as of November 20, 2016 and (d) any other amounts/pots/collections/deposits of funds of the above nature within Town control - that are, not committed for a specific project but accessible for spending by the Town.
PB/807/2016	11/21/2016	For the year 2015: 1. Records showing number of non-unionized workers. 2. Records showing overall Cost of unionized and non-unionized salaries excluding management (including retroactive pay for non-unionized workers): 3 Records showing overall cost of salaries of all inside/office workers including management. 4. Records showing overall Cost of management salaries and benefits: 5. Records showing range of management salaries 6. Records showing cost of pension benefits for employees 7. Records showing amount paid to Municipalities Newfoundland and Labrador.
PB/843/2016	12/12/2016	1. Any/all documentation associated with regards to our proposed development of the property at 432 Old Broad Cove Road, including any/all internal and/or external reports that were produced prior to November 29, 2016 to provide an analysis of cost of operation and/or maintenance of the proposed waste water treatment systems; and/or the various designs and/or methods proposed in our proposal for the development of the property at 432 Old Broad Cove Rd versus the existing Town's sanitary sewer infrastructure. 2. Any/all documentation associated with regards to our proposed development of the property at 432 Old Broad Cove Road, including any/all internal and/or external reports that were completed prior to November 29, 2016 and produced to provide an analysis of the suitability of the proposed Public Open Space. In particular, the comparison analysis of the proposed property and the adjoining property that was accepted for the same purpose. This should include any surveys, etc. that were relied upon to assist the author of the report in providing their recommendations of rejection of the proposed open public space versus the Town's existing adjacent open space.
Total in 2016:	52	
PB022017	4/29/2017	On October 12, 2016, Mayor Moses Tucker, with mayors of three neighbouring municipalities, wrote Mayor Denis O'Keefe, St. John's re the increase in water management fees following a Special Meeting of St. John's City Council on August 22, 2016. Request records of any follow-up correspondence to/re the Mayors' letter, regardless of source, and/ or to the issue on which the letter focuses, including any Minutes/notes/documents at any Committee or Council meetings of the Town of Portugal Cove-St. Philip's.
PB082017	4/29/2017	Following are two motions from the Council Minutes of December 13, 2016. Request records showing source of funding for the walkways ((a) consultant costs and (b) construction costs) referenced in these motions. 1. Change Order Motion: Will/Bartlett 2016-467 Resolved that Council approve change order PCA CO No.1 to DMA project 17-MYCW-00117 in the amount of \$3,800 plus HST for Design and Contract document fees associated with the addition of pedestrian walkways to the scope of work for Servicing of Meadow Heights. Carried Unanimously 2. Change Order Motion: Butler/Hanlon 2016-468 Resolved that Council approve Change order 1 to DMA project 17-MYCW-00116 in the amount of \$6,673.52 plus HST for a pedestrian walkway option design for Neary's Pond Road reconstruction. Carried Unanimously

PB092017	5/1/2017	The Town Council of Portugal Cove-St. Philip's received a 2014-2017 MultiYear Capital Works (MYCW) Grant of total value of \$2,763,119.00 for water for Skinners Road and water/sewer for Drovers Heights, Franklin Place, and a section of Indian Meal Line. The Provincial portion of this grant is \$1,848,600.00. Request records of any and all expenditures/transactions/adjustments from this grant including Provincial share and Town share to December 31, 2016.
PB132017	5/1/2017	Copy of letter, including notice of upcoming meeting, including names to whom sent re Maggies Place Development or any related development/activities. Cost of rental of facilities/other expenses for meeting.
PB332017	5/2/2017	Council of PCSP January 17, 2017 NOTE: There were four Councilors present at the meeting. 1. Addendum to the Admin Finance Committee Report presented by Councillor Butler: Re: MYCW (re-direct Funds) Motion: Butler/Hanlon 2017-022 Resolved that the Town forward notification to the Department of Municipal Affairs that the remaining funds from the deferred project # 17-MYCW-17-00002 be redirected as follows: \$360,000 to be used for project MYCW #17-MYCW-17-00116 (Neary's Pond Road Upgrade); And any remaining funds over the amount of \$360,000 be used toward the project # 17-MYCW-17-00117 (Meadow Heights Water and Sewer) Carried Unanimously Request: 1. Record/amount of remaining funds in MYCW 2014-2017 as of January 23, 2017. 2. Record/amount of remaining funds after \$360,000 (to be used towards project #17-MYCW-17-00116 Neary's Pond Road) to be used for project # 17-MYCW-17-00117 (Meadow Heights Water and Sewer) 3. Record (list) of all subprojects with description (eg. #MYCW #17-MYCW-17-00116 (Neary's Pond Road upgrade); # 17-MYCW-17-00117 (Meadow Heights Water and Sewer) from MYCW 2014-2017.
PB462017	5/1/2017	1. Record/statement of purposes/uses of the Town Depot. 2. Record/documentation/report on the condition (strengths/weaknesses) of the Town Depot for each of the purposes/uses identified including date each report completed. 3. Record/documents/notes/minutes specifying a future date/time when (and what) repairs/renovations will be needed. 4. Date when repairs/renovations noted, were made. 5. Record/documents/notes/minutes when the Town Depot will need to be rebuilt/replaced (including date).
PB472017	5/17/2017	1. Any and all documentation regarding the Town of Portugal Cove - St. Philips' municipal capital works cost recovery levy, including but not limited to any and all internal and/or external reports and analysis. 2. Any and all internal and/or external correspondence both sent and received by the Town of Portugal Cove - St. Philips regarding the municipal capital works levy. 3. Any and all motions of council and minutes of council and committee meetings including any and all recommendations and meeting notes regarding the development of and implementation of the levy policy.
PB532017	5/6/2017	1. Provide the complete file and any/all complete documentation with regards to the purchase of the land located #2-80 Maggie's Place. 2. Include any and all offers that were invited for the purchase of the land (#2-80 Maggie's Place) 3. Any and all correspondence pertaining to this purchase including proposal calls. 4. Any and all processes were used by the PCSP council and it's officials to determine the choice of this location for the PCSP depot. 5. Any and all correspondence to the decision that \$800000 represented fair market value for the land 6. Any and all details of public and private meetings by council and it's officials regarding Maggie's Place.
PB632017	5/6/2017	All disclosure statements for the consecutive years commencing 2013 to 2017 for the Town of Portugal Cove - St. Philips' Councillors, Clerk, Manager, Treasurer, Department Heads, and Consultants for the municipality, that have been submitted as required by section 210 of the Municipalities Act.
PB752017	5/6/2017	Request current records/documentation/estimation of costs of providing water/sewer to Meadow Heights and any side roads as part of MYCW (2014-17).
PB762017	5/11/2017	Re Motion 2017-030 (Council Minutes, January 31, 2017), source of funding for approximately \$280,000.00 for lighting for Rainbow Gully ball field. Request copy of record/estimate for cost of lighting for Rainbow Gully Ball field and source of this funding.
PB772017	5/16/2017	Re Council Minutes, January 31, 2017 (New Business) – Affordable Housing Committee. Request Terms of Reference for this Committee, criteria/request for membership.
PB782017	5/24/2017	From Council Minutes of January 31, 2017, request record of all correspondence/e-mails, Committee notes, minutes, etc., other re "placement of water service stubs for those properties along the area of Thorburn Road covered by this project which are currently not connected to the Town water system."

PB792017	5/18/2017	Item from Council Minutes of January 31, 2017 – Admin and Finance Committee 3. Correspondence from Municipal Affairs, Gas Tax Secretariat The letter dated January 13, 2017, states the Town has \$427,821.77 remaining in gas tax funds to March 31, 2019. To ensure the Town receives timely payments of gas tax funds, a Capital Investment Plan application along with a resolution of Council and a quote for the proposed cost of eligible project(s) will need to be submitted. The Director of Financial Operations will follow-up on this item. Request documentation to date re (a) initial amount in this gas tax fund and (b) itemized expenditures to date from this gas tax allocation.
PB872017	5/24/2017	Request total/amount paid for drinking/bottled water for the town of PC-SP for 2016.
PB892017	5/25/2017	A. Cheque register: 01/23/17-02/06-17 – Item: 044406-Chris Milley – travel Allowance-\$400.00; Item 044407-Gail Tucker-Travel Allowance-\$400.00 Request records/itemized travel for these expenditures B. The Cheque Register 01/23/17-02/06/17 shows three items for “water” for town hall at \$108.50 (#0444397/0444362.) Request total amount paid for drinking/bottled water for the Town for 2016
PB902017	5/27/2017	The Northeast Avalon Times (February, 2017) attributes the following quote to Cllr. Aaron Facey: “You could spend the whole budget o water and sewer, but we have to balance what we do. When you look at the impact recreation is having in this community, the numbers of participants are growing by staggering amounts.” Request: (a) Amount of Town general revenue (ir. Excluding grants) spent on providing Town water for residents of PCSP not hooked up to Town water prior to 2016? (b) Amount of Town general revenue(ie. Excluding grants) budgeted for providing Town water for residents of PCSP for 2017 not hooked up to Town water prior to 2017? (c) Estimated cost of bill for lighting (not installing) Rainbow Gully Ballfield, for the year following installation of lighting.
PB1052017	6/2/2017	PCSP Council Minutes: February 16, 2017-02-23 The following project updates were provided by the Town Manager/Engineer, Chris Milley: Clean Water projects The Town is working with the Department of Municipal Affairs on Cabinet paper submissions before a RFP can go before Cabinet for approval. A meeting regarding the approval process was postponed due to weather until early in the week of February 20, 2017. RFQ and RFI are other options being considered to expedite future RFP approval process. Request Record/copy of any correspondence/documentation from MA to the Town and/or Town to MA on Cabinet Paper submission before a RFP can go before Cabinet for approval.
PB1062017	2/23/2017	From the PCSP Council Meeting, February 16, 2017: The following project updates were provided by the Town Manager/Engineer, Chris Milley: Nearys Pond Road project Department of Municipal Affairs is reviewing additional funding information provided at their request. Request Record/copy of additional funding information provided to the Dept. of Municipal Affairs at their request.
PB1112017	2/23/2017	On January 13, 2017, the Town of PCSP wrote the Minister of Municipal Affairs, beginning: “I write in response to your department’s request for an indication of what projects the Town of Portugal Cove-St. Philip’s wishes to direct excess Multi Year Capital Works funds left over from the deferral of project #17-MYCW-17-00002.” REQUEST: Copy of Department’s request referenced.
PB1322017	3/6/2017	Record/copy of regulations, etc. re minimum distance a building (dwelling, shed, accessory building) must be located from a dug well – whether the buildings to be constructed are on the owner’s (of the dug well) or adjoining property.
PB1332017	3/6/2017	(1) Annual Salary of Director of Recreation and Community Services after adjustment to 100% of the salary scale. (2) Amount in retroactive pay to November 2015. Motion: Will/Butler 2017-065 Resolved that Council approve the Director of Recreation & Community Services salary be adjusted to 100% of the salary scale amount and a retroactive payment to November 2015 be made. Carried Unanimously
PB1342017	3/6/2017	Copy of Action Item List as of February 28,2017, referenced in Town Manager’s Report, Council Minutes, February 28, 2017

PB1562017	3/15/2017	<p>Based on the following:</p> <p>(a) In a letter to a resident of Franklin Place from the Town on May, 17, 2016, the letter states: "...the Council heard from a significant number of residents that they were not willing to pay for water and sewer service (through general taxes) to a few areas that would benefit from it."</p> <p>(b) An e-mail from the Deputy Mayor of December 7, 2016 states: "Roads are a "common property" asset & upgrades/repairs are paid for by all taxpayers. Water and sewer services benefit only those residents who receive them; therefore those taxpayers who do not benefit from these services are exempt from paying for them." (c) All property tax payers are expected to help pay the cost of purchasing Maggie's Place at \$864,441.29 + \$7,926.00 financing per year.</p> <p>(d) All property tax payers are expected to help pay the cost of the municipal portion of putting water/sewer on the route to the depot (Meadow Heights) - \$339,442.00 according to ATIPP Request (PB/75, February 24/17) Request:</p> <p>(a) Any town policy/decision for installing water and/or sewer that supports statements (a) and (b) from the above correspondence. Provide date of policy/decision, date and by whom it was approved/adopted.</p> <p>(b) Any memos/documents rationalizing Statements (a) and (b) with Statements (c) and (d). Provide dates of such memos/documents.</p>
PB1572017	3/15/2017	Re Motion 2017-030 (Council Minutes, January 31, 2017), source of funding for approximately \$280,000.00 for lighting for Rainbow Gully ball field. Request copy of record/estimate for cost of lighting for Rainbow Gully Ball field and source of this funding.
PB1582017	3/17/2017	<p>I would like any and all documentation pertaining to Maggie's Place including but not limited to road surveys, land surveys, easements and right of ways.</p> <p>Revised: I would like any and all information pertaining to Maggie's Pl prior to the town purchasing the land opposite Maggie's Pl. These would include land surveys, road surveys, easements, and right of ways.</p>
PB1642017	3/21/2017	Any and all documentation associated with development applications and/or approvals with regards t development of 248-260 Witch Hazel Road
PB1652017	3/20/2017	Request: Copy of Civic Numbering Regulations voted on by Council at the Council Meeting of March 14, 2017.
PB1662017	3/21/2017	<p>The following item is from the Town of Portugal Cove-St. Philip's Council meeting of March 14/2017.</p> <p>3. Discussion Items:</p> <p>1. a) MYCW project updates were provided and notably the approval to enter into a Project Management Consultant Agreement for the Water Metering Project has been received from the Department of Municipal Affairs.</p> <p>Request:</p> <p>(A) Copy of MYCW project updates referenced.</p> <p>(B) Approval to enter into a Project Management Consultant Agreement for the Water Metering Project</p>
PB1672017	3/21/2017	<ol style="list-style-type: none"> 1. All information on building permits 244 Bauline Line Ext 2. Real Property reports 3. Frontage on publicly maintained road
PB1682017	3/21/2017	<p>We request all documents regarding application for permit, correspondence for permit, surveys, and all correspondence regarding, requirements for approval and final approval for building permit related to address 16-18 Old Cart Road, for *(redacted) 16-18 Old Cart Road prior to house sale in 2007.</p> <p>We also request copies of any documents of land surveys regarding Right Of Way requirements for driveway prior to 2007, also to include final permit copy of all documents relating to final permit and approval and all inspections for final permit to include final requirements to meet towns approval.</p>
PB1712017	3/21/2017	<ol style="list-style-type: none"> 1. All information on building permits currently open on Ayres Lane 2. Real Property reports 3. Frontage on publicly maintained road 4. Any information on land conveyance to PCSP
PB1722017	3/21/2017	<ol style="list-style-type: none"> 1. All information on building permits 109 Dogberry Hill Road 2. All information on any land conveyance to the town of PCSP 3. Real Property report 4. Frontage measurements on a publicly maintained road
PB1742017	3/27/2017	Any documentation/memos/minutes/notes/e-mails, etc. from meetings/discussions/conversations of Council/Committee, Councilors and/or staff re recommendations for cost-cutting measures/expenditure reduction/savings/or downsizing in preparing for the 2017 Town Budget with cost-cutting measures, expenditure reduction, savings, or downsizing being specified.

PB1752017	3/27/2017	Correspondence from Chris Milley, Town Manager to Minister Eddie Joyce, Municipal Affairs dated March 17, 2013 (sic, correspondence references events of 2014 and 2016) states: "The council of Portugal Cove-St. Philip's has recently reviewed the Town's capital works priorities to identify the projects, obtain necessary approvals, hire consultants, and now has all engineering and tender documentation complete. Request: (1) List/record of the Town's capital works priorities as of March 17, 2016. (2) List of capital works Projects identified to that time. (3) List of capital works Projects identified after March 17, 2017 to the present.
PB1762017	3/27/2017	Please provide a copy of all town cheque registers from January 2014 up to present day.
PB1832017	3/28/2017	I am requesting copies of all documents contained in *(redacted personal identifying information)
PB1842017	3/29/2017	All documented disciplinary action taken *(redacted personal information)
PB1932017	3/28/2017	1). Any and all documentation with regards to a meeting between the Town of Portugal Cove -St.Philips Planning and Development Committee and Invited Land Developers concerning Maggie's Place, Including the Inviting of developers, minutes, briefing notes, list of names of council members, town officials and developers in attendance, and any and all documentation produced as a result of the discussions of that meeting. 2). Any and all documentation with regards to The Depot Location Land Assessment that was completed by TRACT Consulting for the Town of Portugal Cove- St. Philips. 3). Any and all documentation for appraisals done on behalf of the Town and or the vender for the property purchased by the Town of Portugal Cove- St.Philips at Maggie's Place.
PB2182017	3/31/2017	Itemized list of all costs of providing information/promoting/communicating/ correspondence re Maggies Place Development up to March 10, 2017 – including Flyers (duplicating/ mailing), announcements by paper/audio, mail outs, correspondence to landowners, rental and other costs for meetings, and estimated time/cost of staff for being involved in this project.
PB2172017	4/6/2017	Information on the Town of Portugal Cove-St. Philip's expenditures/funding for 2016. 1. Mayor's salary 2. Deputy Mayor's salary 3. Councilor salary 4. Number of outside workers: fulltime + seasonal. 5. Number of inside workers: fulltime, contractual and part time (highest number at any point) 6. Number of (a) unionized workers, (b) non-unionized not including management, (c) management (highest number for each category at any point) 7 Salaries (total) of all inside/office workers, that is excluding management, and excluding outside workers. 8. Overall salaries of management . 9. Range of management salaries
PB2192017	4/1/2017	A response to ATIPP/90, stated: "Council decided that all projects (water/sewer?) were to be evaluated and based on a cost recovery basis for all future infrastructure via the levy or local improvement assessment process – hence the towns (sic) portion of any projects would be billed to the beneficiaries of the service. The town will still apply for grants as it always did with the town portion coming from a direct charge back to residents via the levy and local improvement assessment." Request Date/time, Motion/Resolution/Minutes, etc. when Council decided the policy as stated above.
PB2202017	4/6/2017	The following is contained in the Council Minutes of March 28. Request Notes/memo/document/e-mail, etc, of Resident feedback. a) Town Water / Sewer Planning: Resident feedback regarding the Town's water and sewer planning was shared with Committee.
PB2272017	4/10/2017	The following statement is in the Council Minutes of March 28/17. Request copy of approval. • The Town has received approval to its January 13, 2017 request to reallocate funds from the 2014-2017 MYCW allocation.
PB2282017	4/12/2017	1. Cost of professional dues/fees/membership fees paid for employees, stating number of employees involved and nature of dues/fees. 2. Cost of pension benefits for employees 3. Cost of other benefits such as travel allowance – name benefits. 4. Cost of actual travel/accommodations for Councilors 5. Cost of actual travel/accommodation for employees 6. Cost of use of cell phones by Council and staff (Indicate number of Councilors and staff (by title of position or name) using Town paid cell phones) 7. Costs of socials/dinners/refreshments, listing cost of Christmas dinner separately. 8. Cost of coffee/tea/beverages provided at the Town Hall.

PB2292017	4/12/2017	Request the following information: 1. Record/list of “proposed water and sewer projects selected from 2009-2013 on which there were ‘massive projected cost overruns’”. 2. Amount of funding projected for each of these projects. 3. Source of projected funding for each of these projects. 4. Amount of cost overrun for each project. 5. List of alternatives that Council took to make up for any shortfall on projected expenditures for each project.
PB2302017	4/10/2017	Request copy of Letter referenced in the Agenda for the PCSP Council meeting of April 11, 2017. f) Administration and Finance – Agenda: 2. 4) Letter of Concern re new MYCW Allocation Plan
PB2362017	4/17/2017	Copy of page of document/signed agreement or appropriate statement showing date when Town completed transaction of purchase of land on Maggies Place which was noted as a place to build a new Town depot.
PB2372017	4/17/2017	Information on the Town of Portugal Cove-St. Philip’s expenditures/funding for 2016 (unless otherwise noted). 1. Cost of renovations to the Town Hall to date (April 17, 2017) since January 1, 2015 including any heating equipment, or such equipment, etc. in addition to cost of structural materials/labour, etc. 2. Cost of renting venues outside the Town Hall/Recreational Centre for Town functions with list of venues and costs. 3. Cost of purchasing land at Maggies Place to date (April 17, 2017) (separating legal fees, finance charges, consultant fees, etc.) 4. Breakdown of all consultants used by the Town between January 1, 2016 and December 31, 2016. Please include amount paid or committed to date as well as general nature or scope of work and associated time frames. (NOTE: This wording is based on ATIPP TW/60/2016.) 5. Breakdown of all legal assistance used by the Town between January 1, 2016 and December 31, 2016. Please include amount paid to date as well as general nature or scope of work and associated time frames. 6. Total cost of advertising – flyers, radio, newsletter, . 7. Cost of Town Newsletter (Tickle) including postage. 8. Cost of Town photographer. 9. “Charitable” or voluntary donations to requests for Town support, donations to groups/organizations to sponsor events during Winter Festival, or other such occasions/ listing recipient and amount
PB2532017	4/18/2017	Item from Council Minutes - April 11, 2017 1. Manager - Streets, Fleet and Waste Management Salary Scale As per a previous Motion of Council (Motion: 2014-103), which approved the establishment of this position, the salary scale for the Manager - Streets, Fleet and Waste Management position was presented as per a recent Salary Survey completed by LW Consulting. Monies for this position were approved as part of the 2017 Budget. Motion: Bartlett/Hanlon 2017-213 Resolved that Council approve the recommended Salary Scale for the position of Manager – Streets, Fleet and Waste Management. Carried Unanimously Request 1. Name of Manager-Streets, Fleet, and Waste Management. 2. Motion/decision when this person was named to that position. 3. Copy of Salary scale for this position. 4. Copy of and cost of Salary Survey by LW Consulting
PB2542017	4/18/2017	From Council Minutes – April 11/2017, 3. RNL Conference : The Recreation Staff will be attending the Recreation Newfoundland and Labrador Annual General Meeting, Conference and Tradeshow from May 25th-27th in Deer Lake. Dawn Sharpe, Director of Recreation and Community Services will be facilitating the Pre-Conference training sessions for the Recreation Practitioner as well as the Community Garden Workshop. Councillors will let staff know by Wednesday, April 26th if they would like to attend. Request 1. As of April 26, estimate/budget for Recreation NL Annual GM, Conference and Tradeshow with categories of expenditures specified.
PB2552017	4/18/2017	From Council Minutes of April 11/17: 3. Letter of concern Committee will draft a letter of concern to Department of Municipal Affairs over the Multi-Year Capital Work new allocation plan. The change in cost share may adversely affect choice in Town projects to follow. Request 1. Copy of letter when it is complete.
PB2562017	4/18/2017	PCSP Council Minutes of April 11/17 contained the following in the Cheque Register. (1) #044721-03/27/2017: Diocesan Synod of Eastern NL - \$44,923.66 (2) #044748-03/29/2107 Western Star Freightliner - \$297,772.95 (1) Request reason/purpose/nature/basis of this Invoice. (2a) Request reason/purpose/nature/basis of this Invoice, including use of Freightliner. (2b). Record of any Tender for this item and results of Tender.

PB2572017	4/20/2017	<p>Re: Asset Management Plan (Response to ATIPP/PB/219/2017(50) Request the following:</p> <ol style="list-style-type: none"> 1. Record/minutes/notes, etc. of Committee meetings when Financing Strategy (Assumptions and Outcomes) was shared/discussed (including those in attendance/dates). 2. Record/minutes/notes, etc. of Council meetings when Financing Strategy (Assumptions and Outcomes) was shared/discussed (including those in attendance/dates) - excluding the meeting of May 31, 2016. 3. Record/minutes/notes of public meetings when Financing Strategy affecting future funding for water and other infrastructure was shared/discussed. 4. Record/notes/input to KPMG Consultants re Financing Strategy, particularly the Assumption: “New infrastructure investments relating to new services or growth will be funded through a combination of senior government grants and levies charged to those property owners receiving the services, with the cost of these investments not funded through the municipal levy. (p.37)” (Note infrastructure according to the Management Plan (p.24) includes the following and therefore all are covered by the Assumption: Heavy equipment; Fire vehicles; Heavy vehicles Light vehicles; Buildings (roof) Buildings (electrical) Buildings (mechanical); Buildings (structure); Bridges <ol style="list-style-type: none"> 5. Page 37 of the Plan states: “ We have prepared a series of financial projections that considers the following key assumptions”. Note Canadian Dictionary defines assumption as something not real, something supposed. These 6 Assumptions were adopted by Council. Request any record where statements arising from these Assumptions were adopted as Town Policy? Note, they are not listed in Town Policy on the Town Website. 6. Considering the significance of the Asset Management plan on possible changes to the Town’s funding of infrastructure (note how Plan authors define infrastructure in terms of what is included), request any records/notes/etc. as to why Sections were not voted on separately, rather than adopting an omnibus document. 7. Considering the significance of the Asset Management plan on possible changes to the Town’s funding of infrastructure (note definition of infrastructure), request any records/notes/etc. why the document was not included with the Minutes off the May 31 meeting which adopted the Plan for the benefit of those reading the Minutes. 8. Request Record showing meaning of “municipal levy” in Assumption 4 (p.37) of the Financing Strategy stating “with the cost of these investments not funded through the municipal levy. (my underlining) 9. Request amount of current/latest Debt Repayment Reserve in Assumption 2. 10. Request amount of current/latest Tax stabilization reserve in Assumption 2. 11. Total cost to Consultant for all work/time invested in producing the Asset Management Plan. 12. The following information is provided on page 34 re priorities. Thirteen roads were listed as priority for funding (page 36), One can understand why arterial roads are a priority over local roads, but request documentation on why roads were deemed a priority over clean drinking water or over water to flush a toilet. For the purposes of the asset management plan, priority infrastructure is considered to represent assets that:
PB2582017	4/22/2017	<p>The attached letter references “a draft copy of the proposed agreement” for Household Water Meter Installation – Project No. 17-CWWF-17-00034, and “the document has been reviewed”. Request copy of proposed agreement/document.</p>
PB2802017	4/26/2017	<p>Information on the Town of Portugal Cove-St. Philip’s expenditures/funding for 2016.</p> <ol style="list-style-type: none"> 1. Costs of water use to the Town paid to the St. John’s Regional Water Committee. 2. Costs of water paid by residents/businesses to the Town through water fees. 3. Cost of Water management paid by the town to Regional Water Committee or the City of St. John’s. 4. Amount paid to Municipal Assessment Agency 5. Amount paid to Municipalities NL 6. Listing of various “reserve”/“monetary” funds under Town Control (such as Gas Tax Fund, Land sale, Lifestyle Centre reserve fund, recreation reserve fund, infrastructure fund, contingency fund, etc.) and amount of funding in each one. 6. Town debt end of 2016. 7. Debt payment for 2016.

PB2812017	4/26/2017	<p>The Minutes of March 8, 2016 of the Town of PCSP Council meeting contain the following.</p> <p>5. Added item: Multi-Year Capital Works Projects update</p> <p>The status and possible cost recovery options of the current Multi-Year capital works projects were discussed at the February 23 Committee of the Whole meeting. The discussion was brought to the Admin Finance Committee for further discussion and decision on what direction to take. The Committee of the Whole and Admin/Finance Committee both agreed that they would recommend deferring the current list of MYCW projects until there is a greater need by the residents for them to be completed and they are economically more feasible. In turn the committees agreed that they would recommend applying to divert the remaining MYCW funds to projects that will give benefit to a greater number of residents and would allow for more acceptable cost recovery models. The committees chose to apply for funding to service the land that the Municipal Depot is planned to be built on. Servicing the land would be the first step in the development of a new depot. In order to service the land, properties along Meadow Heights would also be fully serviced with sewer and water (from an existing transmission main) so would also be included in the funding application. The Admin Finance Committee discussed adding another high priority project identified in the Asset Management Plan. The project that was considered is the upgrading and paving Neary's Pond Road from Round Pond Road to the end of Neary's Pond Road.</p> <p>The following resolutions were proposed.</p> <p>Part (A) 2016-062 Resolved that the Multi-Year Capital Works projects for water servicing of Skinners Road and water and sewer servicing of Drovers Heights, Franklyn Place, and Indian Meal Line be deferred for future consideration and that the remaining project funds be released for potential reallocation to alternate capital works projects.</p> <p>Part (B) 2016-063 Resolved that the Town apply to reallocate a portion of the remaining available 2014-2017 Multi- Year Capital Works funding to provide water and sewer services to Meadow Heights and the Town owned property on Maggies Place for the purpose of servicing the future site of a new Municipal Depot.</p>
		<p>Part (C) 2016-064 Resolved that the Town apply to reallocate a portion of the remaining available 2014-2017 Multi- Year Capital Works funding to upgrade and repave Neary's Pond Road from Round Pond Road to the end of Neary's Pond Road.</p> <p>Request:</p> <ol style="list-style-type: none"> 1. List of those present at the Committee of the Whole Meeting of February 23, 2016. 2. List of those present at the Admin/Finance Committee referenced in the above report to Council including date of Admin/Finance Committee meeting. 3. Copy of Admin/Finance Committee report/minutes/notes to the Town Council meeting of March 8, 2016. 4. Copy of report/minutes/notes of Committee of the Whole meeting of February 23.
PB2912017	4/29/2017	<p>"Common property assets" The following was received in an e-mail of December 7, 2016 from Deputy Mayor Will: "Roads are a "common property" asset & upgrades/repairs are paid for by all taxpayers. Water and sewer services benefit only those residents who receive them; therefore those taxpayers who do not benefit from these services are exempt from paying for them."</p> <p>Request:</p> <ol style="list-style-type: none"> 1. Copy of/date/authorization, etc. of the documentation of this decision from Town of Portugal Cove-St. Philip's files/Minutes/policies, etc. 2. A list of any and all other services/infrastructure that are "common property" assets in addition to roads. 3. A list of any and all other services/infrastructure in addition to
PB2922017	4/29/2017	<p>Cost of website - Request name of consultant/others who installed the current Town of PCSP Website and cost for this work for each party to the present.</p>
PB2932017	5/1/2017	<p>Re: Installation of Town of PCSP Website. Request:</p> <ol style="list-style-type: none"> 1. Date the website was installed. 2. Number of residents contacted (date) prior to installation of website re strengths/weaknesses/ of former website. Also request, copy of memo, contact. 3. Number of residents from whom input re #2 was received. 4. Top five strengths, and top five weaknesses identified. 5. Number of residents contacted (date) re suggestions for a new website. Copy of memo/contact. 6. Number of residents from whom suggestions received. 7. Top five suggestions. 8. Information on piloting the website. 9. Information on use of website by non Town Hall personnel in April, 2017. 10. Request name of consultant/others who installed the current Town of PCSP Website and cost for this work for each party to the present.
PB2942017	5/1/2017	<p>Water management fees for the Town of PCSP increased from \$5000 to \$25000 from 2016 to 2017. Request:</p> <ol style="list-style-type: none"> 1. Record of justification for increase listing specific factors, variables (technical, personnel, hours/time involved) in calculated cost of water management for 2016. 2. Record of justification for increase listing specific factors, variables (technical, personnel, hours/time involved) in calculated cost of water management for 2017. 3. Record of any action taken by the Town challenging this increase. 4. Record of response to action challenging this increase.
PB3022017	5/2/2017	<p>Request copy of Agreement/Contract between the Town of Portugal Cove-St. Philip's and the technician/consultant on maintaining/monitoring the current Town website.</p>

PB2962017	5/1/2017	A letter from City of St. John's dated July 21, 2016. The letter was looking for support to change legislation to forestall claims for compensation in protected watershed areas.
PB3502017	5/17/2017	provide a copy of municipal regulation relative to assessment of seved vacant land
PB3512017	5/6/2017	From Council Minutes/April 25 Traffic Calming Policy As per the previous Public Works Committee reports (March 22 and April 3, 2017), Committee discussed the Traffic Calming Policy developed by Harbourside Transportation Consultants (HTC). Committee has reviewed the policy and a copy was placed on the Town's website. No feedback was received therefore Committee would like to move forward with approval for adoption. 1. Date/s of posting Traffic Calming Study for feedback. 2. Copy of wording requesting feedback. 3. Location of Request for Feedback on the Website. 4. Length of time posted requesting feedback. 5. Number of /hits/acknowledgment/awareness of request for feedback 6. Copy of Traffic Calming Policy as posted for feedback or current location of that copy on Website. I do not see it under DOCUMENTS.
PB3522017	5/6/2017	FACT: MYCW Funding of \$2,763,119 for water for Skinners Road, and w/s for Franklin Place, Drovers Heights, Indian Meal Line was taken away for a route to a new depot (Under ATIPP there is no report that a new depot is needed) and upgrading Neary's Pond Road. From Council Minutes of January 17, 2017 Public Works Committee Report for January 11, 2017 presented by Councillor Bartlett 1 . Update: Connectivity Plan Phase 1 – Thorburn Road and Dogberry Hill Road The project tender is scheduled to be released February 2, 2017, provided there are no changes to the scope of work. Tender award is scheduled for the first week of March and construction is scheduled for the beginning of May when weather conditions are expected to be favorable. Substantial completion of the project is scheduled for early July 2017. The integration of water connections along Thorburn Road and Dogberry Hill Road to this project was discussed to determine impact on timelines and cost. It is estimated to add an additional four weeks to the tender release schedule and an additional four to five weeks to the construction timeframe. Cost estimates were also included with a range of \$115,000 - \$137,000. From Council Minutes of April 25, 2017 Motion: Will/Bartlett 2017-232 Resolved that the town applies under the 2017-2020 Multi-Year Capital Works Program to resurface the entirety of Tolt Road and as well install water stubs to existing properties along the existing water service main. Initial estimates for this project total \$3,135,410.00, HST included. Carried Unanimously Request: 1. Record/documents/Minutes/Notes, etc. that providing water stubs along parts of Thorburn Road, Dogberry Hill Road, and the entirety of Tolt Road is a priority over water for Skinners Road or water/sewer for Franklin Place, Drovers Heights, Indian Meal Line. 2. Record of approval by Council for water stubs along Dogberry Hill Road. 3. Record of approval by Council for water stubs along Thorburn Road.
PB3532017	5/6/2017	The Council Minutes of April 25, 2017 refer to 1. Service Level Review 4. Level of Service Plan (tabled at the February 16, 2017 Public Council Meeting) REQUEST: Copy of Service Level Review.
PB3542017	5/11/2017	Re: PB/227/2017. Letter from Eddie Joyce, MHA to Mayor Moses Tucker which references "attached revised Schedule A." Request copy of attached revised Schedule A.
PB3552017	5/16/2017	Re-wording and breakdown of previous request for which there were no responsive records. Copy of page of document/signed agreement or appropriate statement showing date when Town completed transaction of purchase of land on Maggies Place.
PB3632017	5/24/2016	I am looking for all possible informatino on the building permit for 115 Dog Berry Hill Road, including survey's property reports and any information on any land which was taken over by the town.

PB3562017	5/18/2017	<ol style="list-style-type: none"> 1. Copy of ATIPP requests on which Will based his conclusions of "frivolous", "vexatious", "abuse of taxpayers' money", "for revenge". 2. Criteria/bases, rationale, etc on which Will based his conclusions for the different ATIPP requests noted in #1? 3. Will states: "... most of the individual's questions are about a council decision to defer water and sewer projects for some areas of the town (including Skinners Road, Drover Heights, and Franklin Place) because of increased costs and instead use the capital works money for roadwork and water and sewer infrastructure at Meadow Heights." <p>Request copies of individual's questions in ATIPP requests (naming the Request) that references using the MYCW funding for w/s infrastructure at Meadow Heights.</p> <ol style="list-style-type: none"> 4. Will states: "So it is a loophole that this individual is using." Request any documentation to support Will's statement? 5. Copy of any memos/notes, etc to the A and F Committee where Will states the matter of number of Requests, etc. was discussed. 6. Copy of any e-mails/memos/notes requesting this item be placed on the Council Agenda. 7. Will states "A lot of this individual's questions are follow-ups to answers that have already been provided but with a slightly different twist. Rather than accepting Council's decision, they keep looking for hidden information." (REQUEST: copies of ATIPP requests supporting Will's statement. 8. Provide at least one item on the Town website that was then provided as an ATIPP request. (My understanding is that if information requested is on the website, the applicant is directed to that and there is no ATIPP Request completed.) 9. Any documentation/response from the OIPC to Deputy Mayor Will (he states: "We've been told") re the Complaint matter sent to that Office. 10. Copy of Complaint sent to OIPC re the number/nature of e-mails and any response. 11. Will states: "Basically what we have now is a staff person working part time for this individual as a personal researcher." REQUEST: Copy of Job Description and copy of Work Description of the person referenced by Will.
PB3642017	5/24/2017	<p>Councilor D. Bartlett (as per the May issue, Northeast Avalon Times) agreed with the Deputy Mayor that ATIPP requests by a resident are "frivolous", "vexatious", "abuse of taxpayers' money", and adds, "it almost looks like an attempt at municipal sabotage". These words *(redacted)</p> <ol style="list-style-type: none"> 1. Copy of ATIPP requests on which Bartlett based his conclusions of "frivolous", "vexatious", "abuse of taxpayers' money". 2. Copy of ATIPP requests or other documentation on which Cllr. Bartlett based his conclusion of "attempt at municipal sabotage". 3. Any correspondence from Bartlett to anyone regarding this issue of a resident sending ATIPP requests to Council (either from Bartlett as an individual or as a member of a committee or group). 4. Any correspondence to Bartlett from anyone regarding this issue of a resident sending ATIPP requests to Council (either to Bartlett as an individual or as a member of a committee or group). 5. Any documentation on number of ATIPP requests a resident is allowed to submit to the town.
PB3732017	5/25/2017	<p>From the Town of PCSP/May 25/2017</p> <p>Documents tabled shouldn't have to be requested in any form because they are available on the website, i.e. the Cheque Register is a tabled document available for all to see. The reason/purpose/nature/basis and additional information leading up to tabled documents are not.</p> <p>PB/256(62) requested "reason/purpose/nature/basis of Invoice: #044721-03/27/2017. Response showed "purchase of land". Request civic address of this land.</p>
PB3722017	5/27/2017	<p>Apr 9 Minutes</p> <p>9. Project Cost Recovery</p> <p>A draft project cost recovery policy statement document was reviewed by Committee. REQUEST: Copy of draft project cost recovery policy statement document.</p>
PB3882017	6/2/2017	<p>All information on building permit issued to 18A Millers Road include application, property report and any info pertaining to issue of building permit.</p>

Public Domain	6/14/2017	<p>Response to ATIPP PB3642017 Request: "Copy of ATIPP requests on which Bartlett based his conclusions of "frivolous", "vexatious", "abuse of taxpayers' money", "attempt at municipal sabotage".</p> <p>states "Based on the ATIPPA Report PCSP ATIPPA Jan 1 to May 8, 2017 tabled at the May 9, 2017 Regular Council Meeting. Posting in Council Minutes of May 9 states:</p> <p>2. Access To Information and Protection of Privacy Act Requests</p> <p>The committee forwarded a report to Council to review the number of applicants and the volume of requests under the Access to Information and Personal Protection Act (ATIPPA) received from January 1, 2017 to May 8, 2017. The multiple concurrent requests for large numbers of records often interfere with the operations of the Town.</p> <p>Council discussed the report which shows over 80% of requests are from one applicant. This applicant has submitted 52 requests, totaling approximately 145 questions since January 1, 2017. In order for the Town to process the ATIPPA forms and respond to the applicant, it took approximately 250 hours.</p> <p>Council agrees the requests interfere with the operations of the Town and the cost of resources is too high. Some Councillors questioned if these requests are trivial, frivolous and/or vexatious. Another Councillor questioned if these requests are an attempt to sabotage the Town operations. For all these reasons, Council requested the Town to find a solution to this expense of resources being used and abused.</p> <p>REQUEST: COPY OF THE REPORT NAMED IN THE MAY 9 COUNCIL MINUTES, INCLUDING THOSE PROVIDING INPUT TO THAT REPORT AND THE NAME AND DATE OF THE SENDER TO COUNCIL.</p>
PB4312017	6/21/2017	<p>In the June issue of the Northeast Avalon Times there is an article, "Drovers Heights could be serviced," In that article is a quote from a councillor: "... the town will pay some of the costs if there is town owned land being serviced or if servicing is required by the town."</p> <p>REQUEST: (a) Civic numbers of town owned land capable of being serviced (except Maggies Place) and (b) civic numbers of land where servicing is required by the town.</p>
PB4382017	6/23/2017	<p>Section 130 of the Municipalities Act states: "A council of a municipality served by a water system shall impose upon the owner of real property, located inside or outside the municipality that is capable of being serviced by that system, a tax, to be known as the water and sewage tax."</p> <p>The Town of Portugal Cove-St. Philip's Water Regulations state:</p> <p>(d) The cost of the property owners' connection to the system shall be borne as follows: etc.....</p> <p>1. Property Owner- means any person, firm or corporation which contracts to be supplied with water and/or sewage disposal by the system.</p> <p>2. Service Stub- means a service pipe connected to the system and extending to the property line of the property owner.</p> <p>REQUEST 1: Town's definition of "real property" held by the Town of PCSP for the purpose of administering Section 130 of the Municipalities Act as noted above. REQUEST 2: Any documents/regulations/policy that specify that water or water/sewer fees are charged based on a service stub connected to "a building".</p>
Public Domain	6/29/2017	<p>From Council Minutes/June 20/2017</p> <p>Level of Service Review</p> <p>When finalizing the contract for the Level of Service Review project an error was identified. Twells Contracting was awarded the contract and named prime consultant for the Level of Service Review project at a cost of \$64,897 as per motion 2017-251. Upon further examination of the total cost, as per their proposal, it was determined that a small accounting error occurred and the actual cost of the project is \$65,182. This is a difference of \$285.</p> <p>Bartlett/Butler</p> <p>Resolved that further to motion 2017-251, the total cost of the Level of Service Review project be amended to \$65,182. Unanimously</p> <p>REQUEST: Copy of contract for Level of Service Review Project.</p>
PB4482017	6/29/2017	<p>From the Council Minutes of June 20, 2017</p> <p>1. Department of Municipal Affairs and Environment Correspondence - Approval to issue RFP regarding Household Water Meter Installation</p> <p>Staff advised that correspondence was forwarded from the Deputy Town Clerk for information purpose only from the Department of Municipal Affairs and Environment (DMAE) indicating that the Town received approval from DMAE to issue a Request for Proposal (RFP) to select a vendor to supply and install Household Water Meters.</p> <p>REQUEST: Records/documents/notes, etc., showing number of households to be supplied with water meters.</p>
PB4532017	7/4/2017	<p>In the May-June Flyer (the Tickle) the Mayor invited residents to provide input on either or both of two issues: under-capacity of two sewage treatments plants, and seniors' housing.</p> <p>REQUEST: Copies of responses (excluding the one by the Requestor on June 1/May 8)</p>
PB5042017	7/8/2017	<p>Copies of all electronic and paper correspondence as well as briefing documents and interoffice memos, etc. pertaining to 27-31 Emberly's Road and the subdivision on Round Pond Road. This is including, but not limited to correspondence between the Town of PCSP, [redacted], [redacted], [redacted], BTR Contracting and any other parties involved in the sloping of property that runs adjacent to 27-31 Emberly's Road, as well as engineering approvals of slope and road construction.</p>

PB5502017	7/21/2017	In response to ATIPP/PB/431/2017 there are 15 civic addresses of Town owned property capable of being serviced. REQUEST: 1. Documents/records showing the source/transaction/history of these properties in becoming properties under the ownership of the Town – excluding the two Rainbow Gully Road properties. 2. Estimated/potential amount in property taxes for the year 2016 if property taxes were paid on these properties under individual ownership. 3. Copy of regulation/policy/document/motion which supports the following statement: "... the town will pay some of the costs if there is town owned land being serviced or if servicing is required by the town."
PB5302017	7/21/2017	The Council Meeting of July 18 reports Correspondence of July 12 – Conflict of Interest in Council. REQUEST: Copy of correspondence
PB5192017	7/21/2017	From July 18 Council Package June 23, 2017 Dept. of Municipal Affairs Response to resident re: Maggies Place Inquiry Cheque Register: #045373/75311 Conflict opinion \$1168.27 REQUEST: (a) Copy of Response re Maggies Place inquiry. (b) Copy of Conflict opinion.
PB5252017	7/21/2017	The Council Minutes reports on ATIPP Requests received. Request: (a) Number of requests from January 1, 2017 to June 30, 2017 that were initiated by the requestor. (b) Number of requests that were submitted by a requestor on behalf of another person or persons. REVISED: The Council Minutes reports on ATIPP Requests received. Request: (a) Number of requests for GENERAL INFORMATION from January 1, 2017 to June 30, 2017. (b) Any information identifying whether these GENERAL INFORMATION Requests were initiated by the Requestor or made at the request of another party. If, so, provide information on (i) number of Requests initiated by the Requestor, (ii) number of Requests made at the request of another party.
PB5392017(Z)	7/26/2017	The Northeast Avalon Times (July 2017) reported that re a community centre, a Councilor stated: "But we all realized there were significant challenges to the last one. It cost a fortune - \$35 million." Request: Records showing number of estimates received for the community centre during the term of the previous Council. Records showing breakdown of the \$35 million estimate referenced. Records showing other estimates less than this for the community centre. Records showing estimates of a community centre being integrated with the school complex.
Public Domain	7/27/2017	Request: From Town Tax Structure and Schedule of Water/Sewer Fees 1. Definition of "unit" in fee per "unit". 2. If "unit" includes "residence", definition of "residence"
PB5432017	8/1/2017	Council Package – for Council Meeting, August 1/17 From Town Manager to Committee of the Whole During the 2015 budget consultations, the council learned that the cost of providing water service to those that it is available was greater than what was being received in water taxes. The remainder of the cost was being paid through general tax revenue from all tax payers including those not benefiting from the service. Council heard dislike of this practice from tax payers who do not benefit REQUEST: (a) Records/reports/documents/notes stating when, where Council heard from the public during the 2015 Budget consultations, and number of people attending, number of people providing input. Also, specifically what directions/questions/leads were given to the public in question for this input. (b) Records/reports/documents/notes that taxpayers other than those attending the 2015 Budget consultations were asked to provide input on general tax revenue for water/sewer services – stating where, when, number present, specific questions/directions/leads given to the taxpayers.
PB5442017	8/1/2017	Council Package – for Council Meeting, August 1/17 From Town Manager to Committee of the Whole The inverse statement that those not receiving benefit from a project should not have to contribute toward the cost of the project such as through general taxes. REQUEST: List of projects/services currently in progress in the Town of PCSP with costs paid/offset through Municipal General taxes.
PB5452017	8/1/2017	(1) Records of dates of increases in management salaries since May 31, 2013. (2) Records of percentage increases in management salaries at each of these times over previous time period. (3) Records of range of annual salary of management at each time period. (4) Records of Minutes/Motions approving salary increases for Management for each time period since May 31, 2013. (5) Records of bonuses/additional benefits beyond regular salary for any of management at each time period

PB5582017	8/4/2017	<p>Council Package – for Council Meeting, August 1/17 From Town Manager to Committee of the Whole During the 2015 budget consultations, the council learned that the cost of providing water service to those that it is available was greater than what was being received in water taxes. Request: 1. Total cost of providing water service to residents of the Town for 2016; 2. Break down of (a) cost for water paid to the St. John’s Regional Water Committee for 2016; (b) other costs directly related to providing water from Bay Bulls Big Pond for those who are water connected; (2) Total of water fees paid by residents/businesses; (3) Total cost of providing sewer services to residents of the town who were sewer connected for 2016; (4) Total of sewer fees paid by businesses/residents; (5) Breakdown of costs for sewer services for 2016; (6) Total amount being paid for sewer services through general tax revenue from all tax payers including those not benefiting from the service.</p>
PB5672017	8/14/2017	<p>Aug 1 meeting: New/General Business 2. Maggies Place Development update The development of Maggies Place is an initiative of this Council and of great interest to the residents of PCSP where Maggies Place was selected for a new Depot and new affordable housing. The Town recently received an application from a developer for senior’s cottages and single family dwellings. The Town is satisfied the public sector has recognized the exhaustive resident consultations that were undergone, and are still undergoing, met their needs. REQUEST: 1. List of “exhaustive resident consultations” – including content, date, audience, etc. 2. List and copies of responses to these “exhaustive resident consultations”.</p>
PB5912017	8/11/2017	<p>Please provide salaries including bonus paid to each elected member of council based on position on council. Please provide salaries including bonus paid to each Director and/or Manager of the various departments based on position held. To clarify, I am requesting the job title only with the associated salary information, not the individuals name</p>
PB6272017	8/18/2017	<p>Record of all costs/expenditures for the Portugal Cove-St. Philip’s Fire Department from Sept 1, 2016 to August 1, 2017 including but not exclusive to: Stipends/Honoraria, Equipment, Consultation, Fire Chiefs salaries, Travel, Back-up to St. John’s, repairs, etc.</p>
PB6312017	8/18/2017	<p>From Asset Management Plan “New infrastructure investments relating to new services or growth will be funded through a combination of senior government grants and levies charged to those property owners receiving the services, with the cost of these investments not funded through the municipal levy. (p.37)” REQUEST: 1. Record/List of infrastructure investments relating to new services or growth identified by the Plan. Indicate page number. 2. Definition of “SENIOR Government grants” 3. Documentation/records/ showing what is funded through municipal levy.</p>
PB6282017	8/16/2017	<p>Copy of a Communications Plan/Policy/Document of the Town of Portugal Cove-St. Philip’s or Plan/Policy/Document outlining/addressing Communication with the Town.</p>
PB6302017	8/18/2017	<p>From Accounts Payable – August 15 Council Meeting. 1. 045616(80/01/2017) Town of Torbay (2017144493) Killick Coast subdivision guidelines regionalization \$3630.00 REQUEST records/details on what this means. 2. 045504 (07/20/2017)(972586) Deductible for town hall exterior damage \$2500.00 REQUEST: records/details on what this means</p>
PB6292017	8/21/2017	<p>In an attempt to understand Town's W/S Cost recovery policy. 1. Number of households on Meadow Heights for which water/sewer is being provided. 2. Documentation/minutes/notes/correspondence showing/outlining/providing costs for installing water/sewer to residents of Meadow Heights – including overall cost, average cost per household, and individual cost per household (civic number).</p>

Public Domain	8/25/2017	<p>From Council Minutes – August 15/17</p> <p>Deputy Mayor Will noted his disappointment in the decision of Transportation Works regarding the school access road and inquired as to any option to return to the School Board and/or Transportation and Works for potential solutions. Councillor Facey encouraged residents to put their concerns in writing to the Department of Transportation Works.</p> <p>Rationale; to understand the decision making process within Council on behalf of residents and the best person to direct concerns as requested..</p> <p>REQUEST: Name of person/persons in discussion with/interfacing with the School Board and Department of Transportation on behalf of the Town over this issue.</p>
PB6262017	8/25/2017	<p>From Council Minutes – August 15/17</p> <p>1. Resolved that approval be given to award the contract for the Water Loss Control Program to Hatch Engineering at a cost of \$52,282 +HST. Unanimously</p> <p>Councillor Hanlon noted that this Water Loss Control Program was in no way linked to the Water Metering Project. Rationale: To understand source of funds in light of lack of funds for clean drinking water.</p> <p>REQUEST: Source of \$52,282.00</p>
PB6252017	8/25/2017	<p>Resolved that the Town provide the steering committee of the PCSP Chamber of Commerce \$2,300 based on their request for support. Unanimously</p> <p>Councillor Hanlon asked for clarification around providing monetary support given one of the events is a meet the candidate event, and it is election time. The Director of Financial Operations noted that these are start-up costs and the Town has hosted candidate events around previous elections.</p> <p>Rationale: To understand how Council spends taxpayers' money in light of insufficient money for cleaning drinking water for a Senior and others.</p> <p>REQUEST;</p> <ol style="list-style-type: none"> 1. Information/record clarifying whether the "candidate event" is sponsored by the Town or by the PCSP Chamber of Commerce 2. List of start up costs the \$2300 will cover.
PB6242017	8/25/2017	<p>From Council Minutes – August 15/17</p> <p>2. Service Level Review</p> <p>An update was provided to the committee on the survey findings and status of the service level review project. All information from residents, businesses, staff and council will be completed within the next two weeks. The draft report for part 1 of the project (the identification of the six key service areas) will be completed by early September for Council's review and approval.</p> <p>Rationale: To understand how the Town is governed and how taxpayers' money is spent. There is the Town Plan, Strategic Plan, Asset Management Plan, Level of Service Plan. REQUEST</p> <ol style="list-style-type: none"> 1. Copy of Survey referenced. 2. Number of contacts in different categories (ie, residents, businesses, staff) 3. Copy of record showing process how these were identified. 4. Cost of survey from development to gathering data to analysis and report.
		<p>From Council Minutes – August 15/17</p> <p>4. Water Metering Project</p> <p>The Committee reviewed the one proposal received for the RFP to install household water meters. Motion: Will/Facey 2017-389 Resolved that Town own seek approval from the Department of Municipal Affairs and Environment to award the contract for engineering services for project # 17-CWWF-17-00034, Household Water Meter Installation project, to Neptune Technology Group (Canada) Ltd., at an estimated cost of \$860,000, plus HST. Carried For: Bartlett/Butler/Collins/Facey/Tucker/Will Against: Hanlon</p> <p>Councillor Hanlon went on record that he is against this project and feels that the estimated costs will not reflect the real costs.</p> <p>Deputy Mayor Will noted that the process has been lengthy, the estimates given by consultants matched the bids received exactly. The costs are for the complete system including installation, communications package, and the technology to read and record as well as provide information to residents. This project will place the Town in the forefront and provide benefits to residents.</p>

PB5752017	8/25/2017	<p>Councillor Facey added that the funding is 70/30 with the Infrastructure Canada Clean Water and Wastewater Fund and the project met all the requirements. Significant background work has been done and he believes this to be an asset to the Town.</p> <p>Mayor Tucker noted the benefits are being reaped across Canada and with Newfoundland being the worst province for wasting water. Water metering has proven benefits and other municipalities that have installed them have never removed them.</p> <p>Councillor Butler noted that he has spoken with many residents and councils who have installed water meters across the country and not one has regretted the decision. These meters have a 20 year life span.</p> <p>Rationale: With no funding to provide clean drinking water to a Senior and others, attempt to understand the cost of water meters for those who are on town water. Report from Town states that residents were not willing to have their taxes go towards the 30% for water/sewer!</p> <p>REQUEST:</p> <ol style="list-style-type: none"> 1. Copy of matching bids based on estimates given by consultants. 2. Documents/Notes showing Rationale why the Town at large is paying the 30% in light of the Town declaring that the Town would not pay 30% of the 70-30 Grant for Drovers Heights residents and those of 3 other roads. 3. List of municipalities referenced by Councilor Butler, within the Province and outside the Province with water meters.
PB6442017	8/31/2017	<p>From August 29/2017: Admin and Finance Committee/Council Minutes</p> <p>8. Change Order Portugal Cove walkway</p> <p>A change order has been presented for the Portugal Cove walkway Project in the amount of \$79,649.35 including HST. The order has two parts one for the painting of the walkway , previously approved by council in the amount of \$55,770 and an amount for necessary excavation not considered originally , in the amount of \$13,490.30 both plus HST</p> <p>Committee recommends that Council approve change order #1 on the amount of \$79,649.35 HST included.</p> <p>Rationale: To understand decision making re Town's finances.</p> <p>REQUEST:</p> <ol style="list-style-type: none"> 1. Name and number of projects since September 1, 2016 to September 1, 2017 requiring a Change Order. 2. Amount of additional funding needed because of Change Order for each project.
PB6922017	9/20/2017	<p>Rationale: In light of the Town not having sufficient funding for water/sewer, it is important to know how Town revenue is spent.</p> <p>Expenditures –Cheque Register: 08/22/2017 to 09/01/2017</p> <p>Travel claim-APWA/CPWA Conference (one person) - \$2003.88</p> <ol style="list-style-type: none"> 1. Details from record for \$2003.88 charges. 2. Any additional charges/costs for this Conference. 3. Copy of Report (by attendee with implications for Town operations) arising from attendance at this Conference. 4. Any terms/conditions for how a Travel Grant of \$200.00 per month to the individual attending this Conference is spent. For example, are costs reduced by \$2400 (annual) or any portion thereof, if it has not been spent on other travel.
PB6912017	9/21/2017	<p>Below is an item from Expenditures –Cheque Register: 08/22/2017 to 09/01/2017</p> <p>Mass communications annual \$6500.00</p> <ol style="list-style-type: none"> 1. Name of party/organization/address to whom this money is paid. 2. Statement of how often this amount of money is paid. 3. Statement of when this “system” was provided to/initiated within the town. 4. Statement of how many residents are currently connected to PCSP Connects. 5. Number of contacts (Alerts, information, etc.) the Town has made to residents since this “system” was initiated by the town and the number of residents involved for each contact.
PB6952017	9/22/2017	<ol style="list-style-type: none"> 1. Excerpts/statements, etc. from job/work descriptions of employees (particularly Town Manager, Town Clerk, Deputy Town Clerk) specifying role/responsibility/tasks/commitment, etc. in taking part in the municipal election process – from initial preparation of Election documents, involvement with candidates, to polling day, counting and posting of results, to swearing in of elected candidates.
no #	9/22/2017	<p>After September 26, 2017, Copy/record of number of votes for each Candidate in the 2017 Municipal Election by Polling Station, Town of Portugal Cove-St. Philip's.</p>
PB7142017	10/2/2017	<p>As of September 1, 2017</p> <ol style="list-style-type: none"> 1. Number of Unionized workers - outside 2. Number of Unionized workers – inside 3. Number of non-unionized workers not management – full time 4. Number of management 5. Number of casual full time 6. Number of parttime 7. Overall salary for Unionized workers for 2016. 8. Overall salary for non-unionized workers, not management, full time for 2016. 9. Overall salary for management for 2016- \$731,182.00 (not a request) 10. Overall salary for casual/parttime for 2016.

PB7412017	10/5/2017	<ol style="list-style-type: none"> 1. Copies of all correspondence between Carol McDonald and the Town of Portugal Cove-St. Philip's pertaining to water fees previously owed at 1737 Portugal Cove Rd. This includes amount of back taxes owed, time period the amounts were owed, and date of payment of the balance. 2. Copies of all correspondence between Collen Rogers and the Town of Portugal Cove-St. Philip's pertaining to water fees previously owed at 1737 Portugal Cove Rd.
PB7422017	10/9/2017	All information relative to identification, qualification and authority of the planning and development committee members who identified grading and drainage problems impacting surrounding properties for Lots 34, 35 and 36 Stage 2B of Murray's pond residential subdivision. This information was conveyed to developer September 24, 2014. Minutes of all committee meetings where there was discussion of lots 34, 35 and 36.
PB7432017	10/10/2017	Record of all costs/expenditures for the Portugal Cove-St. Philip's Fire Department from August 2, 2017 to August 31, 2017 including but not exclusive to: Stipends/Honoraria, Socials, Equipment, Consultation, Fire Chiefs salaries, Travel, Back-up to St. John's, repairs, etc.
PB7832017	10/16/2017	A document - PCSP-Planning and Development Department, October, 2017/Western Gully Road/Concept Place – Stage 2 was recently distributed to residents Cost of preparation and distribution of this Flyer, including actual costs of designing, copying, distributing/postage, time invested by employees.
PB7822017	10/25/2017	<p>Motion 2017-0543 Will/Butler Resolved that Council adopt the Compensation Philosophy Policy as tabled. For: Tucker, Bartlett, Butler, Collins, Hanlon Against: Will</p> <ol style="list-style-type: none"> 1. Notes/reports/Minutes/documents, etc. on the initiation/beginnings of the Compensation Philosophy Policy. 2. Date when the idea for this began, if not in #1. 3. Names of people involved in initiating this idea, if not in #1. 4. Reasons/rationale why this was initiated, if not in #1. 5. Name of any and all Consultants involved in developing this Policy, and amount of funds paid to them. 7. Record of instances of performance pay above and beyond the union negotiated settlement, since this Policy was adopted.
PB7812017	10/25/2017	<p>Based on ATIPP/PB/545: Increases for management salaries effective June 1st. for 2014, 2015, 2016 and 2017 were 2% ,4% , 3% and 3% Statement in the Compensation Philosophy Policy that the union negotiated increase is contingent on satisfactory performance: "all satisfactory management employees will receive union negotiated increases as a minimum." (a) Definition/scale/criteria for "satisfactory performance". If satisfactory performance differs per manager, please indicate each set of criteria, etc. (b) Number of management in total and number who achieved satisfactory performance for 2017. (c) Date/s when satisfactory performance was rated for each management. (d) Role/position of person doing the ratings.</p>
PB8302017	11/6/2017	The Town Council of Portugal Cove-St. Philip's was approved a MYCW grant of \$2,763,119.00 in 2014 for water for Skinners Road, and water/sewer for Franklin Place, Drovers Heights, and Indian Meal Line from PC Road to Blagdon Hill. Itemized account of expenditures from this account up to October 31, 2017.
PB8312017	11/6/2017	Residents of Neary's Pond Road were provided with water/sewer in/around/between 2011-2013 through a Multi-Year-Capital Works project. <ol style="list-style-type: none"> 1. Percent of cost shared basis of this grant, indicating (a) percent contributed by the Province, and (b) percent contributed by the Town of PCSP. 2. Cost per civic address to the civic address landowner/resident/homeowner for the installation of water/sewer under this MYCW project.
PB8322017	11/8/2017	<ol style="list-style-type: none"> 1. Itemized account for all expenditures on water/sewer project for Meadow Heights (to present) 2. If not included in #1, cost per civic number. 3. Copies of correspondence to/from the Town of PCSP, residents of Meadow Heights, Department of Municipal Affairs or other Provincial Government officials related to this project.
PB8332017	11/11/2017	Copy of the following correspondence from Nov. 7 Supporting Documents: 2017- October 24-Resident-Complaint and Request for Clarification-PW and PS Cmte.
PB8342017	11/14/2017	RE: Notice to Residents re Town of PCSP Application for Proposed Residential Subdivision, Western Gully Road, Oct., 2017. REQUEST (1) Source/authority approving this Proposed Residential Subdivision for distribution to residents. REQUEST (2); Costs of preparing (personnel time, consultants, drafting information, printing, distributing, etc.)

PB8352017	11/8/2017	Copies of all correspondence to members of Council by [redacted] (resident of Drover's Heights) from September 27, 2017 to November 8, 2017. Copies of all correspondence to [redacted] (resident of Drover's Heights) by any and all members of Council from September 27, 2017 to November 8, 2017.
PB8412017	11/20/2017	Copy of Accounts Payable, Cheque Register for the Council Meeting of November 7, 2017.
PB8642017	11/23/2017	1. Number of residents sampled for input on Town priorities. 2. Any and all demographics of this sample. 3. Documentation/memos/notes, etc. on why Priorities for the Town was set at six (6). 4. Names of Town staff/employees involved in this Plan/project. 5. Start date; completion date of Plan/project. 6. Itemized cost of the Plan/Project to conclusion.
PB8652017	11/25/2017	Cheque Register – Tabled November 21 Council Meeting. 045272 Kenna Pennell Tutoring \$480.00 Specifics – documentation - tutoring whom – when? 046277 Moses Tucker \$178.55 (Was this from the previous Council – if not, documentation showing in what capacity?) 046281 Norman Collins \$142.80 (Was this from the previous Council – if not, documentation showing in what capacity?) 046296 Women’s Institute \$100.00 Seniors’ fall prevention lunch Documentation showing how this is this related to the Town? Is this a Town sponsored event? 046328 Tony Pollard \$159.34 Mileage claim Documentation showing nature of claim 046340 Women’s Institute \$75.00 Soup for fall festival Documentation showing how this is this related to the Town? Is this a Town sponsored festival?
PB8942017	12/3/2017	1. Cell phone numbers for each person at the Town Hall with a cell phone. 2. Cost or estimated cost of cell phones at the Town Hall for a year.
PB9082017	12/6/2017	Request: Information on Commissionaires: (a) Motion or Act or Direction of Council initiating/endorsing commissionaires. (b) Agreement of how much per year to pay. (c) Amount paid to November 30, 2017. (d) Duties/tasks/responsibilities of commissionaires. (e) Number of commissionaires. (f) Person/Body from whom commissionaires receive direction/orders. (g) Person/Body to whom commissionaires report. (h) Any and all commissionaires’ reports to November 30, 2017.
PB9072017	12/9/2017	#046350-Adrian Green(BGTV)-\$2500.00 “Filing/community promotion” Specifics – who endorsed this/for what purpose/what does ‘filing’ mean/how does it benefit the community/ #046367 – Moses Tucker MNL Convention - \$946.81 In what role in Council did Mr. Tucker attend this convention? #046369-Norman Collins-MNL Convention - \$84545 In what role in Council did Mr. Collins attend this convention? #046383 – Becky Mercer – tutoring - \$90.00 Who is being tutored? Why is this a town expense? #046392-EC Boone – remove sign and inspect store - \$1247.75 Address of store? Why is this being done? Why is this being done by someone hired from outside the Town? \$046417 – Matthews, Jeffrey, and Troy Parsons - \$400.00 What is this – nature and purpose? #046418 – Frank Stone and Sharon Hynes - \$1321.12 What is the nature of this item? 10/20/2017 Ang. Parish of St. Philip - Hall rental - Sept. 17 -\$225.00 Purpose for renting hall.
PB9062017	12/11/2017	TM had to cancel on a training session with the Planning coordinator put off by Newfoundland and Labrador Association of Professional Planners on Planning for an age supportive community. The Coordinator brought back information showing that recent initiatives suggests we are on the right track for responding to pressures of an aging population. In light of some Seniors in the town having no clean water, request copy of information brought back from NL Association of Professional Planners on Planning for an age supportive community.

PB9382017	12/20/2017	<p>1. New/General Unfinished Business Year-end staff appreciation MOTION: Committee recommends, as per past practice, that Council approve payment of the year-end staff appreciation for 2017. Request: Record showing amount of individual payments if different, and total amount paid.</p> <p>2. 12/07/17 – Women’s Institute – brunch for each one-teach one – seniors - \$150.00. Request: Record/statement indicating whether this is a Town sponsored activity or whether the town is being reimbursed for this money.</p> <p>3. 11/29/2017 - Inspiring Enterprises Ltd. Purchase of land Indian Meal Line. Record showing why the Town is paying for this land? Purpose of land purchase?</p>															
Total in 2017:	130																
PB-28-2018	1/11/18	<p>List of all programs/activities offered by the PCSP Public Library in 2017 and paid for through Town Revenue. Request: Name/title of each program/activity Cost of this program/activity to Town taxpayers – ie. funding provided by Town. Any co-sponsor/support group and amount of funding provided by these for each program they co-sponsor/support. Copy of any arrangement/contract/charter between the Town of PCSP and these co-sponsors/support groups.</p>															
PB-29-2018	1/12/18	<p>1. Record of Date the Application for this subdivision was received by the Town of PCSP. 2. Record of Date (prior to mail-out of Flyer) when this Application/Proposal came to Committee and or Council (specify which one) for information, discussion and/or action. 3. Record of those present at meeting 4. Record of whether Committee/Council/or individual (stating which, and if Committee or individual, name) approved distribution of the Flyer on this proposed subdivision for resident input? 5. Record of Minutes/Notes on this decision. 6. Record of date when Flyer was mailed to residents. 7. Record of any resident input to the distributed Flyer.</p>															
0055-062-18-003	1/17/18	Privacy Complaint (Release of name)															
PB-93-2018	1/29/18	<p>1. Salary for 2017 for (a) Mayor, (b) Deputy Mayor, (c) Councilor 2. Salary projected for 2018 for (a) Mayor, (b) Deputy Mayor, (c) Councilor. 3. Number of employees as of December 31, 2017 in the following categories: (a) Unionized workers (b) Management – non unionized (c) Others 4. Salary range per year for each of the 3 categories for 2017. 5. Amount paid in travel allowance or other such benefits for any members of each category. 6. Amount of professional dues (not union) paid on behalf of staff.</p>															
PB-104-2018	1/31/18	<p>1) Cost of Consultants for 2017 2) Cost of lawyers/legal fees for 2017 3) Itemized cost of Volunteer Fire Department for 2017, including salaries/benefits for Fire Chiefs 4) Amount of travel claim for Council for 2017. 5) Amount of travel claim for staff/employees for 2017 6) Staff Christmas Function for 2017 7). Itemized cost of Commissionaires for 2017.</p>															
PB-108-2018	2/2/18	<p>January 23 Council Meeting Purpose: PCSP Inclusion Committee Advisory Committee to Council Terms of Reference The purpose of the PCSP Inclusion Committee is to advise Council through an inclusive lens, on how to best suit the needs of the residents of the community with regards to programs, community services, special events, and facilities. Goals and Objectives 1. To advise staff and Council on ways to ensure that all programs, community services, special events, and facilities meet the needs of the community. 2. Suggest how to improve any current facilities. 3. Have input on all new facilities. 4. Advocate for residents in the community and support their needs. 5. Educate the residents of the community on the different needs. 6. Help fund-raise and access grants.</p>															
PB-109-2018	2/2/18	<p>From the Town’s Cheque Register, January 23, 2018 Council Meeting Minutes/Supporting Documents at pcsp.ca</p> <table border="0"> <tr> <td>046646</td> <td>12/14/2017</td> <td>\$1491.00</td> </tr> <tr> <td>046696</td> <td>12/20/2017</td> <td>\$1400.00</td> </tr> <tr> <td>046746</td> <td>12/22/2017</td> <td>\$250.00</td> </tr> <tr> <td>046747</td> <td>12/22/2017</td> <td>1400.00</td> </tr> <tr> <td>046806</td> <td>01/11/2018</td> <td>100.00</td> </tr> </table>	046646	12/14/2017	\$1491.00	046696	12/20/2017	\$1400.00	046746	12/22/2017	\$250.00	046747	12/22/2017	1400.00	046806	01/11/2018	100.00
046646	12/14/2017	\$1491.00															
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046747	12/22/2017	1400.00															
046806	01/11/2018	100.00															

PB-112-2018	2/6/18	<ol style="list-style-type: none"> 1) Coffee/tea/beverages (town hall) 2) Cost of bottled water for the town hall. 3) Cost of Town photographer 4) Cost of Advertising by the Town (flyers, radio, etc.) - 5) Cost of Tutoring program fees paid by Town 6) Cost of various functions co-sponsored by the Town in 2017 with other agencies, naming the other agency/party, for example, "Seniors' fall prevention lunch." 7) List of venues outside the town hall, hired/rented by the Town and function and cost of each of these venues for 2017.
PB-121-2018	2/7/18	<p>Un-redacted information for item in Council Minutes of February 6, 2018 or sufficient information for taxpayers to understand how their money is being spent.</p> <p>046907 01/25/2018 \$250.00</p>
PB-131-2018	2/14/18	<ol style="list-style-type: none"> 1. Cost of 2015 Flood-Risk Mapping Project. 2. Source of funds paying for this Project. 3. Area covered by this Project.
PB-137-2018	2/15/18	<p>From Service Level Review - Survey</p> <p>A telephone methodology was selected for this study. All households within PCSP with an active landline number were used as the sampling frame for the survey. Given the inability to distinguish cell phone numbers for PCSP vs. St. John's CMA as a whole, cell sample was not included.</p> <p>REQUEST:</p> <p>Information/documents showing the selection of the sample.</p> <ol style="list-style-type: none"> 1. Was it a random sample for a N of 400, based on households with landlines? 2. Or was it a first listed first response method for a quota of 400 subjects? 3. Or Was it a stratified or stratified random sample, and if so, what were the strata?
PB-160-2018	2/20/18	<ol style="list-style-type: none"> 1. Copy of RECORD of Council/Committee containing the words "Western Gully Road" and the specific date, and names of those present at a Council or Committee meeting when an Application/Proposal FOR DEVELOPMENT AT WESTERN GULLY ROAD came to Committee and or Council for information, discussion and/or action prior to the mail out of a Flyer on this proposed development. (The mailout was in October, 2017 – no specific date) 2. Copy and date of RECORD containing the words "Western Gully Road" and a decision of Council/Committee to approve distribution of the Flyer on the proposed Western Gully Road subdivision for resident input.
PB-161-2018	2/20/18	Rationale why SIX (6) strategic services were pre-determined, and not another number, such as 5 or 8 or 11 or even to decide the number AFTER the data were gathered?
PB-162-2018	2/21/18	A copy of the Agenda/Council Package for February 20, 2018 in a format that is readable and is similar in that way to all previous Agenda/Packages except for perhaps, one.
PB-175-2018	2/23/18	1. Un-redacted item or sufficient information to understand Item 047001/02/09/2018 for \$248.09.
PB-179-2018	2/28/18	<ol style="list-style-type: none"> 1. Total salaries of Management - for 2017 2. Total salaries of Inside workers excluding Unionized and Management – for 2017 3. Total salaries of Unionized workers for 2017. 4. Total salaries for other categories – parttime, etc. for 2017 5. From PB-93-2018 <p>Salary range per year for each of the 3 categories for 2017.</p> <p>b) Management – non unionized 53,321.40– 119,631.05</p> <p>From PB/217/2017</p> <p>9. Range of management salaries – including benefits - \$81,748-\$133,552.00</p> <p>Request explanation of the difference between 5(b) of PB-93-2018 and (9) PB-217-2017 Request specifics on "benefits" (name/costs) that make up the \$13,920.95 difference.</p> <ol style="list-style-type: none"> 6. Any decrease (amount/%) in management salaries from PB/217/2017 to PB/93/2018. Motion which approved this.
PB-243-2018	3/1/18	<p>The A and F Committee Report of February 13, 2018 states:</p> <p>MOTION: Committee recommends that the final cost of the project be adjusted to \$779,090.50 for Project 205-201606094 "Town Connectivity Plan".</p> <p>Request: Itemized account/components for this project with costs assigned.</p>

0025-062-18-035 PB-834-2018	3/2/18	<p>Complaint #1: Request Clarification</p> <p>On Feb 15, 2018, at 1:45 PM, Claudine Murray <Claudine.Murray@pcsp.ca> wrote:</p> <p>There are 32 mobile numbers listed (some are cell phone numbers, some are ipad numbers, some are emergency truck numbers) in the response, the town has released 8 of the numbers, at a total cost of \$23,391.92 for 2017.</p> <p>I count 27 cell phones/mobile devices on the Response - Response states there are 32- how is the discrepancy of 27-32 explained? Are there 27 (as listed) or 32 (some not listed) cell phones/ mobile devices?</p> <p>When the ATIPP coordinator states: The town has released 8 of the numbers at a total cost of \$23,391.92 for 2017.</p> <p>Does this mean the cost for these 8 numbers is \$23,391.92 at \$2923.99 a number?</p> <p>What is the cost for the 32 devices?</p> <p>Note: both parties counted wrong – the correct number was 37 at a cost of \$23,391.92 for 2017.</p> <p>Complaint #2: Challenge Redaction Of Information</p> <p>These are cell phones/mobile devices paid for by public funding from taxpayers in the town of Portugal Cove St. Philip's.</p> <p>There are only eight (8) phone numbers provided.</p> <p>Of these, the "holder" of only 3 are recognizable: Mayor, Deputy Mayor, and Director of Finance/Town Clerk 727-1635- Councilor.</p> <p>In the case of the latter, this employee is a Councilor in a neighbouring town- is the Town of PCSP paying for a cell phone in his role as councilor in that town?</p> <p>The names for some positions are not known: WWTP Operator, Facilities Lead, _ Manager of Water & Waste Water- Standby, Foreman, Lead Hand, etc.</p> <p>As indicated above these are cell phones/mobile devices paid for by taxpayers from public money from the Town of PCSP. The holders of these devices at taxpayers' expense cannot be secret from the taxpayers.</p> <p>If these devices/phones cannot be used by the taxpayers paying them, then what is their purpose?</p> <p>REQUEST: The names of individuals with contact numbers paid for by the Town must be released.</p>
0025-062-18-036 to 039 PB- 104/108/112/137- 2018	3/20/18	<p>The following files re the Town of Portugal Cove-St. Philip's are overdue (or partially overdue).</p> <p>PB-104-2018</p> <p>PB-108-2018</p> <p>PB-112-2018</p> <p>PB-137-2018</p>
0025-062-18-036 PB-08-2018	3/20/18	<p>I question the redaction of information in this File on two grounds:</p> <p>(1) Residents/taxpayers have a right to know,</p> <p>(2) precedent has been established.</p> <p>Request:</p> <p>1. That names and contact information for the inclusion advisory committee be released.</p> <p>2. That information be shared with the town of Portugal cove-St. Philip's on the town of Portugal cove-St.- Philip's as a municipal, public body, responsible to the residents/taxpayers of the town and this means providing information as part of the town operation in the best interests of residents/tax payers.</p>
0055-062-18-004	3/23/18	<p>The following correspondence [letter from Holy Rosary Parish] marked PRIVATE AND CONFIDENTIAL was published on the Town Website and disclosed to the public. In addition to the covering letter, there were 7 pages of attachments, one of which is attached here as an example. All can be found on the Town website under Council meeting- March 20/2018</p> <p>Is there a violation of the Privacy Act re the following?</p> <p>If so, the Town of Portugal Cove-St. Philip's should be informed of the conditions of the Act, should remove the material from the town website and apologize to the party forwarding the information marked PRIVATE AND CONFIDENTIAL as per the Town's Processing Correspondence Policy.</p>
PB-271-2018	4/6/18	<p>Council documents of March 20, 2018 contain the item: 7. Water and Sewer Connection Fees and state:</p> <p>"The committee recommends the amended 2018 Schedule of fees.</p> <p>The Council item states: "The recommended fees give the greatest benefit to existing home owners ..."</p> <p>REQUEST:</p> <p>COPY OF FEE SCHEDULE showing fees for "existing buildings".</p>
PB-272-2018	3/24/18	<p>From Council Minutes/March 20/2018.</p> <p>1. Attended the UMC meetings with our representative which was held by MNL on Wednesday and Thursday of last week. There were a number of topics that you will hear about from our representative later, if not today then in a Council meeting to follow.</p> <p>Rationale: to understand how the Town is governed.</p> <p>Request:</p> <p>Names of Town representatives/councilors/employees attending the UMC meetings.</p> <p>Copies of reports on the meetings from individual attendees or categories of attendees (councilors, TM/CA, other employee categories).</p>

PB-273-2018	3/24/18	047081 Paddy's Day entertainment – Stan Butler - \$250.00 REQUEST: 1. Date on which entertainment was held. 2. Information on whether this event was “solely town sponsored” or “co-sponsored” and if the latter, with what group/organization? 3. If co-sponsored, cost to that group. 4. Group/audience for whom the entertainment was directed. 5. Place where held. 6. Publicity notices to intended audience/participants.
PB-274-2018	4/1/18	PREAMBLE: From: Council Minutes – June 6, 2017 4. Sludge Dewatering Project As the Sludge Dewatering project under CWWF funding will not be proceeding, the Committee would like to transfer the funds to a previously shelved MYCW project. Motion: Facey/Hanlon 2017-297 Resolved that Council seek Ministerial approval to transfer funds to the Drover Heights Water and Sewer Project. Carried: Unanimously INFORMATION REQUESTED: All follow-up documentation/records/action pertinent to this Motion.
PB-275-2018	4/1/18	PREAMBLE: ATIPP(PB-93-2018) requested (6.) Amount of professional fees (not union) paid on behalf of staff. Response received: \$1404.38. Cheque Register item (047105) states that \$1213.25 was paid on behalf of Chartered Professional Accountant. INFORMATION REQUESTED: On whose behalf (names or positions) was the remaining, \$191.13 paid and what was the name of the Professional fees and the amounts that make up \$191.13?
0025-062-18-040 PB-243-2018	4/5/18	This [PB-243-2018] is outstanding. I have no record of an Acknowledgment or Advisory Notice or Response.
0025-062-18-041 PB-298-2018	4/10/18	FOR CLARIFICATION I do not find the documents for the Supporting Documentation paged. The Agenda, provided first is not paged. The Minutes of the March 20 meeting are paged to page 14. There are no more page numbers that I can see so I can't find page 89. I am asking someone from OIPC to check the Supporting Documents of the April 3 Council meeting for the PAGE NUMBERS, and AMENDMENTS (NOT POLICY) as per Motion 2018-109 in case I have mis-read page numbers, or Amendments.
PB-297-2018	4/9/18	1. Any of these numbers that were initiated/originated/generated by the Town? 2. Any of these numbers that are existing cell/mobile phone numbers of Councillors and are now being paid for by the Town?
PB-298-2018	4/9/18	1. PREAMBLE/REQUEST: Motion 2018-109 The Committee reviewed amendments to the Advisory Committee Policy that better defines the size, appointment process and special leave for the committee and members. Neary/Bartlett Resolved that the amendments made to the Advisory Committee Policy. (NOTE: I ASSUME, WORDS “BE ADOPTED”OR WORDS TO THAT EFFECT ARE OMITTED.) Unanimously 1. REQUEST COPY OF AMENDMENTS. 2. REQUEST ANY DOCUMENTATION/DECISION WHY ADVISORY COMMITTEE POLICY IS UNDER THE DEPT. OF ECONOMIC DEVELOPMENT et al.
PB-320-2018	4/18/18	From the Administration and Finance Committee, Council Package, April 17, 2018 Amend motion 2018-056 to read a final project cost for Gas tax project 205-2017-6291 of \$164,647.89 Amend motion 2018-055 to : submit a revised Capital Investment Plan to reflect the cost of Gas tax project 205-2016-6094 to be \$805,457.65 REQUEST: 1. Details on project (nature, focus, persons/people affected, etc.) referenced as Gas Tax project 205-2017-6291 2. Details on project referenced as Gas Tax project 205-2016-6094

PB-321-2018	4/18/18	To understand how a municipality functions and how funding is being allocated. PREAMBLE: From Council Package, April 17 Council meeting. 5. Municipal grant for town staff position Correspondence from FCM highlighted a funding opportunity due June 29th. The funding program is meant to support and encourage municipal work in climate change adaptation. As we are currently involved in two projects with this focus we are eligible to receive reimbursement for existing staff time on this topic. An application will be completed. REQUEST: 1. Information on the two projects of the Town of PCSP with focus on climate change adaptation.
PB-322-2018	4/19/18	1. Documentation on procedures for hiring town employees (eg. identifying need, advertisement (where posted), screening applications and by whom, interviews, (how interviewees are chosen, nature/make-up of interview panel, interview form, Council involvement, Ratification by?). 2. If different procedures are involved in different classifications of employees – eg., management, union workers, non-management/non-union, parttime, maternity placements, specify procedures for each category.
PB-328-2018	4/20/18	Request: of March 26, 2018 1. Names of Town representatives/councilors/employees attending the UMC meetings. 2. Copies of reports on the meetings from individual attendees or categories of attendees (councilors, TM/CA, other employee categories). REQUEST OF APRIL 20, 2018 1. I don't find a Response to Request #1 and still request this. 2. Need to clarify "Report". The Senior Dictionary of Canadian English defines report as: "an account of something seen, heard, read, done, or considered." I am excluding handouts at meeting sessions as a "report". Request self-generated "reports" "accounts" of what was experienced/learned at the UMC sessions and the implications of this for improving the administration/effectiveness of the Town, and/or the welfare of the residents. 3. Names of people or title of role to whom the self-generated report was distributed/shared.
PB-340-2018	5/2/18	Motion 2013-445/Will/Collins (December 17, 2013) was adopted: "Resolved that Council approve \$811,730.00 for water/sewer for Drovers Heights. REQUEST: Information showing the disposition of this funding – if it did not go towards water/sewer for Drovers Heights, then is it still in trust, and if spent, how was it spent?
PB-341-2018	4/27/18	Itemized cost of the Recreation Department – personnel (title of position), activities, projects, co-sponsored activities naming the co-sponsor, miscellaneous, etc. for 2017.
		1A: Any/all correspondence between the PCSP Town Manager/Engineer and any employee of AMEC Foster Wheeler for the past 6 years. 1 B: Any/all correspondence between any PCSP Town employee and any employee of AMEC Foster Wheeler regarding the Flood Risk Mapping and/or study for the past 6 years. 2. Any/all notes, minutes, correspondence of any kind between PCSP Town employees and other PCSP Town employees, regarding any applications associated in any way with TRAK Developers Inc. Mercer Road applications. 3. Any/ all notes, minutes, correspondence of any kind between PCSP Town employees and any and all Town Council members regarding any applications associated in any way with TRAK Developers Inc. Mercer Road applications. 4. Any/all meeting notes, minutes, correspondence of any kind between PCSP Town employees and any and all other government agencies and or entities regarding any applications associated in any way with TRAK Developers Inc. Mercers Road applications. 5. Any/all documents in the possession of the Town of PCSP or any/all of its past and present council members or employees regarding any applications associated in any way with TRAK Developers Inc. Mercers Road applications. 6. Any/all documents associated with any agreements signed or agreed to by the Town of PCSP regarding flood risk mapping. 7. Please provide the motion, the voting record and any other documentation associated with the motion from the June 28, 2016 Council Minutes (as per below Clarification) 8. Please provide any /all meeting notes, minutes, correspondence and any documentation associated with the indicated Committee of the Whole meeting or any meeting associated with this application as referenced at the June 28, 2016 Council Minute

PB-342-2018	5/3/18	<p>Additional Information for Clarification</p> <p>The below highlighted excerpts from June 28, 2016 meeting minutes is supplied for clarification for the above requested information.</p> <p>- No. 1 Is a statement indicating a motion was made and accepted by council. (Request # 7)</p> <p>- No. 2 This item indicates that the issue was referred to a Committee of the Whole to be dealt with. (Request #8)</p> <p>Excerpt from Page 10 of 17, Council Minutes June 28, 2016</p> <p>...subdivision by committee and staff and the reason this was put forward as a notice of motion is that I am concerned that Council are not discharging their duty. The Water Resources Board Flood Risk Mapping was updated from 1996 to current and the 20 years and 100 year flood zone covers a good part of this development. #1 As a Council we agreed (by motion) to not approve anything in those flood risk zones. On May 5, 2016 we received correspondence from the developer to make a decision. The Appeal Board made a recommendation nine months ago and the Committee made a recommendation (for this meeting), which just got deferred. Therefore, Motion: Butler/no seconder I recommend that the application to subdivide property and construct a fully-serviced residential subdivision at Civic # 12-16B Mercers Road be rejected as per Appendix A: Tabled Report. Failed. For the record: As there was no seconder for this item, the motion 'Failed' and #2 Councilor Butler asked that this be referred to a Committee of the Whole to be dealt with.</p>
PB-343-2018	5/3/18	<p>At a public meeting on May 1, 2018, it was announced that the cost of connecting water/sewer to Drovers Heights was \$730,000.00. This does not include the survey work that was completed through the MYCW (2014-2017).</p> <p>Request: Documents/Information on the detailed analysis of this \$730,000.00 including the name of the Engineering firm which developed it, when developed and itemized costs.</p>
PB-349-2018	5/7/18	<p>SJRFD Full Service:</p> <p>The PCSP Fire Department would be required to become a subsidiary station of the SJRFD. PCSP would be required to fund and build one main station and then turn over to SJRFD (St. John's Regional Fire Services Committee). Some current PCSP equipment and vehicles may be expected to be turned over to SJRFD. The remaining would be left to the Town to dispose. The Town would be required to pay full costs of staffing the single station, and the operation and dispatch would be at the priority and operating protocols of SJRFD. Response times may certainly be impacted, especially at times when the PCSP station is un-manned, with personnel re-allocated or in another region for an emergency.</p> <p>REQUEST:</p> <ol style="list-style-type: none"> 1. Itemized cost of estimates of all services (personnel/resource) for service from the St. John's Regional Fire Department for a total of \$3.5 million per year. 2. Authority/agency providing these estimates and date provided. 3. Overall cost of Volunteer Fire Department (PCSP) for 2017 (excluding back-up service from St. John's RFD). 4. Cost of "back-up service" from St. John's Regional Fire Department. 5. Data/information/costs on "least cost option" of service from St. John's RFD?
PB-348-2018	5/7/18	<p>A copy of a written legal opinion recently received by the town regarding a conflict of interest matter involving a former deputy mayor and referenced in Motion 2018-143 dated 1 May, 2018.</p>
PB-370-2018	5/15/18	<p>The Cheque Register for the May 15, 2018 PCSP Council meeting lists:</p> <p>047393/04/27/2018</p> <p>LW Consulting: Performance Evaluation System – Final - \$4463.44</p> <p>INFORMATION REQUESTED:</p> <ol style="list-style-type: none"> 1. Copy of this final report by LW Consulting. 2. Total cost (itemized) for this report/project.
PB-407-2018	5/28/18	<p>ATIPP:PB-894-2017 provides 39 names or roles or positions involved with the Town of Portugal Cove-St. Philip's who have cell phone numbers paid for by the Town.</p> <p>REQUEST: Which names/roles/positions of those listed have cell phone numbers which were "private" numbers prior to being paid for by the Town that are still private numbers being paid for by the Town of PCSP.</p> <p>(NOTE: Response to PB-297-2018 states the cell phone numbers of Councilors and the Town Manager are not private numbers.)</p>
0025-062-18-043	5/31/18	<p>Complaint:</p> <p>I requested "A copy of a legal opinion recently received by the Town regarding a conflict of interest matter involving former deputy mayor Gavin Will and referenced in Motion 2018-143 dated 1 May, 2018." (copy attached).</p> <p>Resolution/Remedy sought:</p> <p>As this is a matter of public concern I believe that the Town failed to fulfill its duty by refusing to release to the public reasons for the conclusion reached and the opinion provided by its solicitor in relation to the above cited matter of conflict of interest. My suggested remedy is that the Town be directed to provide the reasons and case law relied upon by its solicitor in concluding that no conflict has occurred. Again, I believe this to be is a matter of public concern and interest, not one involving private and personal information. Many others share my concerns.</p>
PB-464-2018	6/8/18	<p>Re: Council Decision to challenge OIPC Appeal on PB/894/2017 (2018-01G-4088).</p> <ol style="list-style-type: none"> 1. Request: Record of nature/title, place, and time/s of meeting/s where approval for this action was raised/discussed/given by Council. 2. Request: Number of Councilors approving/or voting for this action. 3. Request: Itemized cost of this decision/action of Council to June 8, 2018.

PB-473-2018	6/12/18	All related records pertaining to permits issued for subdividing 180 Old Broad Cove Road.
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